



How to Export a Journal Report from Sage Pastel Partner

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

Required Fields Checklist

#	Required Field	Available?	Sage Pastel Partner Field (Expected)
1	Amount	Yes	Debit/Credit columns of the journal entry line
2	Time	Not on standard report	Available via Transaction Audit Trail report. 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 fields per line
6	Account Number	Yes	GL account code column
7	User (Posted By)	Not on standard report	Available via Transaction Audit Trail report. See note below
8	Journal Reference	Yes	Reference field and/or the system-assigned audit trail number

⚠ Important — Only via Audit Trail Report

Journal entries in Sage Pastel Partner are processed as batches (Journal or Cash Book batches) via the Process menu, then Updated (posted) to the ledger. Every transaction is assigned a unique audit trail number. The Transaction Audit Trail report is a well-established Pastel Partner feature that shows which user processed each transaction and when.

The exact report name and menu path for a bulk journal listing/export, its precise column list, whether Posting Date and Transaction Date are tracked as one field or two, and the exact column names on the Transaction Audit Trail report.



Step-by-Step Export Instructions

The following reflects Sage Pastel Partner's general navigation structure.

1. Navigate to the Journal Listing

- Log in to Sage Pastel Partner
- Go to View → General Ledger, or Reports → General Ledger (exact menu wording may differ)
- Alternatively, use Pastel Explorer (a grid-based data view) and select General Ledger to browse and export transaction-level data directly

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

- If using a standard report, look for a column/layout selection option
- If using Pastel Explorer, right-click the grid to access column and export options
- Aim to include: Date, Reference, Description, GL Account Code, Debit, Credit
- Remove any columns not required, to keep the export clean

4. Export to Excel

- From Pastel Explorer: right-click the grid and choose Export to Excel
- From a standard report: use the report's Print/Export option and select Excel output
- 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 the Transaction Audit Trail

Sage Pastel Partner's Transaction Audit Trail is a confirmed, well-documented feature that records which user processed each transaction and when, with each transaction assigned a unique audit trail number.

1. Open the Transaction Audit Trail Report

- Look for Transaction Audit Trail under the Reports or View menu
- This is a standard, established Pastel Partner report, not an add-on or configuration-dependent module like Sage 200 Evolution's System Audit Manager

2. Set the Date Range and Filter to Journal Entries

- Set the report's date range to match the period of your main journal export
- If a transaction type filter is available, narrow it to Journal (or General Ledger) entries

3. Review the Results

- Expected output: a listing of transactions with their unique audit number, the user who processed them, and the date/time processed

4. Export and Combine

- Export the report to Excel (Pastel Partner reports generally support this)
- Match rows back to the main journal export using the Reference field or audit trail number, if present in both outputs

Note for Non-Technical Users

Unlike Sage 200 Evolution's System Audit Manager (which may need per-table setup), the Transaction Audit Trail in Pastel Partner is described in Sage's own materials as a standard, always-on feature. This suggests Time and User data should be readily available without special configuration.

This is a draft guide for Sage Pastel Partner (South Africa) as of August 2026, based on publicly available product documentation and confirmed product materials for the Transaction Audit Trail feature.