PAYE-Master

Data Export Guide -2025

.IRIS

IRIS. Look forward

Contents

Introduction

This guide has been created to support a smooth and secure transition of the payroll information in PAYE-Master Payroll software. The purpose of this document is to outline the available export options, provide clear instructions for retrieving historical and current payroll data, and help ensure that your records remain complete and accessible after the product reaches end of life.
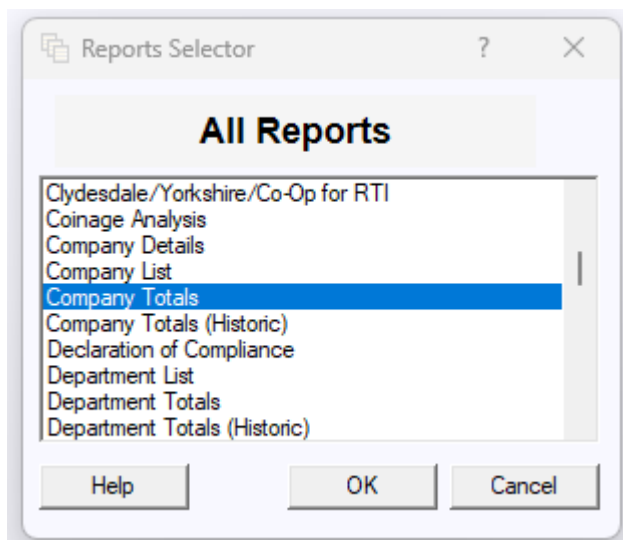
Exporting Reports from PAYE-Master

All the reports in PAYE-Master can be exported to an electronic file for saving rather than printing off hard copies.
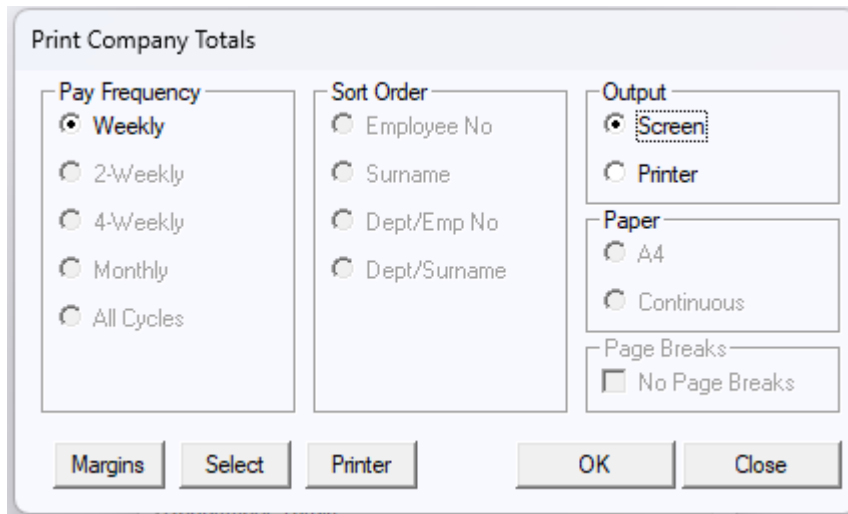
1. Navigate to the 'Reports' menu.
2. Select 'Report Selector'.

3. Select a report from the reports selector list and click 'OK'.

4. When producing any report set the output option to 'Screen'.
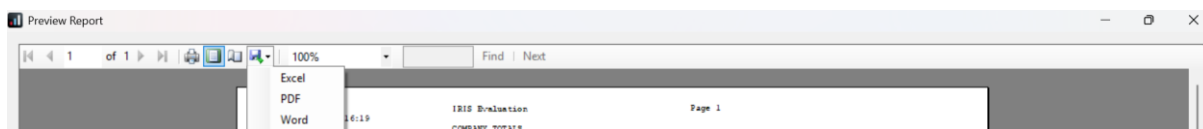5. Click 'OK' to produce the report on screen.

6. To export the report click the 'Export' button on the ribbon along the top of the 'Preview Report' window.

7. Select your desired format from the drop down. Your format options are Adobe Acrobat (.PDF), Microsoft Excel (.XLSX) or Microsoft Word (.DOCX).
8. Select where you wish to save the export to complete the process.

-End-

IRIS. Look forward