How to Export a Journal Report from AccountsIQ

Purpose: This guide walks you through exporting a GL Journal listing from AccountsIQ as an Excel file, and selecting the fields required for journal entry testing.

Required Fields Checklist

#	Required Field	Available?	AccountsIQ Field/Column Name
1	**Amount**	Yes	DR Amount / CR Amount
2	**Time**	Not available	See note below
3	**Posting Date**	Yes	Date
4	**Transaction Date**	Yes	Date
5	**Description**	Yes	Description / Line Description
6	**Account Number**	Yes	GL Account (Code)
7	**User (Posted By)**	Not available	See note below
8	**Journal Reference**	Yes	Journal Reference

⚠ Important — Fields AccountIQ Cannot Provide in This Report

AccountIQ’s Journal report does not include Time or User (Posted By) as exportable columns.

Step-by-Step Export Instructions

1. Navigate to the GL Journal Manager

- Log in to AccountsIQ
- Go to General Ledger → Journal Manager (also shown as GL → Journal Manager in some versions)
- This screen lists previously entered and processed journals

2. Filter to the Required Period

- Use the column filters at the top of the Journal Manager grid to narrow the date range to the period you need to export

3. Check the Available Columns

- Confirm the grid includes: Journal Reference, Date, Description, GL Account, DR Amount, CR Amount
- If you need line-level detail (rather than one row per journal), open individual journals or use the Transaction Browser instead (see below)

4. Export to Excel

- Click Export to create an Excel file directly from the Journal Manager grid, or from within an individual GL Journal screen
- Save the file as .xlsx

5. Confirm Before Sending

Before sending the file, check that:

☐ The date range matches the requested period

☐ GL Account column is populated (not blank) for all rows

☐ Reversal journals are clearly identifiable (see Common Issues)

☐ The file is saved as .xlsx (not .csv, unless otherwise agreed)

Getting Line-Level Detail via the Transaction Browser

If the Journal Manager export doesn't provide the line-level detail needed (for example, individual debit and credit lines rather than journal-level summaries), use the Transaction Browser instead.

1. Navigate to the Transaction Browser

- Go to GL → Transaction Browser
- This lets you view summarized details of all transactions, filtered by account, date, or other criteria

2. Filter and Export

- Set filters to match the period and GL accounts required
- Export the results using the available export option (Word, Excel, or PDF)

Note on Time and User

Since this couldn't be confirmed from published documentation, the fastest path is checking the Transaction Browser directly for a Created By or similar column, and if it isn't there, contacting AccountsIQ Support (support@accountsiq.com) to ask directly whether this data is retrievable and how.

Common Issues

Issue	Likely Cause	Fix
Posting Date and Transaction Date look identical	AccountsIQ's own documentation only ever refers to a single Date field for a GL Journal (it must fall in an open period). There's no confirmed separate posting-period date	Treat this as expected unless AccountsIQ Support confirms otherwise. Let the client know both fields may always match
Multiple rows appear for one Journal Reference	A single GL Journal can have multiple lines (at least one debit and one credit); each line exports as its own row	This is expected. Rows sharing the same Journal Reference belong to the same journal
Reversal journals appear as separate entries with a similar reference	AccountsIQ automatically prefixes reversed journals with “Reversal: ” in the Journal Reference field, and reversals carry the same transaction date as the original	This is expected behavior, not a duplicate. Check the Reference field prefix to distinguish original entries from their reversals
Can’t find who created or posted a journal	This isn't confirmed as a standard column on the GL Journal Manager or Transaction Browser in AccountsIQ's published documentation	Check the Transaction Browser for a Created By-type field first. If not visible there, contact AccountsIQ Support (support@accountsiq.com) directly to confirm whether this data is retrievable
Journal Reference is truncated or missing the expected text	The Journal Reference field has a 50-character limit, and reversed journals lose 10 of those characters to the automatic “Reversal: ” prefix	Keep references under 40 characters if reversals are used, to avoid truncation

This guide covers AccountsIQ's GL Journal Manager and Transaction Browser as of August 2026..