Guide to the New EIA-782A & C Survey Forms

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Introduction

The new fillable EIA-782A and EIA-782C Excel survey report forms include features designed to make it easier to add multiple states to each form. The new versions of EIA survey forms now contain password-protected cells, and no longer allow users to add additional worksheets to the workbook. However, users still have the option to copy and paste data or link cells onto the new EIA survey forms’ worksheets. The method for selecting multiple states for data entry has been changed to make this process as simple as possible. This manual explains both the changes to the forms and the data linking process that will be helpful for automated data populating of the new Excel forms.
Updates to the EIA-782A Form

The updated EIA-782A form now allows users to more easily add data for multiple states. Users can select multiple states from the new “States to be Reported” section on the “Parts 1-3” tab, as shown below:

Select the states for which you are reporting from the drop-down list in each row’s State cell.
Selected states are then automatically populated in Parts 4, 5, and 6 of the form. The same Products from previous versions of the form are shown; they are now displayed in only two columns (Volume/Price) in this updated version:

Note that there is a hyperlink at the top of Parts 4, 5, and 6, “Add/Remove States,” which sends the user back to Part 3, “States to be Reported,” where states can be added or removed as necessary.
## Updates to the EIA-782C Form

In Part 4 of the EIA-782C form, users now select a state from a drop-down menu at the top of each data-entry column, as shown below.

![EIA-782C Form](image)

**Select state from this drop-down list**

Select the state or territory for which sales volumes are being reported. Enter the sales volumes applicable to that state or territory in the column below.
Linking Data between Spreadsheets

To link your reportable data to the new EIA-782 worksheets, it is recommended that you first create a separate Excel template, which will in effect serve the same purpose as a new tabbed worksheet in the form file itself. You will then export or copy your data into the template each month; the data will then be automatically copied into the new EIA form’s spreadsheet. A detailed description of the process to set up this new template is provided below:

1. First, download the new Excel version of the EIA form from the website. Survey forms are found at: http://www.eia.gov/survey/#petroleum. In our example, we will use the new EIA-782A form.
2. After you download the form and open it in Excel, save it with a date-specific name on your hard drive or network; for example, save Form EIA-782A as EIA782A_0219.xlsx for the February 2019 report period.

Note: The EIA-782A form now includes a new Part 3, used to identify the states for which you will be reporting. If you usually report for the same states each month, it will be easier to identify those states in Part 3 of the EIA782A_0219.xlsx file, as those will not change from month to month. If you submit data for Texas, Louisiana, Alabama, and Oklahoma each month, for example, the Part 3, “States to be Reported,” section of your date-specific file should look like this:
3. Open a new blank workbook in Excel, and save it as **EIA782A_template.xlsx**. This will serve as the file to which you will be copying your company data. In informal fashion, set it up to resemble the data-entry portion of the form you are working with. For example, the EIA-782A has numerous data-entry cells, so you should set up the initial template to look something like this:

Note that it basically resembles the data-entry section of the EIA-782A form; because this template is for your use only, it’s up to you how closely you want it to look like the actual form. The important thing is to have the data cells (highlighted in columns C and D above) set up to receive the data from whatever source your company is sending it.

Note that in the sample screen above, if you will be loading data for the states mentioned in Step 2 (TX, LA, AL, OK), you should set up the template so that “State 1” in columns C and D is TX, “State 2” is LA, etc.
4. Now that the template is set up, copy your company data into the data entry cells using whatever method you prefer. Ideally, you should set this up so that your data system will feed the new data to this same template each month (automatically, if possible). This template won’t change (assuming you report for the same states each month); only the data you feed it will be updated for each report period.

Data to be reported should be populated into the data cells in this template.
5. Click (or ALT-TAB) back over to the new Form spreadsheet, and set up the links to the Template in the appropriate formula bar. To do so, move your cursor into the first data-entry cell, and type in the equal sign ("=") into the formula bar, to alert Excel that a formula is being entered.
6. With your cursor still in the data-entry cell’s formula bar (next to the equal sign), click back over to the Template and click the corresponding data-entry cell in the Template, as shown below:

![Excel screenshot](image)

Click in the first data-entry cell to establish the link to the form.
7. When you click back to the Form spreadsheet, you will now see the formula

\( =\text{[EIA782A_template.xlsx]Sheet1!$C$4} \)

in the sample below) in the formula bar, linking the Form spreadsheet to the Template’s cell, as shown below:

Note that the linking formula is now shown.
8. With the cursor still in the formula bar of the Form spreadsheet, press **Enter** to activate the link. The data from the Template will appear in the cell on the form, as shown below:

Press Enter and the data link is established, copying the data from the template to this spreadsheet.

Note that the formula is still shown in the formula bar.
9. Perform these linking steps (Steps 5 through 8) for each of the data-entry cells in the Template and Form spreadsheets. For example, in the EIA-782A, you will need to create twelve such links (six Volumes and six Prices), for each of the different sales types that you report. Some forms have even more cells, and their Templates will require more time to set up. But you will only need to create these links one time, and use the same Template and Form spreadsheets each month.

10. After you have created all of the necessary links to the data-entry cells, and the current data appears in your Form spreadsheet, your form should be ready for submission. Save the EIA782A_0219.xlsx file to your hard drive/network, and submit it as you have in the past, via Secure File Transfer or fax.

11. When it is time to submit your next form, open the previous month’s Form file (EIA782A_0219.xlsx) and save it with the new period’s name (EIA782A_0319.xlsx, in our example). The new file will have the necessary links to the Template already in place, as you set them up last month. Then open the Template. Export your company data into the Template as you did in Step 4 above.

12. When your company data for the current period are loaded into the Template, they will be automatically copied into the appropriate cells in the Form spreadsheet (EIA782A_0319.xlsx). Review your data, save the form, and submit as usual.

Repeat steps 11 and 12 each month in order to prepare and submit your form.