

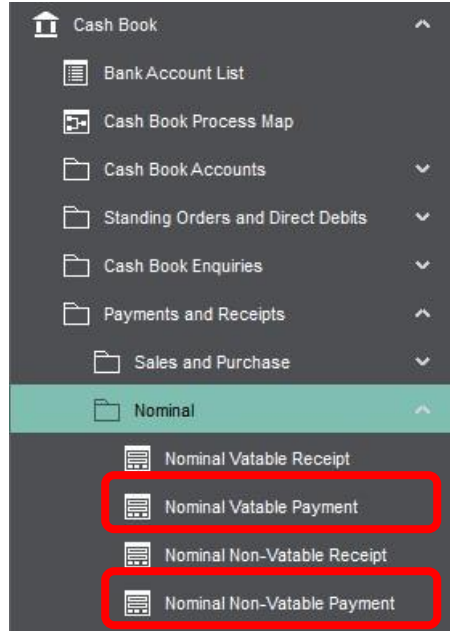
# Excel Data Bridge

## CB\_Cash Payments Function



### Introduction

The CB\_Cash Payments function emulates the creation of both **Nominal Vatable Payments** and **Nominal Non-Vatable Payments** in Sage 200.



The worksheet includes a template which is pre-mapped to Sage 200 and allows you to create multiple vatable **and** non-vatable cash payment transactions in Sage 200 at once.

Excel Data Bridge

Cash Book Nominal  
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Status	URN	Taxable/NonTaxable	Header Narrative	2nd Reference	Cheque Number	Bank Account	Header Date	GroupByID	Nominal Code	Cost Centre	Department	Reference	Line Narrative	Line Date	Tax Code	Goods Value	Tax Value	Gross Value
		TRUE	Taxable Payment 1	Payment 1	12345	1		A	72100 ADM		ADM		Heat Light & Power - Elec.		1	1000	200	1200
		TRUE	Taxable Payment 1	Payment 1	12345	1		A	72200 ADM		ADM		Heat Light & Power - Gas		1	2000	400	2400
		TRUE	Taxable Payment 2	Payment 2	12346	1		B	73200 ADM		ADM		Maintenance - Cleaning Premise		1	150	30	180
		FALSE	Non-Tax Payment 1	Payment 3	12347	1		C	91200 ADM		ADM		General Expenses				50	50
		FALSE	Non-Tax Payment 2	Payment 4	12348	1		D	83200 ADM		ADM		Stationery - Postage				50	50

**Note – if you require the ability to enter both Cash Payments and Cash Receipts in Sage 200 at the same time, the CB\_Cash worksheet provides this functionality as standard.**

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### Field Mappings

The field mappings are controlled within the **Designer** button in the Excel Data Bridge tab.

Sage 200 Field	Excel Field
AccountCode	AccountCode
CostCentre	CostCentre
Department	Department
GoodsValue	GoodsValue
GrossValue	GrossValue
LineNarrative	LineNarrative
LineTransactionDate	LineTransactionDate
ProjectCode	
ProjectItem	
Reference	Reference
TaxCode	TaxCode
TaxValue	TaxValue
TransactionAnalysisCode	
<b>Cash Header</b>	
BankAccount	BankAccount
ChequeCurrency	
ChequeNumber	ChequeNumber
GroupByID	GroupByID
HeaderAccountCode	
HeaderChequeValue	
HeaderCostCentre	
HeaderDepartment	
HeaderGoodsValue	
HeaderNarrative	HeaderNarrative
HeaderTransactionDate	HeaderTransactionDate
HeaderVATCode	
HeaderVATValue	
ProjectPostingType	
SecondReference	SecondReference
TaxableNonTaxableIndicator	TaxableNonTaxableIndicator
<b>Information</b>	
Status	Status
Taxable	True
URN	URN
<b>Status</b>	
Choose a cell or range of cells to display the upload status	

The **Cash Detail** section shows the available Sage 200 fields for line items in the left-hand column.

If an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the Excel worksheet

The **Cash Header** section shows the available Sage 200 fields for the payment header in the left-hand column.

Again, if an entry appears in the righthand column, it means the Sage 200 field is mapped to a cell, or range of cells in the worksheet.

The **Information** section contains both Excel Data Bridge specific fields, and a

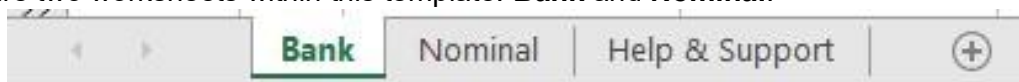
setting controlling the taxable status of transactions being created in the sheet.

An explanation of the property selected is shown at the bottom of the Designer window.

**NOTE** - These default mappings can be amended to suit your business requirement and will be explained later in the document.

### Multiline Template

There are two worksheets within this template: **Bank** and **Nominal**.



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If the **Cash Book** module is being used to control cash transactions in Sage 200, use the **Bank** worksheet to create transactions in Sage 200; if the **Nominal Ledger** module is being used (i.e. no bank accounts have been set up in Sage 200), use the **Nominal** worksheet instead.

### Bank

In the **Bank** worksheet, columns **A – I** represent the **payment header** fields to be entered against the payment transaction.

	A	B	C	D	E	F	G	H	I
1			<b>Cash Book Nominal</b>						
2			© Draycir Ltd. 2020						
3	Status	URN	Taxable/NonTaxable	Header Narrative	2nd Reference	Cheque Number	Bank Account	Header Date	GroupByID
4			TRUE	Taxable Payment 1	Payment 1	12345	1		
5			TRUE	Taxable Payment 1	Payment 1	12345	1		
6									
7			TRUE	Taxable Payment 2	Payment 2	12346	1		
8									
9			FALSE	Non-Tax Payment 1	Payment 3	12347	1		
10									
11			FALSE	Non-Tax Payment 2	Payment 4	12348	1		
12									

Columns **J - S** represent the **line-item** fields to be entered against the payment transaction.

J	K	L	M	N	O	P	Q	R	S
Nominal Code	Cost Centre	Department	Reference	Line Narrative	Line Date	Tax Code	Goods Value	Tax Value	Gross Value
72100	ADM	ADM		Heat Light & Power - Elec.		1	1000	200	1200
72200	ADM	ADM		Heat Light & Power - Gas		1	2000	400	2400
73200	ADM	ADM		Maintenance - Cleaning Premise		1	150	30	180
91200	ADM	ADM		General Expenses			50		50
83200	ADM	ADM		Stationery - Postage			50		50

The table below explains the purpose of each of the fields available to the worksheet: -

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<b>Status</b>	<p>Populated when selecting either the <b>Validate</b> or <b>Create Payments</b> buttons on the Excel Data Bridge ribbon.</p> <ul style="list-style-type: none"> <li>• The default status on a successful validation will be <b>Pending</b></li> <li>• The default status on a successful creation will be <b>Processed</b></li> </ul> <p>When attempting to post to Sage 200, the status field should either be cleared, or display a status of <b>Pending</b>. Any other data entered in this field will prevent the transaction being created in Sage 200.</p> <p>Should an error be returned in this cell when attempting to post, it will appear in <b>red</b>. The error should be corrected in the worksheet, and the status field cleared before attempting to post again.</p>
<b>URN</b>	<p>Populated on a successful transaction creation in Sage 200. The field will update for each new transaction successfully posted.</p> <p>The number returned in this field enables traceability of the transaction in Sage 200.</p>
<b>Taxable/NonTaxable</b>	<p>Advises Excel Data Bridge whether the transaction being posted is <b>taxable</b> or <b>non-taxable</b>.</p> <ul style="list-style-type: none"> <li>• Enter <b>TRUE</b> to create a taxable payment in Sage 200 (or leave cell blank)</li> <li>• Enter <b>FALSE</b> to create a non-taxable payment in Sage 200</li> </ul>
<b>Header Narrative</b>	<p>Enter the header narrative for the payment in this field.</p>
<b>2<sup>nd</sup> Reference</b>	<p>Enter any additional reference for the payment in this field.</p>
<b>Cheque Number</b>	<p>Enter any cheque number assigned to the payment in this field.</p>
<b>Bank Account</b>	<p>Enter the Sage 200 bank account code for the payment.</p>
<b>Header Date</b>	<p>Enter the date of the payment being created or leave the cell blank to post using today's date.</p>
<b>GroupByID</b>	<p><b><i>IMPORTANT - See section for Group By ID on page 6</i></b></p>

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## CB\_Cash Payments Function



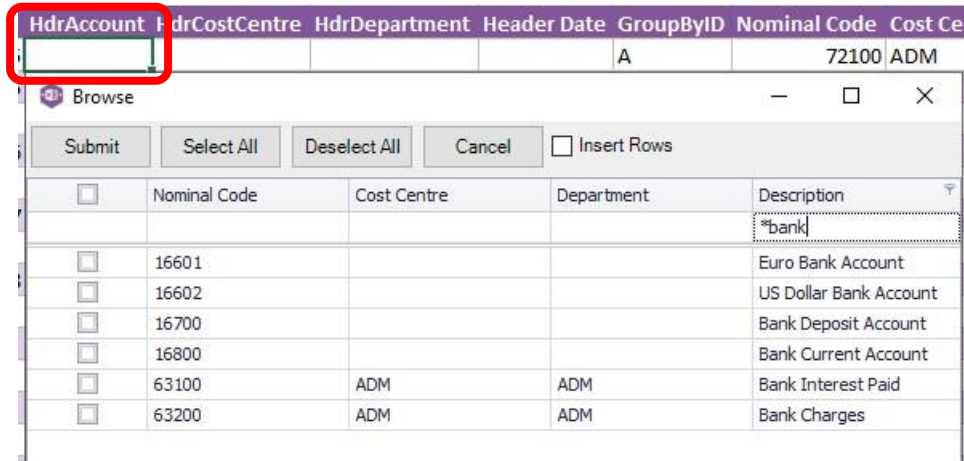
<b>Nominal Code</b>	Enter the Sage 200 Nominal Code in this field by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
<b>Cost Centre</b>	The Sage 200 cost centre will be updated based upon nominal code selection from a browse.
<b>Department</b>	The Sage 200 department will be updated based upon nominal code selection from a browse.
<b>Reference</b>	Enter any line-item reference required or leave blank to use the data entered in the <b>Cheque Number</b> cell.
<b>Line Narrative</b>	The Sage 200 nominal code name will be updated based upon nominal code selection from a browse.
<b>Line Date</b>	Enter any line-item date required or leave blank to use the date entered in the <b>Header Date</b> cell.
<b>Tax Code</b>	Enter the <b>tax code</b> for the line-item of a taxable payment.
<b>Goods Value</b>	Enter the <b>net value</b> of the line-item.
<b>Tax Value</b>	Enter the <b>tax value</b> for the line-item of a taxable payment.
<b>Gross Value</b>	Enter the <b>gross value</b> of the line-item.

### Nominal (use only if no bank accounts exist in Sage 200)

When creating cash payments using the **Nominal** worksheet, rather than manually entering the bank account **Code**, the bank account selection is controlled by right clicking on the **HdrAccount** cell and selecting **Excel Data Bridge Browse**. The Sage 200 nominal list can then be searched, and the required bank account selected.

# Excel Data Bridge

## CB\_Cash Payments Function



On selection, any Cost Centre and Department associated with the account would also be populated in the sheet.

The remaining process is identical to creating a cash payment via the Bank worksheet.

### Group By ID

When posting multiple payments to Sage 200 at once, Excel Data Bridge needs to let Sage 200 know which line-items belong to the same payment transaction. It does this by assigning certain fields as “key fields” which can be seen by selecting the **Key Fields** button from the ribbon.

The only key field assigned in the CB\_Cash Payments worksheet is the field for **Group By ID**, so when posting multiple payments via Excel Data Bridge it's vital that data is entered in this column.



Status	URN	Taxable/NonTaxable	Header Narrative	2nd Reference	Cheque Number	Bank Account	Header Date	GroupByID	Nominal Code	Cost Centre	Department	Reference	Line Narrative	Line Date	Tax Code	Goods Value	Tax Value	Gross Value
TRUE		TRUE	Taxable Payment 1	Payment 1	12345	1	A	72100	ADM	ADM			Heat Light & Power - Elec.		1	1000	200	
TRUE		TRUE	Taxable Payment 1	Payment 1	12345	1	A	72200	ADM	ADM			Heat Light & Power - Gas		1	2000	400	
TRUE		TRUE	Taxable Payment 2	Payment 2	12346	1	B	73200	ADM	ADM			Maintenance - Cleaning Premise		1	150	30	
FALSE		FALSE	Non-Tax Payment 1	Payment 3	12347	1	C	91200	ADM	ADM			General Expenses			50		
FALSE		FALSE	Non-Tax Payment 2	Payment 4	12348	1	D	83200	ADM	ADM			Stationery - Postage			50		

If unique data is entered in the **Group By ID** field against each line-item belonging to the same payment, those line-items will be posted against the same payment.

See screenshot below where four payments are shown, the first payment with two line-items has the letter **A** against each line, and the remaining three payments each with a single line-item contain the letters **B**, **C** and **D** in the Group By ID cell.

# Excel Data Bridge

## CB\_Cash Payments Function



Any unique data can be entered to keep payment line-items together, so using numbers 1, 2, 3 and 4 instead would have had the same effect.

In this example, leaving the Group By ID cells **empty** would post a single payment transaction to Sage 200 containing all lines of data entered, as opposed to creating four separate payment transactions.

Amend Nominal Posting Details

Transactions

Reference: 12345

Date	Code	Cost Centre	Department	Name	Credit Value	Debit Value	Narrative	Reference
18/01/2022	16800			Bank Current A...	3900.00	0.00	Taxable Payment 1	12345
18/01/2022	72100	ADM	ADM	Heat Light & Po...	0.00	1000.00	Heat Light & Power - Elec.	12345
18/01/2022	15100			VAT - Input VAT	0.00	200.00	Heat Light & Power - Elec.	12345
18/01/2022	72200	ADM	ADM	Heat Light & Po...	0.00	2000.00	Heat Light & Power - Gas	12345
18/01/2022	15100			VAT - Input VAT	0.00	400.00	Heat Light & Power - Gas	12345
18/01/2022	73200	ADM	ADM	Maintenance-...	0.00	150.00	Maintenance - Cleaning Premise	12345
18/01/2022	15100			VAT - Input VAT	0.00	30.00	Maintenance - Cleaning Premise	12345
18/01/2022	91200	ADM	ADM	General Expens...	0.00	50.00	General Expenses	12345
18/01/2022	15100			VAT - Input VAT	0.00	10.00	General Expenses	12345
18/01/2022	83200	ADM	ADM	Stationery - Pos...	0.00	50.00	Stationery - Postage	12345
18/01/2022	15100			VAT - Input VAT	0.00	10.00	Stationery - Postage	12345

### Creating Transactions

Once you have entered your cash payment data in the template, you have the following options: -

- **Validate (optional)** – will run the data through a validation check and result in a status of **Pending**, if successful. If validation is unsuccessful, an error will be returned in **red**. This error must be rectified, and the error cleared from the status field before either validating again or selecting to Create Payments.
- **Create Payments** – will attempt to create the transactions in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to **Processed**, and the **URN** cell will be populated with the transaction number assigned in Sage 200 to enable the transaction to be traced.

	Status	URN	taxable/NonTaxable	Header Narrative	2nd Reference	Cheque Number	Bank Account	Header Date	GroupByID
3	Processed	27093	TRUE	Taxable Payment 1	Payment 1	12345	1		A
4	Processed	27093	TRUE	Taxable Payment 1	Payment 1	12345	1		A
5									
6									
7	Processed	27094	TRUE	Taxable Payment 2	Payment 2	12346	1		B
8									
9	Processed	27095	FALSE	Non-Tax Payment 1	Payment 3	12347	1		C
10									
11	Processed	27096	FALSE	Non-Tax Payment 2	Payment 4	12348	1		D
12									

The transactions can then be traced in Sage 200 by the URNs populated: -

# Excel Data Bridge

## CB\_Cash Payments Function



Current Transactions List

Amend Transaction Details | Correct Transactions | New Account | Amend Account | Day Book Report | Manual Journal Listing | Non-Trading VATable Transactio | Previous Year Journal Listing | Transaction Listing (Current) | URN Report (Current) | VAT Transactions (By Period) | Refresh List | Swap | Clear

<No Filter> Search list... List has been manually refreshed at 13/01/2022 09:59:03

Code	Cost Centre	Department	Name	Date	Debit Value	Credit Value	Reference	Narrative	Transaction Analysis	URN	Source
83200	ADM	ADM	Stationery - Postage	18/01/2022	50.00	0.00	12348	Stationery - Postage		27096	Nominal Ledger
16800			Bank Current Account	18/01/2022	0.00	50.00	12348	Non-Tax Payment 2		27096	Nominal Ledger
91200	ADM	ADM	General Expenses	18/01/2022	50.00	0.00	12347	General Expenses		27095	Nominal Ledger
16800			Bank Current Account	18/01/2022	0.00	50.00	12347	Non-Tax Payment 1		27095	Nominal Ledger
15100			VAT - Input VAT	18/01/2022	30.00	0.00	12346	Maintenance - Cleaning P...		27094	Nominal Ledger
73200	ADM	ADM	Maintenance - Cleaning P...	18/01/2022	150.00	0.00	12346	Maintenance - Cleaning P...		27094	Nominal Ledger
16800			Bank Current Account	18/01/2022	0.00	180.00	12346	Taxable Payment 2		27094	Nominal Ledger
15100			VAT - Input VAT	18/01/2022	400.00	0.00	12345	Heat Light & Power - Gas		27093	Nominal Ledger
72200	ADM	ADM	Heat Light & Power - Gas	18/01/2022	2000.00	0.00	12345	Heat Light & Power - Gas		27093	Nominal Ledger
15100			VAT - Input VAT	18/01/2022	200.00	0.00	12345	Heat Light & Power - Elec.		27093	Nominal Ledger
72100	ADM	ADM	Heat Light & Power - Elec.	18/01/2022	1000.00	0.00	12345	Heat Light & Power - Elec.		27093	Nominal Ledger
16800			Bank Current Account	18/01/2022	0.00	3600.00	12345	Taxable Payment 1		27093	Nominal Ledger

### Amending Templates

The worksheet templates have been created in an Excel table with the correct formatting applied.

To add additional **rows**, firstly locate the cell at the bottom right-hand corner of the formatted table.

Goods Value	Tax Value	Gross Value

Now select the cell, then click and drag down on the arrow. Extra rows will be added with the



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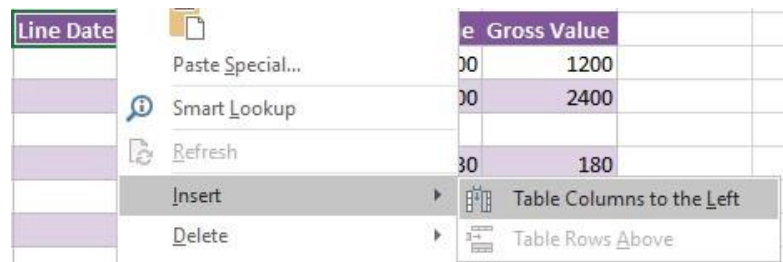


correct formatting.

Goods Value	Tax Value	Gross Value

To add an additional **column**, right click on the column heading where you would like your new column to appear and select

**Insert > Table Columns to the Left**



A new column will be added, named **Column1**. Rename the column in Excel, then refer to the next section on how to map this column in the Designer.

O	P
Column1	Line Date

### Mapping a new column

Once a new column has been added to the template, it can be mapped to the required Sage 200 field.

New column added to the multiline template to allow an existing **Transaction Analysis Code** to be added to the cash payment in Sage 200.

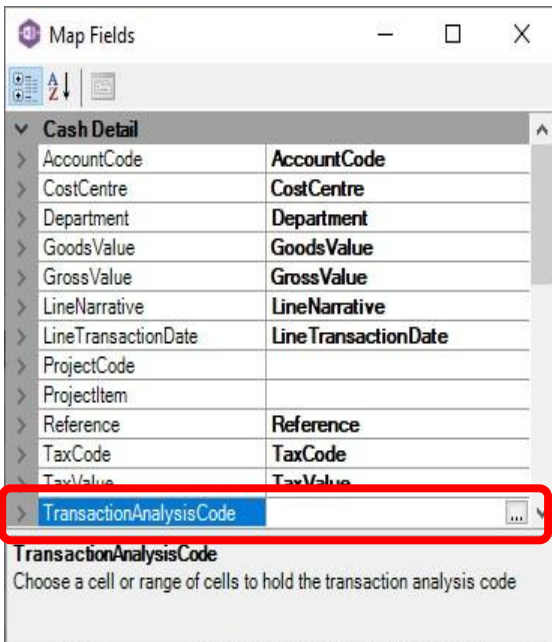
O	P
Transaction Analysis	Line Date


# Excel Data Bridge

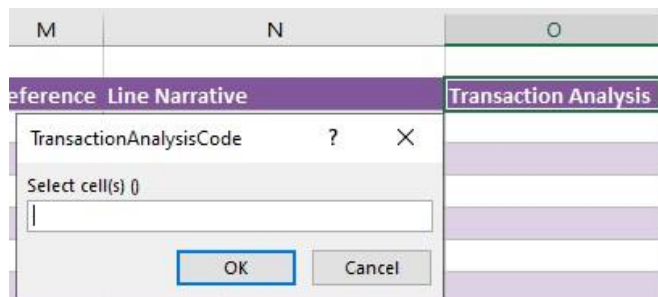
## CB\_Cash Payments Function



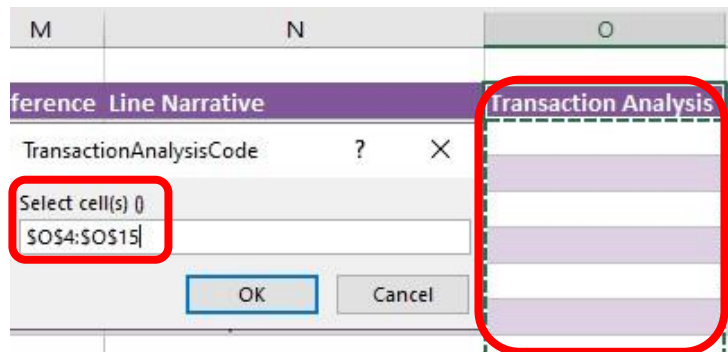
Click **Designer** to open the mappings for the template and locate the field to map the column to.



1. Click the  **Ellipsis** to the right of the TransactionAnalysisCode field. The cell mapping window appears.



2. Now select the cell range for the **TransactionAnalysisCode** column before clicking OK.



The column is now mapped and can be populated in Excel Data Bridge.

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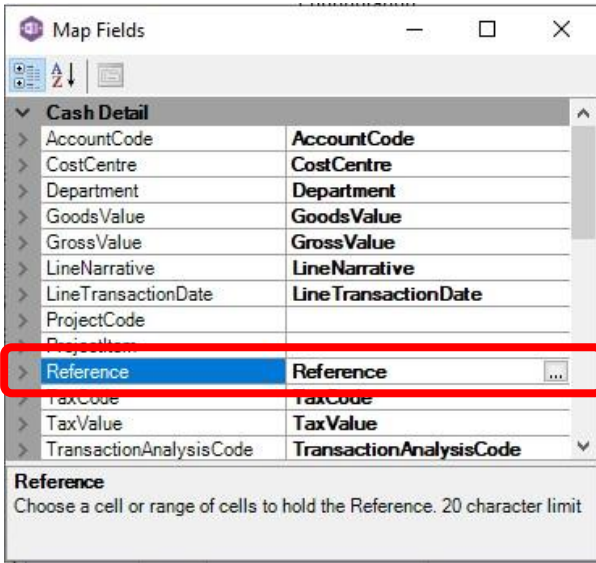


### Deleting unwanted columns

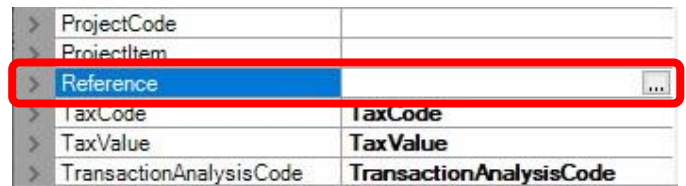
Deleting unwanted columns within a template is a two-step process: -

1. Remove the field mapping from the Designer
2. Delete the columns in the Excel template

Open the **Designer** to view the current field mappings.

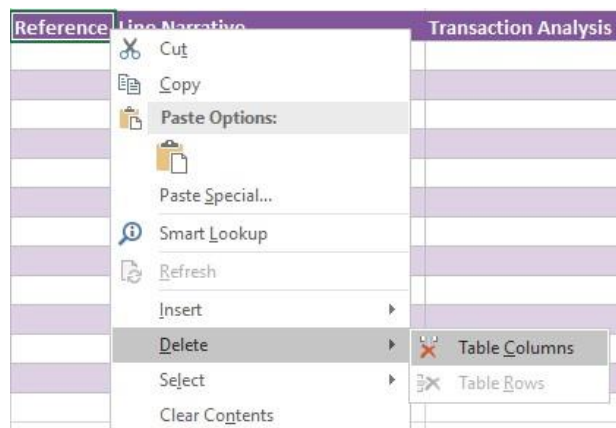


1. Clear the mapping against the field no longer required.



2. Repeat for any other unrequired fields
3. Close the Designer.
4. Click **Validate Design** to check for errors.

Right click the column heading in the table and select **Delete > Table Columns**. Repeat for any other columns required.



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