

Excel Data Bridge

Inter Account Transfer Function



Introduction

The Inter Account Transfer function emulates the creation of bank transfer transactions available in Sage 200 via **Cash Book > Other Transactions > Inter Account Transfer**.

Excel Data Bridge can post bank transfers between **bank accounts with the same currency ...**

The screenshot shows the 'Inter Account Transfer' window in Sage 200. Under 'Account Selection', the 'Payment account' is '1 MAIN BANI' and the 'Receipt account' is '5 PETTY CA'. Both accounts have a balance of £. The 'Transfer Details' section shows a description of 'Monthly top up', a reference of 'PC TFR', and a payment value of £ 296.12.

...and bank accounts with different currencies.

The screenshot shows the 'Inter Account Transfer' window in Sage 200. Under 'Account Selection', the 'Payment account' is '1 MAIN BANI' (£) and the 'Receipt account' is '2 EURO BAN' (EUR). The 'Transfer Details' section shows a description of 'Sterling to Euro transfer', a reference of 'EURO TFR', a payment value of £ 10000.00, a receipt value of EUR 16370.23, and an exchange rate of 0.610865.

It includes a multiline template allowing multiple bank transfers between bank accounts of different currencies to be recorded in Sage 200 at the same time.

3	Status	URN	GroupByID	PaymentAccount	ReceiptAccount	Description	Reference	2ndReference	TransferDate	PaymentValue	ExchangeRate
4	A		1	4	4	Main to Deposit	DEPOSIT			10000	
5	B		1	5	5	Main to Office Petty Cash	PETTY			296.12	
6	C		3	7	7	US Main to US Deposit	US DEPOSIT			5000	
7	D		1	2	2	GBP Main to Euro Account	GBP to EUR			1000	0.83
8	E		1	3	3	GBP Main to USD Account	GBP to USD			1000	0.74
9	F		1	6	6	Main to Warehouse Petty Cash	PETTY WH			200	

Field Mappings

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

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Map Fields

Information	
Status	Status
URN	URN
Inter Account Transfer	
CommissionCC	
CommissionCode	
CommissionDept	
CommissionFrom	
CommissionValue	
Description	Description
ExchangeRate	
GroupByID	GroupByID
NominalCC	
NominalCode	
NominalDept	
PaymentAccount	PaymentAccount
PaymentToBase	
PaymentValue	PaymentValue
ReceiptAccount	ReceiptAccount
ReceiptToBase	
ReceiptValue	
Reference	Reference
SecondReference	SecondReference
TransferDate	TransferDate

Status
Display the upload status

The **Information** section contains Excel Data Bridge specific fields.

The **Inter Account Transfer** section shows all Sage 200 fields available to the bank transfer 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.

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 three worksheets within this template: **Single Currency**, **Multi-Currency-Ex.Rate Known** and **Multi-Currency-Ex.Rate Unknown**.

If your bank transfers are always between two bank accounts of the *same currency*, use the **Single Currency** worksheet to create these in Sage 200; if you have a *mixture* of bank transfers

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between same currency banks and different currency banks, use either of the **Multi-Currency** worksheets (depending on whether or not the Exchange Rate of the payment currency is known).



Single Currency

In the **Single Currency** worksheet, columns **A – J** are available to be entered against the bank transfer.

The screenshot below shows three bank transfers, the first two transfers are between two **GBP** bank accounts and the third is a transfer between two **USD** bank accounts.

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

A	B	C	D	E	F	G	H	I	J
Status	URN	GroupByID	PaymentAccount	ReceiptAccount	Description	Reference	2ndReference	TransferDate	PaymentValue
A		1	4		Main to Deposit	DEPOSIT			10000
B		1	5		Main to Office Petty Cash	PETTY			296.12
C		3	7		US Main to US Deposit	US DEPOSIT			5000

Status

Populated when selecting either the **Validate IA Transfer** or **Create IA Transfer** 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.

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URN	Populated on a successful transaction creation in Sage 200. The field will update for each new transaction successfully posted. The data returned in this field enables traceability of the transaction in Sage 200 via the URN field.
GroupByID	IMPORTANT - See section for Group By ID on page 7
PaymentAccount	Enter the Sage 200 Bank Account Code the money is coming from by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
ReceiptAccount	Enter the Sage 200 Bank Account Code the money is going to by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
Description	Enter any description required for the bank transfer.
Reference	Enter any data required to populate the Reference field against the bank transfer in Sage 200.
2ndReference	Enter any data required to populate the 2ndReference field against the bank transfer in Sage 200.
TransferDate	Enter the date of the bank transfer or leave the cell blank to post using today's date.
PaymentValue	Enter the value of bank transfer.

Multi Currency-Ex.Rate Known

In the **Multi Currency-Ex.Rate Known** worksheet, columns **A – J** are the same as the Single worksheet. Column **K** requires the payment exchange rate to be entered for a foreign currency transfer. Columns **L – U** are also available as an option if the bank transfer has either

A	B	C	D	E	F	G	H	I	J	K
Status	URN	GroupByID	PaymentAccount	ReceiptAccount	Description	Reference	2ndRef	TransferDate	PaymentValue	ExchangeRate
	A	1	2		GBP Main to Euro Account	GBP to EUR			1000	0.83
	B	1	3		GBP Main to USD Account	GBP to USD			1000	0.74

Commission or an **Exchange Rate Difference** to be posted to the Nominal Ledger.

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The screenshot below shows two bank transfers, the first transfer is between a **GBP** and **EUR** bank account and the second is a transfer between a **GBP** and **USD** bank account.

The table below explains the purpose of each of these additional fields in the event of a **multicurrency** bank transfer where both the Payment Value and Exchange Rate are **known**: -

ExchangeRate	<p>Enter the payment exchange rate for a bank transfer between two different currency bank accounts.</p> <p>The payment value will be divided by the exchange rate to populate the receipt value in Sage 200.</p>
CommissionValue	Enter any commission value charged for a foreign currency bank transfer.
CommissionFrom	<p>Enter whether the commission value should be paid from either: -</p> <ul style="list-style-type: none"> • Payment account (enter the letter P) • Receipt account (enter the letter R)
CommissionAccount	Browse to select the required commission account from the Sage 200 nominal code list
CommissionCostCentre	The commission cost centre will be updated based upon nominal code selection for commission account.
CommissionDept	The commission department will be updated based upon nominal code selection for commission account.
PaymentToBaseRate	Enter the payment to base rate exchange rate. The payment value is divided by this number to provide the base rate value.
ReceiptToBaseRate	Enter the receipt to base rate exchange rate. The receipt value is divided by this number to provide the base rate value.
NominalAccountCode	Browse to select the nominal account code for any exchange rate differences to be placed.
NominalCostCentre	The nominal cost centre will be updated based upon nominal account code selection.
NominalDepartment	The nominal department will be updated based upon nominal account code selection.

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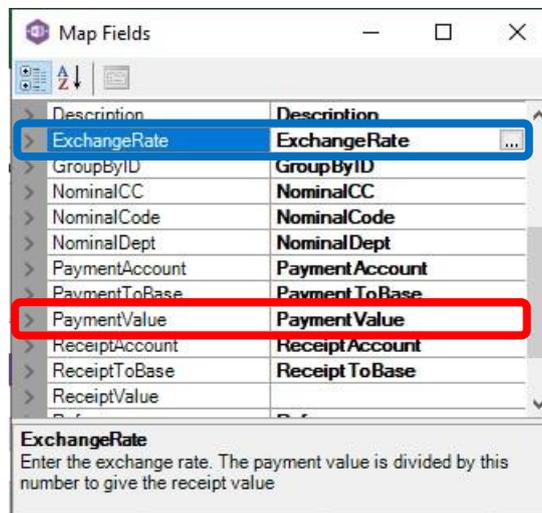
Multi Currency-Ex.Rate Unknown

In the instance of a bank transfer between two different currency bank accounts where the **payment value** and **receipt value** are known, but *not* the payment exchange rate, you can use the worksheet for **Multi Currency-Ex.Rate Unknown**.

Columns **A – I** can be completed as normal; the payment and receipt values in the different currencies should be entered in columns **J and K**. This in turn will calculate the **Exchange Rate** in column **L**.

J	K	L
		READ ONLY
PaymentValue	ReceiptValue	ExchangeRate
1000	1250	0.8
1000	1300	0.769230769

Only the **Payment Value** and **Exchange Rate** columns are mapped in the Designer and therefore sent to Sage 200. The **Receipt Value** is calculated from the payment value and exchange rate.



A	B	C	D	E	F	G	H	I	J	K	L
											READ ONLY
Status	URN	GroupByID	PaymentAccount	ReceiptAccount	Description	Reference	2ndRef	TransferDate	PaymentValue	ReceiptValue	ExchangeRate
		A	1	2	GBP Main to Euro Account	GBP to EUR			1000	1250	0.8
		B	1	3	GBP Main to USD Account	GBP to USD			1000	1300	0.769230769

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The screenshot below shows two bank transfers where both the **Payment Value** and **Receipt Value** have been entered, and the **Exchange Rate** calculated automatically by dividing the payment value by the receipt value.

Group By ID

When posting multiple bank transfers to Sage 200 at once, Excel Data Bridge needs to let Sage 200 know when a new bank transfer should be created. 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 Inter Account Transfer worksheet is the field for **Group By ID**, so when posting multiple bank transfers via Excel Data Bridge, it’s vital that data is entered in this column.



If unique data is entered in the **Group By ID** field against each bank transfer, separate bank transfers will be created in Sage 200.

See screenshot below where three bank transfers are shown, and the letters **A**, **B** and **C** have been entered against each bank transfer.

A	B	C	D	E	F	G	H	I	J	K
Status	URN	GroupByID	PaymentAccount	ReceiptAccount	Description	Reference	2ndRef	TransferDate	PaymentValue	ExchangeRate
		A	1	2	GBP Main to Euro Account	GBP to EUR			1000	0.83
		B	1	3	GBP Main to USD Account	GBP to USD			1000	0.74
		C	1	6	Main to Warehouse Petty Cash	PETTY WH			200	

Any unique data can be entered in the Group By ID field, so using numbers 1, 2 and 3 instead would have had the same effect.

In this example, leaving Group By ID **empty** would post a **single bank transfer** to Sage 200 for the first row of data found in the worksheet. Any subsequent bank transfers in the worksheet would be ignored, and therefore not posted to Sage 200.

Creating Transactions

Once you have entered your bank transfers in the template, you have the following options: -

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- **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 IA Transfer.
- **Create IA Transfer** – will attempt to create the bank transfer in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to **Processed**. The **URN** cell will be populated with the URN assigned in Sage 200 to enable the transaction to be traced.

Bank Account Transaction Enquiry for Main Bank Account

Account Details
 Account: 1 Main Bank Account 10-23-17 00894234

Transaction Selection
 No filter

Type	Date	Statement Da	Page No.	Reference	2nd Ref.	Payment Value	Code	User	Source	URN
Payment	23/02/2022			PETTY WH		-200.00	6	Admin	Cash Book	27097
Payment	23/02/2022			GBP to USD		-1000.00	3	Admin	Cash Book	27096
Payment	23/02/2022			GBP to EUR		-1000.00	2	Admin	Cash Book	27095

Bank Account Transaction Enquiry for Petty Cash (Warehouse)

Account Details
 Account: £ Petty Cash (Warehouse) 00-00-00

Transaction Selection
 No filter

Type	Date	Statement Da	Page No.	Reference	2nd Ref.	Payment Value	Code	User	Source	URN
Receipt	23/02/2022			PETTY WH		200.00	1	Admin	Cash Book	27097

Bank Account Transaction Enquiry for Euro Bank Account

Account Details
 Account: £ Euro Bank Account 10-23-17 00126224

Transaction Selection
 No filter

Type	Date	Statement Da	Page No.	Reference	2nd Ref.	Payment Value	Code	User	Source	URN
Receipt	23/02/2022			GBP to EUR		1204.82	1	Admin	Cash Book	27095

Bank Account Transaction Enquiry for US Dollar Account

Account Details
 Account: £ US Dollar Account 13-45-78 46678902

Transaction Selection
 No filter

Type	Date	Statement Da	Page No.	Reference	2nd Ref.	Payment Value	Code	User	Source	URN
Receipt	23/02/2022			GBP to USD		1361.35	1	Admin	Cash Book	27096

Amending Templates

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

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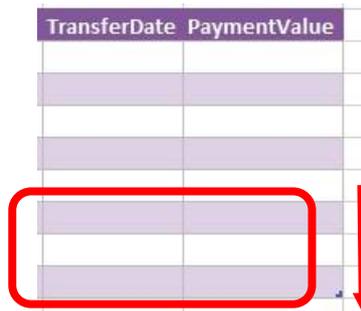
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To add additional **rows**, firstly locate the cell at the bottom right-hand corner of the formatted table.

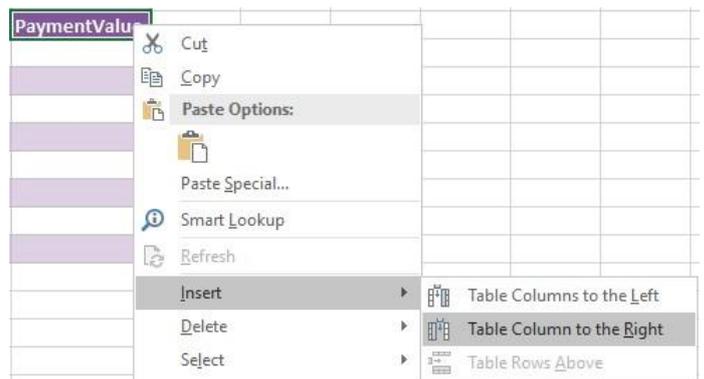


Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

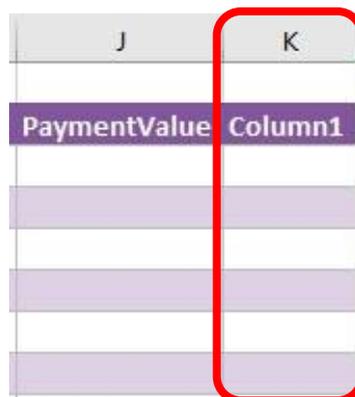


To add an additional **column**, right click on the column heading where you would like your new column to appear and select either

- **Insert > Table Columns to the Left**
- **Insert > Table Columns to the Right**



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.



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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 the **Exchange Rate** to be entered against the bank transfer.

J	K
PaymentValue	Ex. Rate

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

1. Click the **ExchangeRate** field. The **Company** column

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

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

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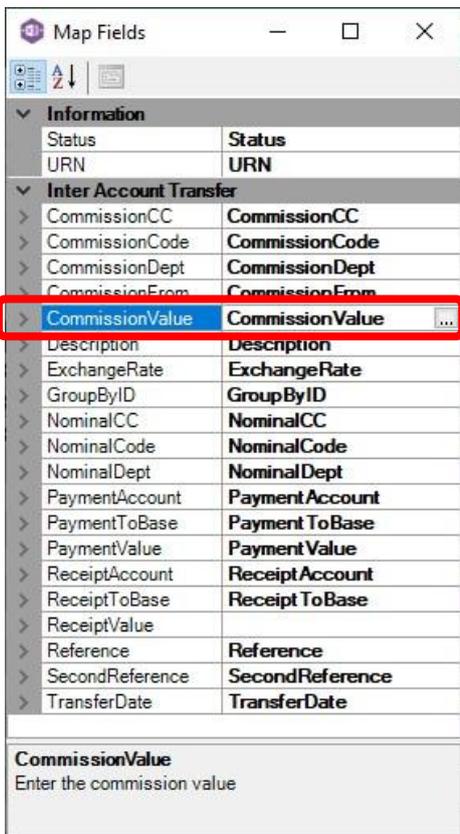
Page:

Deleting unwanted columns

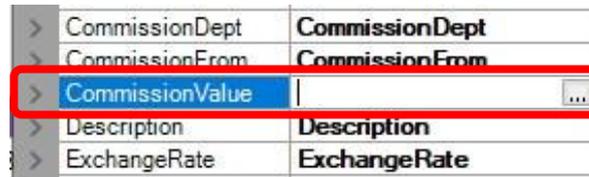
Deleting unwanted columns within a template is a two-step process: -

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

Open the **Designer** to view the current field mappings. If for example, the **Commission** columns are not required on the worksheet, these can be unmapped, and the columns deleted.



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

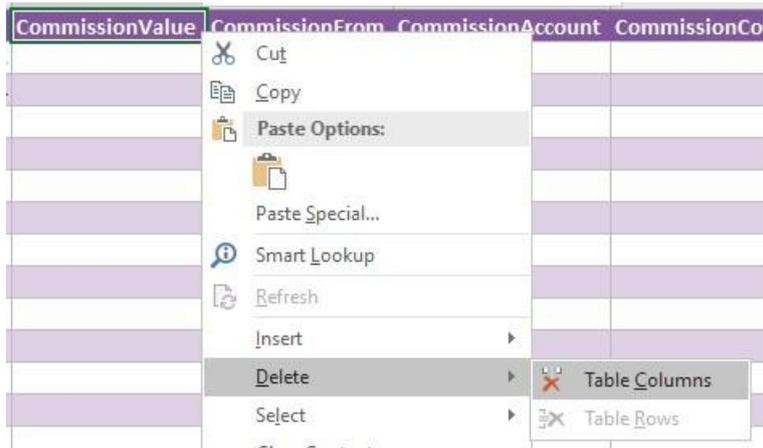


2. Repeat for any other unrequired fields
3. Close the Designer
4. Click **Validate Design** to check for errors

Right click the first column heading to remove and select **Delete > Table Columns**. Repeat for any other columns required.

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