Meridian Extraction Guide â SAP S/4HANA

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

SAP S/4HANA â Data Extraction Guide

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

Upload General Journal Entries (F2548) template

Verified as of 2026-09-13

Steps:
1. Sign in to the SAP Fiori launchpad with authorization for Upload General Journal Entries (App ID F2548).
2. Open the app Upload General Journal Entries.
3. Select Download Template (often lower right) and choose Excel or CSV.
4. Save the tenant-specific file â columns can differ by release and configuration.
5. Upload that template into Meridianâ s Export Profile wizard (or confirm Meridianâ s SAP export against it).

Resulting file: Excel/CSV template for F2548 (often flattened header H and item I rows, or spreadsheet sections). Includes company code, dates, G/L account, amounts, and debit/credit indicator depending on template.

Gotchas:
- Always download a fresh template from your system â do not rely on another companyâ s file.
- If the app is missing, ask Basis / security to assign the F2548 catalog/role.
- Public Cloud and on-premise labels are similar; template fields still vary by configuration.

Source docs:
- Upload General Journal Entries (SAP Help â F2548):
https://help.sap.com/docs/SAP_S4HANA_ON-PREMISE/651d8af3ea974ad1a4d74449122c620e/b8d24781d0ff45d8bff65a58b

Trial balance / account balances export

Verified as of 2026-09-13

Steps:
1. Ask your SAP FI lead which trial balance or G/L account balance app/report your close uses (names vary by release).
2. Run it for the company code and period Meridian is reconciling.
3. Export to Excel or spreadsheet.
4. Upload into Meridianâ s Import Profile wizard (artifact: trial balance).

Resulting file: Excel/CSV account balances for the company code and period.

Gotchas:
- Company code and ledger must match the books Meridian will post to.
- This cell uses an administrator ask â SAP report app IDs differ by landscape.

Source docs:
- SAP Help Portal (ask admin for TB / balance report app): https://help.sap.com/

Vendor invoice / AP export
Verified as of 2026-09-13

Steps:
1. Ask your AP lead for the vendor invoice or vendor line item display export used for spend analysis.
2. Filter to the assessment period and relevant company code.
3. Export to Excel/CSV with vendor, document date, amount, and G/L account when available.
4. Upload into Meridianâ s Import Profile wizard (artifact: AP / vendor bills).

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

Gotchas:
- Prefer your existing audit/export process over inventing a new transaction path.
- Exclude bank/payment instrument secrets.

Source docs:
- SAP Help Portal (ask admin for vendor line-item / invoice export): https://help.sap.com/

Chart of accounts / cost centers extract
Verified as of 2026-09-13

Steps:
1. Ask your FI/CO administrator for a G/L account list export for the chart of accounts Meridian will use, plus cost center (and profit center if used) lists.
2. Export to Excel/CSV.
3. Upload into Meridianâ s Import Profile wizard.

Resulting file: Excel/CSV G/L accounts and controlling/dimension master data.

Gotchas:
- Company code vs controlling area matters â export what postings require.
- Preserve leading zeros on account numbers (export as text).

Source docs:
- SAP Help Portal (ask admin for CoA / cost center lists): https://help.sap.com/

Budget export
Verified as of 2026-09-13

Steps:
1. Ask whether budgets live in SAP (e.g. budgeting/planning) or in an external Excel/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 cost center/department.

Gotchas:
- External Excel budgets are acceptable â include source and date in the filename.

Source docs:
- SAP Help Portal (ask admin for budget / planning export): https://help.sap.com/