



How to Export a Journal Report from Sage 200 Evolution

Purpose: This guide walks you through exporting a journal listing from Sage 200 Evolution as an Excel file, and selecting the fields required for journal entry testing.

Required Fields Checklist

#	Required Field	Available?	Sage 200 Evolution Field (Expected)
1	Amount	Yes	Debit/Credit line columns of the Journal Batch
2	Time	Not on standard report	Only via System Audit Manager — see note below
3	Posting Date	Yes	Date field on the Journal Batch
4	Transaction Date	Yes	Date field on the Journal Batch
5	Description	Yes	Reference and/or Description field per journal line
6	Account Number	Yes	GL account code column
7	User (Posted By)	Not on standard report	Only via System Audit Manager — see note below
8	Journal Reference	Yes	URN (Unique Reference Number) and/or a Reference field

⚠ Important — Only via System Audit Manager

Journal entries in Sage 200 Evolution are processed as Journal Batches (General Ledger → Transactions). Every transaction receives a system-generated URN (Unique Reference Number) that can be traced back to who created it. User/time-level tracking is handled by a separate module called the System Audit Manager, not the standard GL reports.



Step-by-Step Export Instructions

The following reflects Sage 200 Evolution's general navigation structure.

1. Navigate to the Journal Batch Listing

- Log in to Sage 200 Evolution
- Go to General Ledger → Transactions → Journal Batch (menu wording may differ)
- Look for a report or listing option (e.g. under a Reports or Enquiries menu within General Ledger) that shows posted journal batches 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, layout, or customization option (Sage 200 Evolution reports typically support this)
- Aim to include: Date, Reference/URN, 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 or Print option and select Excel/Word output (Sage 200 Evolution supports exporting reports to Excel natively)
- 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 batches or transaction types
- ☐ The file is saved as .xlsx (not .csv, unless otherwise agreed)



Getting Time and User via System Audit Manager

Sage 200 Evolution tracks database-level changes, including who made them and when, through the System Audit Manager module.

1. Open System Audit Manager

- Look for System Audit Manager in the main module list or under a System/Utilities menu

2. Configure Auditing for GL Journal Tables (if not already enabled)

- System Audit Manager tracks activity per database table. The relevant table(s) for GL journal entries will need to be selected/enabled if not already being audited
- This step may require your client's system administrator or Sage Business Partner, since it touches system configuration rather than day-to-day reporting

3. Generate the Audit Report

- Run the audit report for the relevant table(s) and date range
- Expected output: a record of changes including date, time, and user

4. Export and Combine

- Export the audit report to Excel
- Match rows back to the main journal export using the URN or Reference field, if present in both outputs

Note for Non-Technical Users

If System Audit Manager isn't already configured to track GL journal activity, turning it on and retrieving historical Time/User data may not be possible retroactively. Auditing tools like this typically only capture activity from the point they're enabled. Confirm with the client whether this module is already active before promising Time and User data is retrievable.

This is a draft guide for Sage 200 Evolution (South Africa) as of August 2026, based on publicly available product documentation.