

Introduction

The NLJournal function includes two separate templates which are pre-mapped to Sage 200: -

• the **Singleline template** emulates both the journal entry and previous year journal entry screens in Sage 200.

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 the Multiline template allows you to create multiple journal entries (of different journal types) in Sage 200 at once. Single, Reversing, Recurring and Previous Year journals can be created, as well as Held journals.

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13 14	C														Corre	ection	08105			Vehicle Cost - U235 GVK				2500	2500		

NL_Journal Function



Field Mappings

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

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She	et NLJour	nal	0	Map Fields	– 🗆 X	
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			~	Information		
A	+			DisplayJournalNumber	DisplayJournalNumber	
	A	11		DisplayURN	DisplayURN	
- 40	A	-		Status	Status	
			Y	Nominal Header		
			>	Company		
		-	>	DeleteHeld		
			>	Held	Held	
			>	JournalDate	JournalDate	
			>	JournalNarrative	JournalNarrative	
		12	>	JournalNumber	JournalNumber	
			>	RecurringDates	RecurringDates	
1			>	ReversingDate	ReversingDate	
2			×	Nominal Lines		
3	Status	Gro	>	CostCentre	CostCentre	
4		A	>	CreditAmount	CreditAmount	
5		A	>	DebitAmount	Debit Amount	
6		^	>	Department	Department	
		-	>	GroupByID	GroupByID	
7	-		>	Narrative	Narrative	
8		В	>	NominalCode	NominalCode	
9		В	>	TaxCode	TaxCode	
10			>	TaxType	ТахТуре	
11			>	a stand out of the set	TransactionAnalysisCode	e
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The **Information** section contains Excel Data Bridge specific fields.

The **Nominal Header** section shows the available Sage 200 fields for the journal header details 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 **Nominal Lines** section shows the available Sage 200 fields for journal lines 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 **Settings** section allows the way in which journal types are selected to be changed from the default.

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.

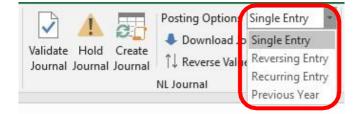
Singleline Template

There are two worksheets within this template: **MENUJournalType** and **InSheetJournalType**. The main difference between the two is how you assign the type of journal being created in the sheet. Both examples will be explained in this document.

MENUJournalType	InSheetJournalType	Help & Support	+
	MENUJournalType	MENUJournalType InSheetJournalType	MENUJournalType InSheetJournalType Help & Support

MENUJournalType

When creating journals using the **MENUJournalType** worksheet, the type of journal being created is controlled by the **Posting Options** dropdown on the Excel Data Bridge ribbon.



Once the relevant journal type has been selected from the ribbon, data can be entered in the worksheet. The first section contains **journal header information**.

2			
3	Status		
4	Journal Date		
5	Reversing Dates		
6	Recurring Dates		
7	User Journal No.		
8	Narrative	TFR	
9	Sage Journal No.		
10	URN		
11			

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

Status	Populated when selecting either the Validate or Create Journal 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.



NL_Journal Function



JournalDate	Enter the date of the journal posting. Leave the cell blank to post using today's date or when posting a reversing journal.
ReversingDate	Enter the reversing date for a Reversing journal type. Leave the cell blank for all other journal types.
RecurringDates	Enter any recurring dates in these cells for a Recurring journal type. Leave the cells blank for all other journal types
UserJournalNo	Enter any data required to populate the Reference field against the journal in Sage 200. If left blank, the auto generated SageJournalNo will be used as the reference.
Narrative	Enter any data required to populate the Narrative field against the journal in Sage 200. The same narrative will be applied to all journal lines, unless narrative is also entered at line-item level, in which case the line-item narrative takes precedence.
SageJournalNo	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 Reference field.
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.

The journal line-item information can be entered in the main area of the worksheet: -

11								
	NominalCode	CostCentre	Department	Narrative	ТахТуре	TaxCode	DebitAmount	CreditAmount
	16800							1000
14	16901						1000	
15								
16								

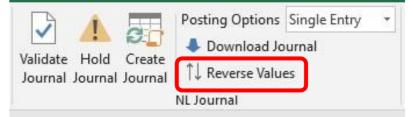
The table below explains the purpose of each of the line-item fields: -

NL_Journal Function



NominalCode	Right click on this cell and select Excel Data Bridge Browse to access Sage 200 nominal data and assign a nominal code to a journal line.
CostCentre	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.
Narrative	Enter any data required to populate the Narrative field against the journal line in Sage 200. Data entered in this narrative field takes precedence over any data entered in the Narrative field in the header.
ТахТуре	Enter the Sage 200 tax type (optional). Select required option from drop- down list. Leave blank to assign tax type N/A.
TaxCode	Enter the Sage 200 tax code (optional). Leaving this blank will treat the journal line as Exempt.
DebitAmount	Enter the debit value for the journal line. The total of values entered in the debit column <i>must equal</i> the total of values entered in the credit column.
CreditAmount	Enter the credit value for the journal line. The total of values entered in the credit column <i>must equal</i> the total of values entered in the debit column.

If the debit and credit amounts have been entered in the wrong columns, they can be quickly corrected by selecting the **Reverse Values** button from the Excel Data Bridge ribbon.



InSheetJournalType

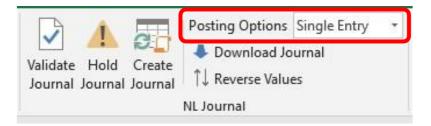


NL_Journal Function

When creating journals using the **InSheetJournalType** worksheet, the type of journal being created is controlled by the **Journal Type** drop-down in the journal header rather than the Posting Options dropdown on the Excel Data Bridge ribbon.

2				
3	Status			
4	Journal Type	SINGLE	-	
5	Journal Date	SINGLE	De	
6	Reversing Dates	RECURRING	nal Typ	e
7	Recurring Dates	PREVIOUS		_
8	User Journal No.			
9	Narrative	TFR		
10	Sage Journal No.			
11	URN			
12				

If no selection is made in the **Journal Type** cell, i.e. the data has been cleared, the journal will be created using the journal type displayed in the **Posting Options** field on the ribbon.



The remaining process is identical to creating a journal via the MENUJournalType worksheet. Choose whichever worksheet is preferable to create your journal entries in Sage 200. **Creating Transactions**

Once you have entered your journal 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 Journal.
- **Create Journal** will attempt to create the journal in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to



NL_Journal Function

Processed. Both the **SageJournalNo** and **URN** cells will be populated with the Reference and URNs assigned in Sage 200 to enable the journal to be traced.

2				
3	Status	Processed		
4	Journal Date			
5	Reversing Dates			
6	Recurring Dates			
7	User Journal No.			
8	Narrative	TFR		
9	Sage Journal No.	J000000049		
10	URN	27070		
11				

The transaction can be traced in Sage 200 by either the Reference or URN populated: - **Multiline Template**

Fewer options are offered in the **NL Journal** section of the Excel Data Bridge ribbon in the multiline template compared to the singleline template. These missing options are represented in the main area of the worksheet.



The template format differs slightly but offers similar fields.

Columns A – N represent the header fields of the journal entry.

	ons List																						
Amend Transaction Details	Correct Transactions	New Account	Amend Account	Day Book Report	Manual Jo Listin	ournal	Non-Tradir VATable Trans		revious Ye ournal List	ear Tra	nsaction (Current	URN Repo (Current		Transaction By Period)		3 esh List	S wap	200					
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Code	Cost Cent	tre Departr	nent Nam	1e		Da	te	Det	bit Value	Credit	Value	ference		Narrative	1		Trans	action An	alysis		URN	Source	
16901			Pett	y Cash - O	ffice	13	/01/2022		1000.00		0.00 J0	00000049		TFR							27070	lominal Ledg	ger
16800			Ban	k Current A	Account	13	/01/2022		0.00	10	00.00	00000049		TFR							27070	Jominal Ledg	ger
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0	Р	Q	R	S	T	U	V	W
NominalCode	CostCentre	Department	LineNarrative	TaxType	TaxCode	DebitAmount	CreditAmount	TransactionAnalysis
16601			Euro Bank Account			1000		
16800			Bank Current Account				1000	
08205			Vehicle Depr - Y234 JKM			200		
08202			Vehicle Depr - \$236 GVK				200	
08105			Vehicle Cost - Y234 JKM				2500	
08101			Vehicle Cost - U235 GVK			2500		
	· · · · · · · · · · · · · · · · · · ·			-		(

Columns O – W represent the line item fields of the journal entry.

There will be slight variations in the default mappings shown in the Designer between the singleline and multiline templates, but the Sage 200 fields offered are the same.

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

Extra fields available to the multiline template are **Group By ID** and **Transaction Analysis**

Group By ID

When posting multiple journals to Sage 200 at once, Excel Data Bridge needs to let Sage 200 know which line-items belong to the same journal entry. 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 NL_Journal worksheet is the field for **Group By ID**, so when posting multiple journals via Excel Data Bridge it's vital that data is entered in this column.

KeyFiel	d propertie:	s detecte	ed:
Group	ByID		

If unique data is entered in the **Group By ID** field against each line-item belonging to the same journal, separate journals will be created in Sage 200.

See screenshot below where three journals are shown, and the letters **A**, **B** and **C** have been entered against each journal line belonging to one journal.



Any unique data can be entered to keep journal line-items together, 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 journal entry to Sage 200 containing all six line-items of data entered, as opposed to creating three separate journals with two line-items each.

Transaction	IS							
Reference:	J0000000	50						
Date	Code	Cost Centre	Department	Name	Credit Value	Debit Value	Narrative	Reference
13/01/2022	16601			Euro Bank Acco	0.00	1000.00	Euro Bank Account	J00000050
13/01/2022	16800			Bank Current A	1000.00	0.00	Bank Current Account	J00000050
13/01/2022	08205			Vehicle Depr	0.00	200.00	Vehicle Depr - Y234 JKM	J00000056
13/01/2022	08202			Vehicle Depr	200.00	0.00	Vehicle Depr - S236 GVK	J00000056
13/01/2022	08105			Vehicle Cost - Y	2500.00	0.00	Vehicle Cost - Y234 JKM	J00000056
	08101			Vehicle Cost - U	0.00	2500.00	Vehicle Cost - U235 GVK	J00000050

Transaction Analysis

an an Deal D										
топрвую р	DisplayJournalNo E	DisplayURN InShe	etJournalType H	leld JournalDate UserJourn	alNo Narrative	NominalCode	CostCentre Department	LineNarrative	TaxType TaxCode DebitAmount	CreditAmount TransactionAna
		SINGL	E N	10	Bank Transfer	16601		Euro Bank Account	1000	
10						16800		Bank Current Account		1000
e		SINGL	E N	10	Correction	08205			200	
6. T						08202		Vehicle Depr - S236 GVK		200
				nor l						an in course
		SINGL	E N	10	Correction	08105		Vehicle Cost - Y234 JKM		2500
0						08101		Vehicle Cost - U235 GVK	2500	
			SINGL	SINGLE N	SINGLE NO	SINGLE NO Bank Transfer	SINGLE NO Bank Transfer 16601 16800 SINGLE NO Correction 08205 08202 SINGLE NO Correction 08105	SINGLE NO Bank Transfer 16601 16800 SINGLE NO Correction 08205 08202 SINGLE NO Correction 08105	SINGLE NO Bank Transfer 16601 Euro Bank Account Image: Single NO Correction 08205 Vehicle Depr - Y234 JKM Image: Single NO Correction 08105 Vehicle Cost - Y234 JKM Image: Single NO Correction 08105 Vehicle Cost - Y234 JKM	SINGLE NO Bank Transfer 16601 Euro Bank Account 1000 16800 Bank Current Account Bank Current Account 16800 Bank Current Account 1000 SINGLE NO Correction 08205 Vehicle Depr - Y234 JKM 200 SINGLE NO Correction 08105 Vehicle Cost - Y234 JKM 200

Any transaction analysis codes appearing in the **Transaction Analysis Codes** area of Sage 200 can be entered in the Transaction Analysis column in Excel Data Bridge.

Excel Data Bridge NL_Journal Function Amending Templates

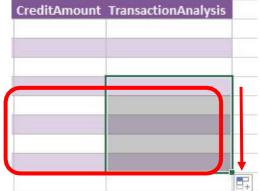


The worksheet templates have been created in an Excel table with the correct formatting applied.

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

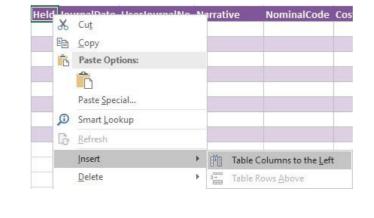
CreditAmount	Transaction Analysis	
		٦

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

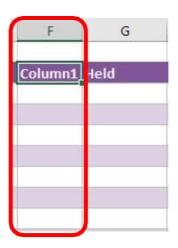
Insert > Table Columns to the Left



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.

NL_Journal Function





Mapping a new column

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

	Map Fields	- 0	×	field.	F	G
•	Anning Hander Company	_		New column added to the multiline template to allow	Company	Held
~ ~ ~ ~ ~ ~ ~ ~	Detect-field Held JournalDate JournalNarrative JournalNumber RecurringDates ReversingDate	Held JournalDate JournalNarrative JournalNumber		the Sage 200 company name to be entered against the journal.		
lf s		priority over the user co bbon. This must match t				

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 Company field. The cell mapping window appears.



F	G	Н	1
Company	Held	Journal Date	UserJournalNc
	Company		? ×
	Select cell(s	0	
		ОК	Cancel

 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.

E.	G	Н		
Company.	leld	Journal Date	UserJo	urnalNc
	Compan	у	?	×
	Select cel SFS4:SFS			
-		ОК	Ca	ncel

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.

Y	Nominal Header	and a second	~
>	Company	Company	
>	Held	Held	
-	JournalDate	Joannal Date	,
>	JournalNarrative	JournalNarrative	
>	JournalNumber	JournalNumber	
>	RecurringDates		
>	ReversingDate		~

NL_Journal Function

Clear the mapping against the field 1.

no longer required.

- 2. Repeat for any other unrequired
- 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.

Held	- 44	urnalData	UsorlauraalM	Nar	rative	Nomin
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	G	Refresh				
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		<u>D</u> elete	×	×	Table <u>C</u> o	lumns
		Select		3×	Table <u>R</u> o	NS

3	Company	Company		
5	DeleteHeld			
>	Held	1		
>	JournalDate	JournalDate		
>	JournalNarrative	JournalNarrative		
3	JournalNumber	JournalNumber		