

Meridian Extraction Guide â Sage Intacct

Meridian • Onaro â Zero-Access Assessment pack

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

Sage Intacct â Data Extraction Guide

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

GL journal entry import template

Verified as of 2026-09-13

Steps:

1. Sign in to Sage Intacct with a Business user who can open Company Setup.
2. Go to Company â Setup â Configuration â Import data (Company Setup Checklist).
3. Find the section Set up General Ledger transactions.
4. On the General Ledger journal entries line, select Template and download the file.
5. Alternative: Go to General Ledger â All â Journal entries â Import (or Import transactions) â Download template.
6. Keep the downloaded company-specific template â do not invent columns. Upload this file into Meridianâ s Export Profile wizard.

Resulting file: Company-customized CSV/XLSX with header row, description row, then data columns including JOURNAL, DATE, DESCRIPTION, LINE_NO, ACCT_NO, DEBIT/CREDIT, plus your dimensions.

Gotchas:

- Templates are customized per company (dimensions). Always download a fresh template before mapping.
- Save as plain CSV (not UTF CSV) when Intacct will re-import the file later.
- Data typically starts on row 3 after header and description rows.
- If you cannot open Import data, ask your Intacct administrator for the template.

Source docs:

- CSV import: Prepare General Ledger journal entry CSV files:
https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/GL/prepare-GL-JE-CSV-files.htm
- CSV import: General Ledger journal entries:
https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/GL/import-GL-journal-entries.htm
- Download a CSV import template:
https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/links-to-upload-templates.htm

Trial balance export

Verified as of 2026-09-13

Steps:

1. Ask your Intacct administrator which trial balance report your firm uses (often General Ledger â Reports â Trial balance, or a memorized report).
2. Open that report for the closed month Meridian is reconciling.
3. Set the As of / period date to the last day of that month.
4. Export or download as CSV or Excel.
5. Upload the file into Meridianâ s Import Profile wizard (artifact: trial balance).

Resulting file: CSV/Excel with account identifiers and debit/credit or balance columns for the period.

Gotchas:

- Exact menu labels vary by permissions and custom report packs â use your firmâs standard TB if different.
- Include enough columns to identify account and amount (and department/dimension if you allocate by dept).
- This cell ships with a generic administrator ask when a single canonical path is not universal across Intacct configurations.

Source docs:

- Sage Intacct help â reports / General Ledger (ask admin if path differs):
https://www.intacct.com/ia/docs/en_US/help_action/Reports/

AP / vendor bill export

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Steps:

1. Ask your controller which AP report or bill register your firm exports for vendor spend analysis.
2. Typical path: Accounts Payable â All â Bills (or Reports) for the assessment date range.
3. Filter to Posted bills for the period; include vendor name, bill date, amount, and GL account when available.
4. Export to CSV or Excel.
5. Upload into Meridianâs Import Profile wizard (artifact: AP / vendor bills).

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

Gotchas:

- Menu names vary; prefer the export your CAS firm already uses for AP analytics.
- Do not send bank account numbers or full payment instrument data â bill register / expense detail is enough.

Source docs:

- Download a CSV import template (AP areas listed on Company Setup Checklist):
https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/links-to-upload-templates.htm

Chart of accounts / dimensions extract

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Steps:

1. Go to Company â Setup â Configuration â Import data.
2. Locate Chart of accounts (and dimension / department lists your company uses) and download Template links, or export the live lists from General Ledger / Company dimension setup if your admin prefers a live export.
3. For dimensions (department, location, etc.): export each active dimension list your firm posts AI spend against.
4. Upload CoA and dimension files into Meridianâs Import Profile wizard.

Resulting file: CSV templates or list exports of accounts and dimension values.

Gotchas:

- Intacct dimensions are company-specific â export what you actually use for reporting.
- If Template downloads are empty lists, export from the live dimension / account list screens instead.

Source docs:

- Company Setup Checklist / Import data templates:

https://www.intacct.com/ia/docs/en_US/help_action/More/Uploading_Data/links-to-upload-templates.htm

Budget export

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Steps:

1. Ask your Intacct administrator (or CAS firm) which budget report or Excel budget your company files.
2. Export that budget for the fiscal year / months Meridian will variance against (CSV or Excel).
3. If budgets live only outside Intacct, export the filed Excel workbook and note the source in the filename.
4. Upload into Meridian's Import Profile wizard (artifact: budget).

Resulting file: CSV/Excel budget by period and department (or your firm's budget shape).

Gotchas:

- Budget menu paths vary widely â prefer the file your controller already files for board reporting.
- Include department/dimension columns when those drive variance reviews.

Source docs:

- Sage Intacct help â ask admin for your budget report path:

https://www.intacct.com/ia/docs/en_US/help_action/Reports/