



QUICK REFERENCE GUIDE:

Convert a Payroll Spreadsheet to XML

Background:

Prime contractors and subcontractors who use the Alaska Master AASHTOWare Project Payroll Spreadsheet must convert the spreadsheet to XML file format in order to import it into AWP.

Roles:

CONTRACTORPAYROLL

Navigation:

1. Using Microsoft Edge or Google Chrome and open your browser and navigate to: <https://xml.aashtowareproject.org/spreadsheet/>.
2. Scroll down to the **Converter** section.
3. In the **Converter** section, select the **Choose File** button.
4. Select the excel weekly payroll spreadsheet.
5. Click **Open**.
6. If desired, review the terms by clicking **Terms of Use** link and when complete, close the link.
7. Select the **I agree to the Terms of Use** check box.
8. Click the **Convert** button. If an error message is populated, read it carefully and make suggested changes. Begin again at step 1.
9. Save the payroll XML file to your computer.

Next Steps:

Follow the QRG: *Import and Validate a Payroll*.

If you need further assistance please contact your Module Admin
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