

## 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

If 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	20b. HP To Date 3
02/01/2018	02/01/2018				
01/01/2018	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.

If this employee 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.



Then click Developer tab and Export XML