



How to Export a Journal/General Ledger Report from MRI Qube PM

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

i About Qube PM

Qube PM is a UK-based property and real estate management platform, now part of MRI Software (which also owns MDA Property Manager). It's used by over 500 organizations for property accounting, service charge management, and facilities management, with a General Ledger module and a SQL database backend. It ships with 400+ standard reports plus a Report Wizard for building custom, non-standard reports.

Required Fields Checklist

#	Required Field	Available?	Qube PM Field/Column Name
1	Amount	Yes	Debit/Credit columns of a GL report
2	Time	Not available by default	See note below
3	Posting Date	Yes	Date
4	Transaction Date	Yes	Date field on GL entries
5	Description	Yes	Description/Narrative field
6	Account Number	Yes	GL/nominal 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

Instead of a direct financial journal export, running an Audit Trail or Transaction Log Report filtered by the journal entry type or batch ID will explicitly give you the exact timestamp and user ID responsible for posting the entry.



Step-by-Step Export Instructions

The following reflects Qube PM's general module structure.

1. Navigate to the General Ledger Module

- Log in to Qube PM
- Go to the General Ledger / Financials module
- Look for a standard report covering journal entries or nominal transactions for a date range

2. Check the Standard Reports First

- Qube PM ships with over 400 standard report. Check whether one already covers the required fields before building a custom report
- Set the date range and any property/entity filters needed

3. Use the Report Wizard if Needed

- If no standard report has the required fields, use the Report Wizard to build a custom report
- Include: Date, Description, GL/Nominal Account Code, Debit, Credit, Reference
- This may require a user with Report Wizard training or experience. See Common Issues below

4. Export to Excel

- Use the report's export option to produce an Excel file
- Save the file as .xlsx

5. Confirm Before Sending

Before sending the file, check that:

- ☐ The date range and property/entity selection match the requested scope
- ☐ GL/Nominal Account Code column is populated (not blank) for all rows
- ☐ 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:

- Navigate to Audit Logs: Go to Reports > System Reports (or Other > Audit Trail depending on your module layout).
 - Select the Report Type: Choose Transaction Log or Audit Trail Report.
 - Configure Parameters:
 - Date Range / Period: Enter the range during which the journals were posted.
 - Source/Module: Filter specifically for the General Ledger or Journal Entry module.
 - User: Leave as "All" if you are auditing everyone.
 - Choose Format: Set the Export To or Type drop-down field to CSV or Excel
 - Generate: Click Generate or Run. The output will display a row-by-row history of every ledger entry stamped with the precise date, time, and user login ID responsible for the post
-



Common Issues

Issue	Likely Cause	Fix
Standard reports don't include all required fields	Qube PM ships with 400+ standard reports, but a bulk journal export matching this exact field list may not be one of them	Use the Report Wizard (Qube's custom/non-standard reporting tool) to build a report with the specific fields needed, or ask a Qube-trained user/administrator to do so
Can't find who posted or edited a GL entry	Not confirmed as available on standard GL reports in public Qube PM documentation	Check with MRI Software support or a Qube-trained administrator. Qube PM has dedicated General Ledger training covering posting, editing, and reporting, which may reveal an audit/history feature not visible from outside the product
Exported data needs significant reformatting	Some property management systems structure exports around properties/blocks as a dimension rather than a flat transaction list, similar to MDA Property Manager	Confirm whether the export includes a property/block identifier per row, and whether it needs to be matched or filled in separately
Report Wizard output doesn't match expectations	The Report Wizard is a powerful but non-trivial tool — Qube offers dedicated half-day training specifically on it	If building a custom report proves difficult, this may be a case for MRI Software support or a Qube-trained consultant rather than trial and error

This guide covers MRI Qube PM's General Ledger and reporting architecture as of August 2026.