# Manual for aid\_CbC\_xml.xlsm version 1.0

The spreadsheet ‘aid\_cbc\_xml.xlsm’ is an aid to produce a CbC xml file that validates on the XSD schema mentioned at the spreadsheet constant ‘xsi:schemaLocation’.

## Instructions to start the macro

At the top of the spreadsheet is a button 'Create CBC xml file'. This is a macro that executes the program.

If nothing happens when you click this button or you receive a message that macros ar not permitted, Excel must be set up to execute macros. Follow these instructions:

1. If the **Developer** tab is not available, do the following to display it:
   1. Click the **File** tab, click **Options**, and then click the **Customize Ribbon** category.
   2. In the **Main Tabs** list, select the **Developer** check box, and then click **OK**.
2. To set the security level temporarily to enable all macros, do the following:
   1. On the Developer tab, in the Code group, click Macro Security.
   2. In the Macro Settings category, under Macro Settings, click Enable all macros (not recommended; potentially dangerous code can run), and then click OK.
3. Close Excel and open the file again.

## Instructions to fill in the values in the XML structure

This is a technical instruction for usage. It does not explain the meaning of the elements.

1. Element names have a specific markup. The meaning of the markup is explained in the tab ‘legend’. The markup is for humans; it not significant for the program that generates de XML file.
2. The texts that are marked green are constants. When a new XML Schema for CbC is released, these constants must be adjusted to generate a xml instance that is valid for the new XML Schema.
3. A value must be entered in the column 'value'. Some values are given as an example.
4. A value must only be entered for an element that is not a group (bold, se the legend).
5. When you don’t give a value to an element, the element will not be written to the XML file. So when an element is a ‘choice’ (blue, see the legend) it is not necessary to remove the row for the choice that is not used. Simply leave the value blank and the element will not be written.
6. An element that is an amount has an attribute ‘currCode’. Both the attribute name and the attribute value (e.g. EUR) must be given.
7. The elements cbc:TIN and cbc:IN (Tax) Identification Number) have an optional attribute ‘issuedBy’, and the value is a country code.
8. Elements in italics can be repeated. To repeat a group, follow ‘instructions to extend the XML structure’.
9. Take care that you don’t have blank rows in de XML structure. The macro stops processing XML elements at the first bank row.
10. Enter a date (not date-time) with a prefix of a single quote: ‘2016-12-31.
11. A number that starts with a zero must be prefixed with a single quote: ‘00123.
12. A date-time needs a separator ‘T’, e.g.: 2016-03-20T11:03:50. No time zone indicator.

## Instructions to extend the XML structure

Some groups are repeating. In the spreadsheet only one instance of the group is given. To insert an extra instance of the group do the following:

1. Select the complete row of the group and the following rows *until* the next group (or *until* the next element that is not part of the group), e.g cbc:ConstEntities *until but not including* cbc:AdditionalInfo. Type Ctrl-c.
2. Click in the cell in column ‘a’ of the table row *below* the last element of the group. In this example cbc:AdditionalInfo.
3. Right-click in that cell and choose ‘Insert copied cells

## Instructions to save the XML file

When the save-as dialog opens, choose as location the folder where the XML Schema and accompanying files are located, e.g. CbcXML\_belastingdienst\_v1.0.xsd. Choose a filename and the extension ‘.xml’.

The XML file can now be validated with an XML editor like ‘xml-spy’. An XML editor must also be used to enhance the readability of the file for humans with a ‘pretty print’ function.

Please note that the XML Schema and accompanying files are not part of this open source package. The XML Schema and accompanying files are published elsewhere by the Dutch Tax Authority.