## **RP14a Instructions for creating xml**

Please ensure when you are adding entry to the spreadsheets that the last cell in the last column and last row that has details for an employee has the 'blue smart tag' in the bottom right corner of the cell

As you can see below

f this employee has taken any holiday for which pay is owed, state the periods of holiday taken: ----|

IP From Date 1 💌 18b. HP To Date 1 💌 19a. HP From Date 2 💌 19b. HP To Date 2 💌 20a. HP From Date 3 💌 28b. HP To Date 3 💌							
02/01/2018							
02/01/2018				>.			
3	b. HP To Date 1 02/01/2018 02/01/2018	b. HP To Date 1 💌 19a. HP From Date 2 💌 02/01/2018 02/01/2018	b. HP To Date 1 💌 19a. HP From Date 2 💌 19b. HP To Date 2 💌 02/01/2018 02/01/2018	b. HP To Date 1 💌 19a. HP From Date 2 💌 19b. HP To Date 2 💌 20a. HP From Date 3 🝸 02/01/2018 02/01/2018			

If the smart tag is one row below your last employee entry this will create the xml incorrectly as it thinks there is additional employee and blank details are created.

yee has taken any holiday for which pay is owed, state the periods of holiday taken: ----|

•	18b. HP To Date 1 💌	19a. HP From Date 2 💌	19b. HP To Date 2 💌	20a. HP From Date 3 💌	20b. HP To Date 3 💌	
18	02/01/2018					
18	02/01/2018					

If your smart tag is below the last employee please select the row(s) and 'delete the entire row(s)' until it is on the last employee details row.

10 11 12 13	a								
14 Ari 15 B 16	al v 10 v I≣ <mark>∆n</mark> v	·A`x`∛ ** * * * * * * * * * * * * * * * * *	17a. Holiday Year Start Date T7b. Total No 01/01/2018 01/01/2018	o. of Days Holiday Owed 💌 18a. HP From Date 3.00 02/01/ 5.00 01/01/2	I ▼ 18b. HP To Date 1 ▼ 19a. HP Fro 018 02/01/2018 018 02/01/2018	m Date 2 💌 19b. HP To Date 2 💌 20a. HP Fro	m Date 3 💌 20b. HP To Date 3 💌		
17 18 × 19 • 20 •	Cut Copy Paste Option	MHS:							
22 23 24	Paste Specia	aL							
26	Delete								
27 28	Clear Co <u>n</u> te	ints							
29 30 31 32 33 34	Format Cells Bow Height Hide Unhide	5							

Then click Developer tab and Export XML