

Meridian Extraction Guide â Dynamics 365 Finance

Meridian ´• Onaro â Zero-Access Assessment pack

Generated for assessment use. Verified menu paths as of 2026-09-13.

Dynamics 365 Finance â Data Extraction Guide

Zero-Access Assessment pack: export the files Meridian needs. Nothing connected, nothing installed.

General journal entity (DMF) template

Verified as of 2026-09-13

Steps:

1. Sign in to Dynamics 365 Finance with access to the Data management workspace.
2. Open Data management â Export (or create an export project).
3. Add the entity named General journal (AOT: LedgerJournalEntity). Choose Excel or delimited CSV as the file format.
4. Run the export (even with no/minimal sample rows) and download the package or file â this is your header template.
5. Alternative for interactive line entry: open a general journal â Open lines in Excel and note the template columns your legal entity uses.
6. Upload the downloaded headers into Meridianâ s Export Profile wizard.

Resulting file: Excel/CSV with General journal entity columns (e.g. JOURNALNAME, JOURNALBATCHNUMBER, LINENUMBER, ACCOUNTTYPE, ACCOUNTDISPLAYVALUE, TRANSDATE, VOUCHER, CURRENCYCODE, DEBITAMOUNT, CREDITAMOUNT, DESCRIPTION).

Gotchas:

- ACCOUNTDISPLAYVALUE must match your Financial dimension configuration for integrating applications.
- Do not set Journal batch number or Voucher to Auto-generated on the import map when using Meridian files.
- Business Central is a different product â this guide is for Finance (F&O) / DMF.

Source docs:

- General journal entity:

<https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/dev-itpro/data-entities/entity-general-journal>

- Importing vouchers by using the General journal entity:

<https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/fin-ops/data-entities/tips-tricks-import-general-journal-entity>

- Data import and export jobs overview:

<https://learn.microsoft.com/en-us/dynamics365/fin-ops-core/fin-ops/data-entities/data-import-export-job>

Trial balance / financial report export

Verified as of 2026-09-13

Steps:

1. Ask your Dynamics administrator which trial balance or financial reporter / Management Reporter definition your close uses.
2. Run that report for the Meridian reconciliation period and legal entity.
3. Export to Excel or CSV.

4. Upload into Meridian's Import Profile wizard (artifact: trial balance).

Resulting file: Excel/CSV trial balance or account balances for the period.

Gotchas:

- Legal entity and ledger matter â export the same books Meridian chargeback will post to.
- Paths vary by Financial Reporter vs inquiry reports â follow your close checklist.

Source docs:

- Microsoft Learn â Dynamics 365 Finance (ask admin for TB report path):
<https://learn.microsoft.com/en-us/dynamics365/finance/>

Vendor invoice / AP export

Verified as of 2026-09-13

Steps:

1. Ask your AP lead for the vendor invoice / open invoice list export used for spend analysis (often Accounts payable â Invoices â Invoice journal or a related inquiry).
2. Filter to the assessment period for the correct legal entity.
3. Export to Excel or CSV with vendor, date, amount, and main account when available.
4. Upload into Meridian's Import Profile wizard (artifact: AP / vendor bills).

Resulting file: Excel/CSV vendor invoice or AP detail for the period.

Gotchas:

- Prefer the export your integration or AP team already produces for audits.
- Exclude payment instrument / bank secrets â invoice-level detail is enough.

Source docs:

- Microsoft Learn â Dynamics 365 Finance (ask admin for AP export):
<https://learn.microsoft.com/en-us/dynamics365/finance/>

Chart of accounts / financial dimensions

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Steps:

1. Ask your administrator for a Main accounts export and the financial dimension value lists used for AI spend (department/cost center, etc.).
2. Typical starting areas: General ledger â Chart of accounts â Main accounts; and General ledger â Chart of accounts â Dimensions (or Organization administration dimension value pages).
3. Export to Excel/CSV.
4. Upload into Meridian's Import Profile wizard.

Resulting file: Excel/CSV main accounts plus dimension values.

Gotchas:

- Dimension structure is legal-entity / shared-company specific â export what Meridian will post against.
- ACCOUNTDISPLAYVALUE segment order must match integrating-applications configuration when mapping JE exports.

Source docs:

- Microsoft Learn â Dynamics 365 Finance (ask admin for CoA / dimensions):
<https://learn.microsoft.com/en-us/dynamics365/finance/>

Budget export

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Steps:

1. Ask whether budgets live in Budgeting module plans, Excel, or another planning tool.
2. Export the filed budget for the periods Meridian will variance against.
3. Upload into Meridianâ s Import Profile wizard (artifact: budget).

Resulting file: Excel/CSV budget by period and dimension.

Gotchas:

- External Excel budgets are acceptable â include provenance in the filename.

Source docs:

- Microsoft Learn â Dynamics 365 Finance (ask admin for budget export):
<https://learn.microsoft.com/en-us/dynamics365/finance/>