How to Export a Journal Report from Sage 300 (ACCPAC)

Purpose: This guide walks you through exporting a journal listing from Sage 300 (formerly Sage ACCPAC ERP) as an Excel/CSV file, and selecting the fields required for journal entry testing.

Required Fields Checklist

#	Required Field	Available?	Sage 300 Field/Column Name
1	**Amount**	Yes	Debit / Credit columns
2	**Time**	Database-only	Audit Time exists, but only in the underlying database. See note below
3	**Posting Date**	Yes	Posting Date
4	**Transaction Date**	Yes	Document Date
5	**Description**	Yes	Description
6	**Account Number**	Yes	Account Number
7	**User (Posted By)**	Partial — see note below	Entered By is visible on-screen; the actual posting user is database-only
8	**Journal Reference**	Yes	Batch Number / Entry Number

⚠ Important — Entered By Is Not the Same as Posted By

Sage 300 shows an Entered By field on transaction entry screens, confirming who created the batch or journal entry. But posting is a separate step in Sage 300, often performed later, sometimes by a different user, and sometimes automatically as part of a batch process. The actual user who executed the posting step is recorded in the database (a field called AUDTUSER), not on any standard screen or report.

Confirm whether they need who entered the transaction (readily available) or who posted it (database-only).

Step-by-Step Export Instructions

1. Navigate to the G/L Posting Journal Report

- Log in to Sage 300
- Go to General Ledger → G/L Reports → Posting Journals
- This report provides an audit trail of all posted General Ledger transactions and is the closest equivalent to a bulk journal export

2. Set the Date Range

- Specify the range of posting sequences or dates for the period you need to export
- Set Print Destination to Preview so the report can be reviewed on-screen before exporting
- Click Print (or Preview) to generate the report

3. Check the Required Fields

- Confirm the report includes: Posting Date, Document Date, Description, Account Number, Debit, Credit, Batch Number/Entry Number
- If Entered By is required, this is generally visible via the G/L Journal Entry screen or Journal Entry Inquiry screen for individual entries, though not always on the bulk Posting Journal report itself

4. Export the Report

- Click the Export Report icon (usually top-left of the report preview screen)
- Select CSV rather than Excel. Sage 300's native Excel exports are known to require additional formatting, while CSV exports cleanly
- 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/posting sequence range matches the requested period

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

☐ No account-level posting consolidation is hiding transaction-level detail the client needs

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

Getting Time and a Confirmed Posting User

Sage 300's Audit Time and the specific user who posted a batch (as opposed to who entered it) are stored in the database but not exposed on standard screens or reports.

Option 1: Database Access (SQL/ODBC)

- The batch control table (GLBCTL) contains a BATCHID field (the batch number) and an AUDTUSER field (the user who posted that batch)
- This requires database access via SQL or ODBC, typically through IT or a Sage Business Partner

Option 2: Custom Reporting

- Sage 300's own audit-trail guidance suggests building a custom report in Intelligence Reporting (Sage 300's built-in BI/reporting tool) to pull Audit Date, Audit Time, and User information directly from the database

Option 3: Third-Party Audit Tools

- Because Sage 300's native audit trail is limited, several third-party add-ons (such as Audit Logger by Pacific Technology) exist specifically to provide fuller transaction-level audit tracking, including user and timestamp data

Common Issues

Issue	Likely Cause	Fix
Entered By doesn't match who the client expects posted the entry	Entered By reflects who created the transaction in the G/L Journal Entry screen. Posting is often a separate step, sometimes done later by a different user or as part of a batch process	Clarify with the client whether they need who entered the transaction or who executed the posting step. These can be different people in Sage 300
Can't find a Time or true Posted-By field anywhere on-screen	Sage 300's native audit capability is limited compared to some other systems. Audit Time and the posting user (AUDTUSER field) exist in the database but aren't exposed on standard screens or reports	This requires SQL/ODBC access to the database, or a Crystal Reports/BI custom report. See the Verification Checklist below
Excel export needs reformatting before it's usable	Sage 300's native Excel exports are known to require additional formatting compared to a direct CSV export	Export as CSV instead, then open and format in Excel if needed

Issue	Likely Cause	Fix
Report is missing some transaction details	Posted transactions can be consolidated during posting or afterward, which can reduce the level of detail shown on the Transactions Listing report	Check the account's posting consolidation setting on the G/L Accounts screen, and confirm with the client whether consolidated summaries are acceptable
Batch shows as Deleted with no detail	If a batch or entry is deleted in Sage 300, its number cannot be reused and it's listed as Deleted on the posting journal for audit trail purposes	This is expected behavior. Deleted batches will not have transaction detail to export

This guide covers Sage 300's General Ledger Posting Journal and related reports as of August 2026, based on Sage's official published documentation. Menu paths may differ slightly between classic and web screens, and between Sage 300 versions.