

Introduction

The PL_Cash function emulates the creation of payment and receipt transactions in the Sage

200 Purchase Ledger.



It includes a multiline template allowing multiple purchase payments and purchase receipts to be created in Sage 200 as either stand-alone transactions, or they can be allocated to outstanding invoices, credit notes or payments.

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Field Mappings

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

	Map Fields		-			×
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The **AutoMatch** section allows transactions being selected via Auto Match to be filtered upon when allocation values are unknown.

The **Bank Charges** section contains fields that can be mapped to allow bank charges to be entered for foreign bank accounts in Sage 200.

The **BrowseResults** section contains five spare fields, not mapped to Sage 200, used to display browse result information.

The **Information** section contains Excel Data Bridge specific fields, populated once a transaction is created in Sage 200.

The **PLCash Detail** section shows the available Sage 200 fields for allocations 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 **PLCash Header** section shows the available Sage 200 fields for the purchase payment/receipt header details 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 controls how any overpayments of purchase payments/receipts are handled.

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

Columns A – M in the template represent the header fields of the purchase payment / receipt.

1	А	В	C D	E	F	G	Н	1	J	К	L	М
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1												
12	Status	CashRef	Bank CashDate	SupplierCode	PaymentReceiptInd	l Value	Reference	2ndRef	SettlementDisc	Currency	/ SupplierVa	AllocationDate
4			1	DON001	Р		BACS				All had and a sinistential had and	
5			1	CHR001	R	641	003879					
6			1	FOR001	P	32.36	BACS					
7			1	SAZ001	Р	1950.5	BACS					
8			1	SAZ001	P	1950.5	BACS				1	
9			1	MOL001	Р	282	BACS					
10			1	MOL001	Р	282	BACS					
11			1	PBT001	Р	20000	BACS					
12			1	PBT001	Р	20000	BACS				1	
13			1	PBT001	Р	20000	BACS					
14			1	PBT001	P	20000	BACS					
15			1	PBT001	Р	20000	BACS					
16			1	PBT001	Р		BACS					
17			1	JOH002	Р	6879.33	BACS					
18			1	JOH002	Р	6879.3	and the second s					-
19			1	JOH002	Р	2259.3	a second second					
20			1	JOH002	Р	2259.3						-
21			1	ATL001	Р	7000	BACS					

Columns N - Q in the template represent the **allocation fields** for the purchase payment / receipt.

N	0	P	Q
AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
32.36		1578	0000003274
1339.5	Α	Order No 000003254	
611	A	Order No 0000003254	
180	В	789	0000003279
102	В	PO1505001	0000003323
675.72	С	Order No 0000003060	PBT001_30/07/
4106.63	С	Order No 0000003119	
4106.63	С	Order No 0000003149	
4106.63	С	Order No 0000003175	
4106.63	С	Order No 0000003205	
2897.76	С	Order No 0000003239	
1615.33	D	Order No 0000002949	JOH002_30/07/
5264	D	Order No 0000003004	
1436.79	E	Order No 0000003004	
822.5	E	Order No 0000003030	
6869.74		0030391	0000003338

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



Status	Populated when selecting either the Validate or Create Cash 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 provent the transaction being greated in Sage 200
	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.
CashRef	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.
Company	Select a Sage 200 company from the drop-down list to allow transactions to be created across several Sage 200 companies. Data entered here will take priority over the company selection from the Excel Data Bridge ribbon.
Bank	Enter the Sage 200 Bank Account 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.
CashDate	Enter the date of the purchase payment/receipt or leave the cell blank to post using today's date.
SupplierCode	Enter the Sage 200 Supplier Account Reference in this field by either typing it in manually or browsing your Sage 200 data.
PaymentReceiptIndicator	Advises Excel Data Bridge whether the transaction being posted is a payment , or a receipt.
	 Enter P to create a purchase payment in Sage 200 (or leave cell blank) Enter R to create a purchase receipt in Sage 200



Value	Enter the value of the purchase payment/receipt in this field.
Reference	Enter the reference for the purchase payment/receipt in this field.
2ndReference	Enter any additional reference for the purchase payment/receipt in this field.
SettlementDiscount	Enter the value of any settlement discount being taken in this field.
Currency	Enter the currency code of the transaction (only if different to the Supplier default currency). Leave cell blank to use default currency.
SupplierValue	Enter the value of the transaction in Supplier's currency (only if different to the Supplier default currency).
AllocationDate	Enter the allocation date for the purchase payment/receipt (or leave blank to allocate using today's date).
AllocationValue	Enter the allocation value for the purchase payment/receipt <i>(not required when using Auto-Match – see page 10)</i>
GroupByID	IMPORTANT - See section for Group By ID on page 11
PLItemRef	Browse on <i>either</i> this cell <i>or</i> PLItem2ndRef cell to view a list of unallocated transactions in Sage 200 to allocate the payment/receipt to. The PLItem2ndRef cell will be updated on selection.
PLItem2ndRef	Browse on <i>either</i> this cell <i>or</i> PLItemRef cell to view a list of unallocated transactions in Sage 200 to allocate the payment/receipt to.
	The PLItemRef cell will be updated on selection.

Creating Transactions

Excel Data Bridge offers flexibility when creating data in Sage 200. The following examples will be explained in this document: -

- · Creating stand-alone (unallocated) payments and receipts
- Creating payments and manually allocating to outstanding invoice transactions
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Using Auto Match to allow Excel Data Bridge to populate allocation details
 Handling overpayments of purchase payments

Stand-alone Payments and Receipts

Excel Data Bridge allows purchase payments and receipts to be created in Sage 200 to be allocated against outstanding purchase invoices and credit notes/payments at a later date.

This example shows both a **Purchase Payment** and **Purchase Receipt** entered for two different Sage 200 suppliers. When creating stand-alone purchase payments / purchase receipts, just enter the required data up to the **Settlement Discount** column, ignoring any columns further to the right.

Once you have entered your purchase payment/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

3	Status C	ashRef	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndReference	SettlementDiscount
4			1		DON001	P	3900	BACS		
5										
6			1		CHR001	R	641	003879		
-										

error must be rectified, and the error cleared from the status field before either validating again or selecting to Create Cash.

Create Cash – will attempt to create the transactions in Sage 200. This process also performs a full Sage validation check. If successful, the status cells will change to Processed, and the CashRef cells will be populated with the transaction numbers assigned in Sage 200 to enable the transactions to be traced.

The transactions can then be traced in Sage 200. The **CashRef** returned against each transaction in Excel Data Bridge will appear in the **URN** column for the transaction in Sage 200.

3	Status	CashRet	Bank CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndReference	SettlementDiscount
4	Processed	27077	1	DON001	P	3900	BACS		
5									
6	Processed	27078	1	CHR001	R	641	003879		



Purchase Payment

upplier Detai	ils											
ode:	DON001	✓ Addr	ess:	Mitche	lls Yard, Quarry	y Road, Doncaster, S	outh Yorksl	nire, DN10 5MC, Great I	Britain			
nort name:	Donaldso	✓ Credi	it limit: 4	£	20000.00							
stcode:	DN10 5MC	✓ Balan	nce:	£	0.00							
accounter a subsection of the	No. of Concession, Name				1415	Allocated Query	Status	Memo User	Source		11	IRI
Trans. T	Type Trans. Date	Reference	2nd Ref.		Value	Allocated duery					u	R
Trans. T Paymer		Reference BACS	2nd Ref.		-3900.00	0.00		Admin	Purchase	2/2	27	

Purchase Receipt

upplier Detai	s														
ode:	CHR001	*	Address:		34 Brid	ge Street, Sto	ckport, Cheshi	re, SK1 5.	AM, Great	Britain					
hort name:	Chrome	*	Credit limit:	£		20000.00									
ostcode:	SK1 5AM	*	Balance:	£		0.00									
urrent Histor	cal														
urrent Histor Transaction	cal3					Value I	Allocated	Query	Status	Memo	User	Source		URN	1
urrent Histor	cal3	Refer	rence 2nd	Ref.		Value 641.00	Allocated 0.00	Query	Status	Memo	User Admin	Source	1	URN 2707	
urrent Histor Transaction Trans. T	cal s ype Trans. Date 01/02/2022	Refer	rence 2nd			2000-000 A.M.	10000000000000000000000000000000000000	Query	Status Part	Memo	A CONTRACT.	1	ŧ	2010-02	8

When creating stand-alone purchase payments and receipts, the allocation drilldowns in the transaction enquiry screen will be *empty*; any allocations must be completed *manually* in Sage 200.

Payments with Manual Allocations

Excel Data Bridge can create purchase payments in Sage 200 and **allocate** them against outstanding purchase invoices at the same time.



In addition to completing required data in columns C - L, data can be entered in columns M - Q to state which transactions should be allocated to the payment.

Payment with single allocation

This example shows a purchase payment with the allocation value cell completed.

Excel Data Bridge now needs to know which transactions to allocate to upon posting to Sage 200. Browse on *either* the **PLItemRef** or **PLItem2ndRef** cells to browse outstanding invoices for

Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue
1		FOR001	P	32.36	BACS						32.36

the supplier. The example below shows only a single invoice available to allocate to the payment.

tatus	CashRef Ba	nk CashDate	SupplierCode	PaymentRecei	ptIndicator	Value Reference	2ndRefi Settle	mentDisc Curre	ency SupplierVa	lue Allocation	Date Allocati	onValue Group	ByID PLItemi	Ref PLIter	n2ndRe
		1	FOR001	Р		32.36 BACS						32.36			
Browse														- 0	×
Submit	Select All	Deselect All	Cancel	Insert Rows											
	Code	Credit Limit	Short Name	Balance	Indicator	Туре	Trans Date	Due Date	Reference	2nd Ref	Value	Outstanding	Discount	Query	
	FOR001	200	000 Formica	32	36 Debit	Invoice	01/10/2018	30/11/2018	1578	0000003274	32.	36 32.3		0	

Once the invoice allocation has been selected the **PLItemRef** and **PLItem2ndRef** cells will update.

AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
32.36		1578	0000003274

Click **Create Cash** and make a note of the **CashRef** returned to trace the transaction in Sage 200. The **CashRef** returned in Excel Data Bridge appears in the **URN** column for the payment, and the allocation details can be found in the **Allocation Session** drilldown.

ode: F	OR001		✓ Addr	ess:	Units	s 4-5 Klondiki	e Bus Centre, L	eehan Ro	ad, Londo	n, SE8 9A	W, Great Brit	ain	
hort name: F	ormica		✓ Credi	it limit:	£	20000.0	00						
ostcode: S	E8 9AW		✓ Balar	ice:	£	0.0	00						
urrent Historical													
Transactions	Treese f		Defenses	1 7ext Def		Mahua	Allegated	Queres	L Chatwa	1 Harma	Litere	Peuree	UDN
Trans. Type	Trans. [and the second	Reference BACS	2nd Ref.		Value ap.ac	Allocated		Status	Memo	User	Source	URN
Payment				0000000		-32.36	-32.36				Admin	Purchase	27079
Invoice	01/10/2		1578	0000003	274	32.36	32.36		Full		Admin	POP	27051
Invoice	13/10/2	016	Order No 0			0.00	0.00				User 3	POP	24507
Invoice	06/10/2	016	Order No 0	2		0.00	0.00				User 3	POP	24341
Invoice	06/10/2	016	Order No 0	6		0.00	0.00				User 3	POP	24372
Show outstandin	a only	Max	imum number o	of transactio	ons to dis	play:	100						
Allocation Sessio													
Select drilldown:		User	Sou	rce	1	URN	Date Allocated	Type	9	Refe	rence	Value	Alloca
Allocation Session	~	Admin	Pur	chase		27079	16/02/2022	Pay	ment	BACS	5	-32.36	-32

Payment with multiple allocations

This example shows another purchase payment to be manually allocated.



This time when browsing the PLItemRef cell, many invoices are available for allocation.

NV.	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue
	1		SAZ001	Р	1950.5	BACS					1950.5

Prior to creating the payments, copy the header information down to each subsequent allocation.

Status	CashRef B	ank Casl	Date	SupplierCode	e PaymentReceipt	Indicator	Value	Reference	2ndRef	SettlementDisc	Currency S	SupplierVa	lue Alloc	ationDate	Allocat	ionValue	GroupBy	D PLItem	Ref P	PLItem2	ndRef
	1		:	SAZ001	P		1950.5	BACS								1950.5					
Browse													11.					1.05	1		×
Submit	Select All	Desele	ect All	Cancel	Insert Rows																
	Code	Credit L	.imit	Short Name	Balance	Indicator	Туре		Trans Date	Due Date	Referer	nce 2r	nd Ref	Value		Outstanding	Disco	unt	Query	y	
	SAZ001		2000	0 SAZ Euro	64126.98	Debit	Invoid	:e	06/10/2016	30/11/2016	Order N	lo 0000			846		846	0			
	SAZ001		2000	0 SAZ Euro	64126.98	Debit	Invoid	e	06/10/2016	30/11/2016	Order N	lo 0000			846		846	0			
	SAZ001		2000	0 SAZ Euro	64126.98	Debit	Invoid	e	06/10/2016	30/11/2016	Order N	lo 0000			1339.5	13	39.5	0			
	SAZ001		2000	0 SAZ Euro	64126.98	Debit	Invoid	e	06/10/2016	30/11/2016	Order N	lo 0000			611		611	0			
	SAZ001		2000	0 SAZ Euro	64126.98	Debit	Invoid	:e	06/10/2016	30/11/2016	Order N	lo 0000			869.5	8	59.5	0			0
	SAZ001		2000	0 SAZ Euro	64126.98	Debit	Invoid	e	06/10/2016	30/11/2016	Order N	lo 0000			1024.6	10	24.5	0			-

	Browner Bro	wse						S
	Subm	nit Select	All	Deselect All	Ca	ncel	Insert Rows	c
		Code		Credit Limit	Shor	rt Name	Balance	
		5AZ001		20000	SAZ	Euro	641	26.98
		AZ001		20000	SAZ	Euro	641	26.98
	\checkmark	AZ001		20000	SAZ	Euro	641	26.98
	\checkmark	AZ001		20000	SAZ	Euro	641	26.98
		AZ001		20000	SAZ	Euro	641	26.98
		SAZ001		20000	SAZ	Euro	641	26.98
С	D	E		F		G	Н	1
Bank	CashDate	SupplierCode	Payr	nentReceiptIndi	icator	Value	Reference	2ndRef S
		SAZ001	Р			1950.	5 BACS	
6		SAZ001	Р			1950.	5 BACS	1. I.

Select the required invoices from the browse results and click Submit.

The allocation details will be populated in the worksheet.

			A2001	20000	SAZ EUro	041	126.98		Allocatio	onvalue (aroupByID	PLITE	emket	PLITE	em2ndRef	
		\checkmark	AZ001	20000	SAZ Euro	641	126.98			1339.5		Orde	er No 0000003	254		
		\checkmark	SAZ001	20000	SAZ Euro	641	126.98									
1			AZ001	20000	SAZ Euro	641	126.98			611		Orde	er No 0000032	254		
			SAZ001	20000	SAZ Euro	641	126.98									
	D		E	E	G	Н	1	J	К	L	м		N	0	р	Q
1	shDa	ate Sup	plierCode	PaymentReceiptIndic	ator Value	Reference	e 2ndRet	f SettlementDis	c Currency	SupplierVal	ue Allocatio	nDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndF
		SAZ	2001	р	1950	0.5 BACS							1339.5	141-141-4	Order No 0000003254	
		SAZ	2001	P	1950	0.5 BACS							611		Order No 0000003254	
		SAZ	2001	P	1950	0.5 BACS								611	611	611 Order No 0000003254

Now click **Create Cash**. The payment with allocations will then be traceable in Sage 200.

Supplier Details				. ,									U
ode:	SAZO	11	✓ Ad	dress:	Or	oua House, 890	Richmond Ro	ad, Richm	ond, Lon	don, SW1	5 3SD, Great	Britain	
hort name:	SAZ E	uro	✓ Critical Critic	edit limit:	£	20000.00							
ostcode:	SW15	3SD	♥ Ba	lance:	£	62176.48							
urrent Historica	al												
Transactions													
Trans. Typ	e Tran	s. Date 🤜	Reference	2nd Re	f.	Value	Allocated	Query	Status	Memo	User	Source	URN
Payment	17/0	2/2022	BACS			-1950.50	-1950.50		Full		Admin	Purchase	27087
Invoice	06/1	0/2016	Order No U			211.50	0.00				User 3	POP	24385
Invoice	06/1	0/2016	Order No 0)		423.00	0.00				User 3	POP	24386
Invoice	06/1	0/2016	Order No 0)		564.00	0.00				User 3	POP	24387
Invoice	06/1	0/2016	Order No 0)		846.00	0.00				User 3	POP	24388
Show outsta	Inding onl	y Ma	aximum numbe	r of transac	ctions to d	lisplay: 10	0						
Allocation Sea	sion De	tail											
Select drilldowr	1:	User	ls	ource	1	URN	ate Allocated	1 Type	ka 👘	Refe	erence	Value	Allocat
Allocation Ses	sion 🗸	Admin	P	urchase		27087 1	7/02/2022	Payr	ment	BAC	s	-1950.50	-1950.
		User 3	P	OP		24486 1	7/02/2022	Invo	ice		er No 000	846.00	611
		User 3	P	OP		24488 1	7/02/2022	Invo	ice	Ord	er No 000	1339.50	1339.



Using Auto-Match

The Auto-Match feature in Excel Data Bridge replicates the **Auto Allocate** feature in Sage 200 when posting purchase payments and receipts. Allocations will be made against the *oldest* transactions first. Excel Data Bridge can handle auto matching on *multiple* supplier payments and receipts at once.

This example shows two Purchase Payments for two different Sage 200 suppliers. Again, data has been entered up to the **Settlement Discount** column, *ignoring* the allocation columns further

3	Status	CashRef	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef SettlementDisc
4			1		MOL001	Р	282	BACS	
5									
6			1		PBT001	P	20000	BACS	
-									

require a backup.



Clicking **Auto-Match** on the Excel Data Bridge ribbon will invoke a message confirming that the current data in the sheet will be rebuilt with allocation data.

Yes

No

Auto Allocation × The data in this sheet will be deleted and rebuilt with allocations. Records marked as processed or in error will be removed. Click Yes to continue or No to stop so you can save the sheet first in case you

to the right.

Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef SettlementDisc 0	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
1		MOL001	P	282	BACS			· · · •		180		789	0000003279
1		MOL001	p	282	BACS					102		PO1505001	0000003323
1		PBT001	P	20000	BACS					675.72		Order No 0000003060	PBT001_30/07/2010
1		PBT001	p	20000	BACS					4106.63		Order No 0000003119	
1		PBT001	P	20000	BACS					4106.63		Order No 0000003149	
1		PBT001	P	20000	BACS					4106.63		Order No 0000003175	
1		PBT001	P	20000	BACS					4106.63		Order No 0000003205	
1		PBT001	P	20000	BACS					2897.76		Order No 0000003239	

Clicking **No** will close the message to enable a copy of the sheet to be taken if required.



Clicking **Yes** will replace the existing data in the worksheet with the newly created payment data with automatic allocations.

Note how the single payment transactions have been automatically expanded to display several payment amounts each displaying the correct allocation value and item refs.

Click Create Cash and make a note of the CashRefs returned to trace in Sage 200.

Full Supplier Account Balance Paid

The first payment has been allocated against two invoices and cleared the *full* account balance.

Supplier Details Code: Short name:	MOL001	✓ Addr							8
ode:		→ Add							
		✓ Addr							
hort name:	La contra de la co		ress:	25 Claremont St	eet, Wingham, C	anterbury, Kent, (CT3 9PE, Great Britain		
	Molster	✓ Cred	Jit limit: 🕴	c 20000	00				
ostcode:	CT3 9PE	✓ Bala	nce: f	E 0.	00				
	Language								
urrent Historica									
unionical mistorica	·								
Transactions									
Trans. Type	e Trans. Date	Reference	2nd Ref.	Value	Allocated	Query Status	Memo User	Source	
Payment	 D. M. MARKAN STRUCTURE 1. 				Allocateu	Query Status	meniu usei	Source	URN 🖓
	17/02/2022	BACS		-282.00	-282.00	Full	Admin	Purchase	URN 27088
Invoice	17/02/2022 12/03/2020	BACS PO1505001	0000003323	-282.00	1 2000 COMMON VOID		a constant a second	a statistication of the	
			0000003323	-282.00 102.00	-282.00	Full	Admin	Purchase	27088
Invoice	12/03/2020	PO1505001 789 0000000006	0000003279	-282.00 102.00	-282.00 102.00	Full	Admin Admin	Purchase POP	27088 27052
Invoice Invoice	12/03/2020 05/10/2018	PO1505001 789	0000003279	-282.00 102.00 180.00	-282.00 102.00 180.00	Full Full Full	Admin Admin Admin	Purchase POP POP	27088 27052 27050
Invoice Invoice Payment	12/03/2020 05/10/2018 24/05/2017	PO1505001 789 0000000006	0000003279	-282.00 102.00 180.00 -2765.63	-282.00 102.00 180.00 -2765.63	Full Full Full Full	Admin Admin Admin Admin	Purchase POP POP Purchase	27088 27052 27050 27047
Invoice Invoice Payment Invoice	12/03/2020 05/10/2018 24/05/2017 29/09/2016	PO1505001 789 0000000006 Order No 0	0000003279	-282.00 102.00 180.00 -2765.63 176.25	-282.00 102.00 180.00 -2765.63	Full Full Full Full	Admin Admin Admin Admin	Purchase POP POP Purchase	27088 27052 27050 27047
Invoice Invoice Payment	12/03/2020 05/10/2018 24/05/2017 29/09/2016	PO1505001 789 0000000006	0000003279	-282.00 102.00 180.00 -2765.63 176.25	-282.00 102.00 180.00 -2765.63 176.25	Full Full Full Full	Admin Admin Admin Admin	Purchase POP POP Purchase	27088 27052 27050 27047
Invoice Invoice Payment Invoice	12/03/2020 05/10/2018 24/05/2017 29/09/2016 nding only M	PO1505001 789 0000000006 Order No 0	0000003279	-282.00 102.00 180.00 -2765.63 176.25	-282.00 102.00 180.00 -2765.63 176.25	Full Full Full Full	Admin Admin Admin Admin	Purchase POP POP Purchase	27088 27052 27050 27047
Invoice Invoice Payment Invoice	12/03/2020 05/10/2018 24/05/2017 29/09/2016 nding only M sion Detail	PO 1505001 789 0000000006 Order No 0 aximum number	0000003279	-282.00 102.00 180.00 -2765.63 176.25 s to display:	-282.00 102.00 180.00 -2765.63 176.25	Full Full Full Full	Admin Admin Admin Admin	Purchase POP POP Purchase	27088 27052 27050 27047
Invoice Invoice Payment Invoice	12/03/2020 05/10/2018 24/05/2017 29/09/2016 nding only M sion Detail : User	PO1505001 789 0000000006 Order No 0 aximum number	0000003279	-282.00 102.00 180.00 -2765.63 176.25 s to display:	-282.00 102.00 180.00 -2765.63 176.25	Full Full Full Full	Admin Admin Admin User 3	Purchase POP POP Purchase POP	27088 27052 27050 27047 24218
Invoice Invoice Payment Invoice Show outsta Allocation Ses Select drilldown	12/03/2020 05/10/2018 24/05/2017 29/09/2016 nding only M sion Detail : User	PO1505001 789 000000006 Order No 0 aximum number Sou n Pur	of transactions urce rchase	-282.00 102.00 2180.00 -2765.63 176.25 s to display:	-282.00 102.00 180.00 -2765.63 176.25 100	Full Full Full Full Full	Admin Admin Admin User 3 Reference	Purchase POP Purchase POP Value	27088 27052 27050 27047 24218 Allocate:

Partial Supplier Account Balance Paid

The second payment has been allocated against six invoices, but only cleared *part* of the account balance. The most recent invoice has been allocated last and is *part allocated*.

•

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Trans type Trans. Date Reference 2nd Ref. Value Allocated Query Status Memo User Query Status Admin Purchase 27089 Payment 1702/2022 BACS - 200000 - 200000 Full Admin Purchase 27089 Payment 1002/2022 Order No 0 Query Status Memo Query Status Memo Query Status Purchase 27089 Payment 1002/2022 Order No 0 Query Status Query Status Memo Query Status Purchase 27089 Payment 1002/2022 Order No 0 Query Status Query Query Status Query Query Status Query Query Status Qu	Postcode:	B14 9QY	✓ Balance:	£ 1208.	87				
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Invoice Order No 0 BACS 4106.63 297.76 Part User 3 POP 2438 Is how outstanding only Maximum number of transactions to display: 100 Attaction Session Detail Sect drildown: Sect			Order No 0			Full			
Index Index <thindex< th=""> <thindex< th=""> <thin< td=""><td>and a second as</td><td></td><td></td><td>1997 C</td><td></td><td>Dart</td><td></td><td></td><td></td></thin<></thindex<></thindex<>	and a second as			1997 C		Dart			
standard, when posting to Sage 200, Excel Data Bridge will keep together KeyField properties detected: standard, when posting to Sage 200, Excel Data Bridge will keep together SupplierCode transaction lines entered containing the same Supplier Code / SupplierCode rerence / Second Reference / Currency and PaymentReceiptIndicator. SecondReference ese fields are shown in the Key Fields area of Excel Data Bridge. SecondReference ok OK	Q	User 3 User 3 User 3 User 3	3 POP 3 POP 3 POP 3 POP 3 POP	23770 23945 24084 24228	0 17/02/2022 5 17/02/2022 4 17/02/2022 8 17/02/2022	Invoice Invoice Invoice Invoice	Order No 000 Order No 000 Order No 000 Order No 000	4106.63 4106.63 4106.63 4106.63	4106.63 4106.63 4106.63 4106.63
Code PaymentReceiptIndicator Value Reference 2ndRef SettlementDisc Currency SupplierValue AllocationDate AllocationValue GroupByID LitemRef PLite	standard, v transactic	when post on lines er Second Re	ntered conta Reference / C	aining the sam Currency and	ie Suppli Paymei	lier Code /	/ tIndicator.	SupplierCode Company Reference SecondReference Currency GroupByID	ties detected: ce
	se fields a		-			-			ОК
		l	lue Reference 2n	ndRef: SettlementDisc Cur	rency Supplier	rValue Allocation	Date AllocationValu	GroupByID Litem	Ref PLItem2
P 20000 BACS 675.7 B Order No 0000003060 PBT0	ode PaymentRece	l	282 BACS 282 BACS	ndRefi SettlementDisc Cu	rrency Supplie	rValue Allocation	18 10	A 89 A 0150	000000 5001 000000

An additional key field for Group By ID also exists, in which unique data can be entered against

Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValu	GroupByID	PLItemRef	PLItem2ndRef
1		JOH002	Р	6879.33	BACS					1615.3	3 A	Drder No 0000002949	JOH002_30/07/2010
1		JOH002	P	6879.33	BACS					526	I A	Drder No 0000003004	
1		JOH002	P	2259.29	BACS					1436.7	В	Drder No 0000003004	
1		JOH002	Р	2259.29	BACS					822	БВ	Drder No 0000003030	

each allocation line needing to be posted to a single transaction in Sage 200.

20000 BACS

20000 BACS

20000 BACS

20000 BACS

20000 BACS

See screenshot below where the first payment containing two allocation line-items contains the letter A in the Group By ID column for each allocation; and the second payment containing six allocation line-items contains the letter **B** in the Group By ID column for each allocation.

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Bank CashDate Su

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order No 0000003119

order No 0000003149

order No 0000003175

rder No 0000003205

rder No 0000003239

4106.6 B

В

в

4106.6

4106.6

4106.6 В

2897. В



Any unique data can be used to keep transaction line-items together, so using numbers 1 and 2 instead would have the same effect.

An example when this would be required would be if multiple purchase payments with the **same key field data** were added to the sheet. Ensure the Group By ID column contains **unique data** for each individual purchase payment to be recorded, i.e. A, B etc.

Status	CashRef	Bank Cash	Date Su	upplierCode	e Payr	nentReceiptIndicato	or Value	Reference	2ndRef(Se	ttlementDis
		1	A	TL001	P		7000	BACS		
J.										
ank CashDate	SupplierCode	PaymentReceiptIndicat	or Value	Reference	2ndRef	ettlementDisc Currency	SupplierValue	AllocationDate	AllocationValu	e GroupByID
1	JOH002	P	6879	.33 BACS						A
1	JOH002	P	2259	.29 BACS						В
	Status Bank CashDate 1 1	Bank CashDate SupplierCode	Bank CashDate SupplierCode PaymentReceiptIndicate 1 JOH002 P	Bank CashDate SupplierCode PaymentReceiptIndicator Value 1 JOH002 P 6875	1 ATL001 Bank CashDate SupplierCode PaymentReceiptIndicator Value Reference 1 JOH002 P 6879.33 BACS	1 ATL001 P Bank CashDate SupplierCode PaymentReceiptIndicator Value Reference 2ndRef 1 JOH002 P 6879.33 BACS	Image: SupplierCode PaymentReceiptIndicator Value Reference 2ndRefile 1 JOH002 P	Image: SupplierCode PaymentReceiptIndicator Value Reference 2ndRefilettlementDisc Currency SupplierValue SupplierValue 1 JOH002 P 6879.33 BACS 6879.33	Image: SupplierCode PaymentReceiptIndicator Value Reference 2ndRef ettlementDisc Currency SupplierValue AllocationDate 1 JOH002 P 6879.33 BACS Image: SupplierValue AllocationDate	Image: SupplierCode PaymentReceiptIndicator Value Reference 2ndRefi iettlementDisc Currency SupplierValue AllocationDate AllocationValue 1 JOH002 P 6879.33 BACS Image: SupplierValue AllocationDate AllocationValue

On selecting **Auto Match**, the allocations will appear, containing the same Group By ID data entered at header level.

When the purchase payments are posted to Sage 200, two individual payments will appear with the associated allocations. If the Group By ID data was removed, a single payment with four allocations would be created.

Handling Overpayments

As standard, Excel Data Bridge will return an error when attempting to post a purchase payment which is greater than the outstanding balance.

This example shows a Purchase Payment for **£7000.00** where the balance owed in Sage 200 is **£6869.74**, a difference of **£130.26**.

When selecting **Auto-Match** to populate allocation details in the worksheet and clicking **Create Cash**, the following error is returned as the allocation values do not match the payment value.

→ : ×	√ ƒ _× c	Error: P D	L Cash transact	ion failed: Allocations do n F	ot sum to : G	zero and red	luce cre	dit not enabled J	ĸ	L	м	N	0	Р	Q
	Excel Data	Bri	idge	© Draycir Ltd.		lger C	<u>ash</u>								
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Status CashRef	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	f SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
Error: PL Cash transacti	1		ATL001		7000	BACS						6869.74		0030391	000003338



Excel Data Bridge can ensure that any overpayment value is posted automatically in Sage 200 as an unallocated payment.

To do this, change the Reduce Credit property to True within

Once this setting has been applied and the error cleared from the Status cells, clicking **Create Cash** will generate the transactions as follows: -



				_					_				
upplier Detail	s												
ode:	ATL001	~	Address:	1	4 Adlington Co	urt, Garrard V	Nay, Ketterin	g, Northamp	tonshire, 1	NN16 3JU, G	reat Britain		
hort name:	Atlas	~	Credit limit:	£	20000	00							
	Lucia a sta		-		120	26							
ostcode: Current Histori Transactions	ASSESSED	*	Balance:	£	-130								
urrent Histori Transactions	cal					_	ated Query	v Status	Memo	User	Source		IRI
urrent Histori	cal s ype Trans, Date		erence 2nd F		-130 Valu -7000.0	e Alloc	ated Query 39.74	y Status Part	Memo	User Admin	Source Purchas	2	JRN 7092
Transactions Trans. Ty Payment	cal s ype Trans. Date t 17/02/2022	Refe BAC	erence 2nd F	Ref.	Valu -7000.0	e Alloc 0 -688		S REPART	Memo			e	
urrent Histori Transactions Trans, Ty	cal s ype Trans. Date t 17/02/2022	Refe BAC	erence 2nd F	Ref.	Valu -7000.0	e Alloc		S REPART	Memo			e e	

the Designer.

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.

	PLItem2ndRef	PLItemRef
1		

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

	hDate SunnlierCode Pavm	entRe	eceiptIndicator	Value	Ret
X	Cu <u>t</u>	_			
6	<u>C</u> opy				
B	Paste Options:	-			
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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.

С	D
Column1	Bank

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** to be selected for the payment in Sage 200. Enables multiple payments to be made across multiple Sage 200 companies.

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





select the cell range for the Company column before clicking OK.

The Company column is now mapped and can be populated in Excel Data Bridge by selecting the required company from a drop-down list.

С	D	E		F
Company	Bank	CashDate	SupplierCod	le
	Company	2	?	×
	Select cell(s) 0		
		OK	Cance	1

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



D

Company Bank



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



Clear the mapping against the field no longer required.

>	Company	Company
<	CostCentre	1 ² 2.3 52
>	Currency	
2	Department	
>	ExchangeRate	5-4 -

- Repeat for any other unrequired fields
- Close the Designer.
- 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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