How to Export a Journal Report from Sage 50 UK/Ireland

Purpose: This guide walks you through exporting a journal listing from Sage 50 UK/Ireland (formerly Sage Line 50) as an Excel/CSV file, and selecting the fields required for journal entry testing.

Required Fields Checklist

#	Required Field	Available?	Sage 50 UK Field/Column Name
1	**Amount**	Yes	Debit / Credit columns
2	**Time**	Partial	Record Create/Modify timestamp. See note below
3	**Posting Date**	Yes	Date Entered field (distinct from Transaction Date)
4	**Transaction Date**	Yes	Date
5	**Description**	Yes	Details
6	**Account Number**	Yes	N/C (Nominal Code)
7	**User (Posted By)**	Partial	User Name. See note below
8	**Journal Reference**	Yes	Ref

⚠ Important — Time and User Exist in the System, But Screen Access Is Unconfirmed

These two fields may not be offered as selectable columns in the standard on-screen Audit Trail report, and may require Report Designer/Crystal Reports access instead.

Try the Columns customization (cog icon) on the Audit Trail report first. User Name and a Timestamp may simply be available there. If not, see the Verification Checklist at the end of this guide.

Step-by-Step Export Instructions

1. Navigate to the Audit Trail Report

- Log in to Sage 50 Accounts
- Go to Modules → Financials (or select the Financials icon from the desktop view)
- Select Audit Trail

2. Set the Date Range and Filter to Journal Entries

- Set the date range to the period you need to export
- The Audit Trail covers every transaction type by default (invoices, payments, receipts, journals, etc.). Use the Type filter to select Journal Debit (JD) and Journal Credit (JC) to isolate journal entries specifically
- Click Calculate to generate the report

3. Select the Required Columns

- Select the cog/Columns icon to choose which data fields to display
- Ensure the following are included:
- *Date*
- *Ref*
- *Details*
- *N/C (Nominal Code)*
- *Debit*
- *Credit*
- Check whether User Name and a date/time-stamped column are available here.
- Select Save to apply

4. Export to Excel

- Select Export
- Choose CSV rather than Excel. Sage 50 UK's own guidance recommends CSV specifically because Excel exports can hit row limitations on larger date ranges
- Open the CSV file in Excel and save as .xlsx if a spreadsheet format is required for the final deliverable

5. Confirm Before Sending

Before sending the file, check that:

☐ The date range matches the requested period

☐ Only Journal Debit (JD) and Journal Credit (JC) transaction types are included, unless the client wants the full transaction listing

☐ N/C (Nominal Code) column is populated (not blank) for all rows

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

Common Issues

Issue	Likely Cause	Fix
Excel export is cut off or missing rows	Sage 50 UK's own guidance recommends CSV over Excel for Audit Trail exports specifically because Excel exports can hit row limitations	Export as CSV instead of Excel, then open the CSV in Excel if a spreadsheet view is needed
Export includes far more transactions than expected	The Audit Trail covers every transaction type by default (invoices, payments, receipts, journals, etc.), not just journal entries	Filter the Type column to Journal Debit (JD) and Journal Credit (JC) to isolate journal entries specifically
User Name column is blank for all or some transactions	Sage 50 UK only attributes actions to individual users if User accounts were set up in Settings → Access Rights. Without that, activity isn't tied to a specific person	Confirm with the client whether user accounts were active for the period in question; historical data may simply have no user attribution if they weren't
Extra rows appear for transactions that were edited or deleted	Sage 50 UK's audit trail tracks amendments and deletions as their own records (with their own date and user), rather than overwriting the original entry	This is expected behavior. Use the most recent record for each transaction reference unless the client wants the full edit history
Can't find User Name or a time-stamped column in the on-screen report	These fields are confirmed to exist in Sage 50 UK's underlying data, but may not be offered as standard on-screen column options in the Audit Trail report itself	Try the Columns customization (cog icon) first. If not available there, this may require Report Designer/Crystal Reports access via IT or a Sage Business Partner

This guide covers Sage 50 UK/Ireland's standard Audit Trail report as of August 2026. Menu paths may vary slightly between Sage 50 versions. This is a different product from Sage 50 US/Canada (formerly Peachtree), which has its own separate Audit Trail report and menu structure.