How to Export a Journal Report from Palladium Accounting

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

Required Fields Checklist

#	Required Field	Available?	Palladium Accounting Field (Expected)
1	**Amount**	Yes	Debit/Credit columns of the journal entry line
2	**Time**	Per-transaction only	May be viewable only one transaction at a time via Audit Trail Journal. See note below
3	**Posting Date**	Yes	Date field on the journal
4	**Transaction Date**	Yes	Date field on the journal
5	**Description**	Yes	Reference/Description field per line
6	**Account Number**	Yes	GL account code column
7	**User (Posted By)**	Per-transaction only	May be viewable only one transaction at a time via Audit Trail Journal. See note below
8	**Journal Reference**	Yes	Reference field on the journal

⚠ Important — Only possible per transaction only

Palladium Accounting's General Ledger module supports journal entries, reversing journals, and formula-based debit/credit values (with formulas saved as part of the audit trail). Palladium has a system-wide audit trail facility that tracks changes, described as viewable per transaction from processing screens. General export-to-Excel functionality exists and was specifically improved in the Premium edition (row-merging and page numbering removed for easier data manipulation).

Posting Date and Transaction Date are tracked as one field or two.
Time and User (Posted By) can only be viewed one transaction at a time.

Step-by-Step Export Instructions

The following reflects Palladium Accounting's general module structure..

1. Navigate to the General Ledger Journal Listing

- Log in to Palladium Accounting
- Go to the General Ledger module and look for a Reports or Enquiries option covering journals for a date range

2. Set the Date Range

- Set the report's date/period range to the period you need to export
- Run or generate the report

3. Select the Required Columns

- Look for a column selection or layout option
- Aim to include: Date, Reference, Description, GL Account Code, Debit, Credit
- Remove any columns not required, to keep the export clean

4. Export to Excel

- Use the report's Export to Excel option (confirmed general capability, improved in the Premium edition)
- Save the file as .xlsx

5. Confirm Before Sending

Before sending the file, check that:

☐ The date range matches the requested period

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

☐ No filters are unintentionally excluding transaction types

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

Getting Time and User

Palladium Accounting has a confirmed, system-wide audit trail facility.

1. Try the Audit Trail Journal from a Transaction

- Open a specific journal entry in the General Ledger module
- Look for an Audit Trail Journal option on the processing screen
- Check whether this view shows the user and timestamp for that specific transaction

2. Look for a Bulk Audit Trail Report

- Check the Reports menu (General Ledger or a system-wide Administration/Security area) for an audit trail report that can be filtered by date range and transaction type
- If found, export it and match rows back to the main journal export using the Reference field

3. If No Bulk Option Exists

- If Time and User can only be viewed one transaction at a time, this may not be practically retrievable for a large journal export

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This is a draft guide for Palladium Accounting (South Africa) as of August 2026, based on publicly available product documentation.