Excel Data Bridge
NL_Journal Function

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.

- 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.

Excel Data Bridge
NL_Journal Function
Field Mappings

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

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 right-hand 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.
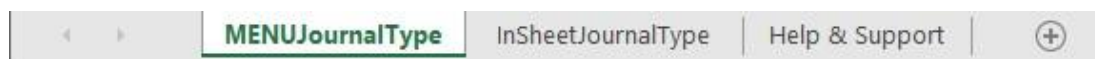
Singleline Template

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.
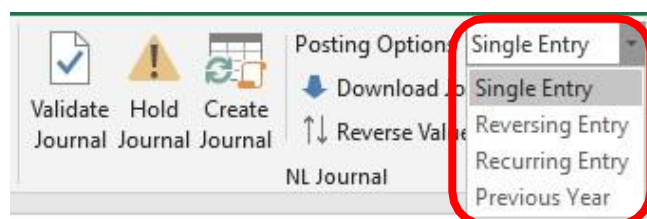
Excel Data Bridge
NL_Journal Function

| ◀ ▶ | **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.**

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.

Excel Data Bridge
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: -

	NominalCode	CostCentre	Department	Narrative	TaxType	TaxCode	DebitAmount	CreditAmount
11								
12								
13	16800							1000
14	16901						1000	
15								
16								

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

Excel Data Bridge
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.
TaxType	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 *must equal* 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 *must equal* 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.
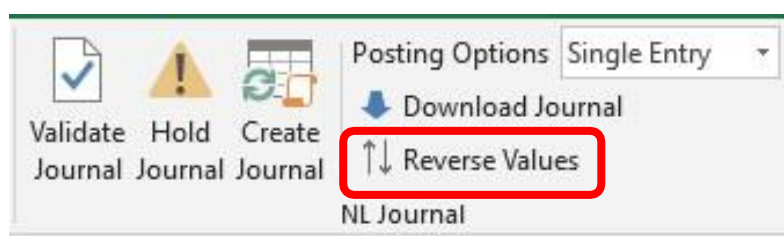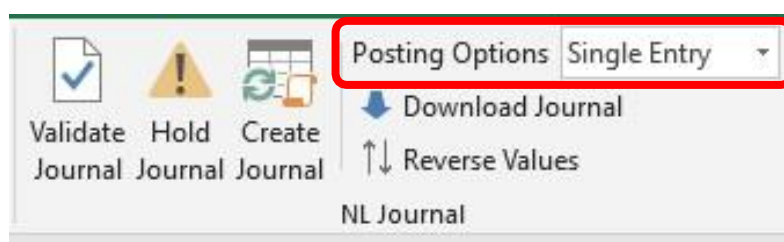

InSheetJournalType

Excel Data Bridge
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.

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

Excel Data Bridge
## 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.

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.
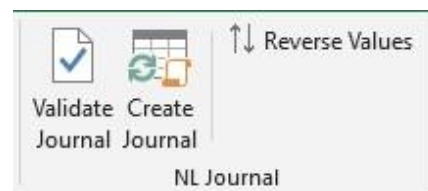
The template format differs slightly but offers similar fields.

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

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

O	P	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 - S236 GVK				200	
08105			Vehicle Cost - Y234 JKM				2500	
08101			Vehicle Cost - U235 GVK			2500		

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.

KeyField properties detected:

GroupByID

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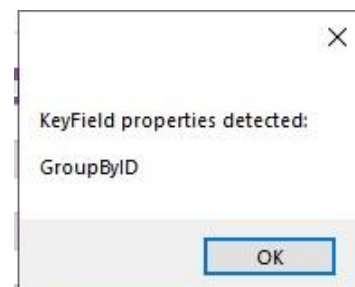
If unique data is entered in the **Group By ID** field against each line-item belonging to the same journal, separate journals will be created in Sage 200.

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 Analysis

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.
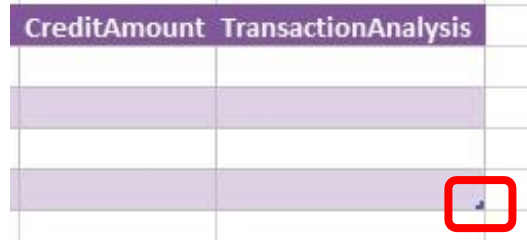
Excel Data Bridge
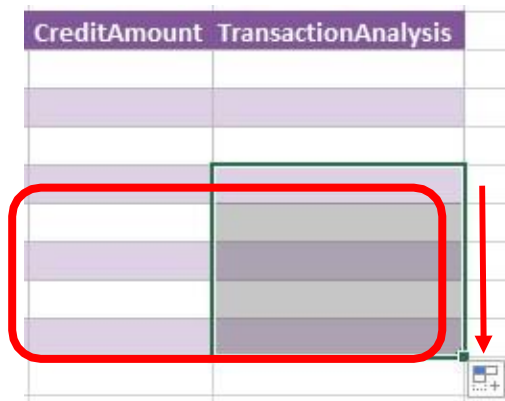## NL_Journal Function
Amending Templates

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.
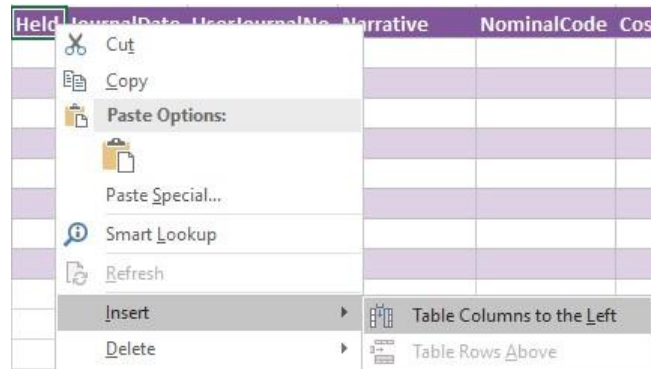

Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

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.
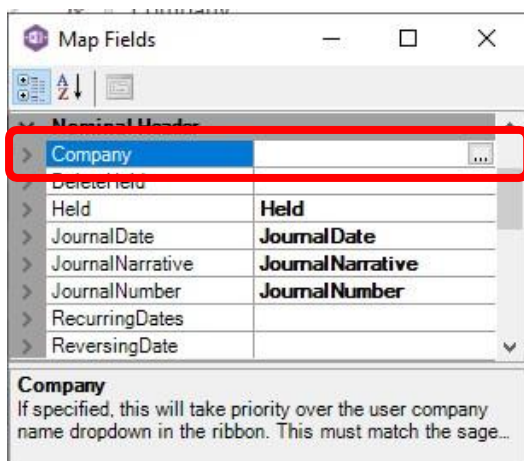
Mapping a new column

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 the Sage 200 company name to be entered against the journal.
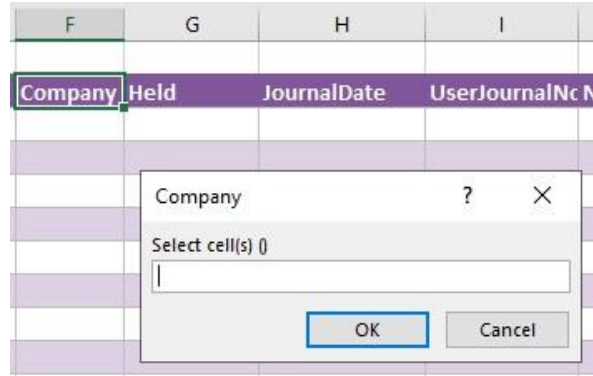

Click **Designer** to open the mappings for the template and locate the field to map the column to.

1. Click the ... **Ellipsis** to the right of the Company field. The cell mapping window appears.
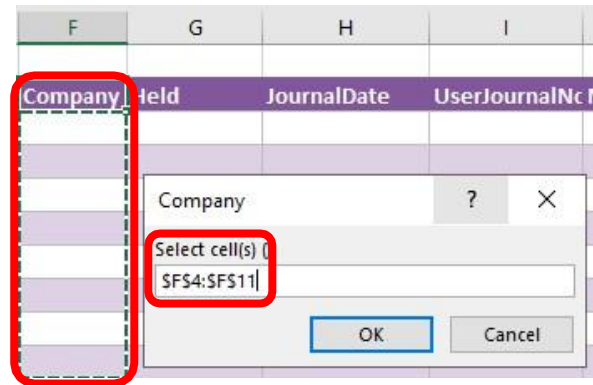
Excel Data Bridge
NL_Journal Function

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

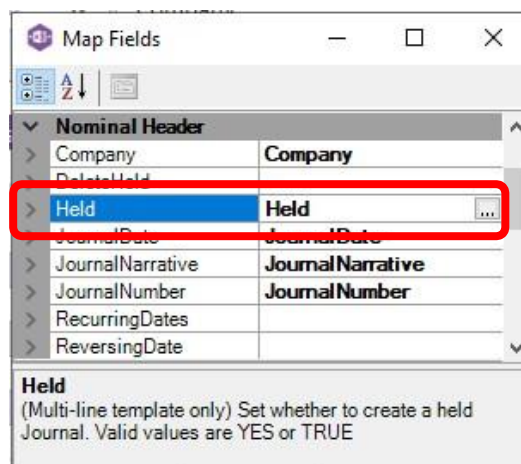The column is now mapped and can be populated in Excel Data Bridge.

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.

Excel Data Bridge
NL_Journal Function

       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.