

Excel Data Bridge

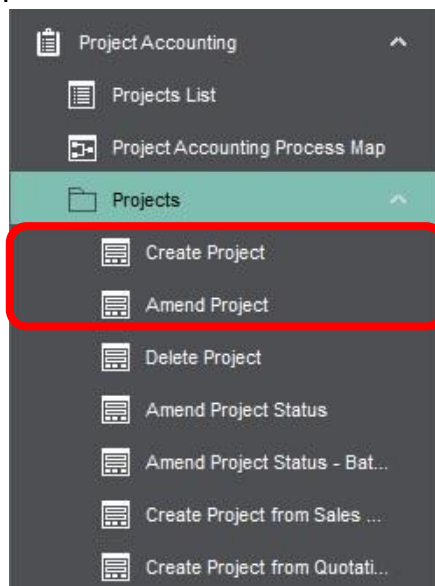
Project Accounting Function



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

Excel Data Bridge															
Project Accounting															
© Draycir Ltd 2022															
Status	Create/Am	CreateDele	Move/Live	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete	Status Narr	Description	
A			1	108545	108545		0000000010	Project	Consultation	Initial Consultation for Somerhill Homes	Complete	0		Initial measurements taken during consultation project.	
A			1	108554	108545			Item	Measurements	Kitchen Measurements				Kitchen Design - Part of the initial consultation project.	
A			1	108559	108545			Item	Design	Kitchen Design					
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	Submission 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	Submission 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.

Excel Data Bridge

Project Accounting Function



Map Fields	
Additional Info	
AdditionalValues	AdditionalValues
Billing Events	
BillingAmendEventID	BillingAmendEventID
BillingCompleted	BillingCompleted
BillingDescription	BillingDescription
BillingEventFlag	BillingEventFlag
BillingEventID	BillingEventID
BillingEventType	BillingEventType
BillingEventValue	BillingEventValue
BillingTemplate	BillingTemplate
DownloadEvents	True
OverwriteTemplateClai	False
Budget by Period	
BBPCostQuantity	BBPCostQuantity
BBPCostValue	BBPCostValue
BBPRevenueQuantity	BBPRevenueQuantity
BBPRevenueValue	BBPRevenueValue
DownloadBudgetsByPe	True
Period	Period
UseBudgetsByPeriod	UseBudgetsByPeriod
Contact Information	
ContactAddress1	ContactAddress1
ContactAddress2	ContactAddress2
ContactAddress3	ContactAddress3
ContactAddress4	ContactAddress4
ContactAmendID	ContactAmendID
ContactDescription	ContactDescription
ContactEmail	ContactEmail
ContactFax	ContactFax
ContactFlag	ContactFlag
ContactName	ContactName
ContactPostal	ContactPostal
ContactPostcode	ContactPostcode
ContactTelephone	ContactTelephone
Download	True
SetAsDelivery	SetAsDelivery
Cost & Charges	
CostQuantity	CostQuantity
CostUnit	CostUnit
CostValue	CostValue
OtherCostsRules	OtherCostsRules
OverrideCostBudgets	OverrideCostBudgets
OverrideRevenueBudg	OverrideRevenueBudget
ProjectOwner	ProjectOwner
RevenueQuantity	RevenueQuantity
RevenueValue	RevenueValue
StockIssuesRules	StockIssuesRules
TimesheetRules	TimesheetRules
UnitCost	UnitCost
UpliftValue	UpliftValue
Additional Info	

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.

Excel Data Bridge

Project Accounting Function



Map Fields

Customer Billing	
BillingCustomer	BillingCustomer
BillingFlag	BillingFlag
BillingPriceQuoted	BillingPriceQuoted
BillingQuantity	BillingQuantity
BillingSalesOrderNo	BillingSalesOrderNo
BillingUnitPrice	BillingUnitPrice
BillingUoM	BillingUoM
DownloadCustomer	True

Details	
Description	Description
PercentageComplete	PercentageComplete
ProjectStatus	ProjectStatus
StatusNarrative	StatusNarrative
Title	Title

Event Clauses	
BillingAmendClauseID	BillingAmendClauseID
BillingClauseAccount	BillingClauseAccount
BillingClauseCalcMeth	BillingClauseCalcMethod
BillingClauseCC	BillingClauseCC
BillingClauseDept	BillingClauseDept
BillingClauseFlag	BillingClauseFlag
BillingClauseID	BillingClauseID
BillingClauseNarrative	BillingClauseNarrative
BillingClauseNegatives	BillingClauseNegatives
BillingClauseRevenue	BillingClauseRevenue
BillingClauseType	BillingClauseType
BillingClauseValue	BillingClauseValue
BillingClauseVAT	BillingClauseVAT
DownloadClauses	True

General	
BrowseResults	BrowseResults
CascadeWIP	False

Header	
Code	Code
CreateAmendIndicator	CreateAmendIndicator
CreateDeleteFlag	CreateDeleteFlag
GroupById	GroupById
ItemId	ItemId
ItemType	ItemType
MoveLiveProject	MoveLiveProject
ParentID	ParentID
ProjectCode	ProjectCode

Information	
Status	Status

Nominal Defaults	
ExpenseAccount	ExpenseAccount
ExpenseDept	ExpenseDept
ExpenseCC	ExpenseCC
RevenueAccount	RevenueAccount
RevenueCC	RevenueCC
RevenueDept	RevenueDept
WIPAccount	

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

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.

Excel Data Bridge

Project Accounting Function



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.

<	>	AllFields	Details	Cost&Charges	BudgetsByPeriod	CustomerBillingDetails	ContactInfo	Nominal	Help & Support
---	---	-----------	---------	--------------	-----------------	------------------------	-------------	---------	----------------

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: -

Excel Data Bridge

Project Accounting Function



Status	<p>Populated when selecting the Create / Amend Project button on the Excel Data Bridge ribbon.</p> <p>The default status on a successful creation will be Processed</p> <p>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.</p> <p>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.</p>
Create/Amend	<p>Let Excel Data Bridge know if the data being entered is for a new or existing project, enter: -</p> <ul style="list-style-type: none"> • C to create a new project record • A to amend an existing project record
CreateDeleteFlag (Amend Only)	<p>Let Excel Data Bridge know if the data being entered should add or delete a project line from a project structure, enter: -</p> <ul style="list-style-type: none"> • C to add a new project line to an existing project structure • D to delete a project line from an existing project structure
MoveLiveProject	<p>Supports the Move Live Project feature in Sage 200 project structure.</p> <p>Set to TRUE to move an existing live project(s) to form part of a new project structure.</p> <p>See page 25 for more information</p>
GroupByID	<p>IMPORTANT - See section for Group By ID on page 27</p>
ItemID	<p>Enter a unique ID against each project, group and item relating to any new project records being created. This can be alpha or numeric.</p> <p>This column will populate automatically if existing project records are downloaded into Excel Data Bridge.</p>

Excel Data Bridge

Project Accounting Function



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.

	A	B	C	D	E	F	G	H	I	J	K	L
1	 Excel Data Bridge											
2	Project Accounting © Draycir Ltd 2022											
3	<div> <div>Header</div> <div>Details</div> </div>											
4	Status	Create/Amend	Create/Delete/Tag	Move/Over Project	Group by ID	Item ID	Parent ID	Project Code	Item type	Code	Name	Project Status
5						1	1764212	0000000023	Project	Consultation	test	In Progress

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

Amend Project

Project Structure

0000000020, Cherrie - 27 Chelford

Consult, Consultation with Customer

Site Visit, On Site Visit to customer

Proposal, Submission of Proposal

Design, Cad Design and Production

Project

Code: 0000000020

Title: Cherrie - 27 Chelford

Selected Project Level: Consultation

Details

Costs & Charges

Contact Info

Attachments

Memo

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).

Excel Data Bridge

Project Accounting Function



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 screenshot shows the Project Accounting interface. On the left is the 'Project Structure' tree with a hierarchy: 0000000020, Cherrie - 27 Chelford > Consult, Consultation with Customer > Site Visit, On Site Visit to Customer > Proposal, Submission of Proposal > Design, Cad Design and Production. The main area is the 'Project' form. It has fields for 'Code' (0000000020) and 'Title' (Cherrie - 27 Chelford). Below these is 'Selected Project Level: Consultation'. There are tabs for 'Details', 'Costs & Charges', 'Contact Info', 'Attachments', and 'Memo'. The 'Details' tab is active, showing 'Current Status' (In Progress) with a 'Change Status...' button, a 'Description' text area, and 'Additional Information' table.

Name	Default Selection
Commercial Project?	Yes
Days Taken	14.00000
Designer	KIT002
Region	North East

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.

Excel Data Bridge

Project Accounting Function



Description	Enter a description for each project level item, if the item type allows description entering.
Additional Info Columns	<p>The remaining columns in the Details section represent any additional information fields that have been created in Sage 200 via Project Maintenance > Additional Information.</p> <p>The template has been designed to include 16 extra fields as standard, should more be required, please contact support to amend the template.</p> <p>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.</p>

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**.

Project Structure

- 0000000020, Cherrie - 27 Chelford
 - Consult, Consultation with Customer
 - Site Visit, On Site Visit to discuss Options
 - Proposal, Submission of Proposal
 - Design, Cad Design and Production

Project

Code: 0000000020 Title: Cherrie - 27 Chelford

Selected Project Item: Miscellaneous Items - Site Visit - On Site Visit To Discuss Options

Details Costs & Charges Nominal Defaults Attachments Memo

Budgets

Cost qty: 2.00000 Revenue qty: 0.00000

Cost value: £ 20.00 Revenue value: £ 0.00

Use budgets by period: ☐ Budgets by Period... View History...

Costs

Unit cost: £ 10.00000

Cost unit: <Not Applicable>

Uplift %: 0.00

Time & Materials Pricing Rules

Timesheets: Charge Rate

Stock issues: Standard Price

Other costs: Cost

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.

Excel Data Bridge

Project Accounting Function



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.

Excel Data Bridge

Project Accounting Function



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***.

Excel Data Bridge

Project Accounting Function



Project Structure

- 000000020, Cherrie - 27 Chelford
 - Consult, Consultation with Customer
 - Site Visit, On Site Visit to Customer
 - Proposal, Submission of Proposal
 - Design, Cad Design and Production

Project

Code: 000000020 Title: Cherrie - 27 Chelford

Selected Project Level: Consultation

Details **Costs & Charges** **Contact Info** **Attachments** **Memo**

Budgets

Cost qty: 3.00000

Cost value: £ 120.00

Override sub item cost budgets: ☐

Use budgets by period: ☐ **Budgets by Period...**

Project Owner

Sage 200 user name:

Customer Information

Code	Name
BET001	Better Kitchens

Add... Edit... Delete... Defaults...

Budgets By Period

Period Breakdown

Period	Total Cost Qty	Total Cost Value
31/12/2021	0.00	0.00
31/01/2022	0.00	0.00
28/02/2022	0.00	0.00
31/03/2022	0.00	0.00
30/04/2022	0.00	0.00
31/05/2022	0.00	0.00
30/06/2022	0.00	0.00
31/07/2022	0.00	0.00
31/08/2022	0.00	0.00
30/09/2022	0.00	0.00
31/10/2022	0.00	0.00
30/11/2022	0.00	0.00
31/12/2022	0.00	0.00
Totals	0.00	0.00

OK Cancel

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.

Excel Data Bridge

Project Accounting Function



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 <i>events / clauses</i> 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.

Excel Data Bridge

Project Accounting Function



BillingEventFlag	Enter D to delete a customer billing event at project level. Any <i>clauses</i> 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:

Billing Schedule Details

Description: Billing Template: Details

Event Type: Event Value: ☒ Completed

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.

Excel Data Bridge

Project Accounting Function



BillingClauseCalculationMethod	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 screenshot displays the Sage 200 Project Accounting interface. On the left, the 'Project Structure' pane shows a tree view with the following items: '0000000020, Cherrie - 27 Chelford', 'Consult, Consultation with Cus', 'Site Visit, On Site Visit to c', 'Proposal, Submission of Pr', and 'Design, Cad Design and P'. The main window is titled 'Project' and shows the 'Code: 0000000020' and 'Title: Cherrie - 27 Chelford'. Below this, the 'Selected Project Level: Consultation' is indicated. A tabbed interface shows 'Details', 'Costs & Charges', 'Contact Info' (selected), 'Attachments', and 'Memo'. The 'Contact Information' section is visible, showing a table with columns 'Description', 'Contact', and 'Delivery'. The table contains one row: 'Design Contact' | 'John Duffy' | (empty).

Excel Data Bridge

Project Accounting Function



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.

Project Structure

- 0000000020, Cherrie - 27 Chelford
 - Consult, Consultation with Cus
 - Site Visit, On Site Visit to c
 - Proposal, Submission of Pr
 - Design, Cad Design and P

Project

Code: 0000000020 Title: Cherrie - 27 Chelford

Selected Project Item: Miscellaneous Items - Site Visit - On Site Visit To Discuss Options

Details Costs & Charges Nominal Defaults Attachments Memo

Default Nominal Codes

Expense: 44104 SAL ADM Miscellaneous Purchases

Revenue: 31101 SAL ADM Miscellaneous Sales

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

Excel Data Bridge

Project Accounting Function



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.

Excel Data Bridge

Project Accounting Function



...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.

Template Download	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
<input type="checkbox"/>	Title
<input type="checkbox"/>	Advanced Kitchen Project Template
<input type="checkbox"/>	Consultation Project Template
<input type="checkbox"/>	Kitchen Fitting Only
<input type="checkbox"/>	Normal Kitchen Template

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.

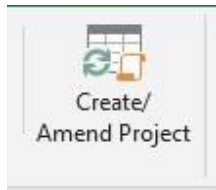
E	F	G	H	I	J	K	L	M	N	O	
GroupByID	ItemID	ParentID	Header			Details					
			ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%	Status Narrative	Description	
				Project	Project		Open	0		Kitchen Project for Tynedale bank.	
			1	126820						Cad design to be organised and other external factors to be 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.		

Excel Data Bridge

Project Accounting Function



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

Excel Data Bridge

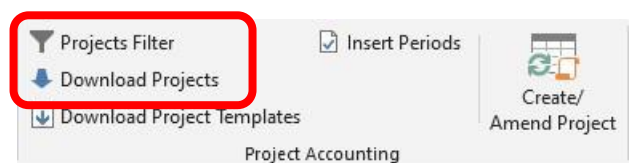
Project Accounting Function



...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: -

Excel Data Bridge

Project Accounting Function

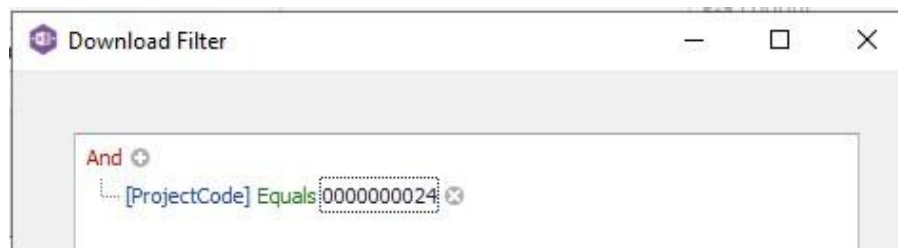


FIELD

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.

Excel Data Bridge

Project Accounting Function



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.

Download					
<input type="button" value="Download"/> <input type="button" value="Select All"/> <input type="button" value="Deselect All"/> <input type="button" value="Cancel"/>					
<input type="checkbox"/>	Item ID	Project Code	Title	Project Status	
<input type="checkbox"/>	127717	0000000020	Cherrie - 2...	In Progress	
<input type="checkbox"/>	127763	0000000021	Future Ho...	Open	
<input type="checkbox"/>	128117	0000000022	George Gre...	Open	
<input type="checkbox"/>	1764212	0000000023	test	In Progress	
<input type="checkbox"/>	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.

Data Import

The downloaded data will overwrite the current sheet. Continue?

Yes
No

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

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

E	F	G	H	I	J	K	L	M
Header							Details	
GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title	ProjectStatus	Complete%
1	127717		0000000020	Project	Consultation	Cherrie - 27 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	Submission 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.

Excel Data Bridge

Project Accounting Function



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	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	Submission 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	Submission 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.

Excel Data Bridge

Project Accounting Function



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.

A	B	C	D	E	F	G	H	I	J	K
Status	Create/Amend	CreateDeleteFlag	MoveLiveProject	GroupByID	ItemID	ParentID	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	Submission of Proposal
Processed				1	127748	127727		Group	Design	Cad Design and Print
Processed				1	127749	127748		Item	3d Imagery	3d Imagery

Amend Project

Project Structure

- 0000000025, Cherrie - 29 Chelford
 - Consult, Consultation with Customer
 - Site Visit, On Site Visit to discuss
 - Proposal, Submission of Proposal
 - Design, Cad Design and Print
 - 3d Imagery, 3d Imagery

Project

Code: 0000000025 Title: Cherrie - 29 Chelford

Selected Project Level: Consultation

Details Costs & Charges Contact Info Attachments Memo

Current Status

Status: In Progress Change Status...

Excel Data Bridge

Project Accounting Function



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: -

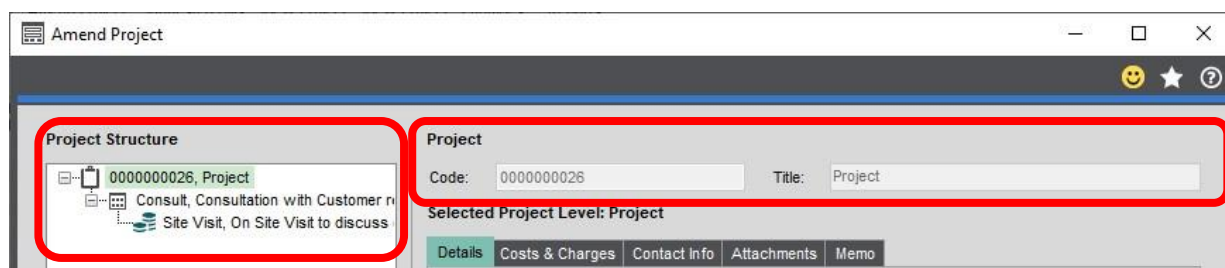
- **Create / Amend** = **C** (against the first row of data only)
- **GroupByID** = **A** (against each row in the project)
- **ItemID** = **1 / 2 / 3** (unique number against each row in the project)
- **ParentID** = **blank / 1 / 2** (point to unique Item ID where each row should sit)
- **Project Code** = 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.



Excel Data Bridge

Project Accounting Function



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.

A	B	C	D	E	F	G	H	I	J	K
Status	Create/Am	CreateDele	MoveLiveP	GroupByID	ItemID	ParentID	ProjectCode	ItemType	Code	Title
Processed				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.

Excel Data Bridge

Project Accounting Function



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.

AllFields	Details	Cost&Charges	BudgetsByPeriod	CustomerBillingDetails	ContactInfo	Nominal	Help & Support
-----------	---------	--------------	-----------------	------------------------	-------------	---------	----------------

In this example, leaving Group By ID empty 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**

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

Info sheet, or if changes to **Budgets** are required, use the **Budgets by Period** sheet.

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.

Excel Data Bridge

Project Accounting Function



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**.

<input checked="" type="checkbox"/>	Item ID	Project Code	Title	Project Status
<input checked="" type="checkbox"/>	108431	0000000008	Kitchen Ins...	Complete
<input checked="" type="checkbox"/>	108583	0000000011	Kitchen Ins...	Complete
<input checked="" type="checkbox"/>	108693	0000000013	Kitchen Ins...	Delete
<input checked="" type="checkbox"/>	123854	0000000015	Plot 66 - All...	Complete
<input checked="" type="checkbox"/>	127068	0000000018	Better Kitch...	Bid
<input checked="" type="checkbox"/>	127717	0000000020	Cherrie - 2...	In Progress
<input checked="" type="checkbox"/>	1764212	0000000023	Cherrie - 3...	In Progress
<input checked="" type="checkbox"/>	1764440	0000000025	Cherrie - 2...	In Progress

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

Excel Data Bridge

Project Accounting Function



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.

The image shows the 'Find and Replace' dialog box in Excel. The 'Find' tab is selected. The 'Find what:' field contains 'John Duffy' and the 'Replace with:' field contains 'Rebecca Duffy'. The 'Options >>' button is visible. At the bottom, the 'Find Next' button is highlighted with a blue border.

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.

The image shows the 'Amend Project' screen in Sage 200. The 'Project Structure' pane on the left shows a tree view with '0000000009, Initial Consultation' selected. The main area shows the 'Project' details for '0000000009' with the title 'Initial Consultation for Festival Homes'. The 'Selected Project Level: Consultation' is shown. The 'Contact Information' tab is active, displaying a table with the following data:

Description	Contact	Delivery
Design Contact	Rebecca Duffy	

The 'Contact' column header and the 'Rebecca Duffy' value are highlighted with a red box.

Excel Data Bridge

Project Accounting Function



Budgets by Period

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

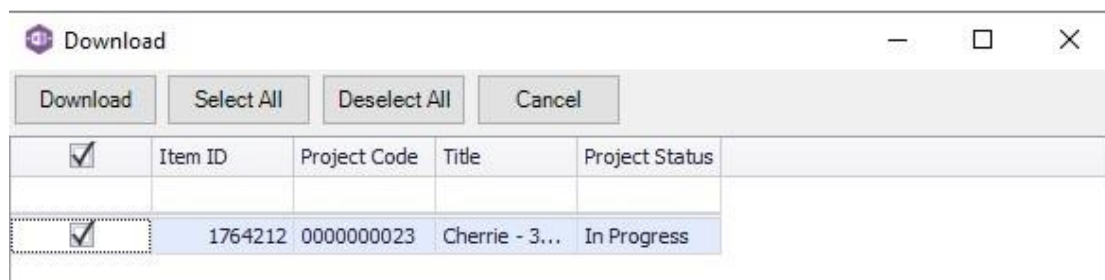
Step 1 – Set Filter

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**.

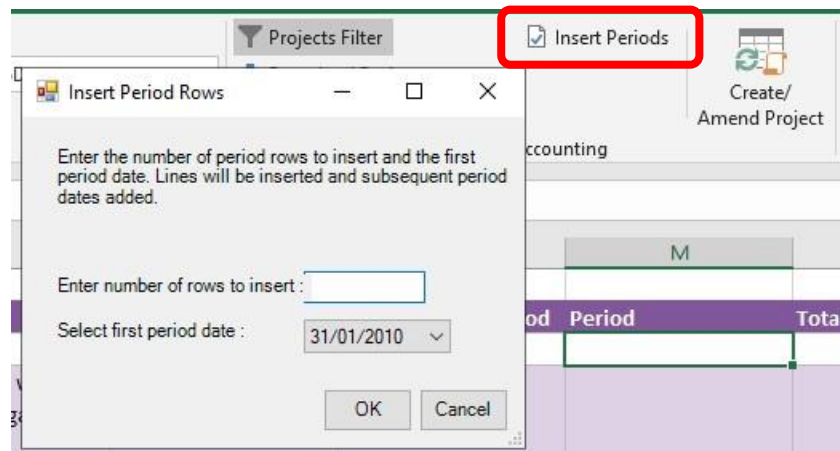
Excel Data Bridge

Project Accounting Function



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

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
						Consultation with Customer regarding new kitchen. Including proposal and required print			
1764222	1764212		Group	Consult	Consultation with Customer regarding new kitchen. Including proposal and required print				

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

Excel Data Bridge

Project Accounting Function



M	N	O
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.

B	C	D	E
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
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.

Excel Data Bridge

Project Accounting Function



Amend Project

Project Structure

Project

Code: 0000000023 Title: Cherrie - 31 Chelford

Budgets By Period

Period Breakdown

Period	Total Cost Qty	Total Cost Value
30/11/2021	0.00	0.00
31/12/2021	0.00	0.00
31/01/2022	1.00	1000.00
28/02/2022	1.00	1000.00
31/03/2022	1.00	1000.00
30/04/2022	1.00	1000.00
31/05/2022	1.00	1000.00
30/06/2022	1.00	1000.00
31/07/2022	1.00	1000.00
31/08/2022	1.00	1000.00
30/09/2022	1.00	1000.00
31/10/2022	1.00	1000.00
30/11/2022	1.00	1000.00
31/12/2022	1.00	1000.00
Totals	12.00	12000.00

Amend Project

Save Clear OK Cancel Close

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: -

Download Filter

And

- And
- Or
- Not And
- Not Or
- Add Condition
- Add Group
- Clear All

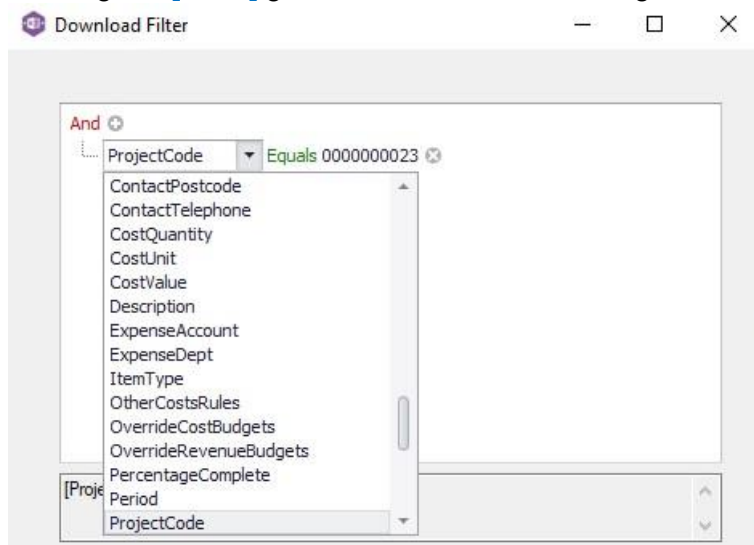
- Add a condition
- Add a group of conditions
- Change the linking operator on a filter with multiple conditions
- Clear all current conditions (only if any are set)

Excel Data Bridge

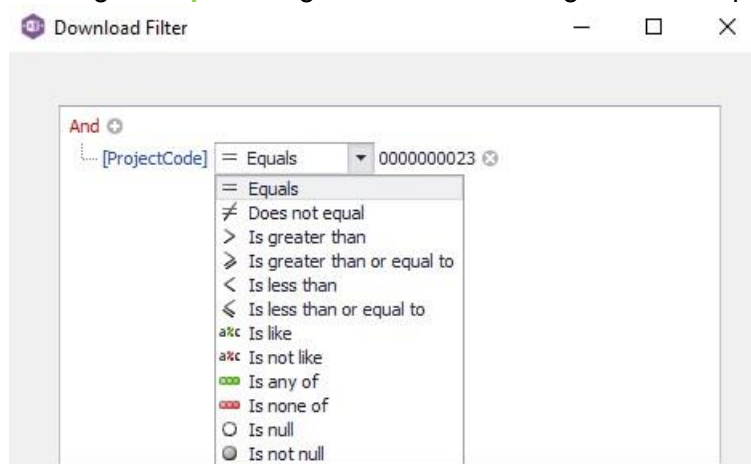
Project Accounting Function



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



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

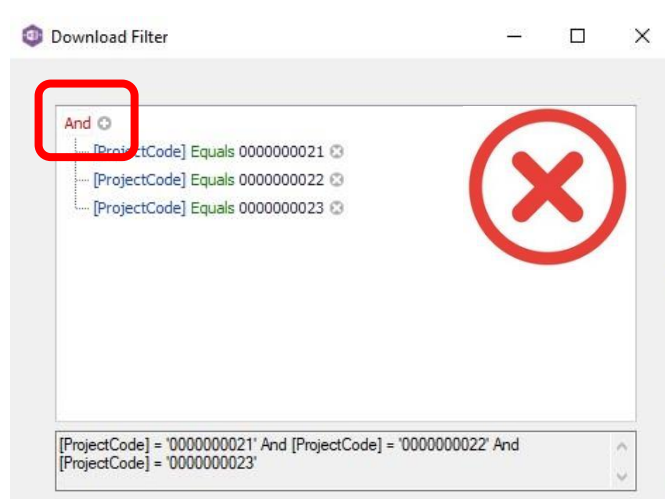
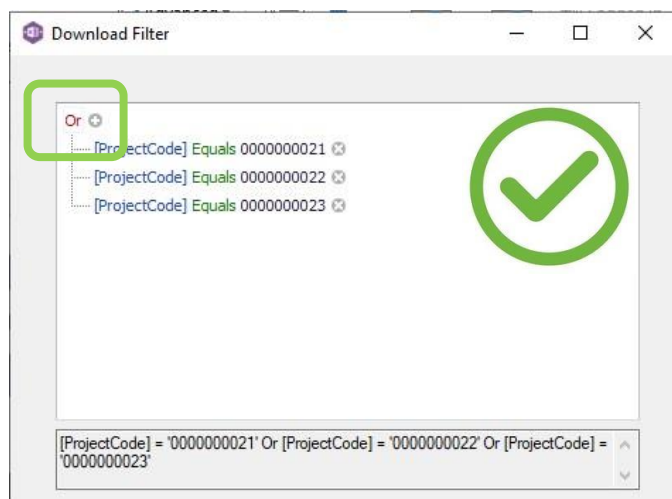


Excel Data Bridge

Project Accounting Function



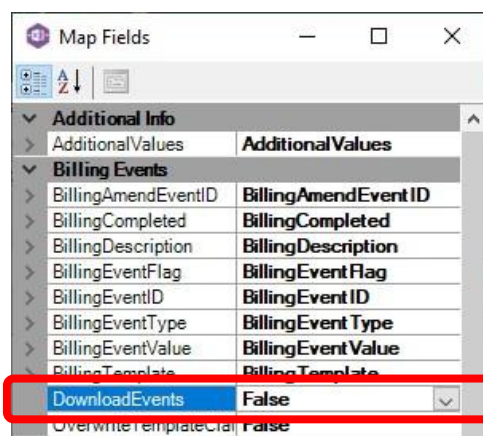
- Standard wildcards can be used when entering string values
- Use the correct linking operator on filters with multiple conditions. To download multiple numbered project codes, use **Or** not **And**. If the filter is invalid, nothing will download.



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.





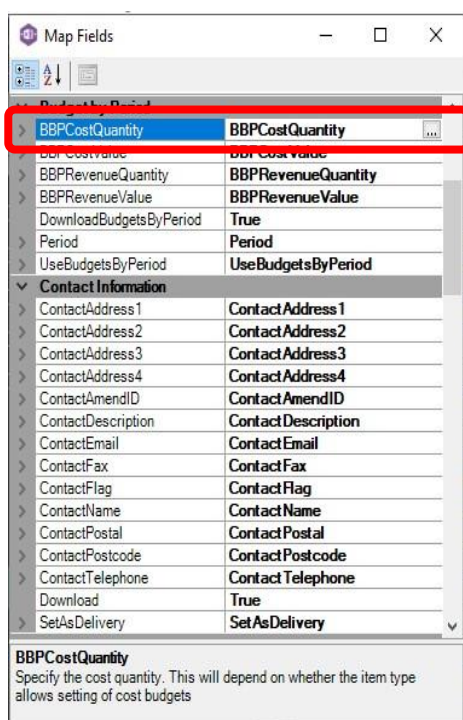
Amending Templates

Deleting unwanted columns

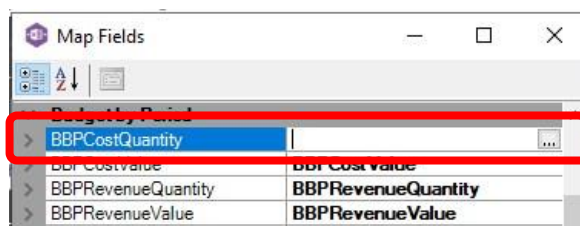
Deleting unwanted columns within a template is a two-step process: -

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

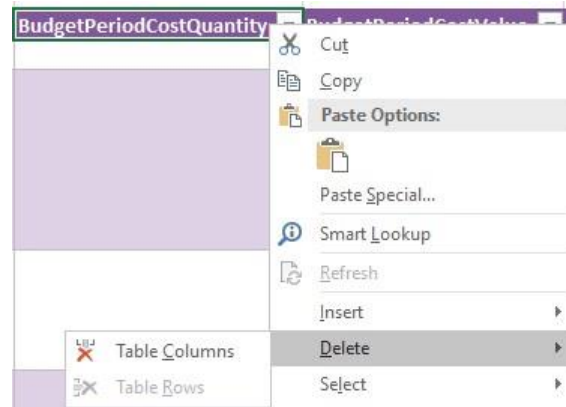


2. Repeat for any other unrequired fields
3. Close the Designer
4. Click **Validate Design** to check for errors

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

Excel Data Bridge

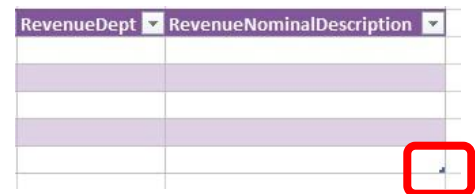
Project Accounting Function



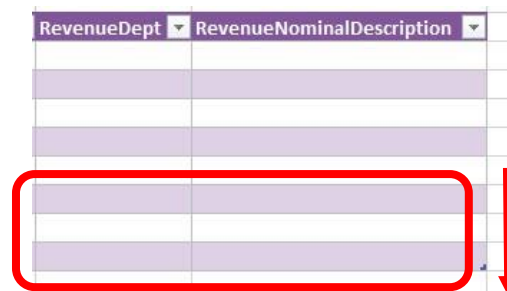
Adding Rows and Columns

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.

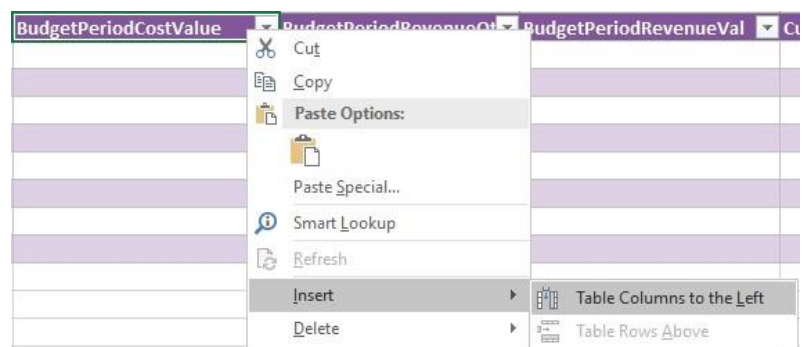


Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.



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



Excel Data Bridge

Project Accounting Function



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.

AU	AV
Column1	BudgetPeriodCostValue

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.

BudgetPeriodCostQuantity	BudgetPeriodCostValue

Excel Data Bridge

Project Accounting Function



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

2. Now

The screenshot shows the 'Map Fields' dialog box. On the left, a list of fields is shown under the 'Budget by Period' section. The 'BBPCostQuantity' field is selected. On the right, a mapping dialog for 'BBPCostQuantity' is open, showing a 'Select cell(s)' input field with the text '\$AUS4:\$AUS11'. Red boxes highlight the selected field in the list and the input field in the mapping dialog.

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

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

The screenshot shows the Excel Data Bridge interface with the 'BudgetPeriodCostQuantity' column mapped to the 'BBPCostQuantity' field. The 'Select cell(s)' input field is empty, indicating that the cell range has been selected and the mapping is complete.