How to Export a Journal Entry Report from SAP Business One

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

Required Fields Checklist

#	Required Field	Available in Standard Report?	SAP B1 Field/Column Name
1	**Amount**	**Yes**	Debit / Credit columns
2	**Time**	**Not in standard report**	See "Getting Time & User" section below
3	**Posting Date**	**Yes**	Posting Date
4	**Transaction Date**	**Yes**	Document Date (see note on manual journal entries below)
5	**Description**	**Yes**	Memo (header) / Line Memo
6	**Account Number**	**Yes**	G/L Account (Acct Code)
7	**User (Posted By)**	**Not in standard report**	See "Getting Time & User" section below
8	**Journal Reference**	**Yes**	Reference 1 / Reference 2, or JE Number

⚠ Important — Time and User Are Not on the Standard Report

Unlike some fields that simply don't exist in a system, SAP Business One does track the creation time and the user who posted each journal entry, but this information lives in the underlying database, not in the standard Journal Entry report screen. It cannot be added as a column via Form Settings on that report.

Time and User require a separate step — running a query through SAP B1's built-in Query Generator, rather than the standard report export. See the "Getting Time and User via Query Generator" section below.

Step-by-Step Export Instructions (Standard Report)

1. Navigate to the Journal Entry Report

- Log in to SAP Business One
- Go to Financials → Financial Reports → Accounting → Journal Entry
- This opens the Journal Entry Report selection criteria window

2. Set Your Selection Criteria

- Enter the Posting Date range for the period you need to export
- Leave Transaction No., Reference, and other filters blank to include all journal entries, or narrow them if you only need specific entries
- Click OK to run the report

3. Add the Required Columns

- Right-click anywhere in the report's column headers and select Form Settings
- **In the Form Settings window, ensure the following are checked (moved to the "Visible" side):**
    1. Posting Date
    2. Document Date
    3. Reference 1 (and/or Reference 2)
    4. Memo
    5. Account Code
    6. Account Name (recommended alongside Account Code, for readability)
    7. Debit and Credit
- Remove any columns not required, to keep the export clean
- Click OK to apply

4. Export to Excel

- With the report open, go to File → Save As (or Export in newer versions)
- Choose Excel / Microsoft Excel Workbook (.xlsx) as the file type
- Choose a save location and confirm

5. Confirm Before Sending

Before sending the file, check that:

☐ The posting date range matches the requested period

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

☐ No selection criteria are unintentionally excluding transaction types or series

☐ Extra title/subtotal rows from the native export have been cleaned up (see Common Issues below)

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

Getting Time and User via Query Generator

SAP Business One stores the creation date, time, and user for every journal entry in its database, even though the standard report doesn't display them. Retrieving them requires running a simple query instead of using the report screen.

1. Open the Query Generator

- Go to Tools → Queries → Query Generator
- (In some versions this is under Tools → Query Manager → Query Generator)

2. Enter the Query

Use the Query Generator's editor to enter a query along these lines (your IT team or SAP partner can adjust field names for your specific version/localization):

```
SELECT T0."TransId", T0."RefDate" AS "Posting Date",
      T0."CreateDate", T0."CreateTime", T0."Creator"
FROM OJDT T0
WHERE T0."RefDate" BETWEEN '[StartDate]' AND '[EndDate]'
```

- Click Execute to run the query

3. Export the Query Results

- Right-click on the results grid
- Select Export to Excel (or File → Save As, depending on version)
- Save as .xlsx

4. Combine with the Standard Report

- Match rows between the two exports using the Transaction No. / TransId field, which appears in both the standard Journal Entry report and the query results
- This lets you merge Time and User alongside the other required fields in one final spreadsheet

Note for Non-Technical Users

Writing and running a query requires basic SQL familiarity. If your team doesn't have this in-house, your SAP Business One partner or internal IT/finance systems administrator can save this query as a reusable, click-to-run report so it doesn't need to be rebuilt each time.

Common Issues

Issue	Likely Cause	Fix
Document Date same as Posting Date on manual journals	For manually entered journal entries, SAP B1 hard-codes Document Date to equal Posting Date. This is expected system behavior, not a data error	If a true "original transaction date" is required for manual JEs, it must be captured in the Memo/Reference field at entry time
Time and User columns don't appear in Form Settings	These fields are not exposed in the standard Journal Entry report grid at all, even via Form Settings	Use the Query Generator method below instead
G/L Account column shows account code but not name	Report defaults to code only	Use Form Settings to add the "Account Name" column alongside Account Code
Exported Excel file has merged or blank header rows	SAP B1's native Excel export sometimes carries over report title/subtotal rows	Delete the extra title rows before sending; keep only the column header row and data rows

This guide covers SAP Business One's standard Journal Entry report as of August 2026. Menu paths and field names may vary slightly between SAP Business One versions and localizations.