

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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8		1	SAZ001	P		1950.5	BACS										61	1 A		Order No 0000003254	
9		1	MOL001	Р		282	BACS					17					18	DB		789	0000003279
10		1	MOL001	P		282	BACS										10	2 B		PO1505001	0000003323
11		1	PBT001	Р		20000	BACS										675.7	2 C		Order No 000003060	PBT001 30/07/
12		1	PBT001	P		20000	BACS										4106.6	3 C		Order No 0000003119	
13		1	PBT001	Р		20000	BACS										4106.6	3 C		Order No 0000003149	
14		1	PBT001	P		20000	BACS										4106.6	3 C		Order No 0000003175	
15		1	PBT001	Р		20000	BACS										4106.6	зс		Order No 0000003205	
16		1	PBT001	Р		20000	BACS										2897.7	6 C		Order No 0000003239	
17		1	JOH002	Р		6879.33	BACS										1615.3	3 D		Order No 0000002949	JOH002_30/07/
18		1	JOH002	P		6879.3	BACS										526	4 D		Order No 0000003004	
19	1	1	JOH002	Р		2259.3	BACS										1436.7	9 E		Order No 0000003004	
20		1	JOH002	Р		2259.3	BACS										822.	5 E		Order No 0000003030	
21	· · ·	1	ATL001	Р		7000	BACS										6869.74	4		0030391	0000003338



Field Mappings

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

2↓ 🖾	
AutoMatch	- N.
AutoMatch_PLItemRefe	
AutoMatch_PLItemSec	c
AutoMatch_PLItemType	E
AutoMatch_TranEndDa	e
AutoMatch_TranStartD	ē
Bank Charges	200 - 50
BankChargeCode	
BankChargeCostCentre	e
BankChargeDepartmer	1
BankChargeNarrative	
BankChargeValue	
TransactionAnalysisCo	3
BrowseResults	
BrowseResults1	
BrowseResults2	
BrowseResults3	
BrowseResults4	
BrowseResults5	
Information	
CashReference	CashReference
Status	Status
PLCash Detail	a i si den son
AllocationValue	AllocationValue
GroupBvID	GroupByID
PLItemReference	PLItemReference
PLItemSecondReference	PLitemSecondReference
PLCash Header	
AccountCode	
AllocationDate	AllocationDate
BankAccountNumber	BankAccount Number
CashDate	CashDate
Company	
CostCentre	
Currency	Currency
Department	
ExchangeBate	
PaymentReceintIndicat	Payment Receipt Indicato
	Receipt Value
Receint/alue	Theorem the terms
ReceiptValue Reference	Reference
Receipt/alue Reference SecondReference	Reference SecondReference
Receipt/alue Reference SecondReference	Reference SecondReference SettlementDiscountValue
ReceiptValue Reference SecondReference SettlementDiscountVal SupplierCode	Reference SecondReference SettlementDiscountValu
ReceiptValue Reference SecondReference SettlementDiscountVal SupplierCode	Reference SecondReference SettlementDiscountValu SupplierCode
ReceiptValue Reference SecondReference SettlementDiscountVal SupplierCode SupplierValue	Reference SecondReference SettlementDiscountValu SupplierCode SupplierValue
ReceiptValue Reference SecondReference SettlementDiscountVal SupplierCode SupplierValue Setting ReduceCredit	Reference SecondReference SettlementDiscountValu SupplierCode SupplierValue
ReceiptValue Reference SecondReference SettlementDiscountVal SupplierCode SupplierValue Setting ReduceCredit WriteOffDiscount	Reference SecondReference SettlementDiscountValu SupplierCode SupplierValue

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	A + X	B	c E) D	⊳ cel ata	Brido	F Je ©	G Urcl Drayci	н nase l r Ltd. 202	.edg	er Cash	к	L	Μ
1													
2	Biermanne						Contraction and Con-				-		
3	Status	CashRef	Bank	CashDate	SupplierCode	PaymentReceiptInd	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierVal	AllocationDate
4			1		DON001	P	3900	BACS					
5			1		CHR001	R	641	003879					
6		-	1		FOR001	P	32.36	BACS					
7			1		SAZ001	Р	1950.5	BACS					
8			1		SAZ001	Р	1950.5	BACS					
9			1		MOL001	Р	282	BACS					
10			1		MOL001	Р	282	BACS					
11			1		PBT001	Р	20000	BACS					
12			1		PBT001	Р	20000	BACS					
13			1		PBT001	Р	20000	BACS					
14			1		PBT001	Р	20000	BACS					
15			1		PBT001	Р	20000	BACS					
16			1		PBT001	P	20000	BACS					
17			1		JOH002	Р	6879.33	BACS					
18			1		JOH002	Р	6879.3	BACS					
19			1		JOH002	Р	2259.3	BACS					
20			1		JOH002	P	2259.3	BACS					
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_30/07/2
4106.63	С	Order No 0000003119	
4106.63	С	Order No 0000003149	
4106.63	С	Order No 0000003175	
4106.63	С	Order No 000003205	
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 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	Deputeted on a successful transaction creation in Sage 200. The
	Fopulated on a successful transaction creation in Sage 200. The
	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</i> – <i>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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 Version 1.0



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	CashRef	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	CashRef	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:	e	20000.00							
stcode:	DN10 5MC	✓ Balar	nce:	£	0.00							
accounter a subsection of the	No. of Concession, Name				1415		Status	Memo User	Source		11	101
Trans. T	ype Trans. Date	Reference	2nd Ref.		value	Allocated duery					u	R
Trans. T Paymer	Type Trans. Date nt 01/02/2022	Reference BACS	2nd Ref.		-3900.00	0.00		Admin	Purchase	2/2	27	07

Purchase Receipt

upplier Details ode: [CHR001 ♥ Address: 34 Bridge Street, Stockport, Cheshire, SK1 5AM, Great Britain nort name: Chrome ♥ Credit limit: € 20000.00 sstcode: SK1 5AM ♥ Balance: € 0.00 rrrent Historical Trans. Type Trans. Date Reference 2nd Ref. Value Allocated Query Status Memo User Source URN Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR001 -6217.34 -5576.34 Part User 3 Purchase 3204	Supplier Irans	action Enquiry for C	Throme D	ecor Wholesa	le							1110040	3 — 3	
upplier Details ode: LHR001 ✓ Address: 34 Bridge Street, Stockport, Cheshire, SK1 5AM, Great Britain nort name: Chrome ✓ Credit limit: £ 20000.00 ostcode: SK1 5AM ✓ Balance: £ 0.00 Irrent Historical Transactions Irrans. Type Irrans. Date Reference 2nd Ref. Value Allocated Query Status Memo User Source URN Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR0016217.34 -5676.34 Part User 3 Purchase 3204													۳	*
ode: CHR001 Address: 34 Bridge Street, Stockport, Cheshire, SK1 5AM, Great Britain hort name: Chrome Credit limit: £ 20000.00 pstcode: SK1 5AM Balance: £ 0.00 urrent Historical Balance: £ 0.00 Transactions Image: Yalue Allocated Query Status Memo User Source URN Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR001 -6217.34 -5576.34 Part User 3 Purchase 3204	upplier Detail	Is												
hort name: Chrome Credit limit: £ 20000.00 Sstcode: SK1 5AM Balance: £ 0.00 Transactions Trans. Type Trans. Date Reference 2nd Ref. Value Allocated Query Status Memo User Source URN Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR0016217.34 -5576.34 Part User 3 Purchase 3204	ode:	CHR001	~	Address:		34 Bridg	ge Street, Sto	ckport, Cheshire, SK1	5AM, Great Britain					
astcode: SK1 5AM ♥ Balance: £ 0.00 urrent Historical Transactions ITrans. Type Trans. Date Reference 2nd Ref. Value Allocated Query Status Memo User Source URN Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR0016217.34 -5576.34 Part User 3 Purchase 3204	nort name:	Chrome	*	Credit limit:	£		20000.00							
Image: status Image: status Memo User Source URN Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR001 -6217.34 -5576.34 Part User 3 Purchase 3204	ostcode:	SK1 5AM	*	Balance:	£		0.00							
Receipt 01/02/2022 003879 641.00 0.00 Admin Purchase 27078 Payment 07/01/2015 CHR001 -6217.34 -5576.34 Part User 3 Purchase 3204	urrent Histori	cal												
Payment 07/01/2015 CHR0016217.34 -5576.34 Part User 3 Purchase 3204	urrent Histori Transaction Trans. T	ical s ype Trans. Date	Refe	rence 2nd	Ref.		Value	Allocated Query	Status Memo	User	Source		U	IRN
	urrent Histori Transaction Trans. T Receipt	ical s ype Trans. Date 01/02/2022	Refe	rence 2nd 79	Ref.		Value 641.00	Allocated Query 0.00	Status Memo	User Admin	Source Purchase	ti I	U 27	IRN 078

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

ank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue
1		FOR001	Р	32.36	BACS						32.3

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

		1	FOR001	P	_	32.36 BACS						32.36			
Browse														- C	J
Submit	Select All	Deselect All	Cancel	Insert Rows											
11	Code	Credit Limit	Short Name	Balance	Indicator	Туре	Trans Date	Due Date	Reference	2nd Ref	Value	Outstanding	Discount	Quer	,

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.

upplier Details													
ide:	FOR001		✓ Addr	ess:	Ur	nits 4-5 Klondike	Bus Centre, Le	eehan Ro	ad, Londo	n, SE8 9A\	W, Great Brit	ain	
ort name:	Formica		✓ Cred	it limit:	£	20000.0	0						
stcode:	SE8 9AV	v	✓ Balar	ice:	£	0.0	0						
rrent Historical													
Transactions													
Trans, Type	Trans	. Date 🔫	Reference	2nd Ref.	1	Value	Allocated	Query	Status	Memo	User	Source	URN
Payment	16/02	2022	BACS			-32.36	-32.36		Full		Admin	Purchase	27079
Invoice	01/10	/2018	1578	0000003	274	32.36	32.36		Full		Admin	POP	27051
Invoice	13/10	2016	Order No 0			0.00	0.00				User 3	POP	24507
Invoice	06/10	2016	Order No 0	2		0.00	0.00				User 3	POP	24341
Invoice	06/10	2016	Order No 0			0.00	0.00				User 3	POP	24372
Chaur autotandi	na only	Ha	vinum ourshor.	ftranssti		diaplay: 1	00						
_ Show outstand	ing only	ma	Killuti tiumber 1	Ji transacti	115 10	dispidy.			_	_	_		
Allocation Session	on Deta	il											
Select drilldown:		User	Sou	rce	1	URN	Date Allocated	Туре	9	Refer	ence	Value	Allocat
Allocation Session	• •	Admin	Pur	chase		27079	16/02/2022	Pay	ment	BACS	5	-32.36	-32
		Admin	POI	-		27051	16/02/2022	Invo	nice	1578		32 36	32

Payment with multiple allocations

This example shows another purchase payment to be manually allocated.

No. 1



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

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 Ba	nk CashDate Si	upplierCode	e PaymentReceipt	Indicator	Value Referen	ice 2ndRef	SettlementDisc	Currency Suppli	erValue	AllocationDate	Allocati	onValue Gro	upByID	PLItemRef	PLItem	2ndRef
	1	S	AZ001	P		1950.5 BACS							1950.5				
Browse															1777		×
Submit	Select All	Deselect All	Cancel	Insert Rows													
	Code	Credit Limit	Short Name	Balance	Indicator	Туре	Trans Date	Due Date	Reference	2nd Re	f Value	(Outstanding	Discount	: Que	ery	
																	*
	SAZ001	20000	SAZ Euro	64126.98	Debit	Invoice	06/10/2016	30/11/2016	Order No 0000			846	846		0		
	SAZ001	20000	SAZ Euro	64126.98	Debit	Invoice	06/10/2016	30/11/2016	Order No 0000			846	846		0		
	SAZ001	20000	SAZ Euro	64126.98	Debit	Invoice	06/10/2016	30/11/2016	Order No 0000			1339.5	1339.5		0		
	SAZ001	20000	SAZ Euro	64126.98	Debit	Invoice	06/10/2016	30/11/2016	Order No 0000			611	611		0		
	SAZ001	20000	SAZ Euro	64126.98	Debit	Invoice	06/10/2016	30/11/2016	Order No 0000			869.5	869.5		0		0
	SAZ001	20000	SAZ Euro	64126.98	Debit	Invoice	06/10/2016	30/11/2016	Order No 0000			1024.6	1024 6		0		*

	Subn	nit Select /	All	Deselect All		Cance		nsert Rows		0
		Code		Credit Limit	5	Short N	ame	Balance		
		AZ001		2000	0 5	SAZ Eur	0	6413	26.98	-
		AZ001		2000	0 5	SAZ Eur	0	641	26.98	
		AZ001		2000	0 5	SAZ Eur	o	6413	26.98	
	\checkmark	AZ001		2000	0 5	SAZ Eur	0	641	26.98	
		AZ001		2000	0 5	SAZ Eur	0	641	26.98	
		SAZ001		2000	0 5	SAZ Eur	0	641	26.98	
С	D	E		F			G	Н	1	
Bank	CashDate	SupplierCode	Payn	nentReceiptInd	lica	itor V	'alue	Reference	2ndRef	15
1		SAZ001	Р				1950.5	BACS		
1		SAZ001	Р				1950.5	BACS		

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

The allocation details will be populated in the worksheet.

					_					_				
	SAZ001	P	1950	.5 BACS							611		Order No 0000003254	
	SAZ001	P	1950	.5 BACS							1339.5		Order No 0000003254	
CashDate	SupplierCode	PaymentReceiptIndic	ator Value	Reference	2ndRe	f:SettlementDisc	Currency	SupplierVal	ue Allocatio	nDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
					-									
D	E	F	G	Н	1	J	К	L	M		N	0	р	Q
	SAZ001	20000	SAZ Euro	6412	26.98	_								
	6AZ001	20000	SAZ Euro	6412	26.98	-		611		Ora	er No 0000003.	234		
	6AZ001	20000	SAZ Euro	6412	26.98			2000.0		Ord	N 0000000	254		
	AZ001	20000	SAZ Euro	6412	26.98	T		1339 5		Orde	er No 000003	254		
- Lud	PAZOUI	20000	SAZ LUIU	0412	10.90		Allocatic	mvalue (агоцрвую	PLIU	emkei	PLILE	mznuker	

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

upplier Details											
ode: [SAZ001		❤ Add	ess:	Ord	ua House, 890) Richmond Road	l, Richmond, Lor	don, SW15 3SD, Great	Britain	
hort name:	SAZ Eur	0	✓ Crea	it limit:	£	20000.0	0				
ostcode:	SW15 35	SD	✓ Bala	nce:	£	62176.4	8				
Transactions											
Trans. Type	Trans.	Date 👻	Reference	2nd Ref.	Ŀ	Value	Allocated	Query Status	Memo User	Source	URN
Payment	17/02/	2022	BACS			-1950.50	-1950.50	Full	Admin	Purchase	27087
Invoice	06/10/	2016	Order No U.			211.50	0.00		User 3	POP	24385
Invoice	06/10/	2016	Order No 0	-		423.00	0.00		User 3	POP	24386
Invoice	06/10/	2016	Order No 0	5		564.00	0.00		User 3	POP	24387
Invoice	06/10/	2016	Order No 0	-1		846.00	0.00		User 3	POP	24388
Show outstand	ling only	Ma	ximum number	of transactio	ns to di	splay: 1	00				
Allocation Sessi	on Detai	il									
Select drilldown:		User	So	irce	1	URN	Date Allocated	Туре	Reference	Value	Allocat
Allocation Session	n 🗸	Admin	Pu	chase		27087	17/02/2022	Payment	BACS	-1950.50	-1950.
L		User 3	PO	P		24486	17/02/2022	Invoice	Order No 000	846.00	611.
		User 3	PO	P		24488	17/02/2022	Invoice	Order 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 Settl	ementDisc (
4			1		MOL001	Р	282	BACS		
5										
6			1		PBT001	Ρ	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 Currency	SupplierValue	AllocationDate	AllocationValue GroupByII) PLItemRef	PLItem2ndRef
1		MOL001	P	282	BACS					180	789	0000003279
1		MOL001	р	282	BACS					102	PO1505001	0000003323
1		PBT001	P	20000	BACS					675.72	Order No 0000003060	PBT001_30/07/201
1		PBT001	P	20000	BACS					4106.63	Order No 0000003119	
1		PBT001	P	20000	BACS					4106.63	Order No 000003149	
1		PBT001	P	20000	BACS					4106.63	Order No 0000003175	
1		PBT001	P	20000	BACS					4106.63	Order No 000003205	
1		PBT001	P	20000	BACS					2897.76	Order No 000003239	

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.

ode:	MOL00	1	✓ Add	ress:	25 Claremont St	reet, Wingham, C	anterbury, Kent, (CT3 9PE, Great Britain			
hort name:	Molster	4	✓ Crea	dit limit: £	20000	.00					
ostcode:	CT3 9P	£	✓ Bala	ince: £	0	.00					
Irrent Historic	al										
Transactions											
Trans. Typ	be Trans	s. Date	Reference	2nd Ref.	Value	Allocated	Query Status	Memo User	Source		URN
Payment	17/02	/2022	BACS		-282.00	-282.00	Full	Admin	Purchase		27088
Invoice	12/03	/2020	PO1505001	0000003323	102.00	102.00	Full	Admin	POP		27052
Invoice	05/10	/2018	789	0000003279	180.00	180.00	Full	Admin	POP		27050
Payment	24/08	/2017	000000006		-2765.63	-2765.63	Full	Admin	Purchase		27047
Invoice	29/09	/2016	Order No 0.	48	176.25	176.25	Full	User 3	POP		24218
			kimum number	of transactions	to display:	100					
Show outst	anding only	Max									
Show outst	anding only	Max									
Show outsta	anding only ssion Det	Ma:	L Co	uraa 1	UD	I Data Allegator	Tuno	Deference	Value	_	Allegate

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*.

Suppler Details Code: PETTO I V Address: 3-4 The Wellows ind Estate, Kings Heah, Birmingham, West Midlands, B14 9QY, Greet Britan Short name: PETTO I V Credt Hint: C credt Not Colspan="2" Colspan="2" Status Merrin: Purchase Payment: 1700/COCC Put Liser: 3 POP Allocation Session Detail Seed drildown: Value Value Value Value Value Allocation Session Detail	
Supplier Details Code: PETOD 1 V Address: 3-4 The Wilkwas Ind Estate, Kings Heah, Birmigham, West Midlands, B14 90Y, Great Britan Short name: PET Credit limit: 200000 00 Reacode: 14 90Y Balance: 1208 87 Current Intervice Trans. Type Trans. Date / Reference 2010 Ref. Value Adocated Query Status Memo User Source Payment 1700/20022 BACS -20000 00 Full Admin Purchase Receipt 1 1800/2002 Order No 0 0.00 0.00 Full Admin Purchase Invoice 06/10/2016 Order No 0 0.00 0.00 Full Admin Purchase Allocation Session Maximum number of transactions to display: 100 Maximum only Maximum only Maximum only 1006 Allocation Session Vier 3 POP 2397.76 Part Decator No 000 4106.63 User 3 POP 23961 1700/20022 Provice Order No 000 4106.63 User 3 POP 239451 1700/20022 Provice	
Code: PETD01 Address: D-4 The Willows ind Estate, Kings Heath, Birmingham, West Midlands, B14 90Y, Great Britain Short name: PET Creat limit: 20000.00 Pastcode: B14 90Y Balance: 1206.07 Creat Britain: De 20000.00 Trans. Date * Reference 2nd Ref. Value: Address: 20000.00 Payment 1700/20022 B4CS -20000.00 Full Admin Purchase Payment 1800/20022 Order No 0 0.00 0.00 Full Admin Purchase Receipt 1600/20022 Order No 0 0.00 0.00 Full Admin Purchase Invoice 06/10/2018 Order No 0 0.00 0.00 User 3 POP Show outstanding only Maximum number of transactions to display: 100 Malcaton Session Value Value Value 2000.00 4106.63 20000.00 4106.63 20000.00 4106.63 4106.63 20000.00 4106.63 20000.00 4106.63 20000.00 4106.63 20000.00 4106.63 20000.00 4106.63 20	
Band cation Per vertex time: C redit time: C 20000.00 Beakcode: Per vertex C redit time: C 1208.87 Current Historical Trans-trops Easter Source Source Source Payment 16002/2022 Backs -20000.00 -20000.00 Full Admin Purchase Payment 16002/2022 Backs -20000.00 -20000.00 Full Admin Purchase Invoice Ostroget Order No 0 0.00 0.00 0.00 Full Admin Purchase Invoice Ostroget Order No 0 0.00 0.00 0.00 Payment Backs -20000.00 Allocation Session Detail Value * Value * Value * Payment Backs -20000.00 Allocation Session Detail Value * Value * Value * Value * Payment Backs -20000.00 User 3 POP 23701 1702/2022 Invoice Order No 000 4106.63 -20000.00 User 3 POP 23494 1702/2022 Invoice Order No 000 4106.63 -2000.00 -2000	
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Surret Historical Transitions Transitions Transitions Payment 1702/2022 Source Source Payment 1802/2022 Source Vise of Cole	
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Receipt 16/02/2022 Order No 0 0.00 0.00 Full Admin Purchase Invoice 06/10/2016 Order No 0 BACS 2897.76 Part User 3 POP Show outstanding only Maximum number of transactions to display: 100 100 User 3 POP Allocation Session Detail See t drildown: See t drildown: Very Reference Value Admin Purchase 27089 17/02/2022 Payment BACS -20000.00 User 3 POP 23501 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 23501 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 23701 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24945 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24945 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24384 17/02/2022 Invoice Order No 000 4106	27080
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Invoice 0/10/2016 Order No 0 BACS 4106.63 2897.76 Part User 3 POP Show outstanding only Maximum number of transactions to display: 100 Allocation Session Detail Select drilldown: User 3 POP 27069 17/02/2022 Payment BACS -20000.00 User 3 POP 23945 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 23945 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24028 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24428 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24428 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24428 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 244384 17/02/2022 Invoice Order No 000 4106.63 Supplier Code Company Reference / Second Reference / Currency and PaymentReceiptIndicator. se fields are shown in the Key Fields area of Excel Data Bridge.	24383
Show outstanding only Maximum number of transactions to display: 100 Allocation Session Detail Very Name Reference Value Admin Purchase 27089 17/02/2022 Payment BACS -20000.00 User 3 POP 23501 17/02/2022 Payment BACS -20000.00 User 3 POP 23501 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 23945 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24944 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24945 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24984 17/02/2022 Invoice Order No 000 4106.63 User 3 POP 24384 17/02/2022 Invoice Order No 000 4106.63 Up By ID Standard, when posting to Sage 200, Excel Data Bridge will keep together SupplierCode Company erence / Second Reference / Currency and PaymentReceiptIndicator. SuplierCode <	24384
Image: Standard, when posting to Sage 200, Excel Data Bridge will keep together transaction lines entered containing the same Supplier Code / KeyField properties Image: Standard, when posting to Sage 200, Excel Data Bridge will keep together transaction lines entered containing the same Supplier Code / SupplierCode Company Reference Second Reference / Currency and PaymentReceiptIndicator. Image: Standard Standa	4106.63 4106.63 4106.63
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	× detected: cator
ode PaymentReceiptIndicator Value Reference 2ndRef. SettlementDisc Currency SupplierValue AllocationDate AllocationValue GroupByD UltermBef	OK
P 282 BACS 18 A 89	Di Itom 2

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	Order No 0000002949	JOH002_30/07/2010
1		JOH002	P	6879.33	BACS						526	I A	Order No 0000003004	
1		JOH002	P	2259.29	BACS						1436.7	в	Order No 0000003004	
1		JOH002	Р	2259.29	BACS						822	Б	Order 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.

Copyright of Draycir Ltd

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.

3	St	atus	CashRef	Bank	CashDat	e Supp	olierCode	Payr	nentReceiptIndicato	or Value	Reference	2ndRef Set	tlementDisc
4				1		ATLO	001	P		7000	BACS		
5													
	Bank	CashDate	SupplierCode	PaymentReceipt	Indicator \	/alue	Reference	2ndRef	ettlementDisc Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID
	1	L	JOH002	P		6879.33	BACS						A
	1	L	JOH002	Р		2259.29	BACS						В

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.

A4	. .	: ×	$\checkmark f_x$	Error: P	Error: PL Cash transaction failed: Allocations do not sum to zero and reduce credit not enabled												
21	A	В	с	D	E	F	G	н	1	J	к	L	М	N	0	Р	Q
1	Excel Data Bridge Purchase Ledger Cash © Draycir Ltd. 2020																
2																	
3	Status	CashRef	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
4	Error: PL Cash	transacti	1		ATL001	P	7000	BACS						6869.74		0030391	0000003338
-																	



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: -



												U
upplier Details												
ode:	ATL001	¥	Address:		14 Adlington Court,	Garrard Way, H	Cettering, Northa	mptonshire,	NN16 3JU, GI	reat Britain		
hort name:	Atlas	~	Credit limit:	£	20000.00							
ostcode:	NN16 3JU	~	Balance:	£	-130.26							
urrent Historica	1											
urrent Historica Transactions	1											
Transactions	e Trans. Date	Refe	erence 2nd	Ref.	Value	Allocated	Query Statu	s Memo	User	Source	1	UR
Transactions	e Trans. Date 17/02/2022	Refe BAC	erence 2nd S	Ref.	Value -7000.00	Allocated -6869.74	Query Statu Part	s	User Admin	Source Purchase	l,	UR 2709
Transactions	e Trans. Date 17/02/2022	Refe BAC Maximum (erence 2nd S number of trans	Ref.	Value -7000.00	Allocated -6869.74	Query Statu Part	s) User Admin	Source Purchase	ŀ	UR 2709
urrent Historica Transactions Trans. Typ Payment ✓ Show outsta Allocation Ses	e Trans. Date 17/02/2022 Inding only Sision Detail	Refe BAC Maximum r	erence 2nd S number of trans	Ref. eactions t	Value -7000.00 o display: 10	Allocated -6869.74	Query Statu Part	s	User Admin	Source Purchase	ļ.	UR 2705
Irrent Historica Transactions Trans. Typ Payment Show outsta Allocation Ses Select drilldown	e Trans. Date 17/02/2022 unding only ssion Detail :: Use	Refe BAC Maximum r	erence 2nd :S number of trans Source	Ref. sactions t	Value -7000.00 to display: 10 URN C	Allocated -6869.74 0 Date Allocated	Query Statu Part	s Memo	User Admin	Source Purchase Value	1	UR 2709 Allocate
Irrent Historica Transactions Trans.Typ Payment Show outsta Allocation Sess Select drilldown Allocation Sess	e Trans. Date 17/02/2022 Inding only asion Detail I: Use Sion V Adr	Refe BAC Maximum r r	rrence 2nd S number of trans Source Purchase	Ref. eactions t	Value -7000.00 o display: 10 URN C 27092 1	Allocated -6869.74 0 Pate Allocated 7/02/2022	Query Statu Part Type Payment	s Memo Refer BACS	User Admin ence	Source Purchase Value -7000.00		UR 2709 Allocate -6869.7

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.

PLItemRef	PLItem2ndRef

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

Bank Cas	hDate SunnlierCode Pav	ment	tRe	ceiptIndicator	Value	Refe
*	Cu <u>t</u>					
Ē	<u>C</u> opy					
6	Paste Options:					
	ĥ					
	Paste Special				-	
ø	Smart <u>L</u> ookup					
G	<u>R</u> efresh					
	<u>I</u> nsert	• 1	Ū	Table Columns t	o the <u>L</u> eft	: :
	Delete	► 3 ⁵ E	+	/e		
		-				

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	SupplierCode
	Company	1	? ×
	Select cell(s	i) ()	
		ОК	Cancel

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
5	CostContro	24 23 34 C
>	Currency	
2	Department	
>	ExchangeRate	

- 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.

Currency	Sur	nlierValue Allocation	Date	Allo	cationV	GroupByl
	%	Cut				
	6	<u>C</u> opy				
	B	Paste Options:				
		Ê				
		Paste <u>S</u> pecial				
	ø	Smart <u>L</u> ookup				
	De	<u>R</u> efresh				
		<u>I</u> nsert	F			
		<u>D</u> elete	🔀 Table <u>C</u> olumns			
		Select	F	∃× Table <u>R</u> ows		
				T.		