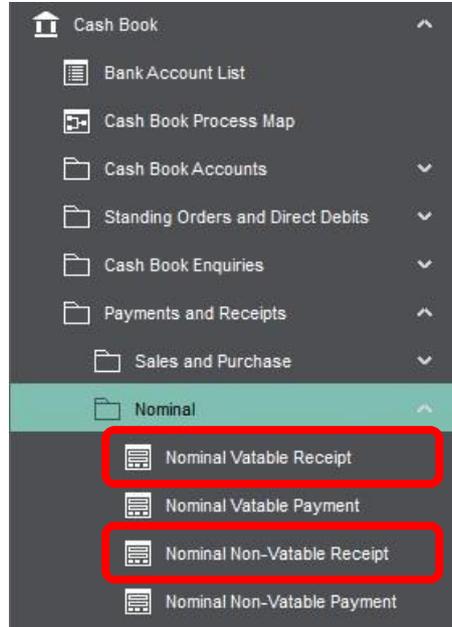# Excel Data Bridge
CB_Cash Receipts Function

Introduction

The CB_Cash Receipts function emulates the creation of both **Nominal Vatable Receipts** and **Nominal Non-Vatable Receipts** 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 receipt transactions in Sage 200 at once.

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.

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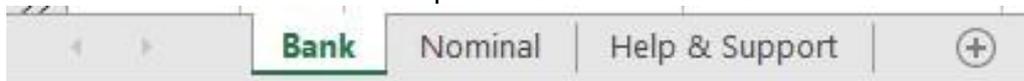
An explanation of the property selected is shown at the bottom of the Designer window.

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 **receipt header** fields to be entered against the receipt transaction.

Status	URN	Taxable/NonTaxable	Header Narrative	2nd Reference	Cheque Number	Bank Account	Header Date	GroupByID
		TRUE	Taxable Receipt 1	Receipt 1	2356	1		A
		TRUE	Taxable Receipt 1	Receipt 1	2356	1		A
		TRUE	Taxable Receipt 2	Receipt 2	100015	1		B
		FALSE	Non-Tax Receipt 1	Receipt 3	8697	1		C
		FALSE	Non-Tax Receipt 2	Receipt 4	101536	1		D

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

Nominal Code	Cost Centre	Department	Reference	Line Narrative	Line Date	Tax Code	Goods Value	Tax Value	Gross Value
31100	SCO	VAL		Sales - Value Added		1	1000	200	1200
31100	SCO	ADM		Sales - Default		1	500	100	600
39400	ADM	ADM		Other - Commissions Received		1	600	120	720
39600	ADM	ADM		Other - Insurance Claims			100		100
38100	ADM	ADM		Sales of Assets			300		300

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

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Status	Populated when selecting either the **Validate** or **Create Receipts** buttons on the Excel Data Bridge ribbon. • The default status on a successful validation will be **Pending** • The default status on a successful creation will be **Processed** When attempting to post to Sage 200, the status field should either be cleared, or display a status of **Pending**. Any other data entered in this field will prevent the transaction being created in Sage 200. Should an error be returned in this cell when attempting to post, it will appear in **red**. The error should be corrected in the worksheet, and the status field cleared before attempting to post again.
URN	Populated on a successful transaction creation in Sage 200. The field will update for each new transaction successfully posted. The number returned in this field enables traceability of the transaction in Sage 200.
Taxable/NonTaxable	Advises Excel Data Bridge whether the transaction being posted is **taxable** or **non-taxable.** • Enter **TRUE** to create a taxable receipt in Sage 200 (or leave cell blank) • Enter **FALSE** to create a non-taxable receipt in Sage 200
Header Narrative	Enter the header narrative for the receipt in this field.
2nd Reference	Enter any additional reference for the receipt in this field.
Cheque Number	Enter any cheque number assigned to the receipt in this field.
Bank Account	Enter the Sage 200 bank account code for the receipt.
Header Date	Enter the date of the receipt being created or leave the cell blank to post using today's date.
GroupByID	*IMPORTANT - See section for Group By ID on page 6*

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Nominal Code	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.
Cost Centre	The Sage 200 cost centre will be updated based upon nominal code selection from a browse.
Department	The Sage 200 department will be updated based upon nominal code selection from a browse.
Reference	Enter any line-item reference required or leave blank to use the data entered in the **Cheque Number** cell.
Line Narrative	The Sage 200 nominal code name will be updated based upon nominal code selection from a browse.
Line Date	Enter any line-item date required or leave blank to use the date entered in the **Header Date** cell.
Tax Code	Enter the **tax code** for the line-item of a taxable receipt.
Goods Value	Enter the **net value** of the line-item.
Tax Value	Enter the **tax value** for the line-item of a taxable receipt.
Gross Value	Enter the **gross value** of the line-item.

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

When creating cash receipts 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.

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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 receipt via the Bank worksheet.

Group By ID

When posting multiple receipts to Sage 200 at once, Excel Data Bridge needs to let Sage 200 know which line-items belong to the same receipt 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 Receipts worksheet is the field for **Group By ID**, so when posting multiple receipts 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	Taxable Receipt 1	Receipt 1	2356	1		A	31100	SCO	VAL		Sales - Value Added		1	1000	200	1200
		TRUE	Taxable Receipt 1	Receipt 1	2356	1		A	31100	SCO	ADM		Sales - Default		1	500	100	600
		TRUE	Taxable Receipt 2	Receipt 2	100015	1		B	39400	ADM	ADM		Other - Commissions Received		1	600	120	720
		FALSE	Non-Tax Receipt 1	Receipt 3	8697	1		C	39600	ADM	ADM		Other - Insurance Claims			100		100
		FALSE	Non-Tax Receipt 2	Receipt 4	101536	1		D	38100	ADM	ADM		Sales of Assets			300		300

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

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

Any unique data can be entered to keep receipt 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 receipt transaction to Sage 200 containing all lines of data entered, as opposed to creating four separate receipt transactions.

Creating Transactions

Once you have entered your cash receipt 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 Receipts.
- **Create Receipts** – 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.

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

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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.

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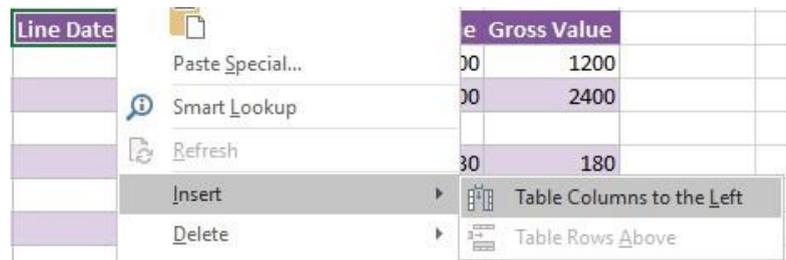
correct formatting.

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.

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 receipt in Sage 200.
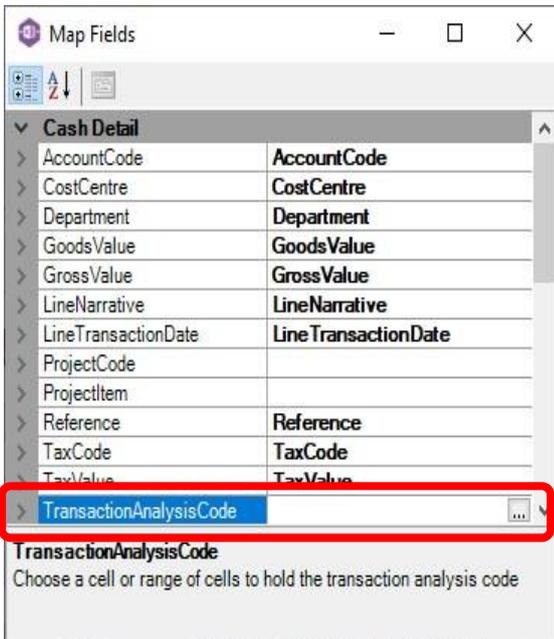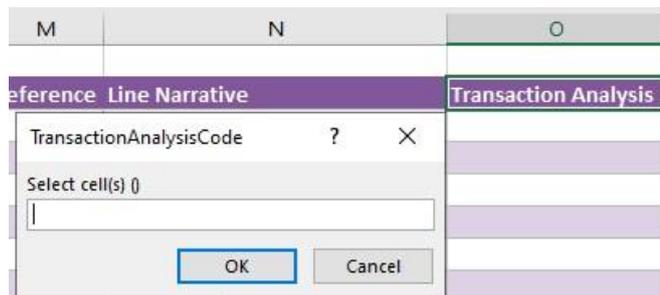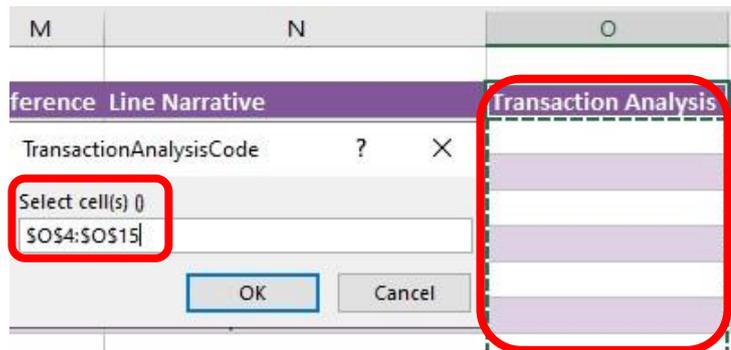
Click **Designer** to open the mappings for the template and locate the field to map the column to.

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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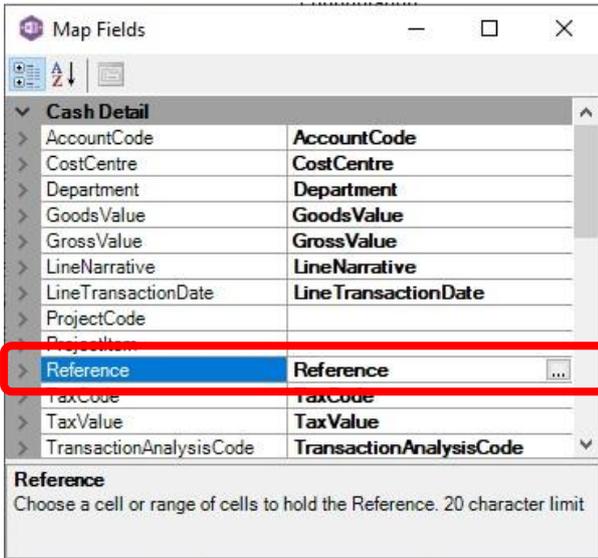## CB_Cash Receipts Function

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

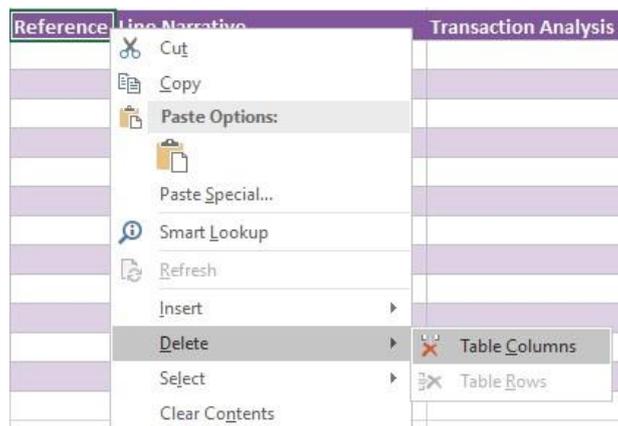Open the **Designer** to view the current field mappings.

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.