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Download Closed Pay Periods in Bulk

Mavilyn Carlos - 2026-08-24 - [Payroll](#)

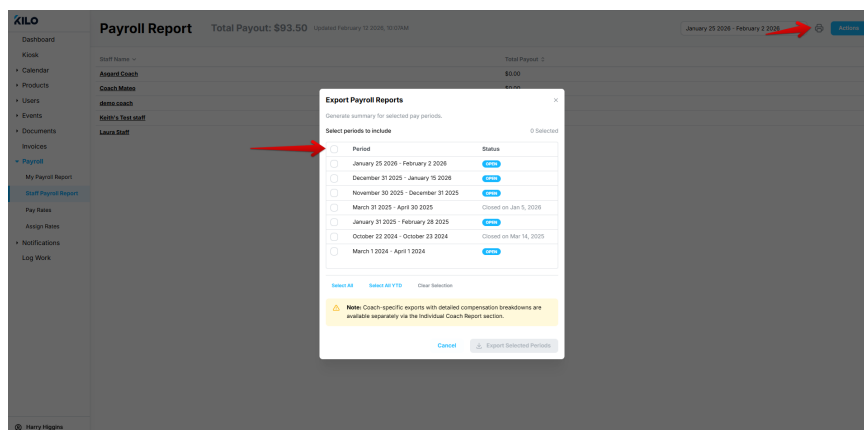
You can export several pay periods at once from the **Staff Payroll Report**, rather than pulling them one at a time. This is the quickest way to put a quarter or a full year of payroll in front of a bookkeeper or an accountant.

What you can do with bulk downloads

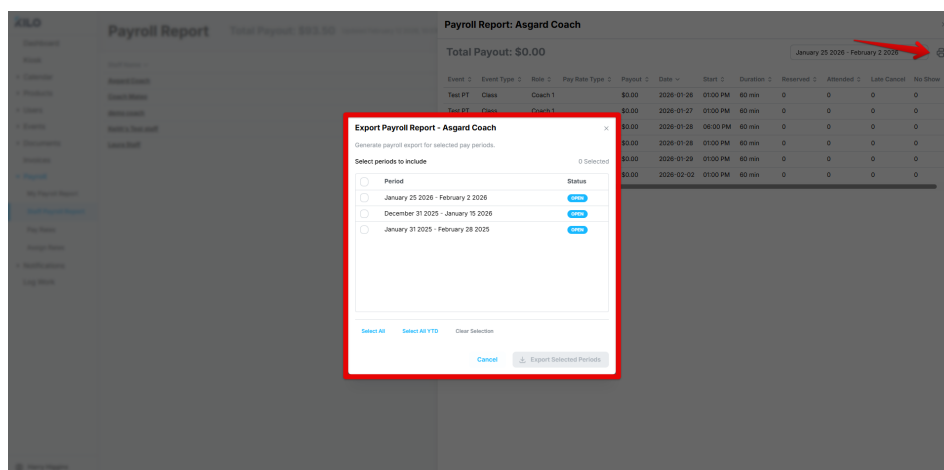
- Export up to a calendar year of pay periods in a single file
- Pick exactly which pay periods to include
- Produce one document for expense analysis or tax preparation
- Hand a complete payroll picture to your bookkeeper or CPA

How do I download several pay periods at once?

1. Go to **Payroll** → **Staff Payroll Report**.
2. Click the printer icon.



3. Check the pay periods you want to include.
4. Click **Download**.



Your file contains the detailed payroll information behind each period, which is what expense tracking and tax reporting need.

Note

One export covers a maximum of one calendar year. For a longer range, run a separate export for each year.

Frequently asked questions

How many pay periods can I export at once?

Up to one calendar year's worth. Select as many periods as you need within that limit. Anything longer takes more than one export.

Can I get a breakdown for an individual coach?

Yes, but not from this export. Coach-specific exports with detailed compensation breakdowns come from the Individual Coach Report instead.

What is in the downloaded file?

The detailed payroll information for every period you selected, which is the level of detail an accountant or bookkeeper works from.

Helpful tips

- Export the full calendar year in one go when you are preparing for taxes, then send the single file to your accountant
- Export by quarter when you are reviewing expenses through the year
- Use the Individual Coach Report when the question is about one person rather than the whole team

If you have questions about downloading pay periods in Kilo GMS, our Support team is happy to help. Reach us at hello@usekilo.com.

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