**📄 SOP Note: Excel File Upload Instructions**

Each Excel file corresponds to a specific entity code and must follow a consistent structure. Some files require skipping header rows when reading data. Below is a guide for each file:

|  |  |  |
| --- | --- | --- |
| Entity Code | Skip Rows | Notes |
| 8223 | 0 | No rows skipped. File should contain column headers in the **first row**. |
| 8224 | 24 | Skips first 24 rows (headers or descriptions). Data starts from **row 25**. |
| 8225 | 24 | Same format as 8224. Skips to row 25. |
| 8226 | 13 | Data starts from **row 14**. Initial rows may contain report metadata. |
| 8229 | 24 | Format consistent with 8224 and 8225. |
| 8235 | 1 | Only the **first row** is skipped. Data begins from row 2. |
| 8236 | 0 | No skip. Column headers should be in the **first row**. |
| 8297 | 13 | Data starts from **row 14**, similar to 8226. |

**✅ Instructions for Uploading Files in the App**

1. Prepare Excel files for each entity code (8223, 8224, ..., 8297) based on the above table.
2. Ensure the files are clean and match the required formats (column names and structure).
3. Upload each file in the correct upload slot provided in the Streamlit app UI.
4. Ensure column headers appear on the row **after** the number of rows skipped (as per the table).
5. Proceed with the rest of the app steps (e.g., selecting date, entering remarks, and downloading results).

