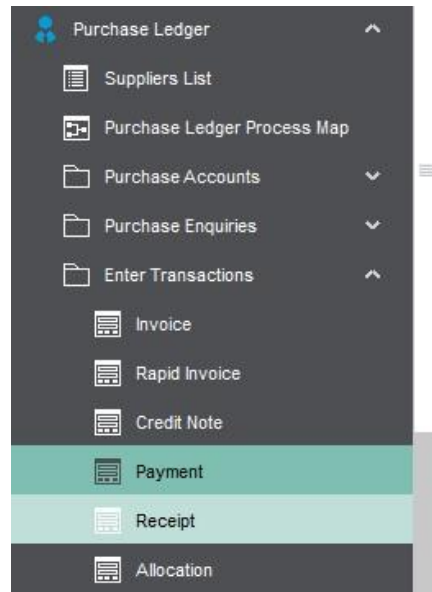# Excel Data Bridge
PL_Cash Function

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.

Excel Data Bridge
PL_Cash Function

Field Mappings

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

Map Fields	
AutoMatch	
AutoMatch_PLItemRefe	
AutoMatch_PLItemSeco	
AutoMatch_PLItemType	
AutoMatch_TranEndDa	
AutoMatch_TranStartDa	
Bank Charges	
BankChargeCode	
BankChargeCostCentre	
BankChargeDepartmen	
BankChargeNarrative	
BankChargeValue	
TransactionAnalysisCo	
BrowseResults	
BrowseResults1	
BrowseResults2	
BrowseResults3	
BrowseResults4	
BrowseResults5	
Information	
CashReference	**CashReference**
Status	**Status**
PLCash Detail	
AllocationValue	**AllocationValue**
GroupByID	**GroupByID**
PLItemReference	**PLItemReference**
PLItemSecondReferenc	**PLItemSecondReference**
PLCash Header	
AccountCode	
AllocationDate	**AllocationDate**
BankAccountNumber	**BankAccountNumber**
CashDate	**CashDate**
Company	
CostCentre	
Currency	**Currency**
Department	
ExchangeRate	
PaymentReceiptIndicat	**PaymentReceiptIndicator**
ReceiptValue	**ReceiptValue**
Reference	**Reference**
SecondReference	**SecondReference**
SettlementDiscountValu	**SettlementDiscountValue**
SupplierCode	**SupplierCode**
SupplierValue	**SupplierValue**
Setting	
ReduceCredit	False
WriteOffDiscount	False

Status
Choose a cell or range of cells to display the upload status

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.

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PL_Cash Function

Multiline Template

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

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

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

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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	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

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PL_Cash Function

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 *(not required when using Auto-Match – see page 10)*
GroupByID	*IMPORTANT - See section for Group By ID on page 11*
PLItemRef	Browse on *either* this cell *or* 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 *either* this cell *or* 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

- 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

Purchase Receipt

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.

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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.

Status	CashRef	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
		1		FOR001	P	32.36	BACS						32.36			

Browse

| Submit | Select All | Deselect All | Cancel | ☐ Insert Rows |

	Code	Credit Limit	Short Name	Balance	Indicator	Type	Trans Date	Due Date	Reference	2nd Ref	Value	Outstanding	Discount	Query
☐	FOR001	20000	Formica	32.36	Debit	Invoice	01/10/2018	30/11/2018	1578	0000003274	32.36	32.36	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.

Supplier Details

Code:	FOR001	Address:	Units 4-5 Klondike Bus Centre, Leehan Road, London, SE8 9AW, Great Britain
Short name:	Formica	Credit limit:	£ 20000.00
Postcode:	SE8 9AW	Balance:	£ 0.00

Current | Historical

Transactions

Trans. Type	Trans. Date	Reference	2nd Ref.	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	0000003274	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...		0.00	0.00				User 3	POP	24341
Invoice	06/10/2016	Order No 0...		0.00	0.00				User 3	POP	24372

☐ Show outstanding only   Maximum number of transactions to display: 100

Allocation Session Detail

Select drilldown:

Allocation Session	User	Source	URN	Date Allocated	Type	Reference	Value	Allocated
	Admin	Purchase	27079	16/02/2022	Payment	BACS	-32.36	-32.36
	Admin	POP	27051	16/02/2022	Invoice	1578	32.36	32.36

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.

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

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

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

The allocation details will be populated in the worksheet.

AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
1339.5		Order No 0000003254	
611		Order No 0000003254	

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
	1		SAZ001	P	1950.5	BACS						1339.5		Order No 0000003254	
	1		SAZ001	P	1950.5	BACS						611		Order No 0000003254	

Now click **Create Cash**. The payment with allocations will then be traceable in Sage 200.
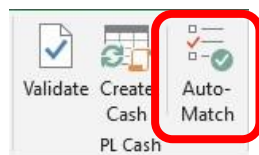
Excel Data Bridge
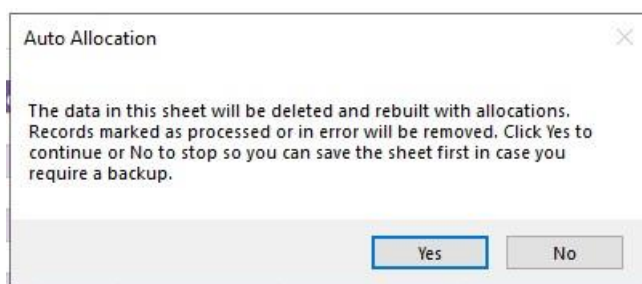## PL_Cash Function

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

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

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.

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 require a backup.

Yes   No

to the right.

Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	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.

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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.

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**.

Excel Data Bridge
PL_Cash Function

Group By ID

As standard, when posting to Sage 200, Excel Data Bridge will keep together any transaction lines entered containing the same **Supplier Code / Reference / Second Reference / Currency** and **PaymentReceiptIndicator**.

These fields are shown in the **Key Fields** area of Excel Data Bridge.

Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
1		MOL001	P	282	BACS						18	A	89	0000003279
1		MOL001	P	282	BACS						10	A	O1505001	0000003323
1		PBT001	P	20000	BACS						675.7	B	Order No 0000003060	PBT001_30/07/2010
1		PBT001	P	20000	BACS						4106.6	B	Order No 0000003119	
1		PBT001	P	20000	BACS						4106.6	B	Order No 0000003149	
1		PBT001	P	20000	BACS						4106.6	B	Order No 0000003175	
1		PBT001	P	20000	BACS						4106.6	B	Order No 0000003205	
1		PBT001	P	20000	BACS						2897.7	B	Order No 0000003239	

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	AllocationValue	GroupByID	PLItemRef	PLItem2ndRef
1		JOH002	P	6879.33	BACS						1615.3	A	Order No 0000002949	JOH002_30/07/2010
1		JOH002	P	6879.33	BACS						526	A	Order No 0000003004	
1		JOH002	P	2259.29	BACS						1436.7	B	Order No 0000003004	
1		JOH002	P	2259.29	BACS						822	B	Order No 0000003030	

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

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.

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		CashDate	SupplierCode	PaymentReceiptIndicator		Value	Reference	2ndRef	SettlementDisc
3	Status		CashRef	Bank		CashDate	SupplierCode	PaymentReceiptIndicator		Value	Reference	2ndRef	SettlementDisc
4				1			ATL001	P		7000	BACS		
5													

Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID
1		JOH002	P	6879.33	BACS							A
1		JOH002	P	2259.29	BACS							B

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.

Status	CashRef	Bank	CashDate	SupplierCode	PaymentReceiptIndicator	Value	Reference	2ndRef	SettlementDisc	Currency	SupplierValue	AllocationDate	AllocationValue	GroupByID	PLItemRef		PLItem2ndRef
Error: PL Cash transacti		1		ATL001	P	7000	BACS						6869.74		0030391		0000003338

Error: PL Cash transaction failed: Allocations do not sum to zero and reduce credit not enabled
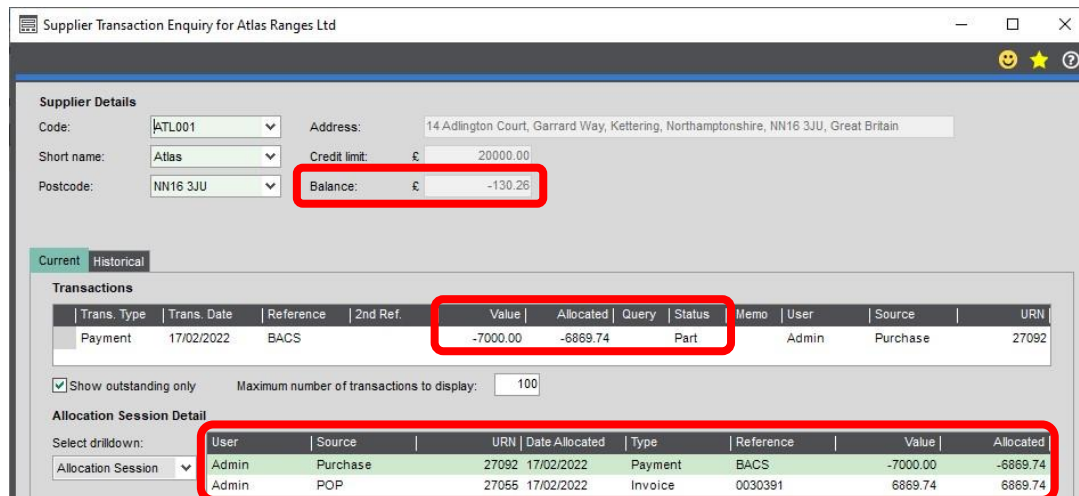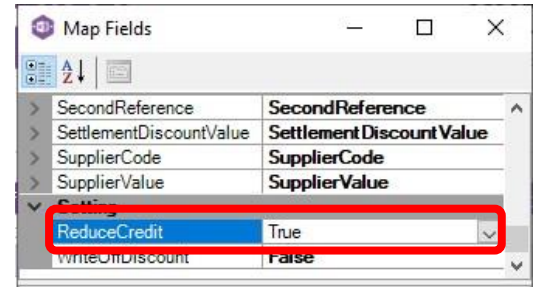
Excel Data Bridge
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Excel Data Bridge can ensure that any overpayment value is posted automatically in Sage 200 as an unallocated payment.

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: -

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.

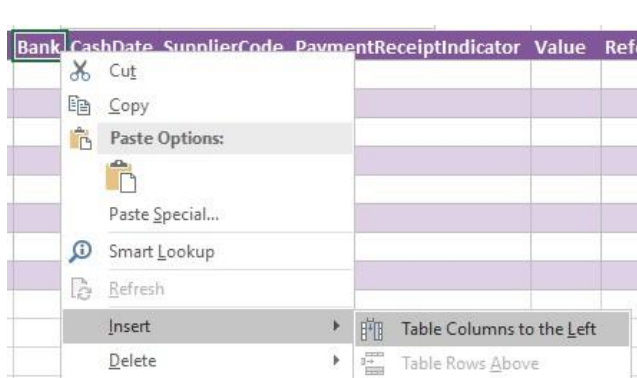Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

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.
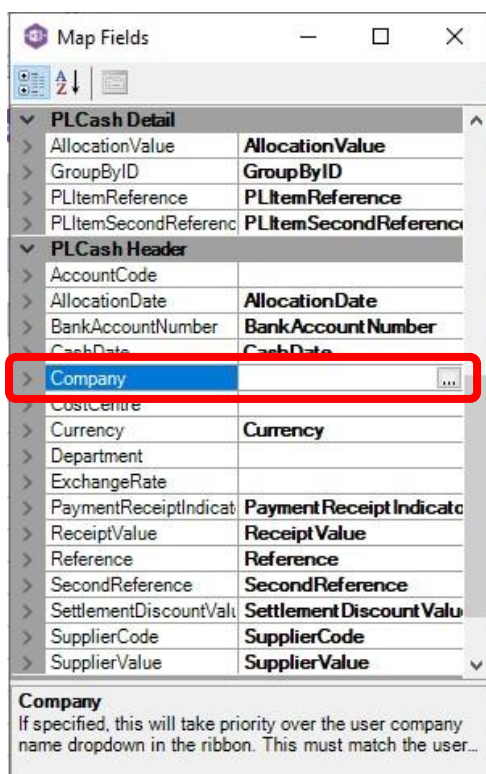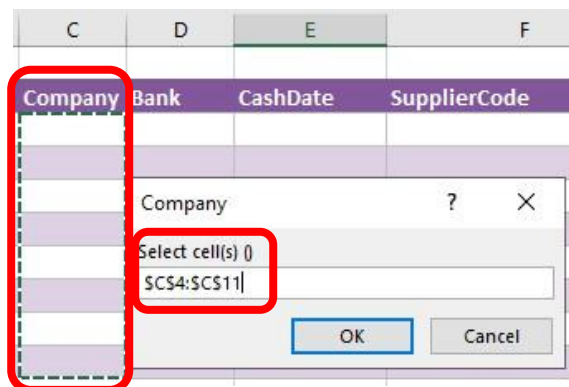
Excel Data Bridge
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New column added to the multiline template to allow the Sage 200 **Company** to be selected for the payment in Sage 200. Enables multiple payments to be made across multiple Sage 200 companies.

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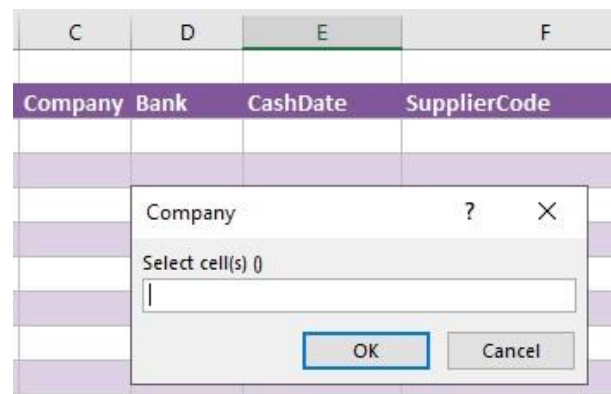

1.

2.

Now

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.

Deleting unwanted columns

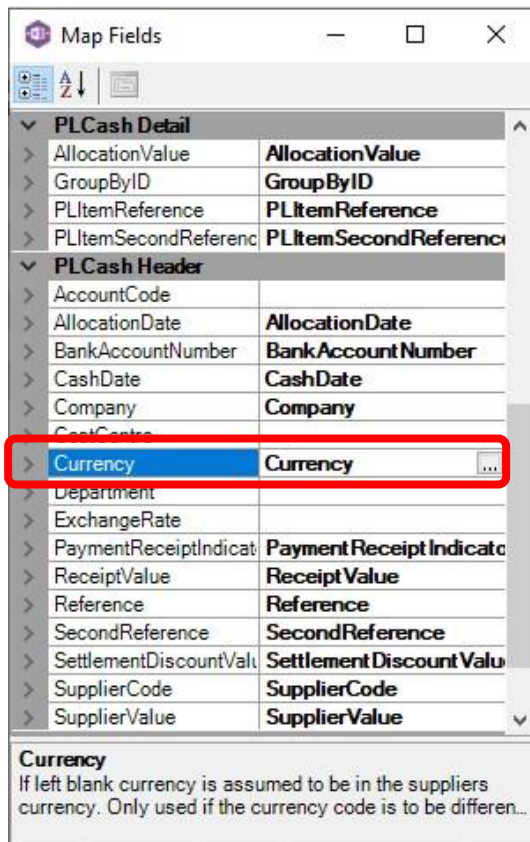Deleting unwanted columns within a template is a two-step process: -

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.

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.