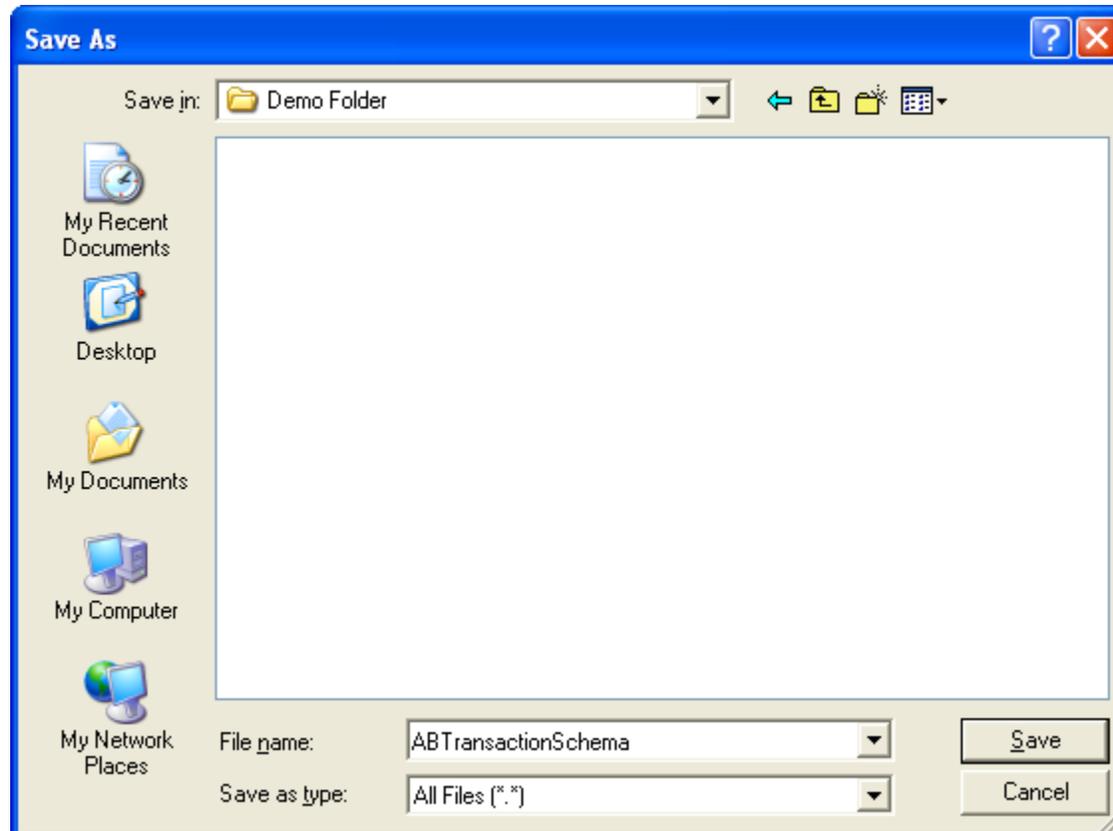


Schedule B-E XML Export Tutorial

First, open the Schedule B-E schema at: <http://www.tax.alaska.gov/programs/programs/schemas/index.aspx>

Click File, Save As, Save as type: the File Name will default to ABTransactionSchema, leave type as "all files"



Step 1.

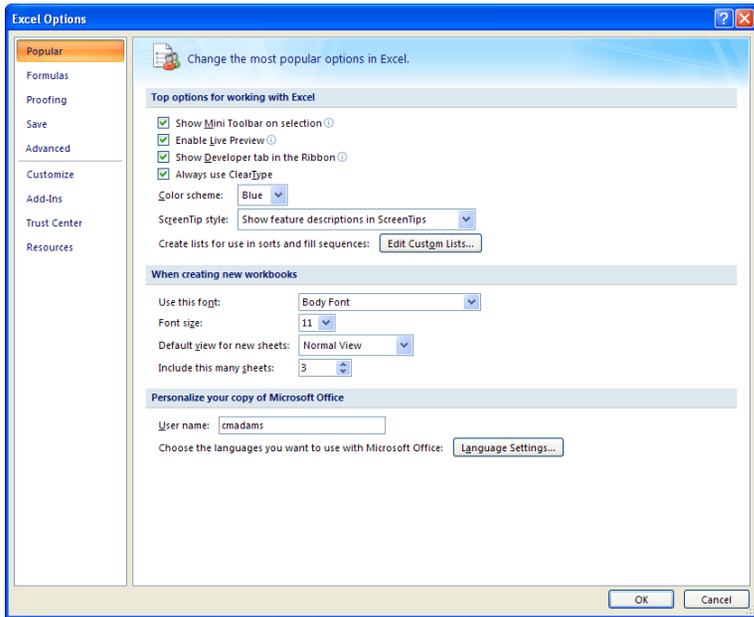
If your information is not already in an Excel spreadsheet, import your Schedule B-E data into Excel. Sort the data into the columns below. Each column must be present even if there is not any data in that column.

- Name*
- Address1*
- Address2
- City*
- State*
- Zip1*
- Zip2
- Schedule*
- District*
- Liquor*
- Wine*
- Beer*
- Reduced*

* - Required Fields (for District, enter 0 for Schedule E - other schedules go to www.courts.alaska.gov/venuemap.pdf to access a map of the Alaska judicial districts.) < make this link open in new tab or window>

In **Excel 2003**, Select Data, XML, XML Source

In **Excel 2007**, Select the Developer tab, then Source within XML grouping. If the Developer tab is not visible, go to Excel Options and check the box: "Show Developer tab in the Ribbon"



Step 2.

This will load the XML Source Pane on the right of Excel. Click the "XML Maps..." button. This will bring up the XML Maps dialog box.

The screenshot shows Microsoft Excel with the Developer tab selected. The XML Source pane is visible on the right side of the window. The XML Maps dialog box is open in the center, displaying a table with the following columns: Name, Root, and Namespace. The 'Add...' button is highlighted with a red circle.

Name	Root	Namespace
------	------	-----------

XML Maps in this workbook:

This workbook does not contain any XML maps. Click **XML Maps...** to add an XML map to this workbook.

Options **XML Maps...** Verify Map... Export...

Tips for mapping XML

Step 3.

Add the schedule B-E XML Schema that you saved from the Tax Division's web site as an XSD file.

To do this, click the Add button, locate the schema you saved from the Tax Division's web site and double-click on it. This will add the file to the XML Maps window. Highlight the file and click OK.

The screenshot shows the Microsoft Excel interface with the XML Maps dialog box open. The dialog box has a blue title bar and a white background. It contains a table with the following data:

Name	Root	Namespace
Transactio...	Transactions	<No Namespace>

The 'OK' button at the bottom of the dialog box is circled in red. The background shows an Excel spreadsheet with the following data:

1	Name	Address1	Address2	City	State	Zip1	Zip2	Schedule	District	Liquor	Wine	Beer	Reduced
2	ABC Brewing Co	123 Main St		Juneau	AK	99801		B	6	100	200	300	400

The 'XML Source' task pane on the right side of the spreadsheet shows a tree view of the XML schema elements: Name, Address1, Address2, City, State, Zip1, Zip2, Schedule, District, Liquor, Wine, Beer, and Reduced.

Your worksheet should now look like the example below.

The screenshot shows Microsoft Excel with the Developer tab active. The worksheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Name	Address1	Address2	City	State	Zip1	Zip2	Schedule	District	Liquor	Wine	Beer	Reduced											
2	ABC Brewing Co	123 Main St		Juneau	AK	99801		B	6	100	200	300	400											
3																								

The XML Source task pane on the right shows the following structure:

- XML maps in this workbook:
 - Transactions_Map
 - Transaction
 - Name
 - Address1
 - Address2
 - City
 - State
 - Zip1
 - Zip2
 - Schedule
 - District
 - Liquor
 - Wine
 - Beer
 - Reduced

Buttons at the bottom of the task pane include Options, XML Maps..., Verify Map for Export..., and Tips for mapping XML.

Step 4.

By adding the schedule B-E XML Schema Excel loaded the headings into the XML Source Pane.

Click the Name node and drag it to the Name column heading. This allows Excel to know which of your columns corresponds to the categories established in the XML Schema.

The screenshot shows the Microsoft Excel interface with the XML Source pane open on the right. The worksheet contains the following data:

1	Name	Address1	Address2	City	State	Zip1	Zip2	Schedule	District	Liquor	Wine	Beer	Reduced
2	ABC Brewing Co	123 Main St		Juneau	AK	99801		B	6	100	200	300	400

The XML Source pane on the right shows the following structure:

- XML maps in this workbook:
 - Transactions_Map
 - Transaction
 - Name
 - Address1
 - Address2
 - City
 - State
 - Zip1
 - Zip2
 - Schedule
 - District
 - Liquor
 - Wine
 - Beer
 - Reduced

Instructions in the pane:

To map repeating elements, drag the elements from the tree onto the worksheet where you want the data headings to appear.

To import XML data, right click an XML mapped cell, point to XML, and then click Import.

Options: Options, XML Maps...

Verify Map for Export...

Tips for mapping XML

Step 6.

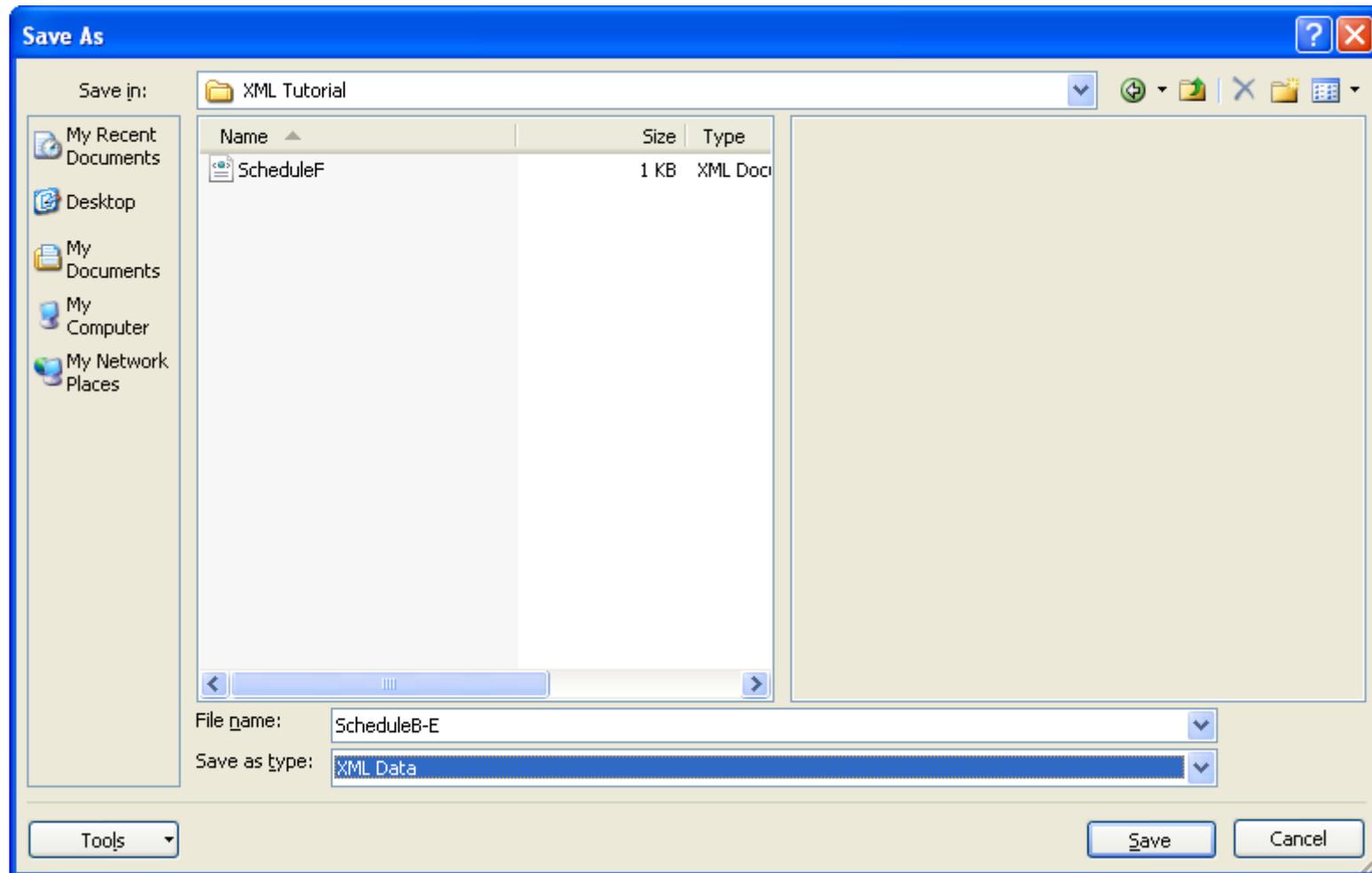
After all of the nodes have been mapped from the XML Source Pane, click the "[Verify Map for Export](#)" link and if all the steps have been completed correctly, a dialog box will pop-up like the example below telling you that the file is exportable. If you do not get this message you have not matched all of the nodes in the correct order with an Excel column and will get an error message.

The screenshot shows Microsoft Excel with the XML Source pane on the right. The XML Source pane displays a tree structure for 'Transactions_Map' with the following elements: Transaction, Name, Address1, Address2, City, State, Zip1, Zip2, Schedule, District, Liquor, Wine, Beer, and Reduced. The 'Reduced' element is highlighted. A dialog box titled 'Microsoft Excel' is displayed in the center of the screen, containing the message 'schedulef_Map is exportable.' and an 'OK' button. The 'Verify Map for Export...' link in the XML Source pane is circled in red.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Name	Address1	Address2	City	State	Zip1	Zip2	Schedule	District	Liquor	Wine	Beer	Reduced							
2	ABC Brewing Co	123 Main St		Juneau	AK	99801		B	6	100	200	300	400							

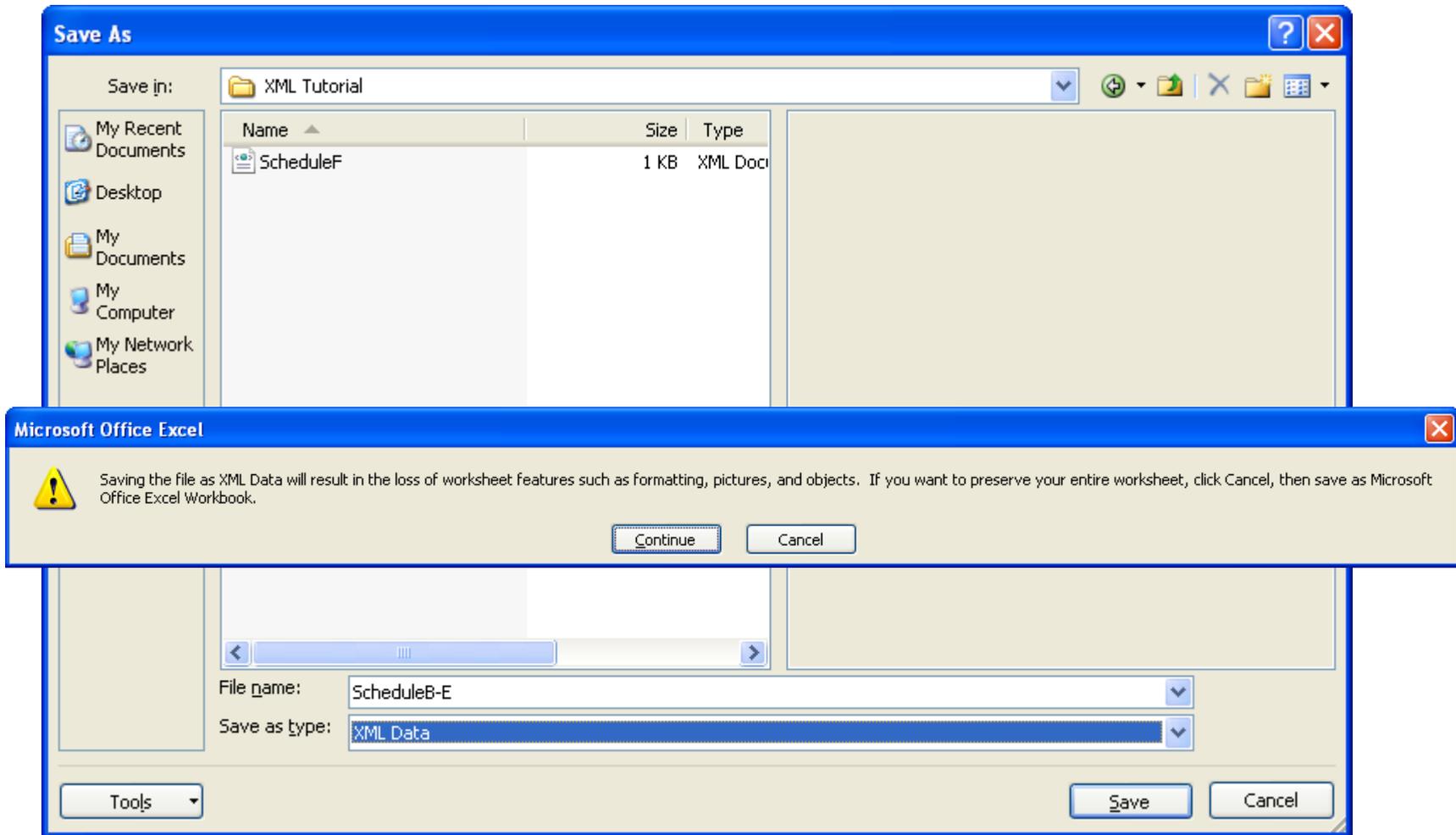
Step 7.

Click File, Save As. Other Formats. From the "Save As" window, choose XML Data in the "Save as type" and save the file.



Step 8.

If you get a warning that “Saving the file as XML Data will result in the loss of worksheet features such as formatting, etc.” Click “Continue”



The file you saved should look like the Alcohol Schedule B-E XML Example located on the Tax Division’s web site at: <http://www.tax.alaska.gov/programs/programs/schemas/index.aspx>