



How to Export a Journal Report from Sage Accounting (South Africa)

Purpose: This guide walks you through exporting a journal listing from Sage Accounting (South Africa edition, formerly Sage One) as a CSV/Excel file, and selecting the fields required for journal entry testing.

⚠ Important — There Is No Dedicated Journal Export

Sage Business Cloud Accounting does not offer a dedicated journal export feature. The official method is a workaround: use the Audit Trail report, filtered to Type = Journal, then export.

This guide uses the Audit Trail workaround Sage itself documents. This applies to the South African edition of Sage Accounting, which shares its core architecture with other regional editions but includes South Africa-specific VAT/SARS functionality.

Required Fields Checklist

#	Required Field	Available?	Sage Accounting Field/Column Name
1	Amount	Yes	Debit / Credit (Detailed view)
2	Time	Yes	Available via Configure Columns
3	Posting Date	Yes	Date
4	Transaction Date	Yes	Date
5	Description	Yes	Available via Category or a description/details field
6	Account Number	Yes	Ledger account (shown in Detailed view)
7	User (Posted By)	Yes	Who created the entry (standard Audit Trail column)
8	Journal Reference	Yes	Reference (searchable field on the Audit Trail)



Step-by-Step Export Instructions

1. Navigate to the Audit Trail Report

- Log in to Sage Accounting
- Go to Reports → All reports
- Select Audit Trail (under Detailed Reports)

2. Filter to Journal Entries

- Set the Period or Custom date range for the export
- Select More, then choose Journal from the Type drop-down
- Switch to Detailed view (rather than Summary) to see the full double-entry for each transaction
- Select Calculate to run the report

3. Configure the Required Columns

- Select the cog/Configure Columns icon
- Add any required columns not shown by default. Check specifically for a time-related column here.
- Select Save

4. Export the Report

- Select Export
- Choose CSV (recommended for further processing in Excel) or PDF
- Open the CSV file in Excel and save as .xlsx if a spreadsheet format is required

5. Confirm Before Sending

Before sending the file, check that:

- ☐ The date range matches the requested period
- ☐ Only Journal type entries are included, unless the client wants the full transaction listing
- ☐ The ledger account detail is populated (not blank) for all rows
- ☐ The file is saved as .xlsx (not .csv, unless otherwise agreed)



Common Issues

Issue	Likely Cause	Fix
Report includes far more than journal entries	The Audit Trail covers every transaction type by default (invoices, payments, journals, etc.)	Use More → Type and select Journal to isolate journal entries specifically
Can't find a Time column	Not confirmed whether a time-of-day field is offered in Configure Columns	Check Configure Columns (cog icon) for a time-related option. If not present, this may not be retrievable from the standard report
Posting Date and Transaction Date look identical	Sage's own documentation for this report refers to a single Date field, similar to QuickBooks Online's single-date limitation	Treat this as likely expected unless Sage Support confirms a separate posting-period date exists
Export only offers CSV or PDF, not Excel directly	Sage Business Cloud Accounting exports the Audit Trail as CSV or PDF, not a native .xlsx file	Export as CSV and open/save as .xlsx in Excel if a spreadsheet format is required for the final deliverable
VAT figures don't match expectations	The South African edition calculates VAT for SARS VAT201 reporting, which may categorize or round differently than other regional editions	Confirm VAT treatment with the client's bookkeeper if VAT-related accounts look unexpected in the export

This guide covers Sage Accounting (South Africa edition) as of August 2026, based on Sage's official published documentation. Sage Business Cloud Accounting shares a common core architecture across regions, with region-specific tax functionality (SARS VAT201 for South Africa). Menu paths may change as Sage updates the product.