



USER GUIDE · QB REVENUE

QB Revenue

How to run it

Turning one billing export into the journal entries your accounting system needs — what every screen asks for, and what to do when it stops.

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You do not need to have run this before. Read it in order.

What QB Revenue actually does

You give it one file: the billing export for a period. It gives you back a set of journal entries — the accounting records that tell NetSuite or QuickBooks how much money came in, from which payer, at which clinic.

In between, it does the work a person would otherwise do by hand:

1. Reads every transaction in the export.
2. Looks up which **clinic** each one belongs to, which **payer type** it came from (Medicaid, Medicare, private insurance, self-pay) and which **department** the provider sits in.
3. Adds up the money for each combination.
4. Writes one journal entry file per location, already balanced.

The whole point is that it will **stop rather than guess**. If it meets a provider, a clinic or a payer it has never been told about, it halts the run before a single journal entry exists and asks you to fill in the gap. That is a feature, not a fault — see “**Blocked**” later in this guide.

Words you will see

Period

Meridian's accounting month. It is **not** a calendar month: a revenue period is four or five weeks long, and the year runs from late December to late December. P01 is the first such period of the fiscal year, P12 the last.

Fiscal year (FY)

The year those periods belong to. FY25 runs from 30 December 2024 to 28 December 2025 — which is why the fiscal year and the calendar year do not match at the edges.

Journal entry (JE)

One accounting record. It has lines, and the lines must add up: total debits equal total credits. If they do not, the accounting system rejects it.

Posted revenue

Money that has actually landed and been recorded against a payer.

Unposted revenue

Money the bank received that has not yet been matched to a payer. It is parked in account **43006 Unposted Revenue** until someone works out where it belongs.

Clearing account

Account **18099**. Every journal entry needs a balancing line, and this is the account that takes it. You do not have to do anything with it.

Mapping

A stored answer to “what is this?” — for example, that the provider *WEISS, joshweiss* belongs to department *09 - MFM - MD*. Mappings live on the Mappings screen and are shared by every run.

Running QB Revenue

BEFORE YOU START, HAVE THESE READY

- **The billing export** for the period — one Excel or CSV file.
- **Which period and fiscal year** it covers, if you intend to set them by hand rather than let Meridian read them from the file.
- **The bank deposit total for each clinic group**, but only if you want the unposted entry as well. You read these off the bank statement.

1 Open QB Revenue and drop the file in

Click **QB Revenue** in the left-hand menu. Drag the billing export onto the upload area, or click it and pick the file.

The file name does not matter. Meridian reads the dates out of the contents, not the name. One file per run.

2 Answer the settings below the file

Four things. Each is explained on the next page; the short version is that the defaults are usually right, and the one you should think hardest about is the period.

3 Start the run

The button stays greyed out until everything it needs is answered. Once you press it the file uploads and processing begins immediately — there is no separate confirmation step.

4 Wait, or come back later

The progress screen updates itself. You can close the tab: the run continues on the server, and it will be in **Runs** when you come back.

5 Either it finishes, or it stops and asks you something

Booked means it is done — see “**The results**”. **Blocked** means it found something it does not recognise — see “**Blocked**”.

What each setting means

Where the period comes from

READ FROM THE FILE

Two choices. **Read from the file** (the default) lets Meridian work the period out of the transaction dates — this is right almost every time. **Choose it myself** reveals the two fields below. Only override when you *know* the export is labelled wrongly; a period you type by hand is not checked against anything.

Period

ONLY IF MANUAL

P01 to P12. Nothing is preselected on purpose — a wrong period that was sitting there by default is the single most expensive mistake this screen can let through, because the money lands in the wrong month and has to be reversed. You can type **8**, **08** or **P08**.

Note: Meridian cannot show you the period's start and end dates here. They live in the fiscal calendar on the server, and no screen exposes them, so this page will not pretend to check your choice against the file.

Fiscal year

ONLY IF MANUAL

Type **2025**, **FY25** or **25** — all three work — or pick from the list.

Journal entry date

OPTIONAL

The date that will appear on every journal entry. **Leave it empty** and Meridian uses the period's end date from the fiscal calendar, which is what you want in normal operation. Fill it in only when you have been told to book to a specific day.

Unposted journal entry

YES / NO

Generate the unposted entry too also produces the entry that parks unmatched bank money in 43006 Unposted Revenue. It needs a bank deposit figure for every clinic group.

Posted entries only skips that. Nothing is written to 43006. Choose this when you do not have the bank figures to hand, or when someone else books the unposted side.

Bank deposits

IF UNPOSTED = YES

One figure per clinic group, taken off the bank statement. The unposted entry is the difference between what the bank received and what the billing export accounts for, so these numbers decide the amount booked to 43006. Type them as **1200.50** or **1,200.50** — the field refuses anything it cannot read rather than silently treating it as zero.

The clinic groups

There are eleven: WSC, Galloway, I20, Merit, Merit_W, Mayfield, Forest, Buckner, Harwood, Fairway and Horizon. A group can hold more than one physical location — WSC covers Bishop, Samuell and Hospital WSC, for instance.

“Blocked” — and how to clear it

Blocked is not an error. It means the run met something it has no mapping for, and rather than guess, it deleted its own work and stopped. Nothing was written to your accounting system.

Why it stops instead of carrying on

If it booked the transactions it understood and quietly dropped the rest, you would get a set of journal entries that balances perfectly and is wrong — and nothing downstream would ever tell you. A run that stops is recoverable in ten minutes. A period booked short is found weeks later, by someone else.

The three things that block a run

WHAT IT SAYS	WHAT IT MEANS	WHERE YOU FIX IT
Unmapped provider	A doctor or clinician in the file has no department assigned.	Mappings → Providers
Unmapped facility	A clinic or location in the file is not in the location list.	Mappings → Locations
Unmapped payer	An insurer or payment source has no payer type or account code.	Mappings → Payers

What to do

1 Read the list on screen

Each unmapped item is shown with how many transactions are riding on it, biggest first. Fix the big ones first — they are usually a genuine new provider or a new insurer, not a typo.

2 Open Mappings and add the missing answer

Mappings is in the left-hand menu, under the processes. Add the provider to a department, the facility to a location, or the payer to a payer type. Mappings are permanent and shared: once added, every future run knows it.

3 Come back and press Retry

The run remembers everything you typed on the first screen — the period, the date, the deposits — so you do not set it up again. It starts over from the beginning with the new mappings in place.

QB Revenue is the only process with a Retry button, because it is the only one that can be blocked this way.

Departments follow the provider, not the building

You may see a department appear at a clinic where you would not expect it — an MFM doctor's work at Merit, for example, is coded to the MFM department. That is correct: the department describes *who did the work*, not *where*. Check the provider's mapping before reporting it as a bug.

WHEN IT FINISHES

The results, and what to do with them

A finished run shows you what it produced, whether it balances, and a download button in the top right.

The files

One journal entry file per location — fifteen of them when every location has activity. Each is labelled:

LABEL	WHAT IT IS
Posted	Revenue matched to a payer. Credit lines per department and payer type, plus one balancing debit to the clearing account 18099.
Unposted	Bank money not yet matched to a payer, booked to 43006. Only present if you asked for it on the form.

Download them individually, or use the bundle button to get all of them in one zip. Download links are deliberately short-lived — if one stops working, go back to the run and press it again.

Read the tie-out before you upload anything

Above the files is a strip showing total debits against total credits. They must be equal. If they are, the entries will load. If the strip reports a break, do not upload the files — tell whoever supports Meridian, with the run open in front of you.

Then

1. Download the bundle.
2. Import the journal entry files into NetSuite or QuickBooks the way you normally do.
3. The run stays in **Runs** permanently, with its numbers, as your audit trail. You do not need to keep the files anywhere else.

Run states and troubleshooting

What each status means

STATUS	WHAT IS HAPPENING	WHAT YOU DO
Draft	Started but not submitted.	Finish it or cancel it.
Parsing	Reading your file.	Wait.
Booking	Building the journal entries.	Wait. You can close the tab.
Blocked	Something is unmapped. Nothing was booked.	See “Blocked”.
Booked	Finished. Files are ready.	See “The results”.
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.

Common questions

PROBLEM	ANSWER
The start button will not light up	Something required is unanswered. If you chose “Choose it myself”, you must actually pick a period — switching to manual selects nothing by design.
I typed a deposit and it was refused	The field only accepts figures it can read exactly, like <code>1200.50</code> or <code>1,200.50</code> . This is deliberate: a figure it could not read used to disappear silently.
I booked the wrong period	Run it again with the right period. Reversing what was already loaded into the accounting system is done there, not here.
A download link stopped working	They expire after a couple of minutes for security. Reopen the run and press download again.
Somebody else has the same run open	That is fine. Meridian shows both of you the same run; it cannot be booked twice.
I cannot see QB Revenue in the menu	Your account has not been granted it. An administrator adds it under Settings → Roles.

If you are unsure, stop

Nothing in Meridian reaches your accounting system on its own — you upload the files yourself, deliberately, at the end. Until you do that, no run can do any damage, and an abandoned run costs nothing.