



How to Export a Journal Report from SYSPRO

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

Required Fields Checklist

#	Required Field	Available?	SYSPRO Field/Column Name
1	Amount	Yes	Debit / Credit columns
2	Time	Not on standard report	See "Getting Time & User" section below
3	Posting Date	Yes (see note below)	Date the GL journal was created/posted
4	Transaction Date	Yes (see note below)	For sub-module-originated journals, SYSPRO documentation confirms the printed date is the GL posting date, not the original transaction date
5	Description	Yes, but report-dependent	Comment field. See note below
6	Account Number	Yes	Ledger Code
7	User (Posted By)	Not on standard report	See "Getting Time & User" section below
8	Journal Reference	Yes, but report-dependent	Reference field. See note below

⚠ Important — Report Choice Affects Which Fields You Get

SYSPRO has more than one report that could serve as a "journal export," and they don't all carry the same fields. Reference is confirmed on the GL Journal Report and GL Trial Balance by Group. Comment (Description) is confirmed on GL Trial Balance, GL Trial Balance by Group, and GL Trial Balance for Excel, but not confirmed on the GL Journal Report. No single report has both confirmed in SYSPRO's own documentation.

You may need to check both Reference and Description actually appear on whichever report you use, and potentially combine two reports if one is missing a required field.



Step-by-Step Export Instructions

1. Navigate to the GL Trial Balance for Excel Report

- Log in to SYSPRO
- Go to General Ledger → Reports → GL Trial Balance for Excel
- This report is specifically designed for Excel export with correctly formatted numeric values (unlike GL Trial Balance and GL Trial Balance by Group, which export values as text)

2. Set the Date Range and Filters

- Set the period/date range for the export
- Exclude Template account types if prompted (these are excluded from this report by default)
- Run the report

3. Check for the Required Fields

- Confirm the report includes: Date, Comment (Description), Ledger Code (Account Number), Debit, Credit
- Check whether Reference appears on this report for your SYSPRO version. If not, see Common Issues below for the GL Journal Report alternative

4. Export to Excel

- Use the report's output options to direct the output to Excel
- Apply a theme/formatting option if desired (SRS Output Options)
- Save the file as .xlsx

5. Confirm Before Sending

Before sending the file, check that:

- ☐ The date range matches the requested period
- ☐ Ledger Code column is populated (not blank) for all rows
- ☐ Both Reference and Description/Comment are present. Combine two reports if not (see Common Issues)
- ☐ The file is saved as .xlsx (not .csv, unless otherwise agreed)



Getting Time and User

Three possible paths exist, but none could be confirmed from public documentation to definitively cover this:

Candidate 1: System Audit Log

- SYSPRO automatically maintains a System Audit Log (Administration → Security → System Audit Query) of changes and events affecting system security

Candidate 2: Job Logging Query

- This program maintains a log of all programs accessed by operators, which could show who ran the GL Journal Entry program and when

Candidate 3: Electronic Signatures (if configured)

- SYSPRO's eSignature functionality can provide transaction logging with user and timestamp data for specific transaction types

Common Issues

Issue	Likely Cause	Fix
Sub-module journal dates don't match the original transaction date	SYSPRO's own documentation confirms that for journals created from sub-modules (AP, AR, Inventory, etc.), the date shown is when the GL journal was created by the integration program, not when the original transaction was processed	This is documented, expected behavior. If the client needs the original transaction date, it may need to be sourced from the relevant sub-module's own transaction report instead
Reference field is missing from the export	Reference is confirmed on the GL Journal Report and GL Trial Balance by Group, but not confirmed on GL Trial Balance for Excel	If Reference doesn't appear on the report you're using, try the GL Journal Report instead, or check whether your SYSPRO version's GL Trial Balance for Excel includes it
Comment/Description field is missing from the export	Comment is confirmed on GL Trial Balance, GL Trial Balance by Group, and GL Trial Balance for Excel, but not confirmed on the GL Journal Report	If Description doesn't appear on the GL Journal Report, use GL Trial Balance for Excel instead, or combine both reports
Can't find a clear User or Time field anywhere	SYSPRO's System Audit Log is scoped to system security events (logins, password changes), not necessarily journal-level	Treat this as unresolved until verified — see the Verification Checklist below. It's possible



Issue	Likely Cause	Fix
	transaction data. Job Logging Query tracks program access by operator, but may not link cleanly to individual journal numbers	eSignature functionality, if configured for GL Journal Entry, could provide this, but this is an optional feature that may not be enabled
Values in the Excel export show as text instead of numbers	This is a known distinction between reports: GL Trial Balance and GL Trial Balance by Group export values as text when sent to Excel, while GL Trial Balance for Excel formats them as proper numeric fields	Use GL Trial Balance for Excel specifically when the client needs to do further calculations on the exported values

This guide covers SYSPRO's General Ledger reporting as of August 2026, based on SYSPRO's official published help documentation.