Meridian Extraction Guide â NetSuite

Meridian ´• Onaro â Zero-Access Assessment pack
Generated for assessment use. Verified menu paths as of 2026-09-13.

NetSuite â Data Extraction Guide

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

Journal entry CSV import template
Verified as of 2026-09-13

Steps:
1. Sign in to NetSuite with Make Journal Entry permission (and Import CSV File if using Setup â Import/Export).
2. Preferred template download: go to Transactions â Financial â Make Journal Entries â Import.
3. On the Import Assistant Scan & Upload page, open the Single Journal Entry Template File link and download the CSV.
4. Alternative (bulk / saved mappings): Setup â Import/Export â Import CSV Records â Import Type Transactions â Record Type Journal Entry â use a sample CSV that matches your saved mapping, or build from Oracleâ s Journal Entry CSV Files examples.
5. Upload the template or sample into Meridianâ s Export Profile wizard so headers match your import path.

Resulting file: CSV with header + line fields (e.g. External ID, Department, Journal Entry -Line: Account / Debit / Credit / Memo). At least two balancing lines per entry.

Gotchas:
- Use the 2021.2+ line sublist header names (Journal Entry -Line: âƒ) for automatic mapping.
- OneWorld: journal entries and intercompany journal entries are separate import types â use separate files.
- External ID (or Entry No.) should identify the journal and typically repeats on every line of that entry.

Source docs:
- Importing a Journal Entry (Single Journal Entry Import):
https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/section_N1472877.html
- Journal Entry CSV Files:
https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/section_1534489651.html
- Journal Entry Import and Intercompany Journal Entry Import:
https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/section_N418118.html

Trial balance / financial report export
Verified as of 2026-09-13

Steps:
1. Ask your NetSuite administrator which trial balance or financial report your firm exports for month-end tie-out.
2. Open that report (often Reports â Financial â Trial Balance, or a saved search / SuiteAnalytics workbook).

3. Set the As of / period to the last day of the Meridian reconciliation month.
4. Export to CSV or Excel.
5. Upload into Meridianâ s Import Profile wizard (artifact: trial balance).

Resulting file: CSV/Excel with accounts and debit/credit or balance amounts for the period.

Gotchas:
- Report labels and roles vary by OneWorld and customizations â use your controllerâ s standard TB.
- Include subsidiary context if you close multiple subsidiaries.

Source docs:
- NetSuite Applications Suite (ask admin for your TB report): https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/book_N2780585.html

Vendor bill / AP export

Verified as of 2026-09-13

Steps:
1. Ask your AP lead which vendor bill list, saved search, or SuiteAnalytics export your firm uses for spend review.
2. Typical starting point: Transactions â Payables â Enter Bills (list view) or a Vendor Bill saved search for the assessment period.
3. Filter to the date range; include vendor, date, amount, and expense 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:
- Prefer an existing saved search your accounting team already trusts.
- Do not include bank account or payment instrument secrets â bill-level detail is enough.

Source docs:
- NetSuite Applications Suite â Transactions (ask admin for vendor bill export): https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/

Chart of accounts / segments extract

Verified as of 2026-09-13

Steps:
1. Ask your administrator for a Chart of Accounts list export (often Lists â Accounting â Accounts, then Export).
2. Export departments, classes, locations, and custom segments you use for AI spend attribution the same way.
3. Upload CoA and dimension/segment files into Meridianâ s Import Profile wizard.

Resulting file: CSV/Excel account list plus dimension/segment value lists.

Gotchas:
- Inactive accounts can clutter mapping â export Active only unless Meridian asks otherwise.

- OneWorld: confirm which subsidiaryâ s CoA applies.

Source docs:
- NetSuite Applications Suite â Lists / Accounting (ask admin if path differs): https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/

Budget export

Verified as of 2026-09-13

Steps:
1. Ask your controller whether budgets live in NetSuite Budgets, a SuiteAnalytics workbook, or an external Excel file.
2. Export the filed budget for the periods Meridian will variance against.
3. Upload into Meridianâ s Import Profile wizard (artifact: budget).

Resulting file: CSV/Excel budget by period and department/class (or your filed budget shape).

Gotchas:
- External Excel budgets are acceptable â name the file with source and date for provenance.

Source docs:
- NetSuite Applications Suite â ask admin for budget export path: https://docs.oracle.com/en/cloud/saas/netsuite/ns-online-help/