

## Instructions for NGS XML Upload (2012+)

Attached you will find the Excel templates which may be used to produce the XML returns for upload through ATAP. The Producer.xlsx template includes tabs for the MT180, MT180S, and MT178. The FirstPurchaser.xlsx template includes a tab for the MT179.

Complete the following instructions in order to file your NGS XML returns each month:

1. Complete the appropriate template. Be sure to enter a value in every cell in the template.
2. Export the Excel template to XML:
  - A. For Microsoft Excel 2007:
    1. Select the **Developer\*** tab on the MS Excel Ribbon
    2. Click the **Export** button
    3. Give the .xml file a name, and then save it
  - B. For Microsoft Excel 2003 Professional:
    1. Expand the **Data** menu
    2. Expand the **XML** sub-menu
    3. Click **Export**
    4. Give the .xml file a name, and then save it
3. Log onto ATAP at <https://atap.arkansas.gov/>
4. Select your NGS Account by clicking on the Account ID hyperlink
5. Click the "Return List" hyperlink next to the period for which you are filing
6. Click the "File" hyperlink next to the return type for which you are filing
7. Click the **Import** button on the sidebar
8. Click the **Browse** button, navigate to the .xml file you saved above, and select it
9. Click the **Import** button
10. If there are no errors, you can now click the **Submit** button

### Important Notes:

- **Saving** the Excel spreadsheet as an XML file is *NOT* the same action as **exporting** the data to an XML file. Saving in this way creates a Microsoft proprietary XML file that is not usable for these purposes.
- Only Microsoft Excel 2007 and Excel 2003 Professional support exporting to XML.
- Excel 2003 Standard and all prior versions do not support XML. If you have a Data menu but no XML sub-menu, you are likely running Excel 2003 Standard and would need to upgrade to gain the XML functionality.
- Please note that if you import data into Microsoft Excel 2007 or Microsoft Excel 2003 Professional from another version of Excel that does not support XML, you lose formatting and the XML that you create will not validate.
- In addition, Microsoft Excel 2008 for Mac/Apple does not appear to support XML exports.
- If you do not see the Developer tab in Microsoft Excel 2007, follow these steps to enable it:
  1. Click the Office button (circular button in upper-left corner of Excel)
  2. Click the Excel Options button (at the bottom-right)
  3. Under the Popular options, check the option labeled "Show Developer tab in the Ribbon"

## Common XML Upload Errors

Data Validation Error: No matching global declaration available for the validation root.

*Cause:* The file was **saved** as XML or the or the Excel spreadsheet was renamed with a .xml extension

*Fix:* **Export** the spreadsheet to XML.

Data Validation Error: The specified Account Id (12345678NGS) cannot be found

*Cause:* Account ID cannot be found in the DFA system.

*Fix:* Enter your severance tax account ID, which consists of 8 numeric digits followed by NGS.

XML Error at line 3: Element 'NGSReturn': This element is not expected. Expected is one of ( BTCHDR, FPUReturn ).

*Cause:* User attempted to upload an Operator/Producer return, but First Purchaser was selected.

*Fix:* Be sure to select **Natural Gas Severance Tax – Operator/Producer** in the Filing Type drop-down.

XML Error at line 3: Element 'FPUReturn': This element is not expected. Expected is one of ( BTCHDR, NGSReturn ).

*Cause:* User attempted to upload a First Purchaser return, but Operator/Producer was selected.

*Fix:* Be sure to select **Natural Gas Severance Tax – First Purchaser** in the Filing Type drop-down.

XML Error at line 137: Element 'TotalMcfByOperatorProducer': '77.1' is not a valid value of the atomic type 'IntegerType'.

*Cause:* A volume entry includes fractional Mcf.

*Fix:* All Mcf values must be rounded to the nearest whole number.

## MT-180-S Upload Errors

XML Error at line 135: Element 'WellPermitNumber': This element is not expected. Expected is ( WellPeriod ).

*Cause:* MT-180-S has a blank value in the **Production/Report Period** column.

*Fix:* Enter a valid period in the column.

XML Error at line 136: Element 'WellName': This element is not expected. Expected is ( WellPermitNumber ).

*Cause:* MT-180-S has a blank value in the **Well Permit #** column.

*Fix:* Enter the well permit number in the column.

XML Error at line 137: Element 'TotalMcfByOperatorProducer': This element is not expected. Expected is ( WellName ).

*Cause:* MT-180-S has a blank value in the **Well Name** column.

*Fix:* Enter the well name in the column.

XML Error at line 138: Element 'TotalMcfByOtherNonOperatorProd': This element is not expected. Expected is ( TotalMcfByOperatorProducer ).

*Cause:* MT-180-S has a blank value in the **Total Mcf by Operator/Producer** column.

*Fix:* Enter zero in the blank cell(s).

XML Error at line 139: Element 'NetMcfByOperatorProducer': This element is not expected. Expected is ( TotalMcfByOtherNonOperatorProd ).

*Cause:* MT-180-S has a blank value in the **Total Mcf by Other Non-Operator/Producer** column.

*Fix:* Enter zero in the blank cell(s).

XML Error at line 140: Element 'TotalMcfByThisNonOperatorProd': This element is not expected. Expected is ( NetMcfByOperatorProducer ).

*Cause:* MT-180-S has a blank value in the **Net Mcf by Operator/Producer** column.

*Fix:* Enter zero in the blank cell(s).

XML Error at line 141: Element 'TotalMcfSoldByThisOperatorProd': This element is not expected. Expected is ( TotalMcfByThisNonOperatorProd ).

*Cause:* MT-180-S has a blank value in the **Total Mcf by This Non-Operator/Producer** column.

*Fix:* Enter zero in the blank cell(s).

XML Error at line 133: Element 'MT180S': Missing child element(s). Expected is ( TotalMcfSoldByThisOperatorProd ).

*Cause:* MT-180-S has a blank value in the **Total Mcf Sold by Operator/Producer** column.

*Fix:* Enter zero in the blank cell(s).

XML Error at line 133: Element 'MT180S': Missing child element(s). Expected is ( TotalMcfSoldByThisOperatorProd ).

*Cause:* MT-180-S includes a blank line.

*Fix:* Delete any blank lines and then resize the XML table so that it no longer includes blank lines.

## MT-178 Upload Errors

XML Error at line 147: Element 'FirstPurchaserAccountID': This element is not expected. Expected is ( FirstPurchaserPeriod ).

*Cause:* MT-178 has a blank value in the **Production/Report Period** column.

*Fix:* Enter a valid period in the column.

XML Error at line 148: Element 'FirstPurchaserName': This element is not expected. Expected is ( FirstPurchaserAccountID ).

*Cause:* MT-178 has a blank value in the **Account ID** column.

*Fix:* Enter a valid Account ID in the column. If the Account ID is unknown enter an **x** in the column.

XML Error at line 149: Element 'FirstPurchaserStreet': This element is not expected. Expected is ( FirstPurchaserName ).

*Cause:* MT-178 has a blank value in the **First Purchaser Name** column.

*Fix:* Enter the First Purchaser name in the column.

XML Error at line 150: Element 'FirstPurchaserCity': This element is not expected. Expected is ( FirstPurchaserStreet ).

*Cause:* MT-178 has a blank value in the **First Purchaser Street Address** column.

*Fix:* Enter the street address in the column.

XML Error at line 151: Element 'FirstPurchaserState': This element is not expected. Expected is ( FirstPurchaserCity ).

*Cause:* MT-178 has a blank value in the **City** column.

*Fix:* Enter the city in the column.

XML Error at line 152: XML Error at line 152: Element 'FirstPurchaserZip': This element is not expected. Expected is ( FirstPurchaserState ).

*Cause:* MT-178 has a blank value in the **State** column.

*Fix:* Enter the state in the column.

XML Error at line 153: Element 'TotalMcfSold': This element is not expected. Expected is ( FirstPurchaserZip ).

*Cause:* MT-178 has a blank value in the **Zip** column.

*Fix:* Enter the zip code in the column.

XML Error at line 156: Element 'MT178': Missing child element(s). Expected is ( FirstPurchaserPeriod ).

*Cause:* MT-178 includes a blank line.

*Fix:* Delete any blank lines and then resize the XML table so that it no longer includes blank lines.

## MT-179 Upload Errors

XML Error at line 16: Element 'OperatorProducerAccountID': This element is not expected. Expected is ( OperatorProducerPeriod ).

*Cause:* MT-179 has a blank value in the **Production/Report Period** column.

*Fix:* Enter a valid period in the column.

XML Error at line 17: Element 'OperatorProducerName': This element is not expected. Expected is ( OperatorProducerAccountID ).

*Cause:* MT-179 has a blank value in the **Account ID** column.

*Fix:* Enter a valid Account ID in the column. If the Account ID is unknown enter an **x** in the column.

XML Error at line 18: Element 'OperatorProducerStreet': This element is not expected. Expected is ( OperatorProducerName ).

*Cause:* MT-179 has a blank value in the **Operator/Producer Name** column.

*Fix:* Enter the operator/producer name in the column.

XML Error at line 19: Element 'OperatorProducerCity': This element is not expected. Expected is ( OperatorProducerStreet ).

*Cause:* MT-179 has a blank value in the **Operator/Producer Street Address** column.

*Fix:* Enter the street address in the column.

XML Error at line 20: Element 'OperatorProducerState': This element is not expected. Expected is ( OperatorProducerCity ).

*Cause:* MT-179 has a blank value in the **City** column.

*Fix:* Enter the city in the column.

XML Error at line 21: XML Error at line 152: Element 'OperatorProducerZip': This element is not expected. Expected is ( OperatorProducerState ).

*Cause:* MT-179 has a blank value in the **State** column.

*Fix:* Enter the state in the column.

XML Error at line 22: Element 'TotalMcfPurchased': This element is not expected. Expected is ( OperatorProducerZip ).

*Cause:* MT-179 has a blank value in the **Zip** column.

*Fix:* Enter the zip code in the column.

XML Error at line 25: Element 'MT179': Missing child element(s). Expected is ( OperatorProducerPeriod ).

*Cause:* MT-179 includes a blank line.

*Fix:* Delete any blank lines and then resize the XML table so that it no longer includes blank lines.