How to Export a Journal Report from Xero

Purpose: This guide walks you through exporting the Journal Report from Xero as an Excel file, and selecting the fields required for journal entry testing.

Required Fields Checklist

#	Required Field	Available?	Xero Column Name
1	**Amount**	Yes	Debit / Credit (or Net, depending on report layout)
2	**Time**	Not available	See note below
3	**Posting Date**	Yes	Date
4	**Transaction Date**	Partial	Date (Journal report generally shows one date being the posting/approval date, not a separate original transaction date)
5	**Description**	Yes	Description
6	**Account Number**	Yes	Account Code
7	**User (Posted By)**	Not available	See note below
8	**Journal Reference**	Yes	Reference / Source / Journal Number

⚠ Important — Fields Xero Cannot Provide in This Report

Xero’s Journal report does not include Time or User (Posted By) as exportable columns. This information is only visible per-transaction in Xero’s History & Notes panel on the individual invoice, bill, or manual journal. It cannot be bulk-exported alongside journal line data. As this is a platform limitation, these two fields will be missing from the report.

Step-by-Step Export Instructions

1. Navigate to the Journal Report

- Log in to Xero
- Go to Accounting → Reports
- Under the Find a report search bar, type “Journal”
- Select Journal Report

2. Set the Date Range

- Click the Date Range field at the top of the report
- Select the period you need to export (e.g. a specific month, quarter, or custom range)
- Click Update to refresh the report with that range

3. Add the Required Columns

- Click the Columns button (usually top-right of the report screen
- Ensure the following are checked:
- *Date*
- *Reference (or Source, depending on your Xero version)*
- *Description*
- *Account Code*
- *Account Name (recommended in addition to Account Number, for readability)*
- *Debit and Credit columns*
- Uncheck any columns not required, to keep the export clean
- Click Update to apply

4. Export to Excel

- Click the Export button (top-right of the report)
- Select Excel (not PDF or Google Sheets)
- The file will download to your computer

5. Confirm Before Sending

Before sending the file, check that:

☐ The date range matches the requested period

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

☐ No filters are hiding transactions (check the Filter panel hasn’t excluded account types or tracking categories unintentionally)

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

Common Issues

Issue	Likely Cause	Fix
Account Code column is blank	Some transactions use tracking categories instead of direct account codes	Check the transaction directly in Xero; may require manual lookup
Missing journal entries	Report is filtered by transaction/journal type	Check the Filter settings. Ensure “All” journal types are selected
Report won’t export to Excel	Browser pop-up blocker	Allow downloads from Xero in browser settings
Duplicate-looking entries for one transaction	Xero reverses and reposts journals when a transaction is edited	This is expected Xero behavior. Both the reversal and the new entry will appear

This guide covers Xero’s standard Journal report as of August 2026. Report layout and navigation may vary slightly between Xero subscription tiers.