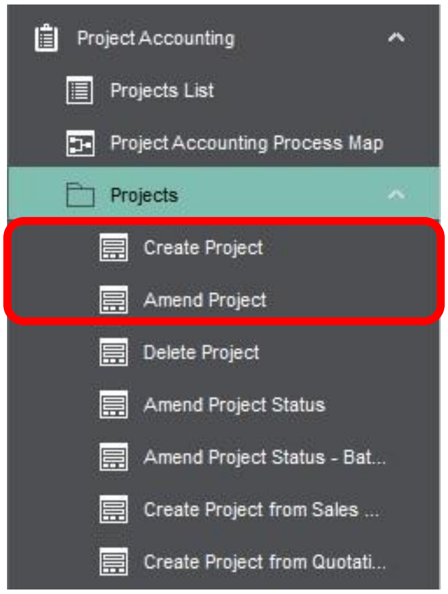
Excel Data Bridge

Project Accounting Function

Introduction

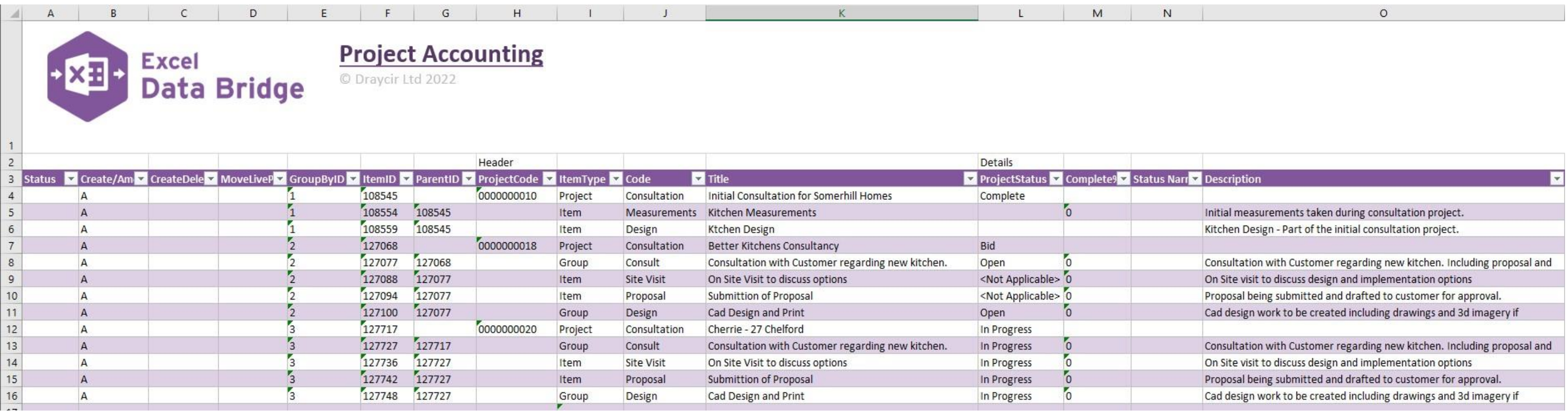
The Project Accounting function enables you to create **new** projects and make changes to **existing** projects in Sage 200.

It emulates both the **Create Project** and **Amend Project** features available in Sage 200 via **Project Accounting > Projects**.



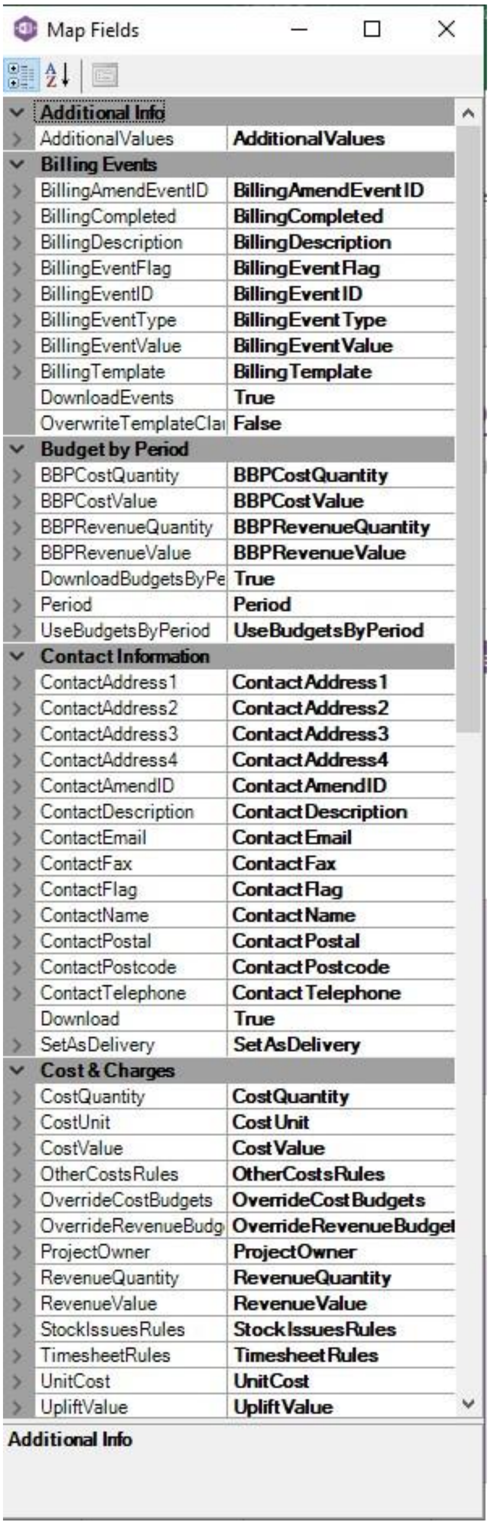
The multiline template allows multiple projects to be created in Sage 200 at once; and multiple existing projects can be easily downloaded, amended and reuploaded to Sage 200

Field Mappings



							Header				Details			
Status	Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%	Status Narr	Description
	A			1	108545		0000000010	Project	Consultation	Initial Consultation for Somerhill Homes	Complete			
	A			1	108554	108545		Item	Measurements	Kitchen Measurements		0		Initial measurements taken during consultation project.
	A			1	108559	108545		Item	Design	Ktchen Design				Kitchen Design - Part of the initial consultation project.
	A			2	127068		0000000018	Project	Consultation	Better Kitchens Consultancy	Bid			
	A			2	127077	127068		Group	Consult	Consultation with Customer regarding new kitchen.	Open	0		Consultation with Customer regarding new kitchen. Including proposal and
	A			2	127088	127077		Item	Site Visit	On Site Visit to discuss options	<Not Applicable>	0		On Site visit to discuss design and implementation options
	A			2	127094	127077		Item	Proposal	Submition of Proposal	<Not Applicable>	0		Proposal being submitted and drafted to customer for approval.
	A			2	127100	127077		Group	Design	Cad Design and Print	Open	0		Cad design work to be created including drawings and 3d imagery if
	A			3	127717		0000000020	Project	Consultation	Cherrie - 27 Chelford	In Progress			
	A			3	127727	127717		Group	Consult	Consultation with Customer regarding new kitchen.	In Progress	0		Consultation with Customer regarding new kitchen. Including proposal and
	A			3	127736	127727		Item	Site Visit	On Site Visit to discuss options	In Progress	0		On Site visit to discuss design and implementation options
	A			3	127742	127727		Item	Proposal	Submittion of Proposal	In Progress	0		Proposal being submitted and drafted to customer for approval.
	A			3	127748	127727		Group	Design	Cad Design and Print	In Progress	0		Cad design work to be created including drawings and 3d imagery if

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



The **Additional Info** section shows the Sage 200 fields available to the Additional Information area in the Details tab of the project in the left-hand column.

The **Billing Events** section shows all Sage 200 fields available to the Billing Schedule area of the Customer Billing Details screen in the left-hand column.

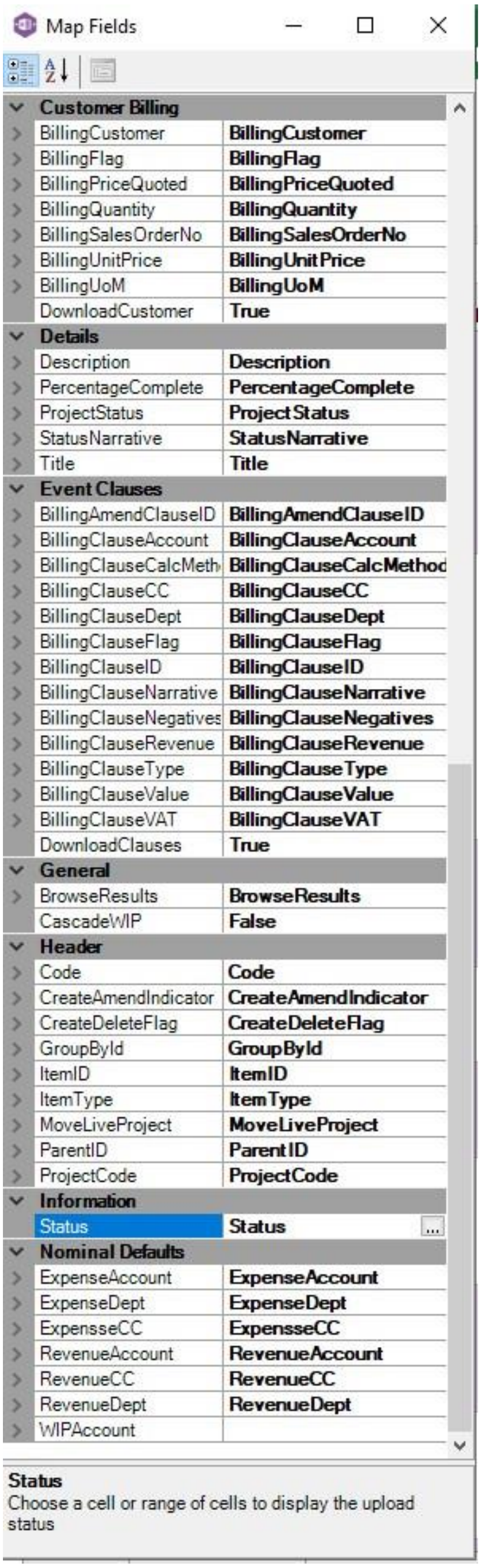
Costs & Charges > Select Customer > Edit

The **Budget by Period** section shows all Sage 200 fields available to the Budgets by Period area in the Costs & Charges tab of the project in the left-hand column.

The **Contact Information** section shows all Sage 200 fields available to the Contact Info tab of the project in the left-hand column.

The **Cost & Charges** section shows all Sage 200 fields available to the Costs & Charges tab of the project 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 **Customer Billing** section shows all Sage 200 fields available to the Quotation Information area of the Customer Billing Details screen in the left-hand column.

Costs & Charges > Select Customer > Edit

The **Details** section shows all Sage 200 fields available to the Current Status area in the Details tab of the project in the left-hand column.

The **Event Clauses** section shows all Sage 200 fields available to the Billing Lines area of the Customer Billing Details screen in the left-hand column.

Costs & Charges > Select Customer > Edit > Details

The **General** section allows custom cell mappings to be created to hold data from browses. ***Not covered in this document***

The **Header** and **Information** sections shows Sage 200 fields available to the header section of the project record, and some Excel Data Bridge specific fields.

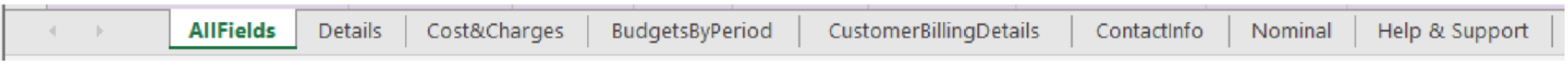
The **Nominal Defaults** section shows all Sage 200 fields available to the Nominal Defaults tab of the project in the left-hand column.

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

There are seven worksheets within this template. **All Fields** contains every field available to populate when creating Sage 200 project records via Excel Data Bridge.



The remaining seven worksheets have been created with the individual area in the Sage 200 project record in mind.

Before making any changes to existing Sage 200 projects, or creating new projects, it will be useful to know how the template relates to the different sections of the Sage 200 project records.

By understanding this, this should help you decide which worksheet in the template will best fit your needs, and which columns you need to complete.

Any unrequired columns can be unmapped and removed from the worksheet. This is covered in a later section in the document.

All Fields Worksheet

Columns A – G of the multiline template are specific to Excel Data Bridge. These fields will **always** be required on the template.

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

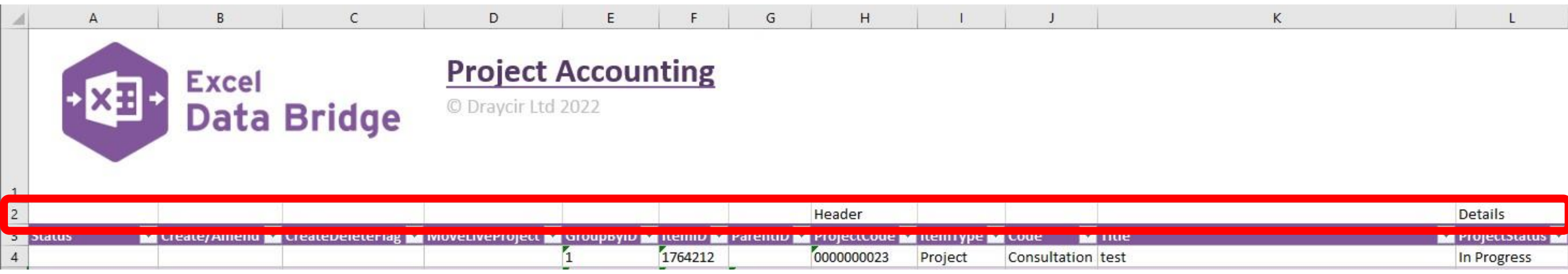
Status	Populated when selecting the **Create / Amend Project** button on the Excel Data Bridge ribbon. The default status on a successful creation will be **Processed** When attempting to post to Sage 200, the status field should either be cleared, or display a status of **Pending**. Any other data entered in this field will prevent the project being created / amended 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.
Create/Amend	Let Excel Data Bridge know if the data being entered is for a **new** or **existing** project, enter: - • **C** to create a new project record • **A** to amend an existing project record
CreateDeleteFlag ***(Amend Only)***	Let Excel Data Bridge know if the data being entered should **add** or **delete** a project line from a project structure, enter: - • **C** to add a new project line to an existing project structure • **D** to delete a project line from an existing project structure
MoveLiveProject	Supports the **Move Live Project** feature in Sage 200 project structure. Set to **TRUE** to move an existing live project(s) to form part of a new project structure. ***See page 25 for more information***
GroupByID	***IMPORTANT - See section for Group By ID on page 27***
ItemID	Enter a unique ID against each project, group and item relating to any **new** project records being created. This can be alpha or numeric. This column will populate automatically if **existing** project records are downloaded into Excel Data Bridge.

ParentID	Enter the Item ID of the parent item in the project to create a project structure for any **new** project records being created. This column will populate automatically if **existing** project records are downloaded into Excel Data Bridge.

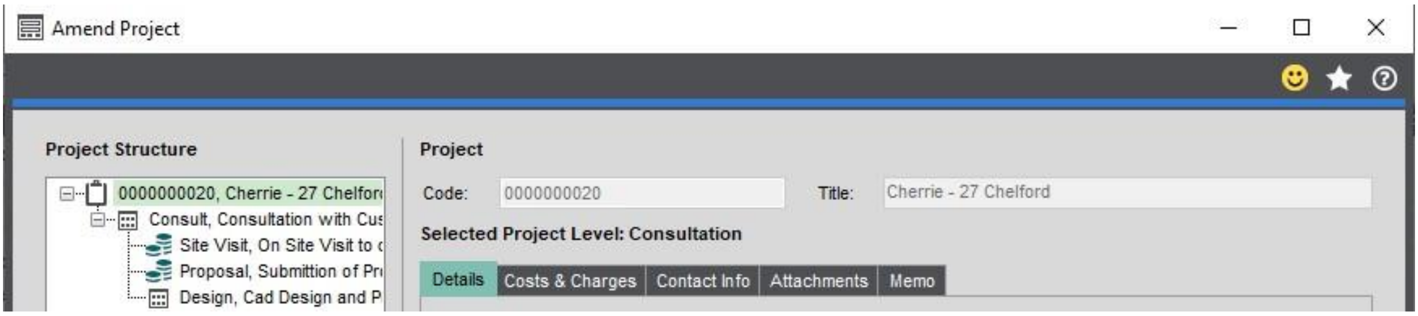
After this, on **row 2** of the worksheet, headings appear indicating which area of Sage 200 the columns within the section belong to.

Header Section

The header section columns represent the fields available to the project header in Sage 200.



These fields will **always** be required on the template.



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

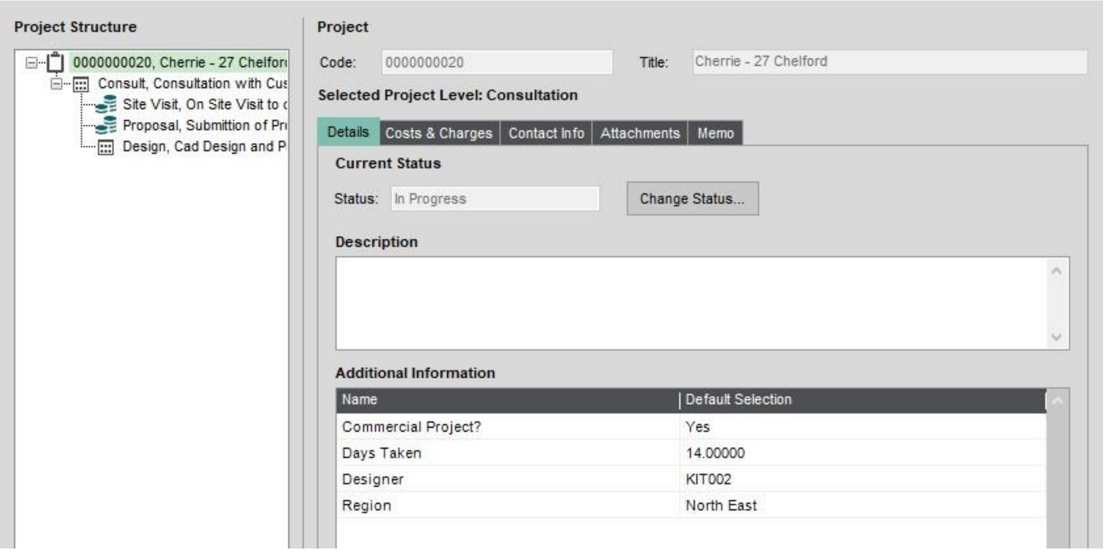
ProjectCode	Enter a project code for any **new** project records being created or leave blank to use the next available project code (if Sage 200 is set to automatically generate project codes).

ItemType	Select the item type for each project level item required for the project from the drop-down options of **Project, Group** or **Item**.
Code	Enter a code for each project level item required for the project or browse existing project item codes in Sage 200 for each item type by right clicking on the cell and selecting Excel Data Bridge Browse.
Title	Enter a title for each project level item.

Details Section

The details section columns represent the fields available to the Details tab for each project level in the Sage 200 project.

If any of these fields are ***not required*** to create / amend Sage 200 data, they can be unmapped and removed from the template – ***see page 37 for instructions***.



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

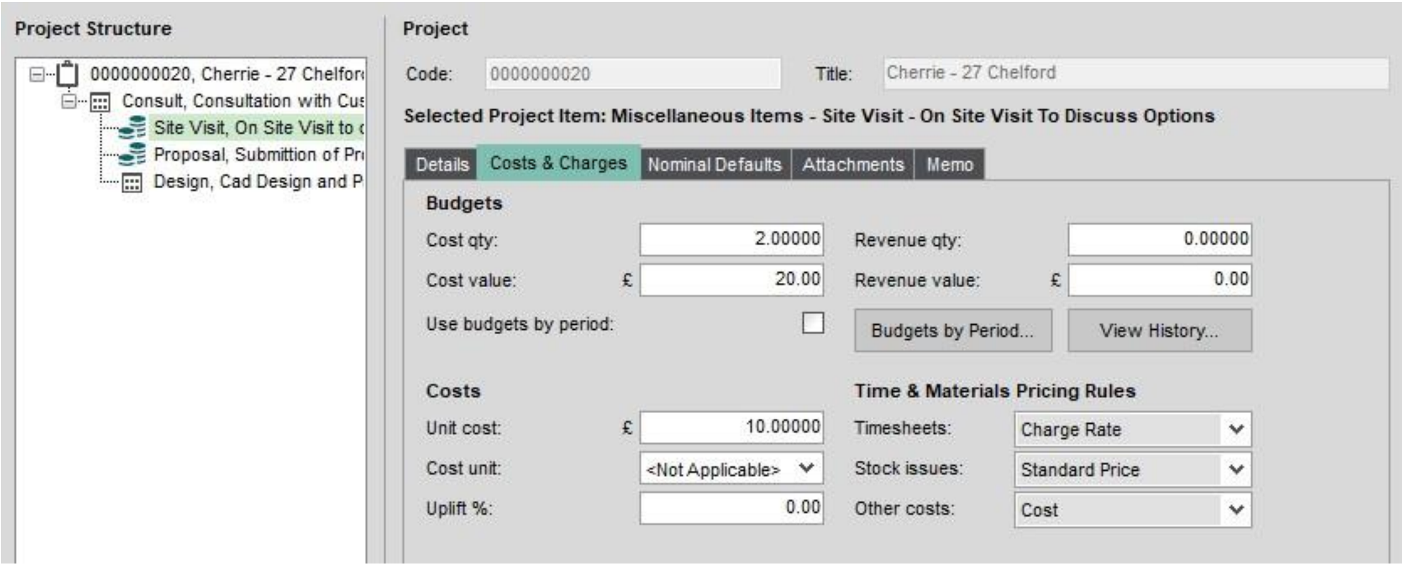
ProjectStatus	Enter a status for each project level item, or right click on the cell and select Excel Data Bridge Browse, if the item type allows status setting.
Complete%	Enter a number indicating the percentage complete for each project level item, if the item type allows setting of percentage completion.
Status Narrative	Enter a status narrative for each project level item where a project status has been applied.

Description	Enter a description for each project level item, if the item type allows description entering.
Additional Info Columns	The remaining columns in the Details section represent any additional information fields that have been created in Sage 200 via Project Maintenance > Additional Information. The template has been designed to include **16** extra fields as standard, should more be required, please contact support to amend the template. Enter the value of any additional information fields already existing in Sage 200 required for the project item type, or right click on the cell and select Excel Data Bridge Browse.

Costs & Charges Section

The costs and charges section columns represent the fields available to both the Budgets and Costs sections of the **Costs & Charges** tab for each project level in the Sage 200 project.

If any of these fields are ***not required*** to create / amend Sage 200 data, they can be unmapped and removed from the template – ***see page 37 for instructions***.



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

CostQuantity	Enter the cost quantity for the project item, if the item type allows setting of cost budgets.
CostValue	Enter the cost value for the project item, if the item type allows setting of cost budgets.

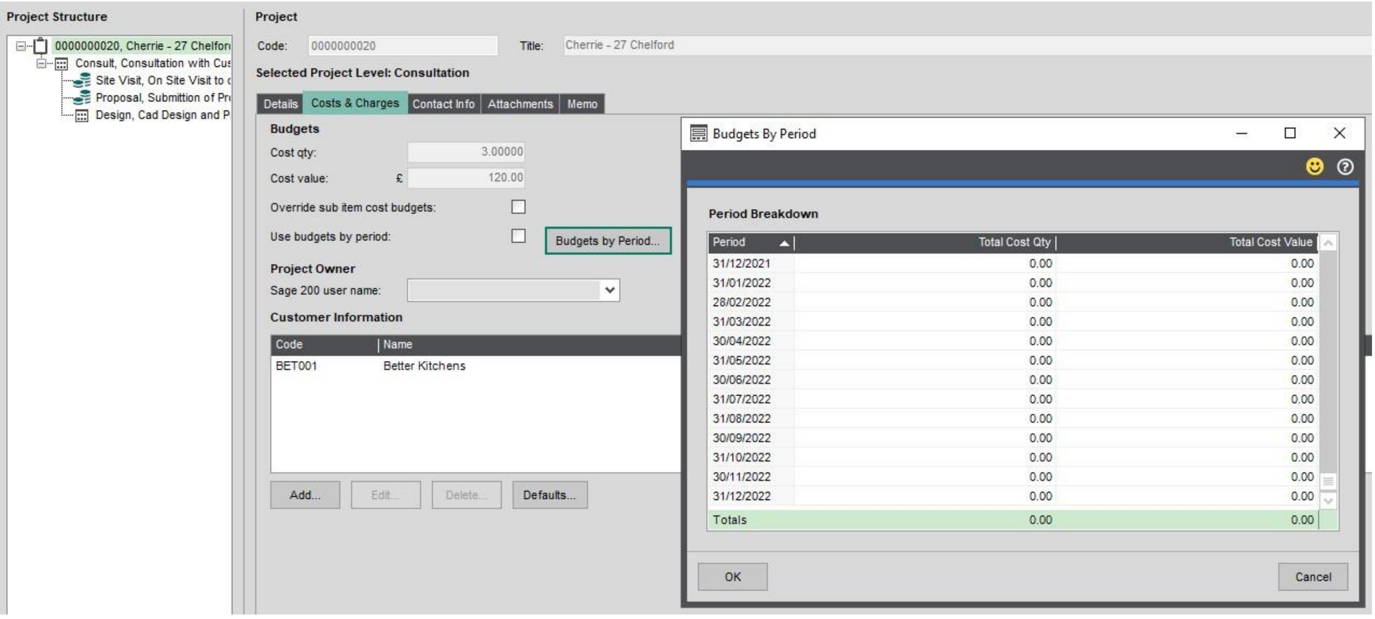
OverrideCost	Set to **TRUE** to for **Project** and **Group** item types to specify cost quantity and value at project / group level, if item type allows cost budget setting, else set to **FALSE**, or leave blank.
RevenueQuantity	Enter the revenue quantity for the project item, if the item type allows setting of revenue budgets.
RevenueValue	Enter the revenue value for the project item, if the item type allows setting of revenue budgets.
OverrideRevenue	Set to **TRUE** to for **Project** and **Group** item types to specify cost quantity and value at project / group level, if item type allows revenue budget setting, else set to **FALSE**, or leave blank.

ProjectOwner	Enter the username of the project owner (at project level), or right click on the cell and select Excel Data Bridge Browse.
UnitCost	Enter the unit cost for the project item, if the item type allows setting of cost units.
CostUnit	Enter the cost unit for the project item, if the item type allows setting of cost units, or right click on the cell and select Excel Data Bridge Browse.
UpliftValue	Enter the uplift value for the project item, depending on overhead absorption settings, which could be a value or a %.
TimesheetRules	Enter the pricing rule to use for timesheets for the project item, or right click on the cell and select Excel Data Bridge Browse.
StockIssuesRule	Enter the pricing rule to use for materials for the project item, or right click on the cell and select Excel Data Bridge Browse.
OtherCostRule	Enter the pricing rule to use for other costs for the project item, or right click on the cell and select Excel Data Bridge Browse.

Budgets by Period Section

The budgets by period section columns represent the fields available to the Budgets by Period area of the **Costs & Charges** tab for each project level in the Sage 200 project.

If any of these fields are ***not required*** to create / amend Sage 200 data, they can be unmapped and removed from the template – ***see page 37 for instructions***.



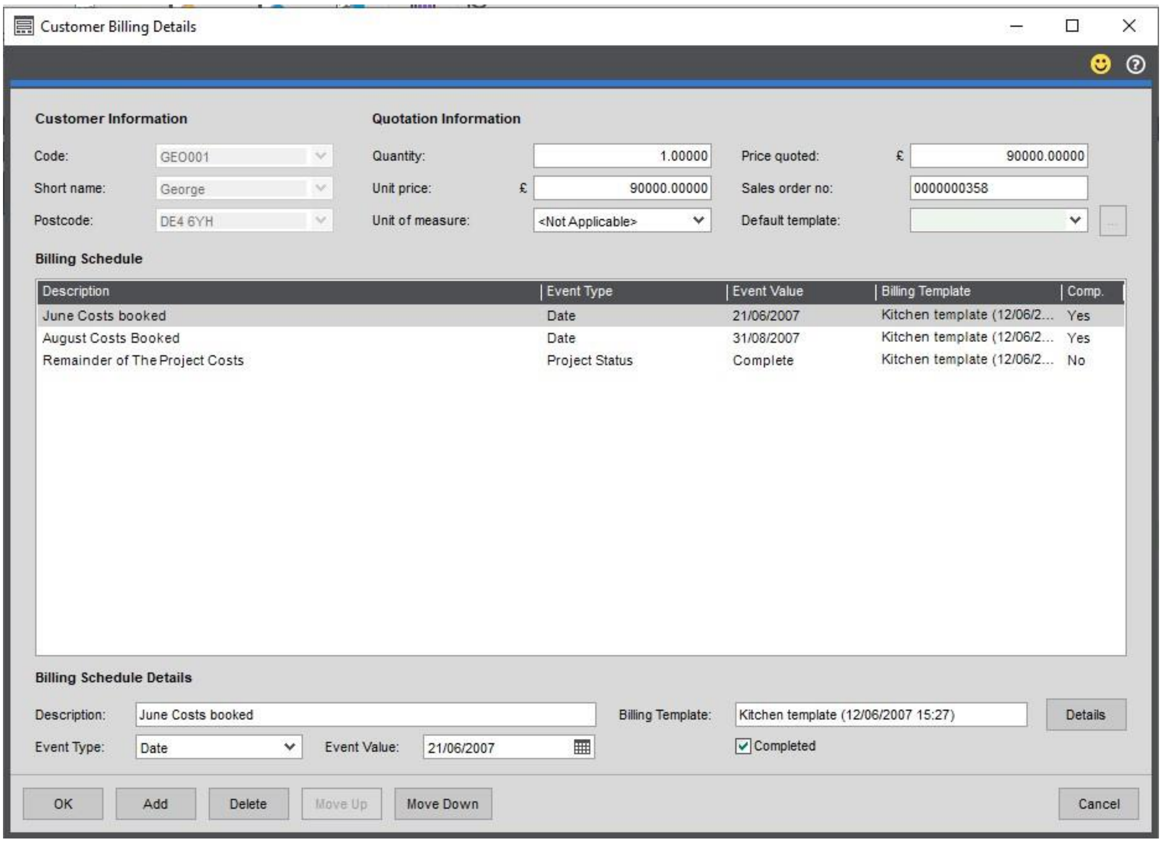
The table below explains the purpose of each of these fields: -

UseBudgetsByPeriod	Set to **TRUE** to enter cost / revenue budgets by period, if the item type allows setting of cost/revenue budgets, else set to **FALSE**, or leave blank.
Period	Enter the budget period date or browse to select.
BudgetPeriodCostQuantity	Enter the cost quantity, if the item type allows the setting of cost budgets.
BudgetPeriodCostValue	Enter the cost value, if the item type allows the setting of cost budgets.
BudgetPeriodRevenueQuantity	Enter the revenue quantity, if the item type allows the setting of revenue budgets.
BudgetPeriodRevenueValue	Enter the revenue value, if the item type allows the setting of revenue budgets.

Customer Billing Section

The customer billing section columns represent the fields available to the Customer Information area of the **Costs & Charges** tab at the Sage 200 project header level.

If any of these fields are ***not required*** to create / amend Sage 200 data, they can be unmapped and removed from the template – ***see page 37 for instructions***.

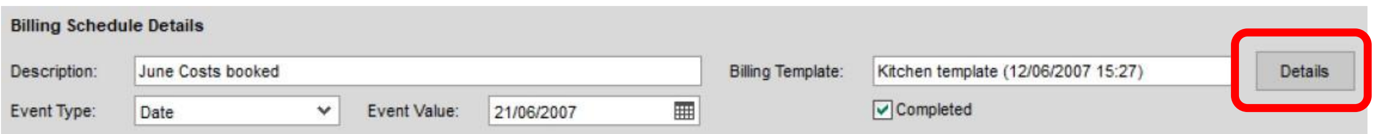


The table below explains the purpose of each of these fields: -

CustomerBillingFlag	Enter **D** to delete a customer **billing schedule** at project level. Any *events / clauses* related to the schedule will also be deleted.
CustomerBillingCode	Enter the customer account reference to bill at project level, or right click on the cell and select Excel Data Bridge Browse.
BillingQuantity	Enter the quantity for the quotation at project level.
BillingUnitPrice	Enter the unit price for the quotation at project level.
BillingUoM	Enter the unit of measurement for the quotation at project level, or right click on the cell and select Excel Data Bridge Browse.
BillingPriceQuoted	Enter the price quoted for the quotation at project level.
BillingSalesOrderNo	Enter the sales order number for the quotation at project level.

BillingEventFlag	Enter **D** to delete a customer **billing event** at project level. Any *clauses* related to the schedule will also be deleted.
BillingEventID	Enter a unique ID for each bill being added to the customer schedule.
BillingAmendEventID	Displays a record ID of an existing event when project downloaded. Required when making amendments to / deleting billing events.
BillingDescription	Enter a description for each bill added to the customer schedule.
BillingEventType	Enter the billing event type for the project, or right click on the cell and select Excel Data Bridge Browse.
BillingEventValue	Enter the value for the billing event.
BillingTemplate	Enter the billing template to use for the project, or right click on the cell and select Excel Data Bridge Browse.
BillingCompleted	Set to **TRUE** to mark the billing as completed at project level, else set to **FALSE,** or leave blank.

The following fields are available to the **Details** screen of the Billing Schedule Details area of Sage 200:



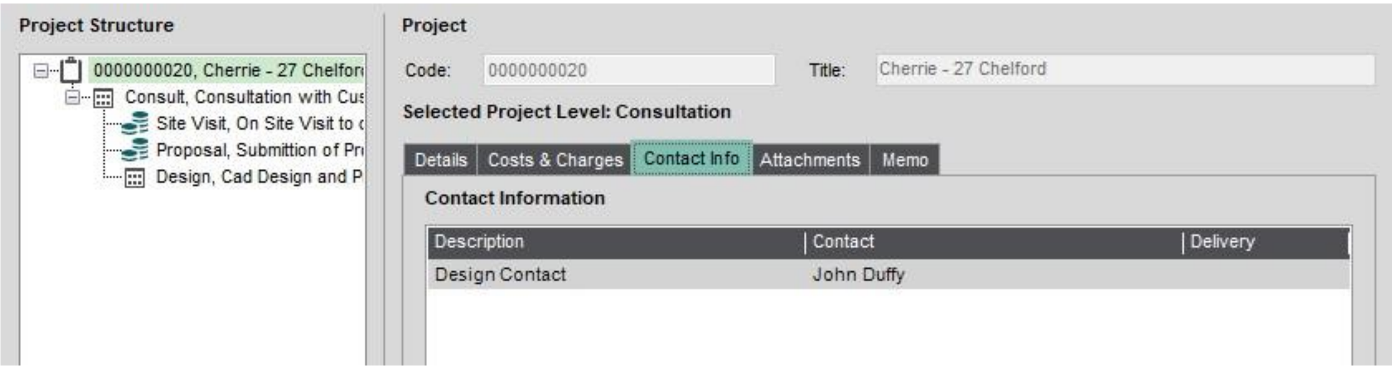
BillingClauseFlag	Enter **D** to delete a customer **billing clause** at project level.
BillingAmendClauseID	Displays a record ID of an existing clause when project downloaded. Required when making amendments to / deleting billing clauses.
BillingClauseID	Enter a unique ID for each clause in a billing event.
BillingClauseNarrative	Enter a narrative for each clause added to a billing event.

BillingClause CalculationMethod	Select the billing clause calculation method from the options given in the drop-down list.
BillingClauseValue	Enter a clause value for the specified calculation method.
BillingClauseType/Show	Select the clause type to show from either **Detail** or **Summary**.
BillingClauseRevenue	Enter the billing clause revenue code, or right click on the cell and select Excel Data Bridge browse.
BillingClauseVAT	Enter the billing clause VAT code, or right click on the cell and select Excel Data Bridge browse.
BillingClauseAccount	Enter the nominal code for the billing clause, or right click on the cell and select Excel Data Bridge browse.
BillingClauseCC	The cost code for the nominal account will be updated on nominal code selection from a browse.
BillingClauseDept	The department for the nominal account will be updated on nominal code selection from a browse.
BillingClauseNegatives	Enter **TRUE** to include negative entries for the billing line, or **FALSE** to exclude.

Contact Info Section

The contact info section columns represent the fields available to the **Contact Info** tab at the Sage 200 project header level.

If any of these fields are ***not required*** to create / amend Sage 200 data, they can be unmapped and removed from the template – ***see page 37 for instructions***.

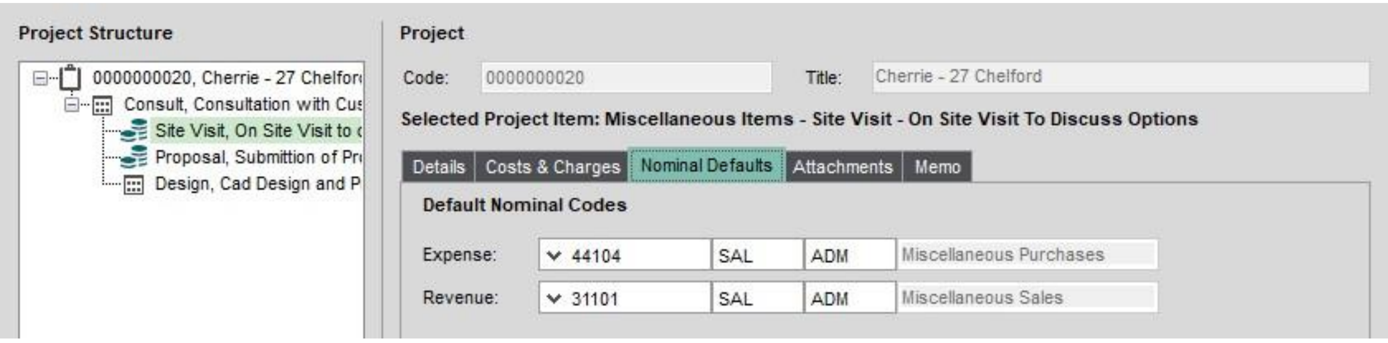


The table below explains the purpose of each of these fields: -

ContactFlag	Enter **D** to delete a customer **contact** at project level. Ensure the contact amend ID is populated before posting amendment.
ContactAmendID	Displays a record ID of an existing contact when project downloaded. Required when making amendments to or deleting existing contacts.
ContactSetAsDelivery	Enter **TRUE** to assign contact as delivery contact.
ContactDescription	Enter the description of the contact.
ContactPostalName	Enter the postal name of the contact.
ContactAddress 1 – 4	Enter the address lines of the contact.
ContactPostcode	Enter the postcode of the contact.
ContactName	Enter the name of the contact.
ContactTelephone	Enter the telephone number of the contact.
ContactFax	Enter the fax number of the contact.
ContactEmail	Enter the email address of the contact.

Nominal Defaults Section

The nominal defaults section columns represent the fields available to the **Nominal Defaults** tab at each Sage 200 project item level.



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

ExpenseAcc	Enter the expense account nominal code for the project item, or right click on the cell and select Excel Data Bridge Browse.
ExpenseCC	The cost centre of the expense account will be populated on nominal code selection from a browse.
ExpenseDept	The department of the expense account will be populated on nominal code selection from a browse.
ExpenseNominal Description	The name of the expense account will be populated on nominal code selection from a browse.
RevenueAcc	Enter the revenue account nominal code for the project item, or right click on the cell and select Excel Data Bridge Browse.
RevenueCC	The cost centre of the revenue account will be populated on nominal code selection from a browse.
RevenueDept	The department of the revenue account will be populated on nominal code selection from a browse.
RevenueNominal Description	The name of the revenue account will be populated on nominal code selection from a browse.

Creating New Projects…

You can create new Sage 200 projects using Excel Data Bridge by the following methods: -

- Downloading existing project templates
- Downloading existing project records
- Manually from scratch

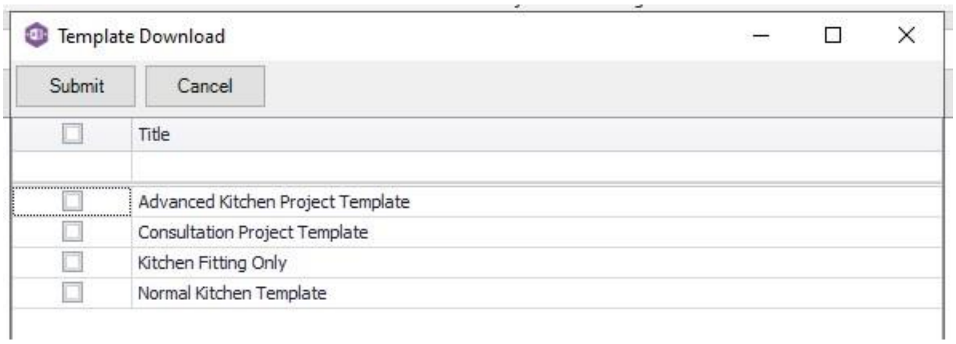
Downloading either an existing template or project from Sage 200 is probably the easiest way to create new project records, but all three methods will be discussed in the document.

When creating **new projects**, we recommend using the **AllFields** worksheet in the template as it provides all project record data fields from Sage 200.

…from Project Template

Any existing project templates in Sage 200 can be downloaded into Excel Data Bridge and new projects created from them.

Clicking **Download Project Templates** displays the content of the **Project Templates** area in Sage 200.



You can download single or multiple project templates. Once a template is downloaded any existing data in the worksheet will be overwritten.

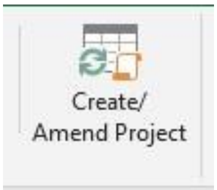
See example below where **Kitchen Fitting Only** template has been downloaded.
Points to note: -

- The Group By ID column contains the same data for each project line.
- The Item ID and Parent ID columns provide your project structure. Each item ID downloaded from Sage 200 is unique, and the parent ID downloaded points to which project level each item belongs to. The top level of the project will **not** have a parent.
- The Item Type column confirms that this project contains one project level item and six project items, which are pointing to the project level item ID as their parent.

Make any changes required to the data downloaded from the template, including removing any project items that are not required.

E	F	G	H	I	J	K	L	M	N	O
			Header				Details			
GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%	Status Narrative	Description
1	126820			Project	Project		Open	0		Kitchen Project for Tynedale bank. Cad design to be organised and other external factors to be considered.
1	126830	126820		Item	Kitchen Sale	Kitchen Sale				Full project to be billed using this item.
1	126835	126820		Item	Fitting	Kitchen Fitting		0		Kitchen Fitting - Includes cabinet construction, worktops etc...
1	126849	126820		Item	Measurements	Kitchen Measurements		0		Initial measurements taken during consultation project.
1	126863	126820		Item	Plaster	Plastering service for Kitchen		0		All Skimming and plastering work.
1	126877	126820		Item	Removal	Kitchen Removal		0		Removal of kitchen - part of phase 1.
1	126891	126820		Item	Tiling	Tiling work on Kitchen		0		Floor or Wall tiles to be grouted and fitted.

To create a new project record, enter **C** in the **Create/Amend** column against the project level item, add a **Title** for the project level item then click **Create / Amend Project**.



Create / Amend Project will attempt to create the project in Sage 200. This process also performs a full Sage validation check.

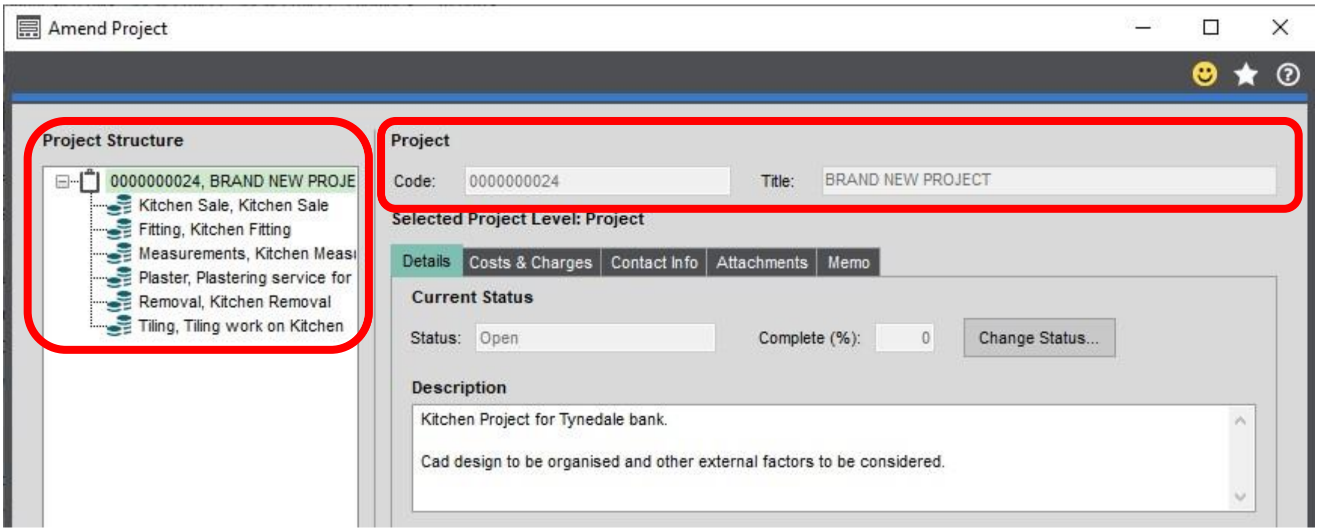
If successful, the status cell will change to **Processed** against each project item and the project code created will be returned in the project code cell.

Note – making changes to a downloaded project template will not write back to the Project Templates area. Any changes made to the project template after download will be applied only to the newly created project.

B	C	D	E	F	G	H	I	J	K
						Header			
Create/Amend	CreateDeleteFlag	MoveLiveProject	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title
C			1	126820			Project	Project	BRAND NEW PROJECT

The project can now be traced in Sage 200 by the Project Code populated by Excel Data Bridge and the project structure created is shown in the left-hand panel.

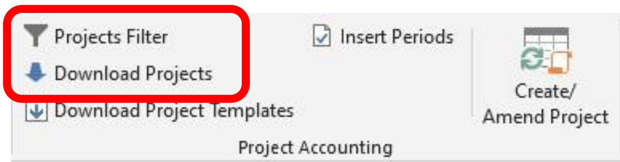
	A	B	C	D	E	F	G	H
2								Header
3	Status	Create/Amend	CreateDeleteFlag	MoveLiveProject	GroupByID	ItemID	ParentID	ProjectCode
4	Processed	C			1	126820		0000000024



...from Existing Project

Any existing project records in Sage 200 can also be downloaded into Excel Data Bridge and new projects created from them.

There are two further buttons available to the Excel Data Bridge ribbon to enable project records to be downloaded from Sage 200, the **Projects Filter** and **Download Projects** buttons.

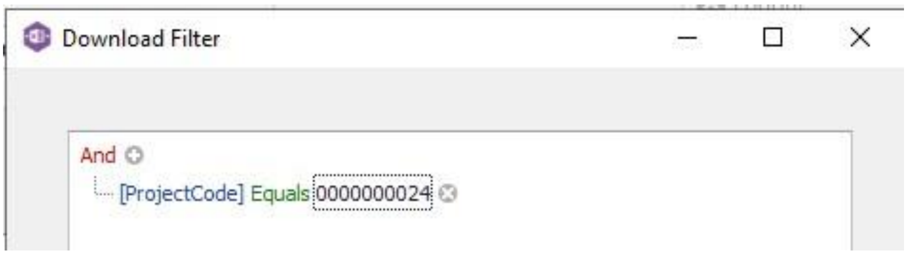


Step 1 – Set Filter

Click the Projects Filter button from the ribbon. Setting a filter uses the same logic as filters in Sage 200: -

FIELD **OPERATOR** **VALUE**

For example, add the following filter to download the Sage 200 project record **0000000024**: -



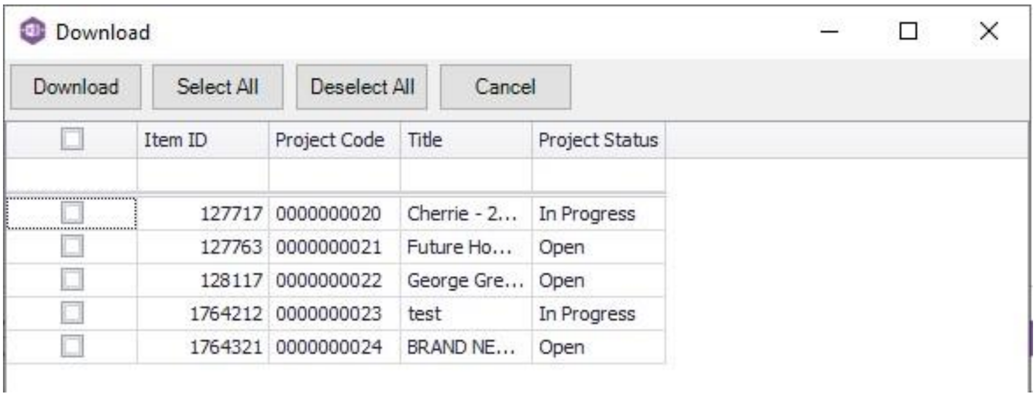
Wildcards can also be used to download projects containing certain data. For example, if I wasn't sure which project I needed from the range 20 - 29, I would add the following filter: -

The **underscore** wildcard replaces the final digit in the project code to allow project records from 20 to 29 to appear for selection in the download.

–

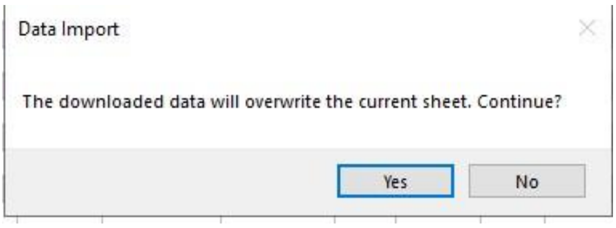
Step 2 Download Data

Once the filter has been set, click **Download Projects**. A pre-filter window appears to allow the required project(s) to be selected.



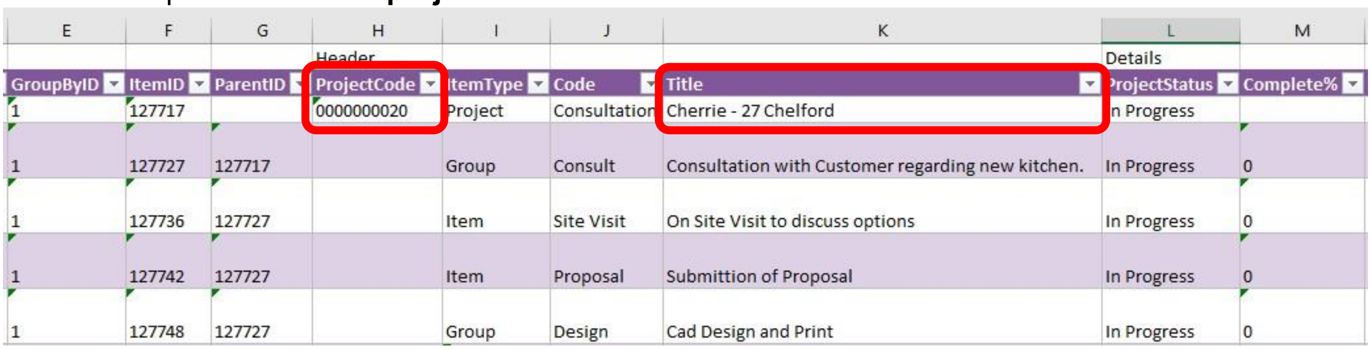
	Item ID	Project Code	Title	Project Status
☐	127717	0000000020	Cherrie - 2...	In Progress
☐	127763	0000000021	Future Ho...	Open
☐	128117	0000000022	George Gre...	Open
☐	1764212	0000000023	test	In Progress
☐	1764321	0000000024	BRAND NE...	Open

When downloading data from Sage 200, any existing data in the template will be overwritten in the worksheet. A message appears confirming this to give the opportunity of saving the file before the data is downloaded.



Clicking **Yes**, will download all data from the Sage 200 projects selected for download.

See example below where **project 0000000020** has been downloaded



GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%
1	127717		0000000020	Project	Consultation	Cherrie - 27 Chelford	n Progress	
1	127727	127717		Group	Consult	Consultation with Customer regarding new kitchen.	In Progress	0
1	127736	127727		Item	Site Visit	On Site Visit to discuss options	In Progress	0
1	127742	127727		Item	Proposal	Submittion of Proposal	In Progress	0
1	127748	127727		Group	Design	Cad Design and Print	In Progress	0

This time note the **Project Code** and **Title** have also been downloaded from Sage 200. These will need to be amended before creating the new project in Sage 200.

–

Step 3 Make changes

When creating a new project based on an existing project, ***remove*** the existing project code (to allow a new project to be created), ***change*** the project title to reflect the new project, and make any other changes required before attempting to create the new record.

E	F	G	H	I	J	K	L	M
			Header				Details	
GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%
1	127717			Project	Consultatio	Cherrie - 29 Chelford	In Progress	
1	127727	127717		Group	Consult	Consultation with Customer regarding new kitchen.	In Progress	0
1	127736	127727		Item	Site Visit	On Site Visit to discuss options	In Progress	0
1	127742	127727		Item	Proposal	Submittion of Proposal	In Progress	0
1	127748	127727		Group	Design	Cad Design and Print	In Progress	0

Let's say in this example, I need an extra project item added to the structure, and it needs to be part of the **group** for **Cad Design and Print**. Enter a new row of data as follows: -

- **GroupByID** = **1** (as the other rows in the project contain this number)
- **ItemID** = **127749** (the next unique number in the Item ID column)
- **ParentID** = **127748** (the Item ID of Cad Design and Print where new item belongs)
- **ItemType** = **Item** (selected from the drop-down list)
- **Code** = **3d Imagery** (selected by browsing the code cell)
- And any other required changes

E	F	G	H	I	J	K	L	M
GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%
1	127717			Project	Consultation	Cherrie - 29 Chelford	In Progress	
1	127727	127717		Group	Consult	Consultation with Customer regarding new kitchen.	In Progress	0
1	127736	127727		Item	Site Visit	On Site Visit to discuss options	In Progress	0
1	127742	127727		Item	Proposal	Submittion of Proposal	In Progress	0
1	127748	127727		Group	Design	Cad Design and Print	In Progress	0
1	127749	127748		Item	3d Imagery	3d Imagery	In Progress	0

Step 4 Send to Sage 200

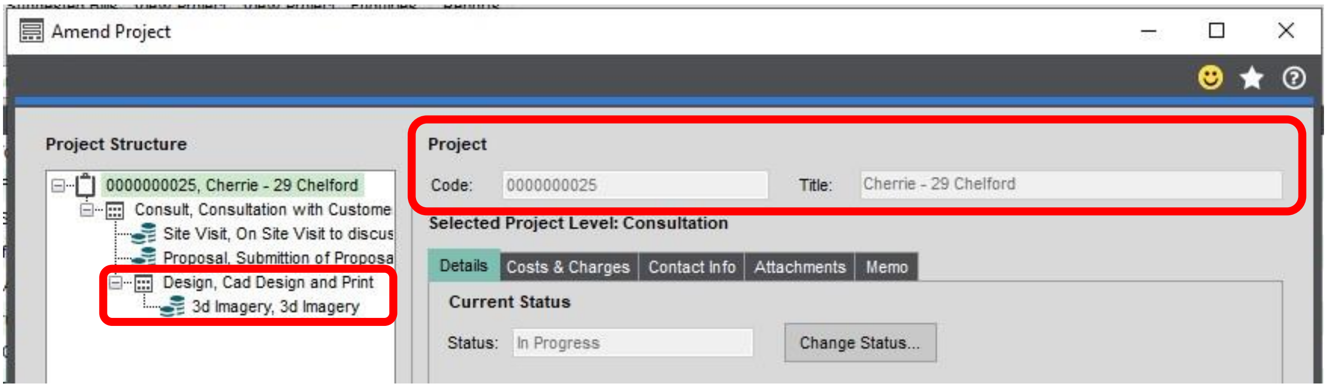
To create a new project record, enter **C** in the **Create/Amend** column against the project level item then click **Create / Amend Project**.

The status changes to processed and a new project code is assigned.

–

The project can be traced in Sage 200 by the Project Code populated by Excel Data Bridge and the project structure (including the new project line created for 3d Imagery) is shown in the lefthand panel.

Status	Create/Amend	CreateDeleteFlag	MoveLiveProject	GroupByID	ItemID	ParentID	Header ProjectCode	ItemType	Code	Title
Processed	C			1	127717		0000000025	Project	Consultation	Cherrie - 29 Chelford
Processed				1	127727	127717		Group	Consult	Consultation with Customer regarding new kitchen.
Processed				1	127736	127727		Item	Site Visit	On Site Visit to discuss options
Processed				1	127742	127727		Item	Proposal	Submittion of Proposal
Processed				1	127748	127727		Group	Design	Cad Design and Print
Processed				1	127749	127748		Item	3d Imagery	3d Imagery



New Project from Scratch

To create a project from scratch involves manually populating data in each column required. See example below where a basic project structure has been created with the minimum data required.

	A	B	C	D	E	F	G	H	I	J	K
2								Header			
3	Status	Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title
4		C			A	1			Project	Project	Project
5					A	2	1		Group	Consult	Consultation with Customer regarding new kitchen.
6					A	3	2		Item	Site Visit	On Site Visit to discuss options

The data has been entered as follows: -

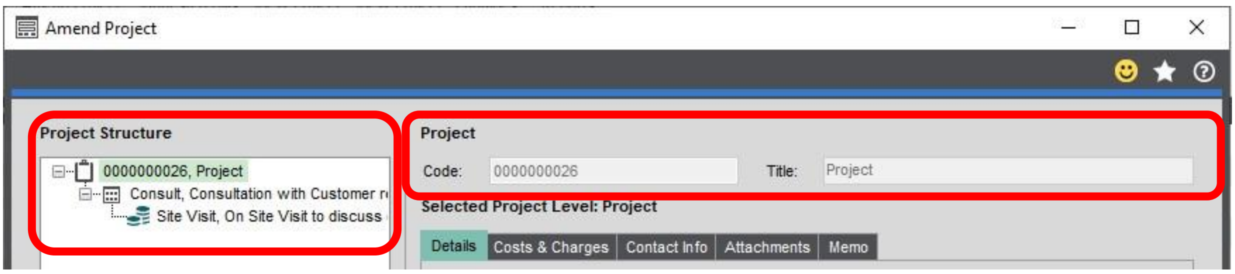
- **Create / Amend** = **C** (against the first row of data only)
- **GroupByID** = **A** (against each row in the project)
- **ItemID** = **1 / 2 / 3** (unique number against each row in the project)
- **ParentID** = **blank / 1 / 2** (point to unique Item ID where each row should sit)
- **Project Code** = left blank to allow Excel Data Bridge to return a new project code
- **ItemType** = relevant item type for each row selected from the drop-down list
- **Code** = relevant code for each row by browsing on the code cell
- **Title** = populates automatically by browsing the code cell, but can be amended manually for each row in the project

NOTE – if your Sage 200 project data contains *mandatory* Additional Information fields, these must also be populated in Excel Data Bridge to create the project successfully.

Create / Amend Project will attempt to create the project in Sage 200. If successful, the status cell will change to **Processed** and the new project code will be returned in the project code cell.

A	B	C	D	E	F	G	H	I	J	K
							Header			
Status	Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title
Processed	C			A	1		0000000026	Project	Project	Project
Processed				A	2	1		Group	Consult	Consultation with Customer regarding new kitchen.
Processed				A	3	2		Item	Site Visit	On Site Visit to discuss options

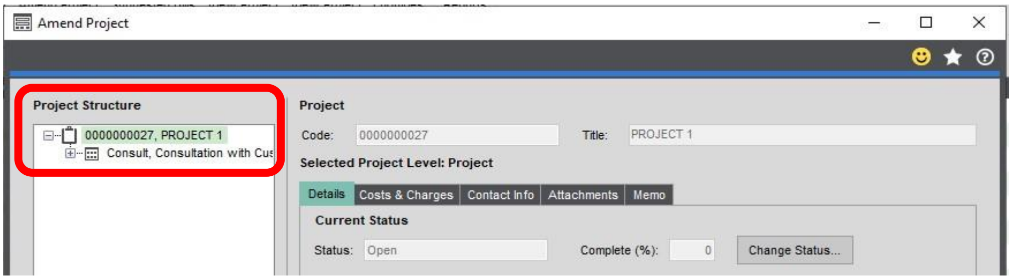
Again, the project can be traced in Sage 200 by the Project Code and the structure shown in the left-hand panel.

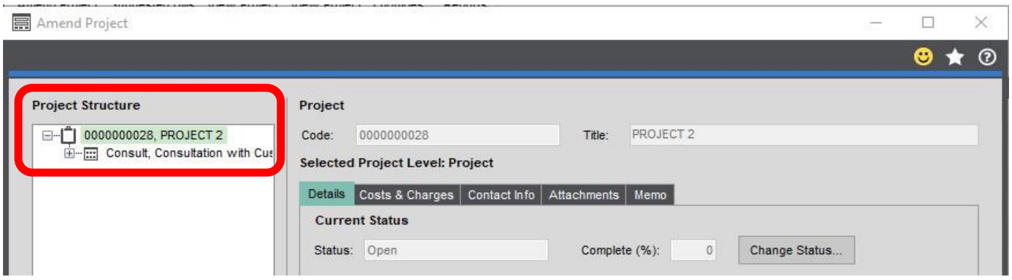


Move Live Project

Excel Data Bridge can take existing live Sage 200 projects and move them into a new project, in the same way as Move Live Project does when amending a project structure in Sage 200.

Let's say we want to create a brand-new project and move two existing live Sage 200 projects, projects **27** and **28**, into this newly created project.





In Excel Data Bridge, we would complete the data for the new project as normal, including: -

- the letter C in the Create/Amend cell
- a unique character in Group By ID
- a unique Item ID
- leaving the Project Code empty to allow Excel Data Bridge to generate a new one •
  any other required data for the new project

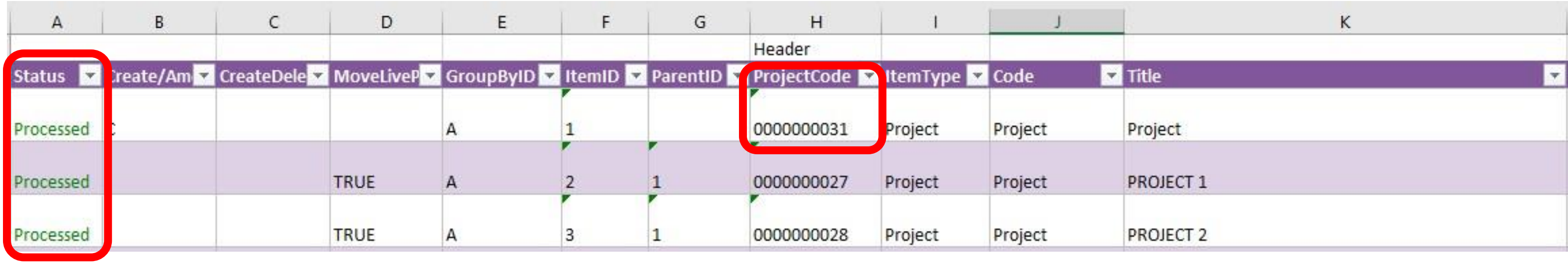
B	C	D	E	F	G	H	I	J	K	L
						Header				Details
Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus
C			A	1			Project	Project	Project	Open
		TRUE	A	2	1	0000000027	Project	Project	PROJECT 1	
		TRUE	A	3	1	0000000028	Project	Project	PROJECT 2	

For any projects required to become **part** of this new project, we would complete: -

- the word TRUE in the MoveLiveProject cell
- the same unique character entered for the new project in Group By ID
- a unique Item ID
- the Item ID of the new project as the Parent ID
- the Project Code and Item Type of the existing projects

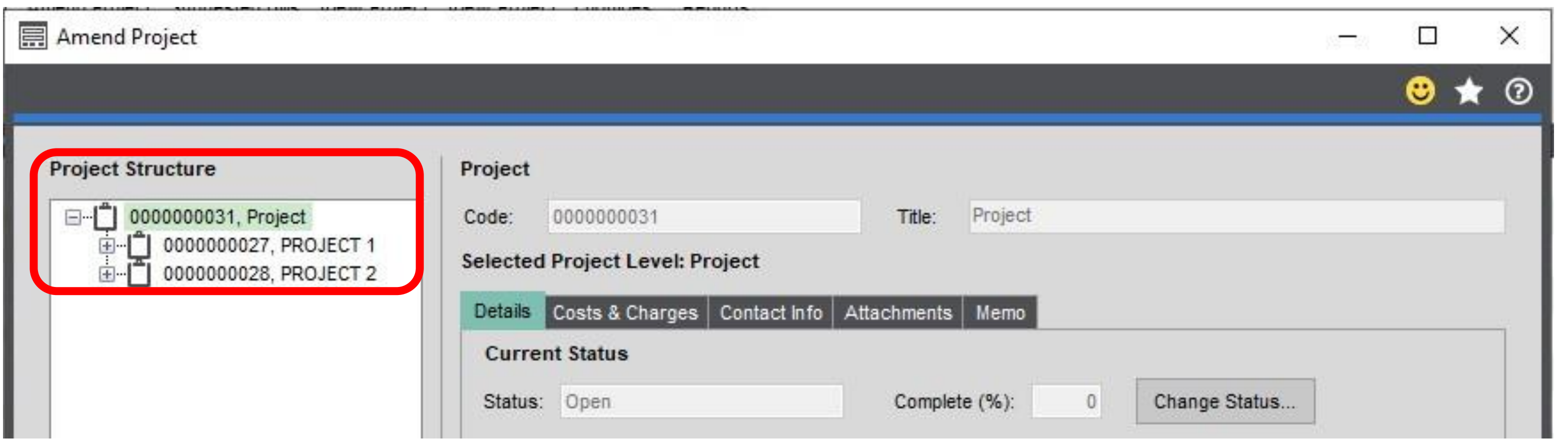
Excel Data Bridge
Project Accounting Function

Create / Amend Project will attempt to create the project in Sage 200. If successful, the status cell will change to **Processed** and the new project code will be returned in the project code cell.



Status	Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title
Processed	C			A	1		0000000031	Project	Project	Project
Processed			TRUE	A	2	1	0000000027	Project	Project	PROJECT 1
Processed			TRUE	A	3	1	0000000028	Project	Project	PROJECT 2

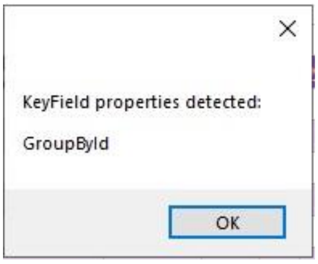
Again, the project can be traced in Sage 200 by the Project Code and the new structure, including the moved projects, shown in the left-hand panel.



Group By ID

When creating multiple projects in Sage 200 at once, Excel Data Bridge needs to let Sage 200 know when a new project should be created. It does this by assigning certain fields as "key fields" which can be seen by selecting the **Key Fields** button from the ribbon.

The only key field assigned in the Project Accounting worksheet is the field for **Group By ID,** so when creating multiple projects via Excel Data Bridge, it's vital that data is entered in this column.

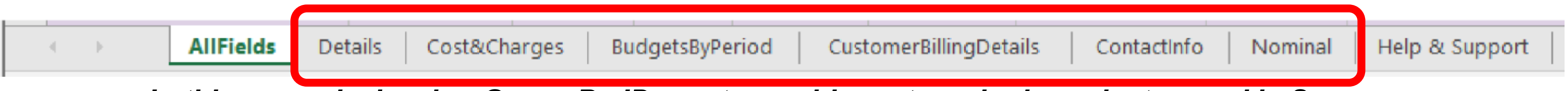


If unique data is entered in the **Group By ID** field against each project line belonging to a single project, separate project records will be created in Sage 200.

See screenshot below where two new projects are being created with three rows of data for each.

Project 1 has the letter **A** against each row within it, and Project 2 the letter **B**.

Any unique data can be entered in the Group By ID field, so using numbers 1 and 2 instead would have had the same effect.



In this example, leaving Group By ID <u>empty</u> would create a single project record in Sage 200 for the first group of project data found in the worksheet. Any subsequent projects in the worksheet would be ignored, and therefore not created in Sage 200.

Working with existing Projects

If amendments are required on **existing projects**, rather than using the **AllFields** worksheet, we recommend using the worksheet that most closely matches the area in the Sage 200 project record where changes would be made.

For example, if changes to any **Contacts** listed against projects are required, use the **Contact Info** sheet, or if changes to **Budgets** are required, use the **Budgets by Period** sheet.

B	C	D	E	F	G	H	I	J	K
						Header			
Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title
C			A	1			Project	Project	PROJECT 1
			A	2	1		Group	Consult	Consultation with Customer regarding new kitchen.
			A	3	2		Item	Site Visit	On Site Visit to discuss options
C			B	1			Project	Project	PROJECT 2
			B	2	1		Group	Consult	Consultation with Customer regarding new kitchen.
			B	3	2		Item	Site Visit	On Site Visit to discuss options

Each additional sheet contains fewer columns than the AllFields sheet making it easier to work with.

See examples of how the additional tabs can be used to amend existing projects over the next few pages.

Contact Info

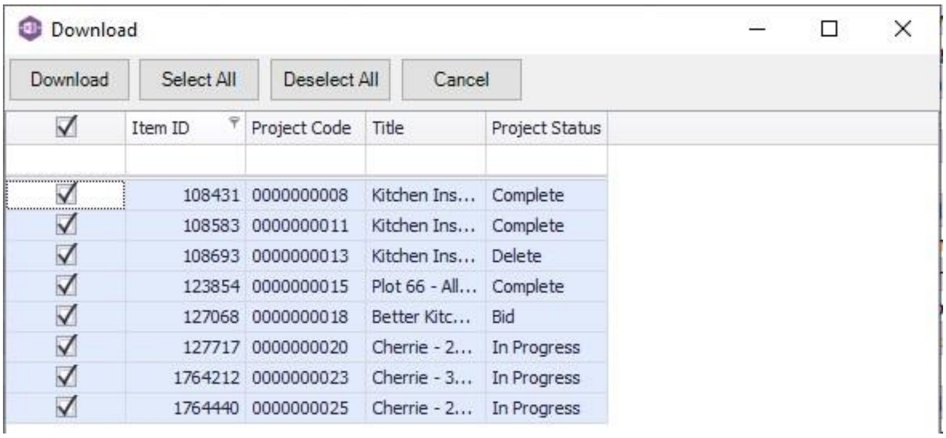
Let's say you need to change the contact details on any projects with **John Duffy** as a contact. John should be replaced with **Rebecca Duffy** instead.

Step 1 – Set Filter

From the **ContactInfo** sheet, click the Projects Filter button from the ribbon and apply the following filter: -

Step 2 – Download Data

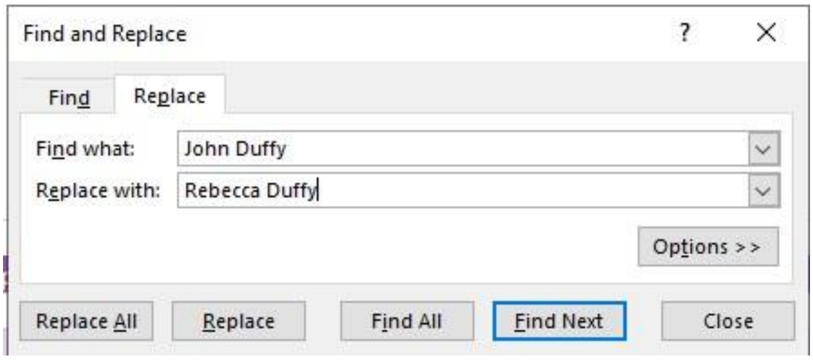
Once the filter has been set, click **Download Projects** and select the required projects from those offered in the Download window, and click **Download**.



Click **Yes** when prompted to overwrite the current data in the sheet.

Step 3 Make Changes

Locate the **ContactName** column. In this example column **U,** and either *manually* replace any instances of John Duffy with Rebecca Duffy, or use Excel's **Find and Replace** functionality to change the data in the column.



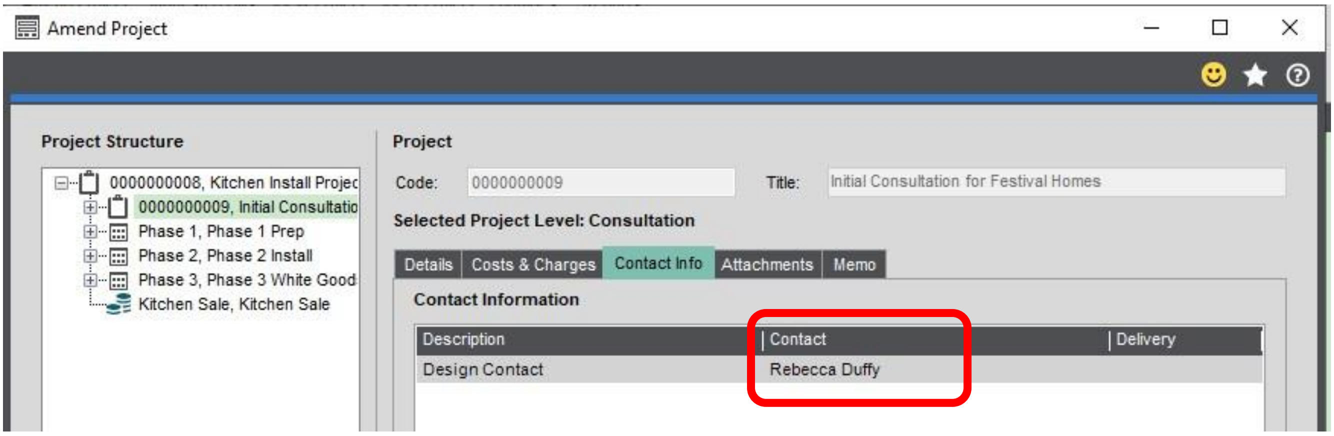
Add the letter **A** in the **Create/Amend** flag column **(B)** to ensure the changes are posted as amendments to the existing projects.

B	C	D	E	F	G	H	I
Create/Amend	GroupByID	ProjectCode	ItemID	ParentID	ItemType	Code	Title
A	1	0000000008	108431		Project	Project	Kitchen Install Project for Fest
A	1	0000000009	108439	108431	Project	Consultation	Initial Consultation for Festiva

Step 4 – Send to Sage 200

Once the changes to the data have been made in Excel Data Bridge, click **Create/Amend Project** to make the changes in Sage 200.

If the amendments are posted successfully, the Status column will return a status of **Processed**, and the amended contact details will appear in Sage 200.



–

Budgets by Period

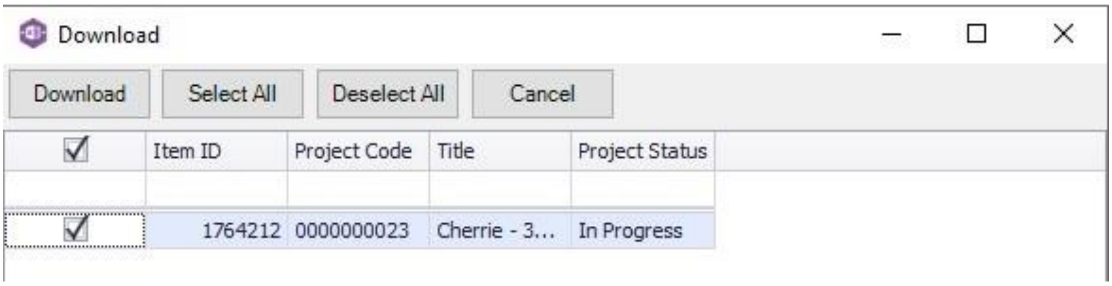
You also need to enter some cost budgets against a particular Sage 200 project for the year.

Step 1 – Set Filter

From the **BudgetsbyPeriod** sheet, click the Projects Filter button from the ribbon and apply the following filter to download a single project: -

Step 2 – Download Data

Once the filter has been set, click **Download Projects** and select the required projects from those offered in the Download window, and click **Download**.



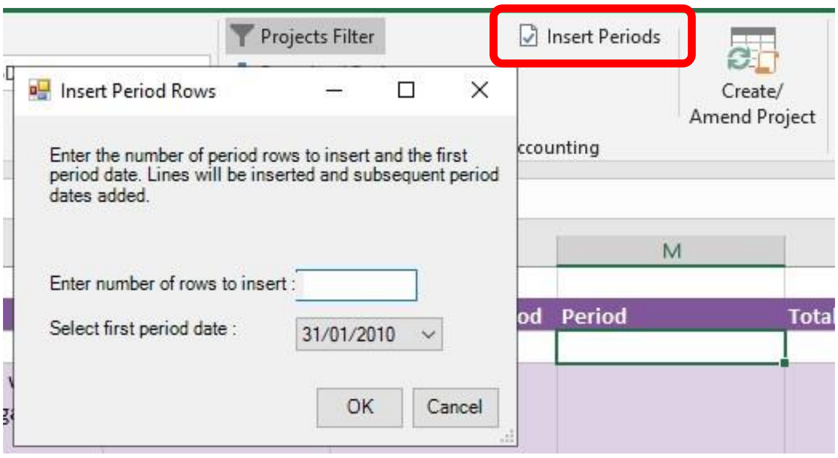
Click **Yes** when prompted to overwrite the current data in the sheet.

Step 3 Make Changes

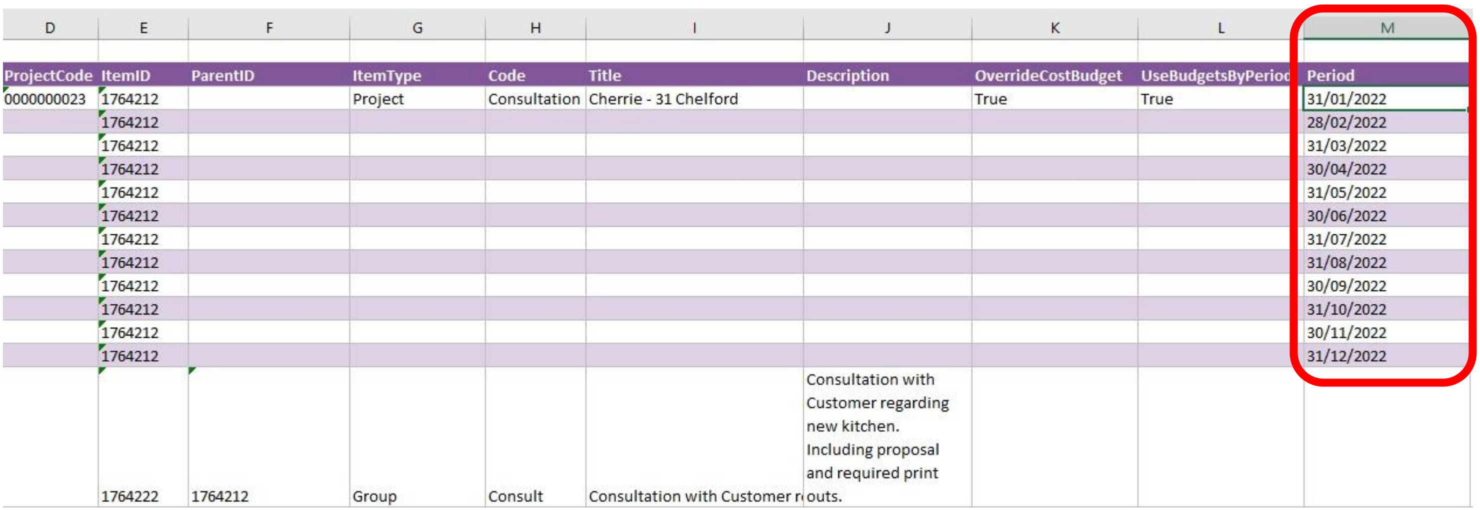
Locate the **Period** column in the worksheet and select the first cell in which the budgets should be assigned, in this example cell **M4**.

I	J	K	L	M
Title	Description	OverrideCostBudget	UseBudgetsByPeriod	Period
Cherrie - 31 Chelford		True	True	
Consultation with Customer r	Consultation with Customer regarding new kitchen. Including proposal and required print outs.			

Now click **Insert Periods** from the Excel Data Bridge ribbon, this will allow the required number of rows to be added to the worksheet.



Enter the number of rows required, for example **12**, then select the first period date required from the drop-down list before clicking **OK**. The periods will be inserted into the sheet, moving the rest of the sheet data down.



D	E	F	G	H	I	J	K	L	M
ProjectCode	ItemID	ParentID	ItemType	Code	Title	Description	OverrideCostBudget	UseBudgetsByPeriod	Period
0000000023	1764212		Project	Consultation	Cherrie - 31 Chelford		True	True	31/01/2022
	1764212								28/02/2022
	1764212								31/03/2022
	1764212								30/04/2022
	1764212								31/05/2022
	1764212								30/06/2022
	1764212								31/07/2022
	1764212								31/08/2022
	1764212								30/09/2022
	1764212								31/10/2022
	1764212								30/11/2022
	1764212								31/12/2022
	1764222	1764212	Group	Consult	Consultation with Customer r	Consultation with Customer regarding new kitchen. Including proposal and required print outs.			

Now add any cost quantities / cost values required for each period.

–

Period	TotalCostQuantity	TotalCostValue
31/01/2022	1	1000
28/02/2022	1	1000
31/03/2022	1	1000
30/04/2022	1	1000
31/05/2022	1	1000
30/06/2022	1	1000
31/07/2022	1	1000
31/08/2022	1	1000
30/09/2022	1	1000
31/10/2022	1	1000
30/11/2022	1	1000
31/12/2022	1	1000

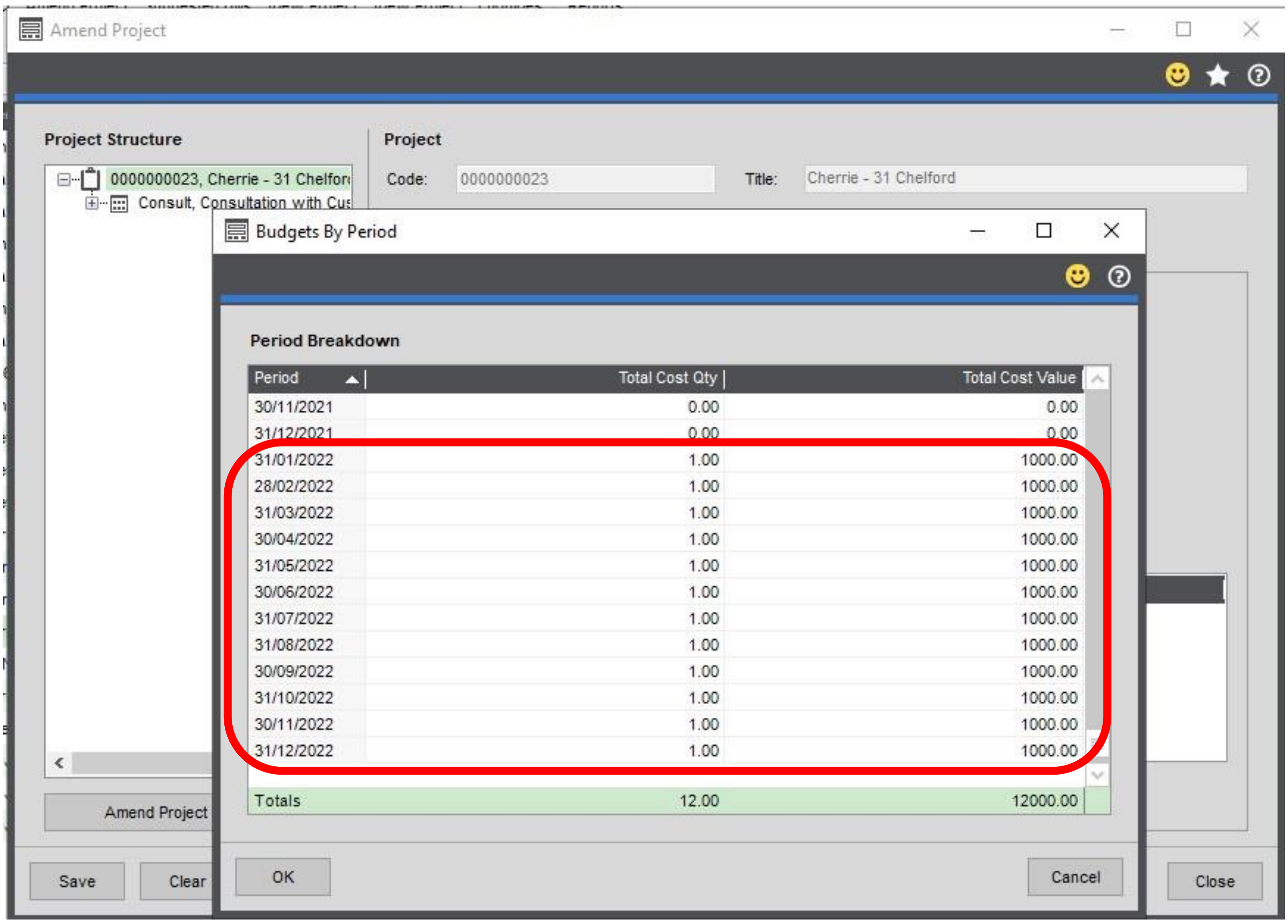
Add the letter **A** in the **Create/Amend** flag column **(B)** to ensure the changes are posted as amendments to the existing projects.

Create/Amend	GroupByI	ProjectCode	ItemID
A	1	0000000023	1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212
A	1		1764212

Step 4 Send to Sage 200

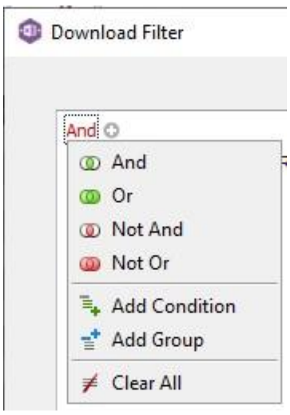
Once the changes to the data have been made in Excel Data Bridge, click **Create/Amend Project** to make the changes in Sage 200.

If the amendments are posted successfully, the Status column will return a status of Processed, and the amended budget details will appear in Sage 200.



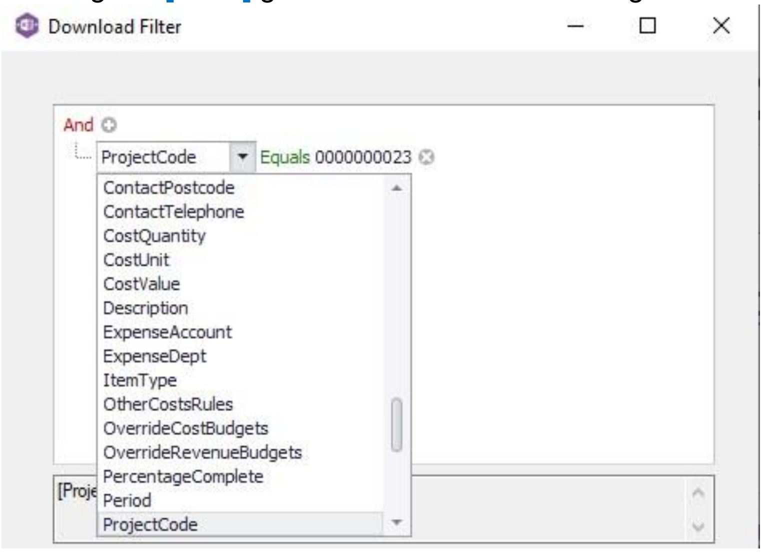
Tips – Filters

- Clicking the **+** next to **And** allows you to **add** a condition, or use the **Insert** or **Add** keys.
- Clicking the **x** at the right of a condition allows you to **delete** it or use the **Delete** key.
- Clicking **And** allows you to: -

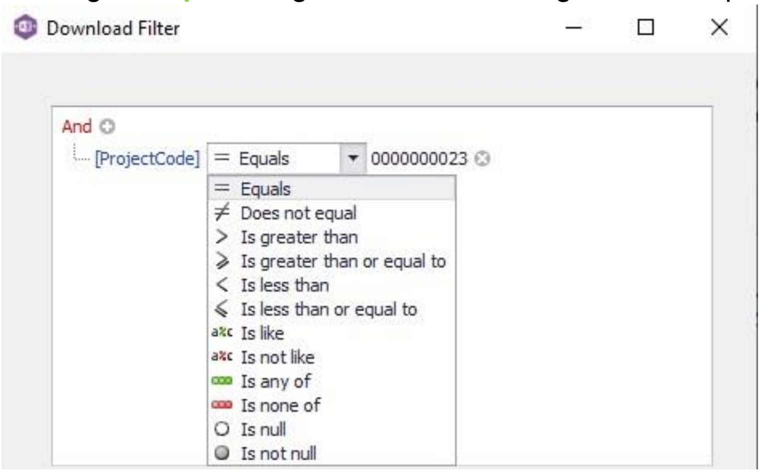


- Add a condition
- Add a group of conditions
- Change the linking operator on a filter with multiple conditions
- Clear all current conditions (only if any are set)

- Clicking the **[Field]** gives access to available Sage 200 fields

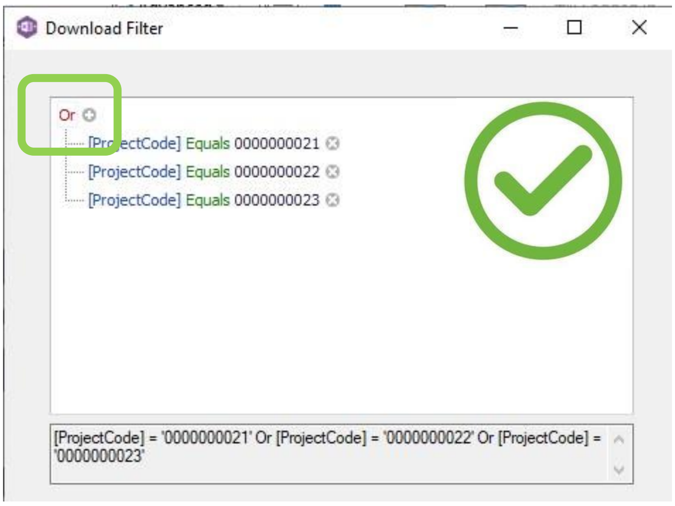


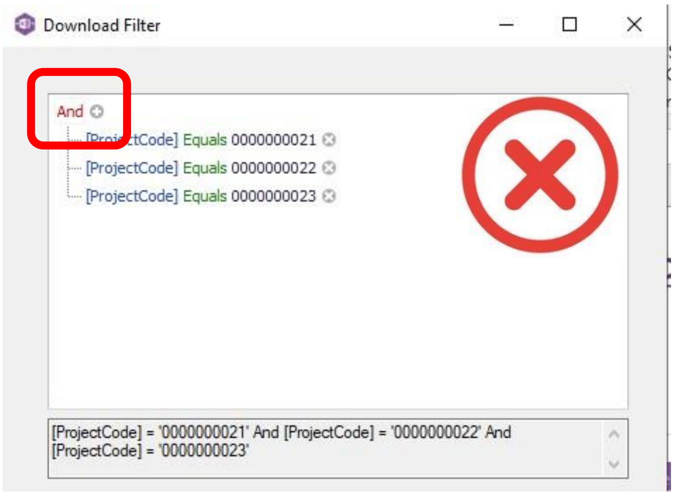
- Clicking the **Operator** gives access to string / numeric operators



- Standard wildcards can be used when entering string values

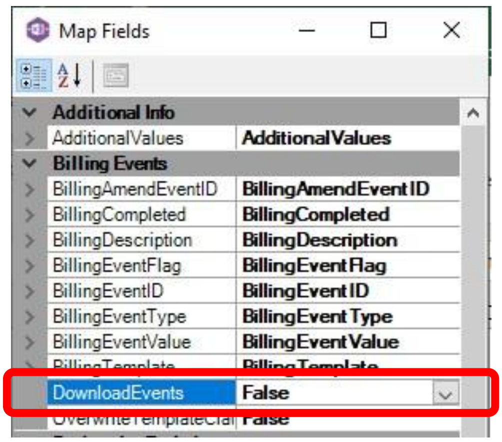
- Use the correct linking operator on filters with multiple conditions. To download multiple numbered project codes, use **Or** not **And.** If the filter is invalid, nothing will download.



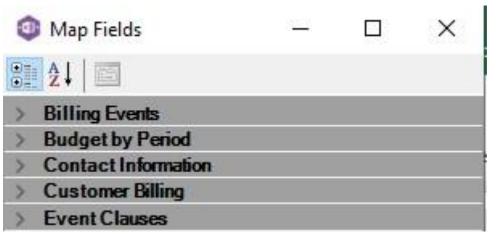


Tips – Downloading

If downloading project data into Excel Data Bridge is taking some time, and you only need data downloaded from certain areas of the project from Sage 200, the download can be turned off for unrequired sections.



Open the **Designer** and change the **Download** property in the section to stop data downloading from **True** to **False**.



The following sections in the Designer can have the ability to download data from Sage 200 turned off.

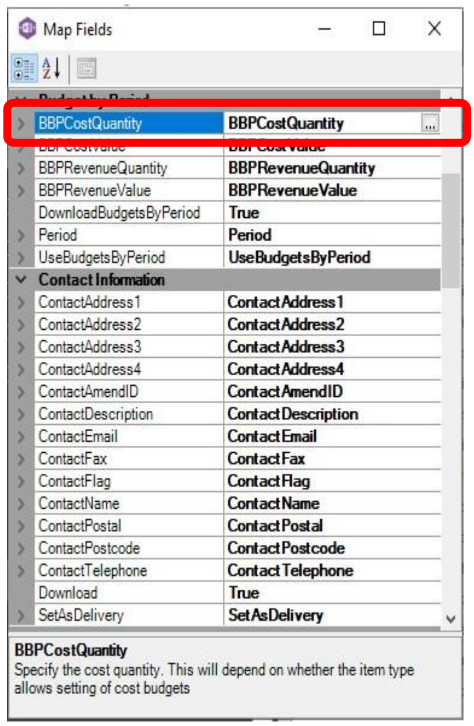
Amending Templates

Deleting unwanted columns

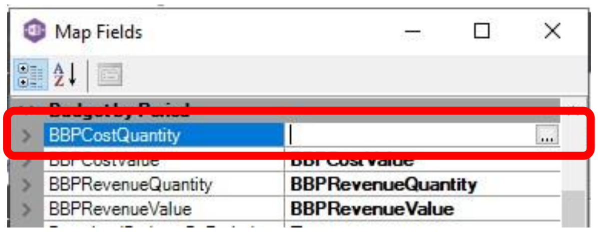
Deleting unwanted columns within a template is a two-step process: -

1. Remove the field mappings from the Designer
2. Delete the columns in the Excel template

Open the **Designer** to view the current field mappings. If for example, you do not use the **Budgets by Period** area in Sage 200, these fields can be unmapped, and the columns deleted.



1. Clear the mapping against the first field no longer required

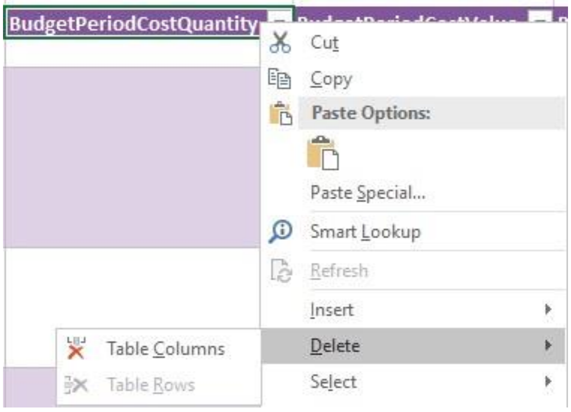


2. Repeat for any other unrequired fields

3. Close the Designer

4. Click **Validate Design** to check for errors

Right click the column heading to remove and select **Delete > Table Columns**. Repeat for any other columns required.

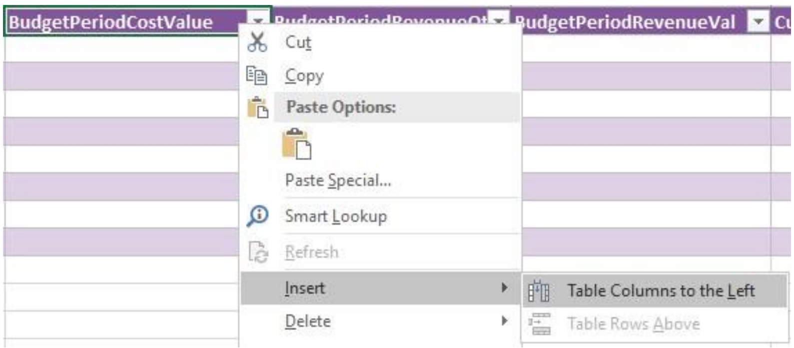


Adding Rows and Columns

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.

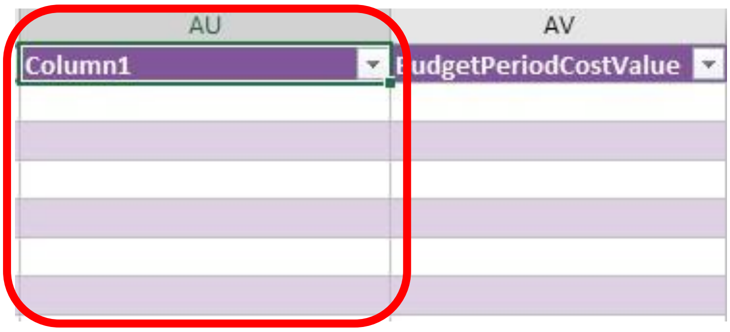
Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.



If a column has been deleted in error and you'd like to bring it back again, 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.

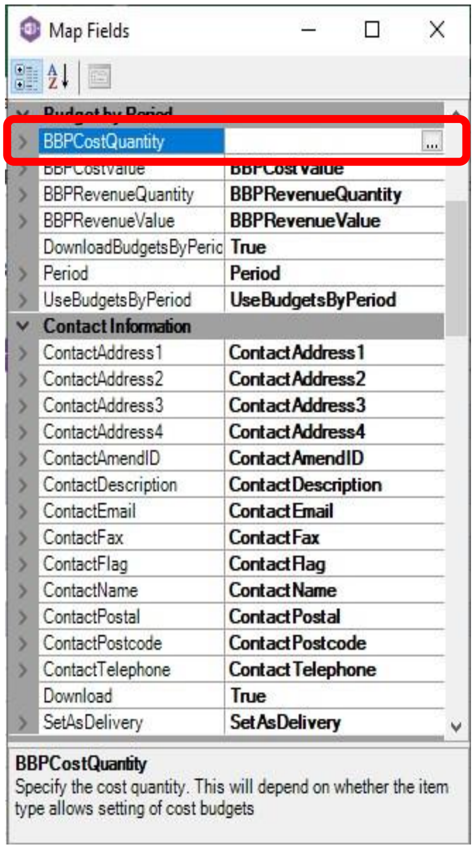


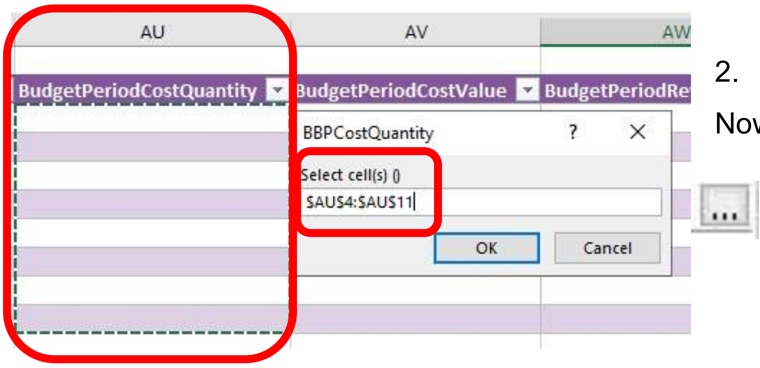
Mapping a new column

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

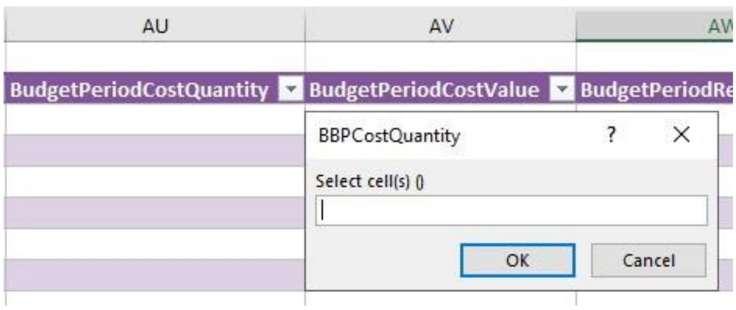
BBPCostQuantity column re-added to the template to allow the cost quantity to be entered against the project item.

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





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



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