

Alaska Department of Revenue  
Tax Division  
Data Capture Tool Release/2012 Tax Year Reporting

Over the course of the last few months the Department of Revenue (department) has been working to develop an electronic interface (Data Capture Tool) for the entering of input data into the 2012 Oil and Gas Production Tax Return. The department is pleased to announce that the Data Capture Tool is now complete and available for use by filers. Attached please find:

- 1) A link to the 2012 Data Capture Tool (Version 1.0)
  - a. <https://myalaska.state.ak.us/OTIS/APTR/Setup.exe>
    - i. Click link and follow set up instructions
  - b. Note that for 2012 the department encourages, but will not require, use of the Data Capture Tool. However, for filers that choose to use the Data Capture Tool to report and file their 2012 Oil and Gas Production Tax Return they will be able to import their properties previously selected in the 2012 filing, for the 2013 filing. For these filers, only those new properties that came on-line during calendar (tax) year 2013 will have to be selected and added in the "Property Selection" view for purposes of the 2013 filing (due March 31, 2014).
- 2) The User's Manual for the Data Capture Tool (Version 1.0)
  - a. The User's Manual provides step-by-step instructions for loading the Data Capture Tool onto a user's local system and how to export data in order to file the 2012 Return online through the State of Alaska OTIS system via "myAlaska".
  - b. The APTR Data Capture Tool is composed of two main tabs; a "Summary" tab and a "Data Entry" tab.
    - i. The "Summary" tab gives an overall summary of the return and allows the user to view the "Tax Summary" (Tab 10) of the Excel version of the return.
    - ii. The "Data Entry" tab contains all the necessary data input screens and data items needed to complete the 2012 return. The tab has eight data entry screens corresponding to the APTR Excel workbook data entry tabs.
- 3) A property code map ("2012 Reporting Property Codes Map North Slope and Cook Inlet.xlsx") that categorizes and identifies the corresponding relationships between "DNR (Department of Natural Resources) Accounting Unit" codes and historical DOR property codes. The property code map can be used to help identify and select the properties to be reported in the 2012 return.
  - a. Volume reporting is to be at the PA (participating area) level
  - b. For cost and all other reporting (other than volume) the Data Capture Tool will aggregate the identified PA's into the appropriate "Lease or Property" on each of the remaining "Data Entry" screens based on properties chosen in the "Property Selection" screen.

- 4) An updated 2012 Oil and Gas Production Tax Return (Excel) Version v1-1.
- a. Please note that in January 2013 Reuters, a pricing service, deleted several daily Alaska North Slope (ANS) published estimated spot prices. These prices were for “market holidays.” Reuters ordinarily does not publish ANS spot prices on “market holidays.” This resulted in 2 revisions to the ANS West Coast (WC) Average Spot Price posted on the Department of Revenue website. ANS WC Prevailing Value for January 2012 increased from \$111.794 to \$111.871 and ANS WC Prevailing Value for September 2012 decreased from \$111.971 to \$111.937. The Department is posting this change because this revision affects the 2012 production tax return due on March 31, 2013. These changes to the ANS WC Prevailing Value have been appropriately captured and reflected in the revised version v1-1 of the 2012 Oil and Gas Production Tax Return (attached).

In order to aid filers and promote awareness and use of the Data Capture Tool the department will hold weekly workshops to demonstrate use of the Data Capture Tool. The workshops will also be available over the internet via Webex. A schedule showing the dates and times of the workshops will be released in a subsequent announcement from the department.

However, if you have any questions regarding the Data Capture Tool it is not necessary to wait for a workshop or WebEx to get your questions answered. Please feel free to contact me, at (907) 269-8436 or [john.larsen@alaska.gov](mailto:john.larsen@alaska.gov), for any questions regarding use of the Data Capture Tool or any of the other attached documents.

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/s/ John M. Larsen  
Audit Master