



How to Export a Journal Entry Report from SAP S/4HANA

Purpose: This guide walks you through exporting a journal entry listing from SAP S/4HANA as an Excel file, using the Manage Journal Entries Fiori app, and selecting the fields required for journal entry testing.

Required Fields Checklist

#	Required Field	Available?	S/4HANA Field/Column Name
1	Amount	Yes	Amount in Local/Document Currency (Debit/Credit)
2	Time	Yes — may need enabling	Entry Time (technical field CPUTM) — see note below
3	Posting Date	Yes	Posting Date
4	Transaction Date	Yes	Document Date
5	Description	Yes	Document Header Text / Line Item Text
6	Account Number	Yes	G/L Account
7	User (Posted By)	Yes — may need enabling	Entered By (technical field USNAM) — see note below
8	Journal Reference	Yes	Reference / Document Number

Time and User Are Standard Fields Here

Unlike some accounting systems, S/4HANA does maintain Entry Time and Entered By as standard fields on every accounting document (technical fields CPUTM and USNAM). Whether they appear as columns in the Manage Journal Entries app out of the box depends on your system's configuration. Some clients will see them immediately; others will need to add them via column settings, or use the fallback method in this guide.

If these two columns aren't visible in the app, this is a configuration/personalization matter — not a data gap. See "If Time and User Aren't in Your Column List" below.



Step-by-Step Export Instructions

1. Open the Manage Journal Entries App

- Log in to the SAP Fiori Launchpad
- Search for or select the Manage Journal Entries tile (App ID F0717, or F0717A on newer releases, both work for this export)
- If your organization has both versions available, either can be used

2. Set Your Selection Criteria

- Enter the Company Code
- Enter the Posting Date range for the period you need to export
- Select the relevant Ledger (usually the leading ledger, unless your client specifies otherwise)
- Leave other filters blank to include all journal entries, or narrow them if you only need specific entries
- Click Go to run the report

3. Add the Required Columns

- Click the Settings (gear) icon above the results table
- **In the Columns tab, ensure the following are checked and moved to the “Shown”/right-hand side:**
 1. Posting Date
 2. Document Date
 3. Reference / Document Number
 4. Document Header Text (and/or Line Item Text)
 5. G/L Account
 6. Amount in Local Currency
 7. Entry Time and Entered By, if available in your column list
- Remove any columns not required, to keep the export clean
- Click OK to apply

4. Export to Excel

- Click the Export to Spreadsheet icon in the table toolbar (usually near the top-right of the results table)
- The file downloads automatically as an .xlsx file



5. Confirm Before Sending

Before sending the file, check that:

- ☐ The posting date range and company code match the requested period/entity
- ☐ G/L Account column is populated (not blank) for all rows
- ☐ The correct currency column was selected (Local, Document, or Group)
- ☐ No selection criteria are unintentionally excluding document types or ledgers
- ☐ The file is saved as .xlsx (not .csv, unless otherwise agreed)

If Time and User Aren't in Your Column List

Some system configurations don't expose Entry Time or Entered By in the Manage Journal Entries app column settings, even though the data exists. If that's the case, use the table browser as a fallback.

1. Open the Table Browser

- From the SAP GUI (not Fiori), run transaction code SE16N
- Enter table name BKPF (Accounting Document Header) and press Enter

2. Enter Your Selection Criteria

- Enter the Company Code (BUKRS)
- Enter the Posting Date (BUDAT) range matching your export
- Execute the query

3. Add the Time and User Fields to the Output

- In the results list, use the column settings/layout option to add:
 1. CPUTM (Entry Time)
 2. USNAM (Entered By)
 3. CPUDET (Entry Date). This is useful for cross-checking against Posting Date
- Export the results to Excel using the local file download / spreadsheet export option in the toolbar

4. Combine with the Main Export

- Match rows between the two exports using the Document Number (BELNR) and Company Code (BUKRS), which appear in both
- Merge Entry Time and Entered By alongside the other required fields in one final spreadsheet



Note for Non-Technical Users

SE16N requires SAP GUI access and view authorization for table BKPF, which not all users have by default. If your team doesn't have this access, your SAP Basis or FI systems team can either grant temporary display access or add Entry Time and Entered By to the Manage Journal Entries app's column list directly, which avoids this fallback entirely for future exports.

Common Issues

Issue	Likely Cause	Fix
Multiple rows appear for one Journal Entry	A single journal entry document contains multiple line items (at least one debit and one credit). Each line exports as its own row	This is expected behavior. Rows sharing the same Document Number belong to the same journal entry
Entry Time / Entered By columns aren't in the column list	Not all system configurations expose these on the standard app view	Use the SE16N table browser fallback method below, or ask your Basis/FI team to add them via app column personalization
Amount looks different from what client expects	S/4HANA can show Amount in Document Currency, Local Currency, or Group Currency as separate columns	Confirm with the client which currency column they need, and select only that one to avoid confusion
Two different "Manage Journal Entries" tiles on the launchpad	Newer S/4HANA releases run both a classic and an enhanced version of the app side by side (App ID F0717 vs F0717A)	Either version works for this export; use whichever is available. Menu labels may differ slightly
Export to Spreadsheet button is greyed out or missing	Report has zero results, or the user role lacks export authorization	Confirm the selection criteria returned data; if authorization is the issue, contact your SAP Basis/security team

This guide covers SAP S/4HANA's Manage Journal Entries Fiori app as of August 2026. Exact menu paths, app versions, and available columns may vary by release and by each client's system configuration.