

Meridian Extraction Guide â QuickBooks Online

Meridian • Onaro â Zero-Access Assessment pack

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

QuickBooks Online â Data Extraction Guide

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

Journal entry import sample / format

Verified as of 2026-09-13

Steps:

1. In QuickBooks Online, go to Settings (gear) â Import data â Journal Entries.
2. Select Download a sample file (wording may be Download an example).
3. Save the CSV. Optionally prepare a small balanced journal using your Account Names.
4. Upload the sample (or your prepared file) into Meridianâ s Export Profile wizard so column headers match your QBO import.

Resulting file: CSV with columns such as Journal No., Journal Date, Account Name, Description, Debits, Credits.

Gotchas:

- Turn off account numbers before importing into QBO; turn them back on after.
- Subaccounts must use Parent:Subaccount naming.
- Account Name must match the chart of accounts display name exactly.

Source docs:

- Import journal entries (US):

<https://quickbooks.intuit.com/learn-support/en-us/help-article/import-export-data-files/import-journal-entries-quickbooks-online/L7iAc>

Trial balance export

Verified as of 2026-09-13

Steps:

1. Go to Reports â Standard reports.
2. Search for and open Trial Balance.
3. Set the report period to the closed month Meridian is reconciling.
4. Select Export/Print â Export to Excel (or Export icon â Export to Excel).
5. Upload the file into Meridianâ s Import Profile wizard (artifact: trial balance).

Resulting file: Excel trial balance for the selected period.

Gotchas:

- If Excel opens in Protected View, enable editing before checking columns.
- Confirm the As of / date range matches the Meridian chargeback month.

Source docs:

- Export reports to Excel:

<https://quickbooks.intuit.com/learn-support/en-us/help-article/report-management/export-reports-excel-quickbooks-online/L7iAc>

- Export your QuickBooks Online data:

<https://quickbooks.intuit.com/learn-support/en-us/help-article/list-management/export-reports-lists-data-quickbooks-online/L1xle>

Transaction List by Vendor

Verified as of 2026-09-13

Steps:

1. Go to Reports â Standard reports.
2. Search for and open Transaction List by Vendor.
3. Set the date range to the assessment or reconciliation period.
4. Export/Print â Export to Excel.
5. Upload into Meridianâs Import Profile wizard (artifact: AP / vendor bills).

Resulting file: Excel transaction list grouped or listed by vendor.

Gotchas:

- Report availability depends on subscription tier (listed for Simple Start and above in Intuitâs report matrix).
- Filter out unrelated vendors later in Meridian review â do not pre-delete rows unless asked.

Source docs:

- Reports included in your QuickBooks Online subscription:

<https://quickbooks.intuit.com/learn-support/en-us/help-article/purchase-orders/reports-included-quickbooks-online-subscription>

- Export reports to Excel:

<https://quickbooks.intuit.com/learn-support/en-us/help-article/report-management/export-reports-excel-quickbooks-online/L7iA>

Chart of accounts (Account List)

Verified as of 2026-09-13

Steps:

1. Go to Reports â Standard reports.
2. Search for Account List and open it.
3. Select Export/Print â Export to Excel.
4. Upload into Meridianâs Import Profile wizard (artifact: CoA / dimensions).

Resulting file: Excel Account List (chart of accounts).

Gotchas:

- Settings â Export data list export may omit Chart of Accounts â use Account List report instead.
- QBO classes/locations (if used) are separate reports â export Class List / Location List the same way if you allocate by class.

Source docs:

- Export your QuickBooks Online data â Chart of accounts:

<https://quickbooks.intuit.com/learn-support/en-us/help-article/list-management/export-reports-lists-data-quickbooks-online/L1xle>

Budget vs Actuals / budget export

Verified as of 2026-09-13

Steps:

1. If you maintain budgets in QBO: go to Reports and open Budget vs. Actuals (or your firm's budget report).
2. Set the fiscal year / months needed.
3. Export to Excel.
4. If budgets live only in Excel outside QBO, export that workbook instead and note the source in the filename.
5. Upload into Meridian's Import Profile wizard (artifact: budget).

Resulting file: Excel budget or Budget vs Actuals export.

Gotchas:

- Not all QBO tiers use Budgets the same way - Excel-shaped budgets are acceptable for Meridian.
- Include department/class columns when those drive your variance reviews.

Source docs:

- Export reports to Excel:

<https://quickbooks.intuit.com/learn-support/en-us/help-article/report-management/export-reports-excel-quickbooks-online/L7iAc>