

Print or export employee details

AccountRight Plus and Premier, Australia only

To print employee details, run the **Employee Employment Details** report (**Reports** menu > **Index to Reports** > **Payroll** tab). You can add and remove fields from this report by clicking the **Insert/Modify** tab then clicking **Show/Hide**.

Once the report displays what you want, [print the report](#).

If this report doesn't show exactly what you want, you can export the information you need and open the export file in Excel. Or, you can check out other [Payroll reports](#).

Here are the basics on exporting - for more details see [Exporting data](#).

To export employee details

1. Go to the **File** menu and choose **Import/Export Assistant**.
2. Choose **Export Data** then click **Next**.
3. Choose **Cards** > **Employee cards** then click **Next**.
4. Leave the **Format** setting at their default values then click **Next**.
5. From the list of **Available fields**, select the fields you want to export then click **Add**. For example you might want to export First Name, Co./Last Name, Start Date, etc.
6. Click **Export** and save the file. To make it easy to find, save it to your Desktop.
7. You can now open the export file in Excel.
 1. In Excel, go to the **File** menu and choose **Open**. This might vary depending on your Excel version.
 2. In the **Open** window, choose **All Files**.
 3. Select the export file (on your Desktop) and click **Open**.
 4. When the **Text Import Wizard** appears, click **Finish**. The exported information appears. The columns in the Excel spreadsheet represent the fields exported from AccountRight.
 5. You can manipulate, print or save this information as required.

[Learn more about opening an export file in Excel](#) or [bulk updating cards](#).

Related topics

- [Add an employee](#)
- [Enter employee payroll information](#)
- [Displaying a report](#)
- [Customising reports](#)
- [Bulk update customer and supplier cards](#)
- [Opening an export file in Excel](#)

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