



USER GUIDE · QB USA PAYROLL

QB USA Payroll

How to run it

The longest process in Meridian: several files in, nine journal entries out, and six automatic checks in between. This explains every screen and every check.

Meridian · Stella Mattina Health, Inc.

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

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What QB USA Payroll actually does

You give it a month's worth of payroll paperwork — ADP registers, ADP invoices and the insurance carriers' bills. It works out what every person cost, which company they belong to, and which account each part of that cost lands in. Then it checks its own answer six different ways before showing it to you.

Where each number comes from

This is the heart of the process. Different kinds of money are read from different documents, and never from the wrong one:

KIND OF COST	READ FROM
Wages, overtime, PTO, bonus, car allowance	The ADP register
Payroll taxes, ADP service fees, 401k match, cell allowance	The ADP invoice
Insurance premiums	The carrier bills (UNUM, BCBS) plus the invoice's benefit adjustments
Accrual	Worked out from the <i>previous</i> run's main entry
Who each person is	The employee roster stored in Meridian, not a file

Words you will see

Register

ADP's record of what was actually paid to each person on a given pay date.

Invoice

ADP's bill to the company. A different document from the register, covering the same payroll — which is exactly why comparing the two is a useful check.

Carrier bill

The insurance company's own statement of premiums.

Entity

Which legal company the payroll belongs to. **HW3** is Stella Mattina Health, Inc.; **DJ8** is Stella Mattina, LLC.

Accrual

The share of the *next* pay period that falls inside this one. Recording it keeps the cost in the month it was incurred.

Gate

An automatic cross-check. Meridian adds the same money up two different ways from two different documents and compares. Six gates, G1 to G6.

Declaring a gate

Telling Meridian “I have looked at this failure and it is acceptable.” The run cannot finish while a failed gate is undeclared.

Upload — the file set

BEFORE YOU START, GATHER

- The ADP payroll registers for the month — one per pay date.
- The ADP invoices — one per company per pay date.
- The carrier bills — UNUM and BCBS.
- The period and fiscal year this payroll belongs to.

Drop them all in together. Meridian sorts them by what is inside them, not by what they are called — with one exception.

The one naming rule

A payroll **register** carries no pay date inside it, so its name is the only place that information exists. Registers must be named `register_YYYY-MM-DD.csv`, using the pay date — for example `register_2026-07-15.csv`. Everything else can be named anything.

If a file is misnamed or missing, the run will tell you at this stage rather than producing an entry that is quietly short.

The three settings

Period

REQUIRED

Nothing is preselected, and that is deliberate. The form used to open on the current calendar month — which meant that on 2 January, the day December's payroll is actually booked, it opened on January and looked perfectly valid. Pick the period this payroll belongs to. It is where every journal entry lands.

For this process a period *is* a calendar month, so Meridian can show you the end date under the field, and it cross-checks your choice against the dates in the files you uploaded. If they disagree it says so in a sentence.

Fiscal year

REQUIRED

Type 2025 , FY25 or 25 , or pick from the list. It is checked against the files along with the period.

Accrual days

PRE-FILLED

How many days of the *next* pay period fall inside this one. Meridian works this out from the pay calendar as soon as you pick a period, and shows you the pay dates it used.

Leave it alone unless you mean to change it. Meridian records whether the number was the derived one or one you typed, so an override is visible later as a deliberate act.

Roster review — two lists, two different questions

Before it can book anything, Meridian needs to know how to code every person who was paid. This screen shows you what it cannot answer on its own, and what it can answer but thinks you should see.

Prompts — you must answer these

Someone on this payroll cannot be coded yet: a new hire, or someone whose details changed. **The run cannot go forward until every prompt has an answer.** Each prompt states in plain words why it is being asked; that sentence is the whole point of the screen, so read it rather than pattern-matching on the name.

Alerts — you are being told, not asked

Someone's stored coding disagrees with what ADP sent this month. Meridian already has an answer and will use the stored one. The alert exists so a real change — a transfer, a promotion, a department move — does not slide past unnoticed. You can read them and carry on.

The choice that matters on every answer

OPTION	WHAT IT DOES	USE IT WHEN
Save permanently	Writes the person's coding into the roster. Every future run uses it.	This is how the person should be coded from now on — a new hire, a real transfer.
This run only	Applies to this run and is discarded when it ends.	A one-off: a correction for this period that must not leak into next period.

The choice is shown at the control, never hidden behind a tooltip, because it is the difference between fixing a month and changing a record.

Preview and the six gates

Meridian now shows you what it intends to book, and the result of six cross-checks. A gate adds the same money up two different ways, from two different documents, and compares. A gate that passes is silent; a gate that fails shows you the expected figure, the figure it got, and exactly who is responsible.

GATE	WHAT IT COMPARES
G1 Gross wages	Gross wages on ADP's <i>invoice</i> against gross pay on ADP's <i>register</i> , per company per pay date. Two different ADP reports — so this is the first sign that the right files were uploaded for the right period.
G2 Per person	Each person's GROSS on the invoice against what was booked into their earnings buckets — salary, hourly, overtime, PTO, bonus, car allowance.
G3 Invoice total	Everything booked except carrier benefits against the invoice's Total Amount — the actual bill from ADP.
G4 Invoice self-check	The invoice against itself: its per-employee table totals the same as its per-department table. ADP does not always export the per-department table; when it is absent there is nothing to cross-foot and Meridian does not raise the gate at all, rather than report the whole invoice as a variance. G1 and G3 still cover that invoice.
G5 Carrier premiums	Premiums booked onto people against the carrier's own control total, per company per carrier.
G6 Identity	Every person paid resolves to exactly one identity — nobody merged with a namesake, nobody dropped.

What a failure usually means

Meridian writes a plain-language explanation beside every failed gate. The common shapes:

Two gates failing by equal and opposite amounts

Money moved *between* the two companies rather than appearing or vanishing — consolidated is right, the entity split is not. Nothing is lost or invented. Read the **Exceptions sheet** before hunting for anyone: three different things produce this shape and only that sheet says which. **Escalate if one side ever fails alone**, because then the two causes have stopped cancelling out.

G2 failing for exactly one person

Their invoice gross is not matched by any booked earnings. Open that person's **register** row before deciding. If every earnings column is empty, the pay arrived under an ADP code that maps to no wage bucket. Third-party sick pay is the known, harmless case — the insurer paid it. But **a new ADP earnings code looks identical here and is a real problem**: that pay would go unbooked. Check which code it came under before ticking this off. If instead there is a negative entry matching the gross, it is a reversed or voided cheque.

G5 failing

Booked premiums do not match the carrier's control total. The rows Meridian lists are charges the carrier billed that matched nobody paid on this run — a leaver still on the bill, or a correction to a month already booked. They are left unbooked rather than placed by guesswork. **Read the sign before you tick this.** If those rows are a net cost, benefit expense is *understated* by that much and leaving them out is conservative. If they are a net **credit**, the carrier reversed something — and dropping a reversal *overstates* benefit expense by its full amount. Meridian names the direction and the figure beside the gate; the two cases look identical on the page and are opposite in the ledger.

The redistribution list

What places those unmatched rows. A carrier bills a person; once that person is off the payroll there is nobody to bill it to, so an accountant decides which people the amount is spread across for that period. It is a per-period judgement and Meridian will not invent one: with no list, the rows stay unbooked and G5 reports them. **A period whose carrier bill carries reversals needs its list before booking**, or the reversal is silently kept as cost. A list whose names are not paid on the run is the same as no list, and is reported the same way.

G6 failing

Someone could not be resolved to one identity, most often two people sharing a name. **Nothing is booked for them**, because guessing would put real pay on the wrong person. Fix the roster so the two are distinct.

Declaring a failed gate

A failed gate does not stop you permanently. When you have looked at it and are satisfied — a known reversal, a leaver on a carrier bill — you **declare** it, which records that a named person accepted it, at a time, on this run. The run cannot finish while a failed gate sits undeclared.

Declaring is not dismissing

Your name goes on it. Declare a gate you have investigated; escalate one you have not. A gate you cannot explain is exactly the gate worth an email.

Re-uploading resets the checks

Gates are recomputed from whatever files are currently in the run, never remembered from an earlier attempt — so fixing a file and re-parsing can legitimately turn a declared failure into a pass.

STEP 5 OF 5

The nine journal entries

One month of input produces nine entries: for each of three payroll variants, two main entries — one per pay date — plus one accrual entry.

VARIANT	COMPANY	ENTITY	ENTRIES
Salaried	Stella Mattina Health, Inc.	HW3	2 main + 1 accrual
Hourly	Stella Mattina, LLC	DJ8	2 main + 1 accrual
Salaried	Stella Mattina, LLC	DJ8	2 main + 1 accrual

Each is labelled **Main** or **Accrual** on the results screen.

Before you upload anything

1. Check the **tie-out strip**: total debits must equal total credits.
2. Check that every failed gate you accepted is one you actually looked at.
3. Download the bundle from the button in the top right.
4. Load the entries into the accounting system the way you normally do.

The run stays in **Runs** permanently — its figures, its gates and who declared what — as the audit trail.

Run states and troubleshooting

What each status means

STATUS	WHAT IS HAPPENING	WHAT YOU DO
Parsing	Sorting and reading your files.	Wait.
Waiting on you	Roster prompts to answer, or gates to declare.	Open the run and answer them.
Ready to book	Everything answered. Nothing has been produced yet.	Start it.
Booking	Building the nine entries.	Wait. You can close the tab.
Booked	Finished. Files ready.	Check the tie-out, download.
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 period.	Use the newer run.

Common questions

PROBLEM	ANSWER
A register was rejected	Check the name. It must be <code>register_YYYY-MM-DD.csv</code> with the pay date. This is the one file whose name carries information.
The period cross-check disagrees with me	Believe the files first. They carry the pay dates; your memory of which month you are booking is the part more likely to be wrong.
The start button will not light up	A period has not been picked. Nothing is preselected on purpose.
Every gate failed	Almost always the wrong month's files, or a missing invoice. G1 is designed to catch exactly that.
Where is the Exceptions sheet?	With the run's output files. Read it before investigating an equal-and- opposite gate pair.
Can I undo a declaration?	Re-parse the run. Gates are recomputed from the current files rather than remembered.
Someone is missing from the entries	Check G6. If a person could not be resolved to one identity, nothing is booked for them by design.
I cannot see QB USA Payroll in the menu	Your account has not been granted it. An administrator adds it under Settings → Roles. Note that it is a separate permission from QB MX Payroll — holding one does not give you the other.

The one thing to remember

The gates are not obstacles, they are the reason you can sign off on the number. Six independent checks passing means the entries agree with ADP's own paperwork three different ways. A gate you declare without reading is the only way to lose that.