



How to Export a Journal/General Ledger Report from MDA Property Manager

Purpose: This guide walks you through exporting a journal/GL listing from MDA Property Manager (MRI Software) as an Excel file, and selecting the fields required for journal entry testing.

i About MDA Property Manager

MDA is property management and accounting software (now part of MRI Software) widely used by South African property owners, managers, and REITs. Its General Ledger is organized around properties as a core dimension. This guide covers the classic MDA GL export; newer clients may be on the web-based Property Management X (PMX) interface, which has its own journal entry screens.

Required Fields Checklist

#	Required Field	Available?	MDA Field/Column Name
1	Amount	Yes	Debit / Credit (or Amount)
2	Time	Not available by default	See note below
3	Posting Date	Yes	Date
4	Transaction Date	Yes	Date
5	Description	Yes	Description/Narration field
6	Account Number	Yes	GL Account Code
7	User (Posted By)	Not available by default	See note below
8	Journal Reference	Yes	Reference/Entry Number Field

⚠ Important — Time and User fields not available by default

Run the internal audit trail or transaction history reports through the Report Centre. These reports pull directly from MDA's underlying tracking data, which logs the user stamp and system time for every posted batch.



Step-by-Step Export Instructions

1. Navigate to the General Ledger Export

- Log in to MDA Property Manager
- Go to the General Ledger module (exact menu path may differ between the classic desktop client and Property Management X/PMX)
- Locate the GL export option. MDA offers exports at both a high level (summary) and a detailed level

2. Choose the Detailed Export Level

- Select the detailed-level GL export rather than the high-level/summary export, since line-level fields like Description and Reference are typically only available at this level
- Set the date range and property selection for the export

3. Export to Excel

- Run the export. MDA produces an .XLS file for the General Ledger
- Save the file, converting to .xlsx if required for the final deliverable

4. Clean Up Known Formatting Quirks

- Check for and remove hidden blank rows, which are a known characteristic of MDA's GL Excel export
- Confirm the property name/code is attached to every relevant row, or matched via a lookup if it isn't repeated per line
- If budget data is included, confirm the sign convention (MDA budget exports are known to use credit as negative, debit as positive) matches what's expected for the actuals data

5. Confirm Before Sending

Before sending the file, check that:

- ☐ The date range and property selection match the requested scope
- ☐ GL Account Code column is populated (not blank) for all rows
- ☐ Hidden blank rows have been removed
- ☐ The file is saved as .xlsx (not .csv, unless otherwise agreed)



Getting Time and User

Since these fields aren't available by default, do the following:

- Open MDA Property Manager / Property Central.
- From the main sidebar menu, click on the Report Centre icon.
- In the report category tree view on the left, expand the General Ledger or System Administration / Audit Logs folder (depending on your specific user permission level).
- Locate and select the report named Transaction Audit Trail or Batch Posting Audit Report.
- In the report parameters criteria pane on the right, define your scope.
- Select the specific Financial Period or enter the Date Range during which the journals were posted.
- In the Source / Module filter dropdown, select GL or Journal Entries to isolate journal transactions from standard system-generated entries (like billing or receipts).
- Click on the Columns or Field Chooser button (usually located at the top of the parameters tab or within the report preview header).
- Look through the list of available fields and check the boxes next to: Captured By / Posted By (User ID) System Date & Time / Post Time.
- Drag and drop these columns into your preferred layout positioning.
- Click the Run Report or Preview button.
- Verify that the user signature and exact timestamp columns are populated.
- Click the Export icon (diskette or Excel icon) at the top of the report window and choose Excel (Data Only) or CSV.
- This will give you a clean spreadsheet containing the precise tracking details missing from the normal GL journal export.



Common Issues

Issue	Likely Cause	Fix
Exported Excel file has unexpected blank rows	MDA's General Ledger Excel export is known to include hidden blank rows within the data, confirmed by consultants who work directly with these exports	Remove blank rows before further processing. This is a known quirk of the export format, not an error
Property name is missing or hard to match to line items	MDA organizes transactions by property, but the property name/code may not repeat on every row of a detailed export the way GL Account does	Check whether the property identifier needs to be filled down or matched via a lookup before the data is usable
Budget figures have unexpected signs (positive/negative) compared to actuals	MDA's budget exports are known to use credit as negative and debit as positive, which can differ from the sign convention used in the actuals/GL export	Confirm the sign convention for whichever export type is being used, and adjust formulas accordingly rather than assuming consistency across export types
High-level export doesn't have enough detail for the required fields	MDA offers GL exports at both a high level and a detailed level	Use the detailed-level export if line-level fields like Description or Reference are required
Can't find who created or posted a journal entry	This isn't confirmed as available on the standard GL export in MDA's public documentation	Check the newer Property Management X (PMX) interface for a journal entry audit/history feature, or contact MRI Software support directly to confirm what's available in the client's specific version

This guide covers MDA Property Manager's General Ledger export as of August 2026.