



STANDARD OPERATING PROCEDURE · QB REVENUE

QB Revenue Booking a period

Five steps, in order, with the screen each one happens on. What to click, what to check before you continue, and what to do when it stops.

Meridian · Stella Mattina Health, Inc.

Follow it top to bottom. Do not skip the check at the end of a step.

HOW TO USE THIS DOCUMENT

Before the first step

This is the procedure. It assumes you know what QB Revenue is for; if you do not, read **QB Revenue — How to run it** first, which explains periods, mappings and the accounts. This document only tells you what to do.

HAVE THESE IN FRONT OF YOU BEFORE YOU START

- **The billing export** for the period — one Excel or CSV file.
- **The period and fiscal year** it covers, if you intend to set them by hand instead of letting Meridian read them from the file.
- **The bank deposit for each clinic group**, off the bank statement — needed only if you are booking the unposted entry as well.
- **Access to Mappings**, in case the run stops (step 3).

About the pictures in this document

Every screenshot was taken against invented data. The providers, payers, amounts and run numbers you see are not real, and no figure on these pages came out of a client's books. Your screen will show your own numbers in the same places.

The one thing that cannot be undone from here

Nothing Meridian does reaches your accounting system on its own — you upload the files yourself at step 4. Everything before that is reversible: an abandoned run costs nothing. Once the files are imported, a wrong period has to be reversed in the accounting system, not here. So the check at the end of step 1 is the one that matters.

STEP 1 OF 5

1 Set up the run

Left-hand menu → **QB Revenue**. You land on the new-run form. Nothing is submitted until you press **Start run**, so read the whole screen before you press anything.

The screenshot shows the 'QB Revenue' new-run form in the Meridians system. The left-hand menu includes Dashboard, Runs, QB Revenue (selected), QB MX Payroll, QB USA Payroll, P&L by Provider, Mappings, and Settings. The main content area has a breadcrumb trail: Dashboard / QB Revenue / New run. The title is 'QB Revenue' with a subtitle: 'Billing export in, journal entries out. Unmapped items stop the run before any journal exists.' A progress stepper shows four steps: 1. Upload (active), 2. Processing, 3. Fix mappings, and 4. Results. Below the stepper is a link: 'First time? [How to run QB Revenue](#)'. The 'The period' section explains that everything on this screen decides where journal entries land and that a wrong period makes a journal entry that balances perfectly and posts to the wrong month. It asks 'Where the period comes from' and provides two options: 'Read from the file' (selected) and 'Choose it myself'. Below this is a 'Journal entry date' field with a placeholder 'mm/dd/yyyy' and a calendar icon. The 'Unposted journal entry' section has two radio buttons: 'Generate the unposted entry too' (selected) and 'Posted entries only'. The 'Bank deposits by clinic group' section explains that no deposits yet are needed and provides a table with columns 'Clinic group' and 'Deposit'. The 'The file' section explains that one billing export for the period is needed and provides a 'Billing export' area with a 'Choose file' button. At the bottom right is a 'Start run' button.

meridians

Dashboard / QB Revenue / New run

QB Revenue

Billing export in, journal entries out. Unmapped items stop the run before any journal exists.

QB Revenue

1 Upload — 2 Processing — 3 Fix mappings — 4 Results

First time? [How to run QB Revenue](#)

The period

Everything on this screen decides where the journal entries land. A wrong period makes a journal entry that balances perfectly and posts to the wrong month.

Where the period comes from

The export usually carries its own period. Override it only when you know the file is labelled wrongly.

☒ Read from the file ☐ Choose it myself

Journal entry date

Leave it empty to use the period end date from the fiscal calendar.

mm/dd/yyyy

Unposted journal entry

☒ Generate the unposted entry too
Needs a bank deposit for each clinic group below.

☐ Posted entries only
Nothing is written to 43006 Unposted Revenue.

Bank deposits by clinic group

No deposits yet. The unposted journal entry is the difference between what was billed and what the bank received, so it needs one figure per clinic group.

Clinic group	Deposit
Type the clinic group name, for example WSC	\$ 0.00 Add deposit

The file

One billing export for the period. The server reads the dates out of the file itself, so the name does not matter.

Billing export

Drop the file here, or choose it from your computer.

Choose file

Excel workbook (.xlsx or .xls) or comma-separated values (.csv)

Nothing is booked by this step. The run stops for a human before any journal entry exists.

Step 1 — the new-run form. The stepper across the top is the whole process: Upload, Processing, Fix mappings, Results.

1 Decide where the period comes from

Leave **Read from the file** selected unless you know the export is labelled wrongly. Choosing **Choose it myself** reveals a period and a fiscal year, and **nothing is preselected on purpose** — you must pick one. A period you type by hand is not checked against the file.

2 Leave the journal entry date empty

Empty means Meridian uses the period's end date from the fiscal calendar, which is what normal operation wants. Fill it in only when you have been told to book to a specific day.

3 Choose whether the unposted entry is part of this run

Generate the unposted entry too needs one bank deposit figure per clinic group — type each one into **Bank deposits by clinic group** and press **Add deposit**. The field refuses a figure it cannot read rather than treating it as zero.

Choose **Posted entries only** when you do not have the bank figures, or when someone else books the unposted side.

4 Attach the billing export

Drop the file on **The file**, or press **Choose file**. One file per run. The file name does not matter — the dates are read from inside it.

- ☐ **Check before you continue.** The period and fiscal year on screen are the period you mean to book. A wrong period produces journal entries that balance perfectly and post to the wrong month.
 - ☐ If you asked for the unposted entry, every clinic group has a deposit listed. Eleven groups: WSC, Galloway, I20, Merit, Merit_W, Mayfield, Forest, Buckner, Harwood, Fairway, Horizon.
 - ☐ **Start run** is no longer greyed out. If it still is, something required is unanswered — usually a manual period that was never picked.
-

STEP 2 OF 5

2 Start it, and let it work

Press **Start run**. The file uploads and processing begins immediately — there is no separate confirmation. The screen below replaces the form.

Dashboard / QB Revenue / P08 · FY25

Processing · QB Revenue

P08 · FY25 · Run FY25-P08-0007

QB Revenue

Upload — **Processing** — Fix mappings — Results

Booking the period

Enriching transactions

45%

1 Validating — 2 Loading — 3 Declarations — 4 Workbook — 5 Exporting — 6 Uploading — 7 Complete

No batch number yet. One appears as soon as the run is recorded, before any export work.

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Collapse

Pending Nothing computed yet

Step 2 — processing. The percentage and the line under it are the server's own report of where it has got to.

1 Do nothing

The screen updates itself every couple of seconds. There is no button to press and nothing to confirm.

2 Close the tab if you want to

The run continues on the server. Reopen it from **Runs** — the address of a run does not change as it advances, so the link stays valid.

3 Watch which way it lands

It ends in one of two places. **Booked** → go to step 4. **Blocked** → go to step 3. Anything else — **Failed** — is not your data; report it with the run open in front of you.

- ☐ **Check before you continue.** The status pill by the title says **Booked** or **Blocked**, not **Booking**. A run still booking is not finished, however complete the bar looks.

3 Clear a blocked run

Blocked is not an error. The run met something it has no mapping for and stopped rather than guess. It deleted its own work: no journal entry exists, and nothing reached your accounting system. If your run went straight to **Booked**, skip to step 4.

Dashboard / QB Revenue / P08 · FY25

Fix Mappings · QB Revenue Blocked

P08 · FY25 · Run FY25 - P08-0008

QB Revenue

Upload Processing **Fix mappings — blocked** Results

Nothing was booked — some items have no mapping
The run stopped before any journal entry existed. Add the mappings below, then run it again.

Unmapped provider 2 to fix
2 providers have no department.

Type part of a name to find it

Showing 2 of 2 rows

Unmapped	Transactions	Amount	Actions
NORTON, aliciaN	214	48,120.00	Add mapping
OKAFOR, danie10	37	9,310.50	Add mapping

Rows per page 50 < 1 >

Unmapped payer 1 to fix
1 payer has no payer type.

Type part of a name to find it

Showing 1 of 1 rows

Unmapped	Transactions	Amount	Actions
SUNRISE HEALTH PLAN	11	2,740.00	No form offered

Rows per page 50 < 1 >

3 items still unmapped. There is no way past this screen other than mapping them — an entry that silently drops what it does not understand balances perfectly and is wrong.

< Back Run it again

Breaks Journal total 0.00 Variance 0.00 Out of balance by zero dollars and zero cents. 2 blockers outstanding

Step 3 — fix mappings. Each unmapped item is listed with the transactions and money riding on it, biggest first.

1 Read the lists, biggest first

There are three kinds and a run can show more than one at a time: an **unmapped provider** (a clinician with no department), an **unmapped facility** (a clinic not in the location list) and an **unmapped payer** (an insurer with no payer type or account code).

2 Add the missing answer

Where the row offers **Add mapping**, use it — it asks for the one thing that is missing and saves it without leaving the run. Where the row says **No form offered**, open **Mappings** in the left-hand menu and add it there.

Mappings are permanent and shared. Once added, every future run knows the answer.

3 Press Run it again

The run keeps everything you typed at step 1 — the period, the date, the deposits — so you do not set it up a second time. It starts over from the beginning with the new mappings in place, and you are back at step 2.

- ☐ **Check before you continue.** Every list on the screen is empty. There is no way past this screen other than mapping the items; the counter in the action bar says how many are left.
-

A department at a clinic you did not expect

The department follows *who did the work*, not *where*. An MFM doctor seeing patients at Merit is coded to the MFM department, and that is correct. Check the provider's mapping before reporting it.

STEP 4 OF 5

4 Check the tie-out, then download

A finished run shows what it produced, whether it balances, and the download actions in the top right. **Read the strip before you download anything.**



Dashboard

Runs

QB Revenue

QB MX Payroll

QB USA Payroll

P&L by Provider

Mappings

Settings

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Dashboard / QB Revenue / P08 · FY25

Results · QB Revenue ✓ Booked

P08 · FY25 · Run FY25-P08-0009

QB Revenue

✓ Upload

✓ Processing

✓ Fix mappings

4 Results

Booked

Booked Batch 4471. Download links expire within minutes of being created, and each one is logged.

Send to QuickBooks

Download everything

Grand total

Journal entries

612,480.00

4

Files

Showing 5 of 5 rows

File	Kind	Lines	Total	Size	Actions
JE_Revenue_001Bishop_P08_FY25.csv	Journal entry	9	214,380.00	2,140	<button>Download</button>
JE_Revenue_002Samuell_P08_FY25.csv	Journal entry	7	168,900.00	1,780	<button>Download</button>
JE_Revenue_005Galloway_P08_FY25.csv	Journal entry	8	141,200.00	1,902	<button>Download</button>
JE_Unposted_P08_FY25.csv	Journal entry	11	88,000.00	2,260	<button>Download</button>
validation_report_P08_FY25.xlsx	Report	—	—	40,120	<button>Download</button>

Rows per page

50

< 1 >

Back to dashboard

✓ Ties

Journal total

Variance

Booked

612,480.00

0.00

Step 4 — results. The green strip is the tie-out; it is pinned to the screen and cannot be scrolled away.

1 Read the tie-out strip

It must read **Ties** with a variance of **0.00**. If it reports a break, **stop**: do not download, do not import. Tell whoever supports Meridian, with the run open in front of you.

2 Check the grand total and the count

The grand total is the money this run booked; the count is how many journal entry files it wrote — one per location with activity. Both should be in the range you expected for the period before you go further.

3 Download

Download everything in the top right gives you the whole set as one bundle. **Download** on a row gives you that one file. Links are deliberately short-lived and each one is logged; if a link stops working, press it again.

4 Import them the way you normally do

The journal entry files go into NetSuite or QuickBooks by your usual route. This is the point of no return, and it is yours to press.

- ☐ **Check before you continue.** The strip reads **Ties**, variance **0.00**. A break is never something to work around.
 - ☐ The file list holds a **Posted** entry per location, and an **Unposted** entry if you asked for one at step 1.
 - ☐ The period on the page is the period you meant to book — the last chance to notice before the files are imported.
-

STEP 5 OF 5

5 Leave the audit trail alone

The run is your record that the period was booked, by whom, from which file, for how much. It stays in **Runs** permanently. You do not need to keep the downloaded files anywhere else.



Dashboard

Runs

QB Revenue

QB MX Payroll

QB USA Payroll

P&L by Provider

Mappings

Settings

SC Sam Controller
Stella Mattina Health

Collapse

Dashboard / Run history

Run history

Newest first. Ordering is fixed.

Show filters

Start a run

Type a period, a file name or a run id

Period	State	Started	Total	Rows read	Input file	Started by	Run
P08 · FY25	✓ Booked	Sep 2, 2025, 9:12 AM	612,480.00	4,120	billing-export.xlsx	controller@example.com	FY25-P08-0009
P08 · FY25	⊘ Blocked	Sep 2, 2025, 9:12 AM	0.00	4,120	billing-export.xlsx	controller@example.com	FY25-P08-0008
P07 · FY25	✓ Booked	Sep 2, 2025, 9:12 AM	588,210.00	4,120	billing-export.xlsx	controller@example.com	FY25-P07-0006
P06 · FY25	✓ Booked	Sep 2, 2025, 9:12 AM	601,775.00	4,120	billing-export.xlsx	controller@example.com	FY25-P06-0005
P05 · FY25	⊘ Failed	Sep 2, 2025, 9:12 AM	0.00	4,120	billing-export.xlsx	controller@example.com	FY25-P05-0004

Showing 5 runs

Show newer runs

Show older runs

Step 5 — run history. Newest first; the ordering is fixed and there is no total, on purpose.

1 Confirm the run is there and Booked

Left-hand menu → **Runs**. The run you just finished should be at the top, with its period, its total and the file it read.

2 Do not re-run a period to tidy it up

A later run for the same period marks the earlier one **Superseded** — which is correct when you genuinely re-booked, and confusing when you did not. Re-run only when there is something to fix.

☐ **Done.** The run is listed as **Booked**, the files are imported, and the tie-out was clean when you downloaded them.

When it stops, and what that means

Statuses you will see on a run

STATUS	WHAT IS HAPPENING	WHAT YOU DO
Draft	Started but not submitted.	Finish it or cancel it.
Parsing	Reading your file.	Wait (step 2).
Booking	Building the journal entries.	Wait. You can close the tab.
Blocked	Something is unmapped. Nothing was booked.	Step 3.
Booked	Finished. Files are ready.	Step 4.
Failed	Something went wrong that is not your data.	Report it, with the run open.
Expired	Left unfinished too long.	Start a new run.
Superseded	A later run replaced this one for the same period.	Use the newer run.

Things that stop people, and the answer

WHAT YOU SEE	WHAT TO DO
Start run stays greyed out	Something required is unanswered. If you chose "Choose it myself", you must actually pick a period — switching to manual selects nothing by design.
A deposit figure was refused	Type it as <code>1200.50</code> or <code>1,200.50</code> . The field rejects what it cannot read rather than silently booking zero.
A download link stopped working	They expire within minutes. Reopen the run and press it again.
The tie-out reports a break	Stop. Do not import. Report it with the run open.
You booked the wrong period	Run it again with the right period. Reversing what is already in the accounting system is done there, not here.
QB Revenue is not in the menu	Your account has not been granted it. An administrator adds it under Settings → Roles.
Someone else has the run open	Fine. You both see the same run, and it cannot be booked twice.

If you are unsure, stop

A run that is abandoned halfway costs nothing, and a run that stopped itself is recoverable in ten minutes. A period booked wrong is found weeks later, by someone else.