How to Export a Journal/General Ledger Report from Sage Intacct

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

Required Fields Checklist

#	Required Field	Available in Standard Report?	Sage Intacct Field/Column Name
1	**Amount**	Yes	Debit Amount / Credit Amount
2	**Time**	Not on standard report	See “Getting Time & User” section below
3	**Posting Date**	Yes	Posted Date
4	**Transaction Date**	Yes	Document Date
5	**Description**	Yes	Memo / Description
6	**Account Number**	Yes	Account Number
7	**User (Posted By)**	Not on standard report	See “Getting Time & User” section below
8	**Journal Reference**	Yes	Batch Number / Batch Title

⚠ Important — Time and User Require a Separate Report

Sage Intacct automatically records the user and a timestamp for every journal entry created, edited, or deleted, but this lives in the Audit Trail / Audit History area, not on the standard General Ledger report. This is a genuinely accessible feature (no SQL required), just a separate report from the one used for the other six fields.

Time and User require a second export from Audit History. See the “Getting Time and User via Audit History” section below — and note the May 2016 cutoff on audit data described there.

Step-by-Step Export Instructions (General Ledger Report)

1. Navigate to the General Ledger Report

- Log in to Sage Intacct
- Go to Reports → All Reports
- Under Financial Reports (or by searching), select General Ledger

2. Set Your Filters

- Set the date range for the period you need to export
- Select the correct Book (usually Accrual, unless the client specifies Cash)
- If the company has multiple entities, confirm you're running the report for the correct entity or consolidation level
- Click View to run the report

3. Add the Required Columns

- **Use the report's column/field selection option to ensure the following are included:**
    1. Posted Date
    2. Document Date
    3. Memo/Description
    4. Account Number
    5. Account Description (recommended alongside Account Number, for readability)
    6. Debit Amount and Credit Amount
    7. Batch Number (journal reference)
- Remove any columns not required, to keep the export clean

4. Export to Excel

- Click the Export button on the report
- Select Excel as the export format
- Save the file to your desired location

5. Confirm Before Sending

Before sending the file, check that:

☐ The date range and entity/book selections match the requested scope

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

☐ No filters are unintentionally excluding transaction types or dimensions

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

Getting Time and User via Audit History

Sage Intacct logs the user and timestamp for every journal entry automatically. This is available through the Audit History report, built using Sage Intacct's custom report writer, or by viewing the audit trail on an individual entry.

1. Open the Audit History Report Builder

- Go to Reports → All Reports → Audit History (or build a new custom report using the Audit History data source)

2. Filter to Journal Entries

- Set the Object filter to glbatch — this is Sage Intacct's technical object name for journal entries/GL batches
- Set the date range to match your main General Ledger report export
- Keep the filter tight (avoid running this across the whole company at once, see Common Issues below)

3. Add the Required Columns

- **Ensure the report includes:**
    1. Access Date (the timestamp of the change, including time)
    2. User
    3. Action (e.g., Create, Edit, Delete)
    4. Record / Object reference
- Click Save, then run the report

4. Export and Combine

- Export the report using More actions → Export to CSV or Excel
- Match rows between the two exports using the Batch Number/Record reference, which appears in both
- Merge the Access Date (Time) and User alongside the other required fields in one final spreadsheet

Note on Audit Data History

Sage Intacct began capturing audit trail data in May 2016. If the client needs Time and User for journal entries posted before that date, this data does not exist in the system — confirm the required period with the client before committing to this step.

Common Issues

Issue	Likely Cause	Fix
Audit data isn’t available for older journal entries	Sage Intacct began capturing audit trail data in May 2016. Anything posted before that has no Time/User record at all	This is a hard system limit, not a configuration issue. Confirm with the client whether the required period falls after May 2016
Audit History report returns incomplete or inaccurate results	Sage recommends against running a company-wide Audit History report. Results exceeding 1,000 lines may not report correctly	Filter the Audit History report tightly (by object type and date range) rather than pulling full company history at once
Posted Date and Document Date show different values than expected	This is expected. Sage Intacct tracks these as genuinely separate fields. Document Date reflects the original transaction date; Posted Date reflects when it hit the ledger	No fix needed, but confirm with the client which date they intend for each required field
General Ledger report is missing entries the client expects	The report may be scoped to the wrong book (Accrual vs. Cash) or a single entity in a multi-entity company	Check the Book selection and entity/consolidation settings in the report filters
Can’t find a specific journal entry in the Audit History report	The technical object name for journal entries/GL batches in Sage Intacct is glbatch, not “Journal Entry”	When building a custom Audit History report, filter the Object column to glbatch to isolate journal entry activity

This guide covers Sage Intacct’s standard General Ledger report and Audit History feature as of August 2026. Exact menu paths and available fields may vary based on the client's subscription tier and configured report permissions.