How to Export and Print your Payroll

Payroll Windows · https://cclearninghub.co.uk/docs/how-to-export-and-print-your-payroll/

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Kieran Worth

This guide explains how to access and export Payroll Historic Reports in the Analysis Reports area. It walks you through selecting the correct report category, running a finalised report with hours, and exporting it to Excel for easy printing and record keeping.

Using these reports allows you to review past payroll data quickly, track working hours, and maintain accurate records for audits or financial management. This process ensures that your payroll information is organised, transparent, and easily accessible when needed.

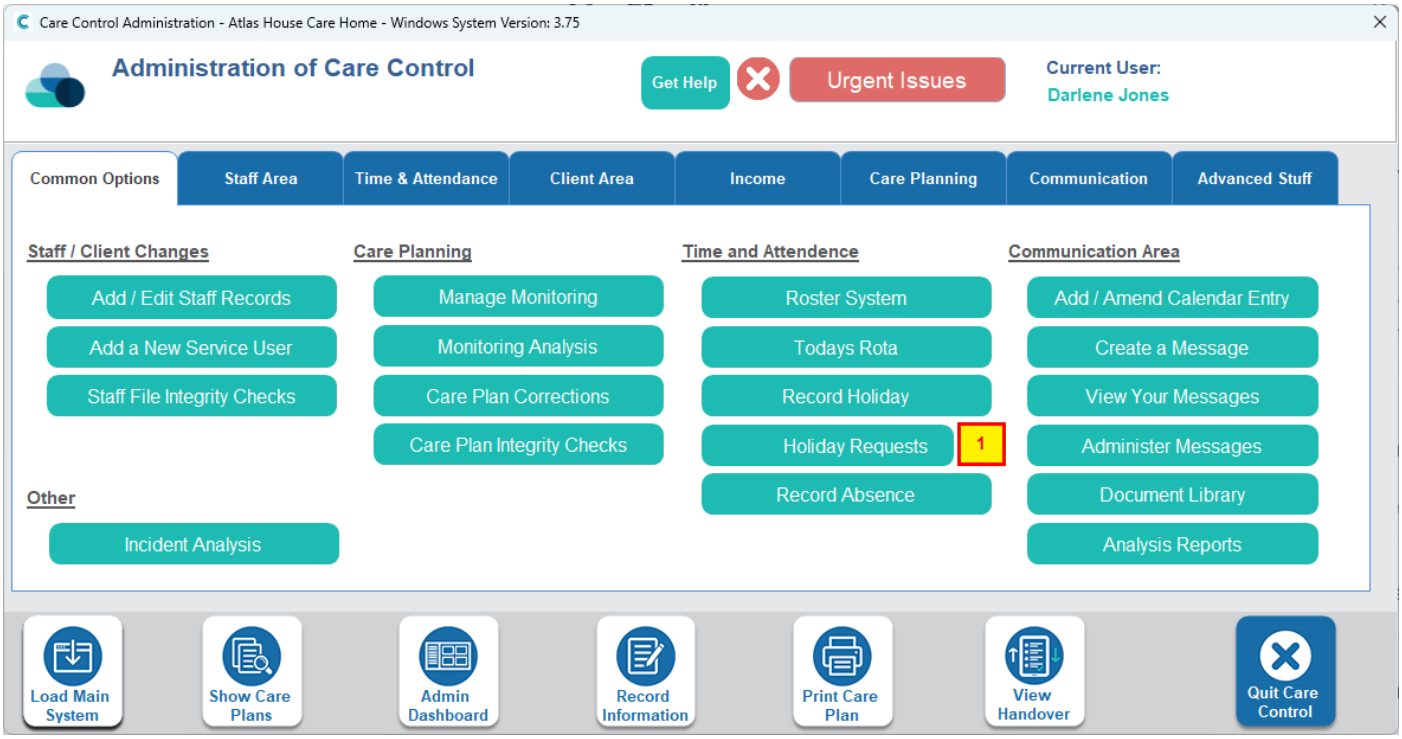
Interactive Guide

Embedded media:

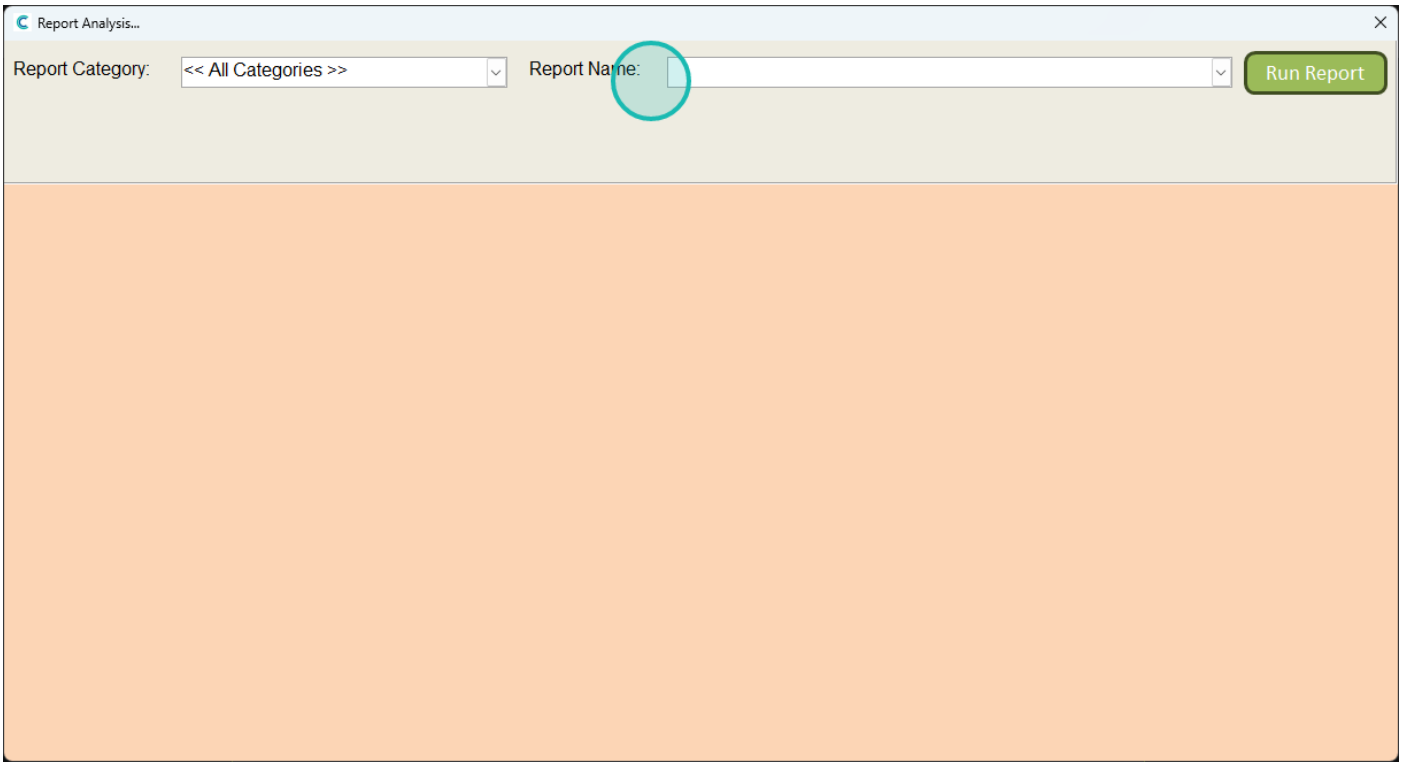
https://demo.arcade.software/6PcqRsDr1cCTgqJFTcrW?embed&embed_mobile=tab&embed_desktop=inline&show_copy_lin

Text based guide

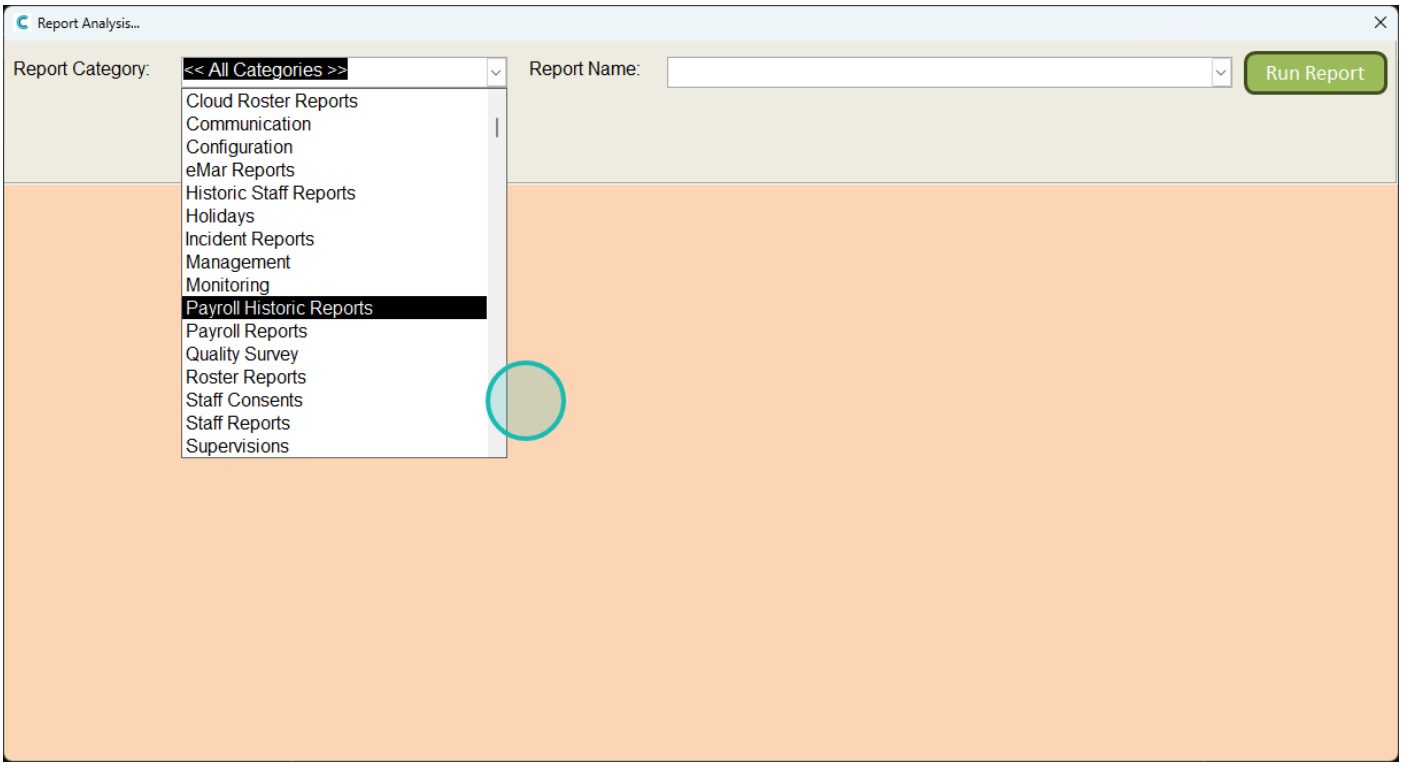
Open Analysis Reports



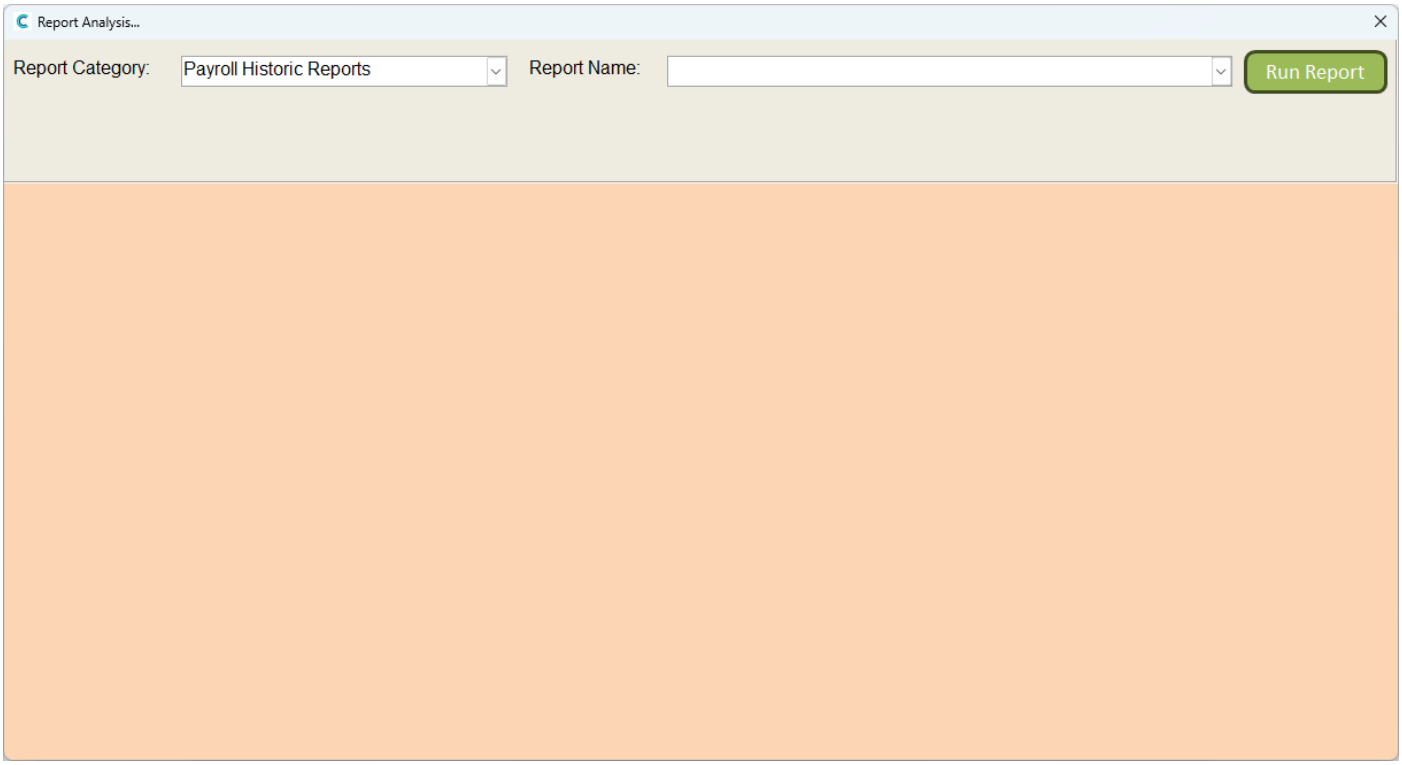
Open the Category Dropdown



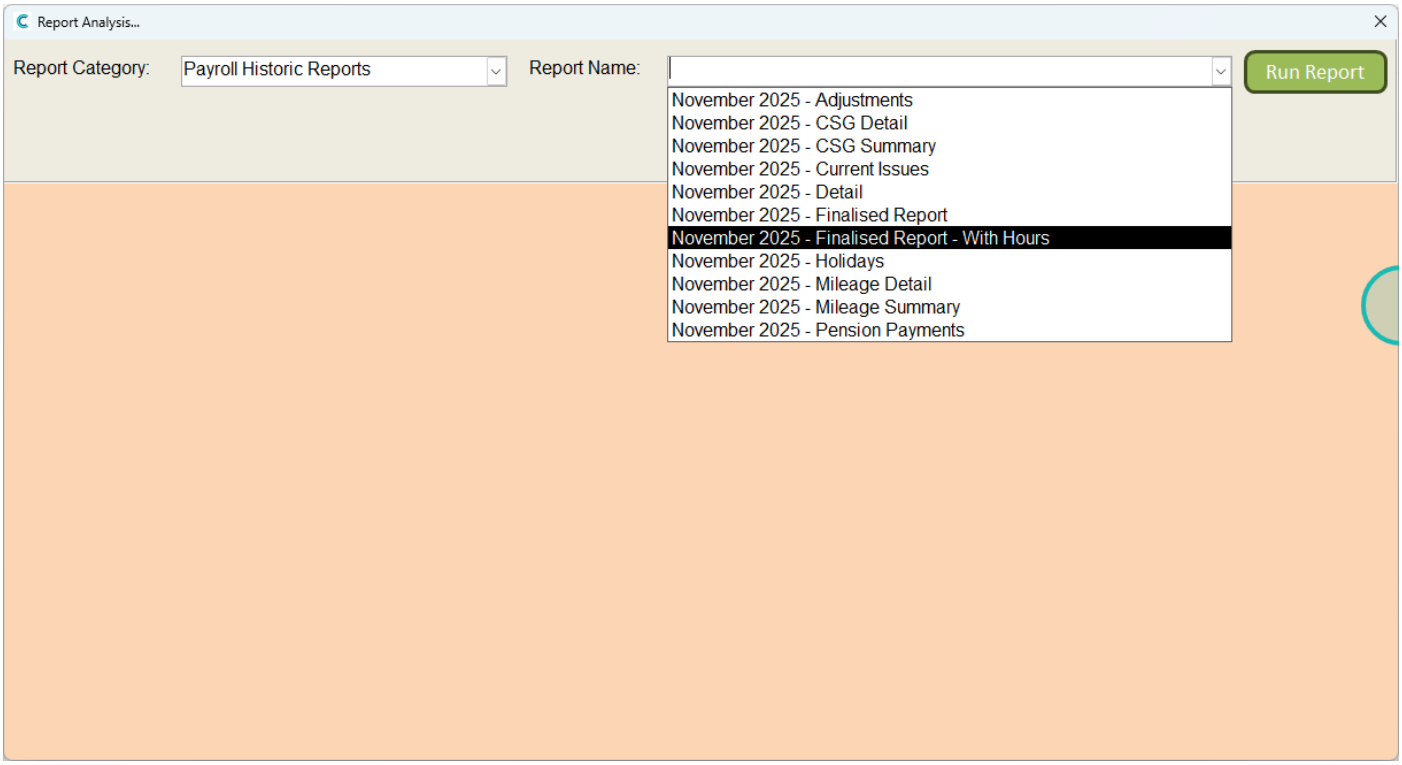
Choose Payroll Historic Reports



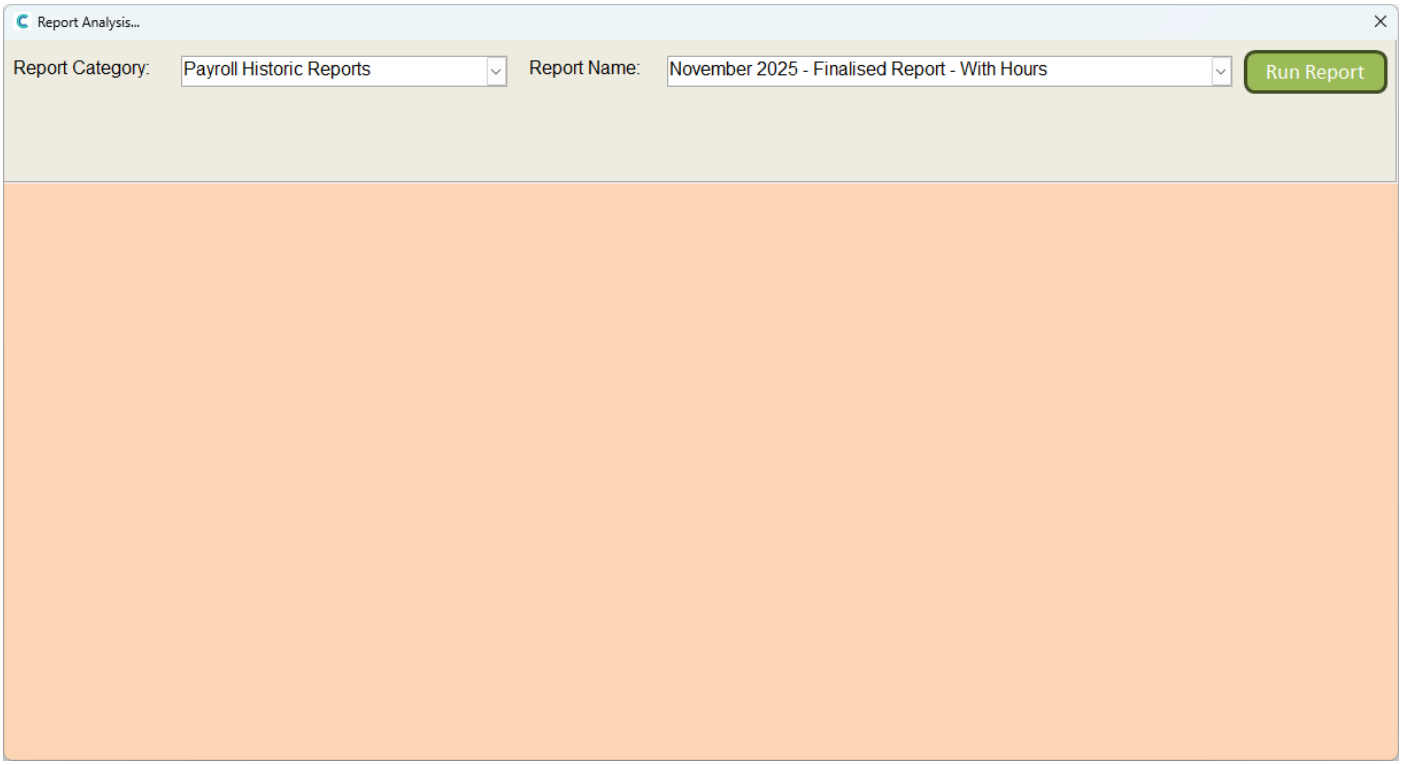
Open the Report Name dropdown



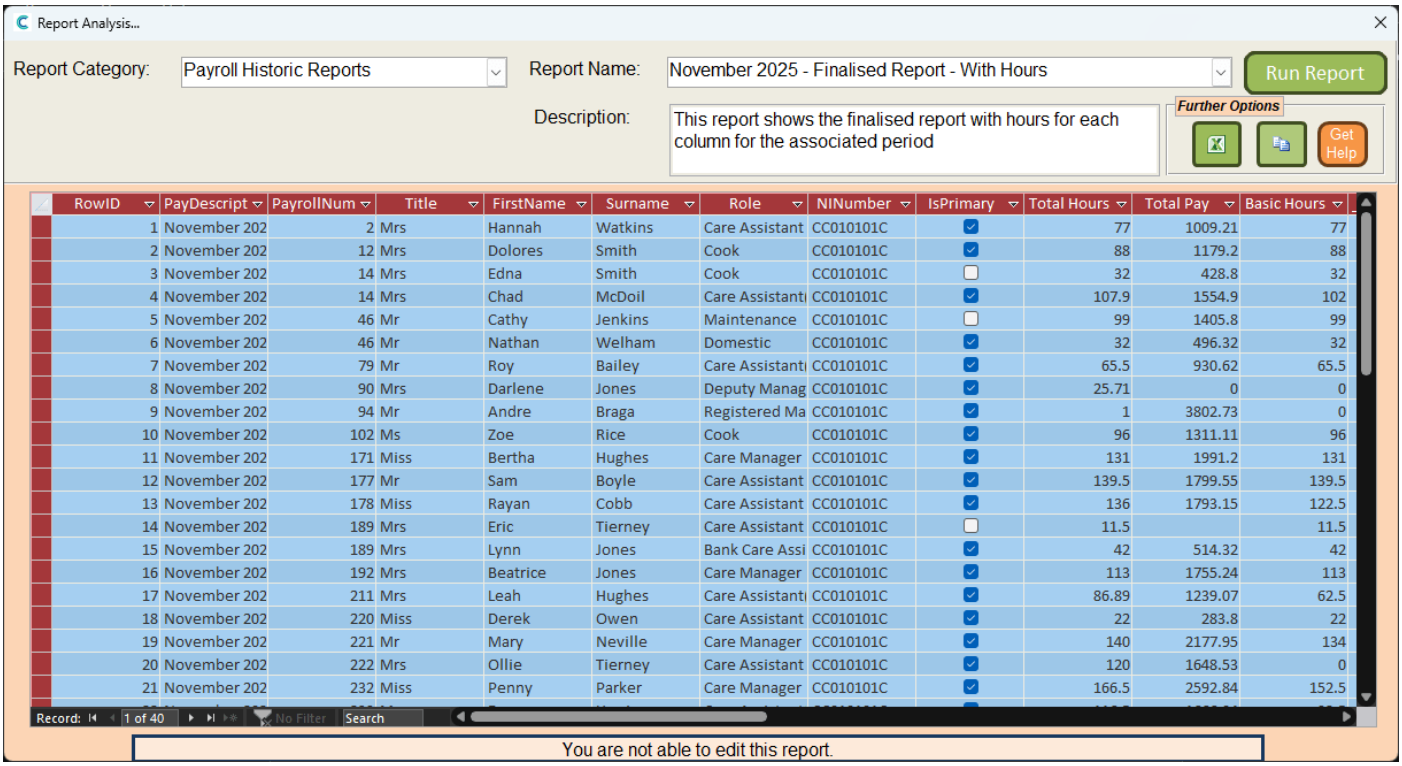
Select Finalised Report – With Hours



Now select Run Report



Click Export to Excel. From Excel you can print the report



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