

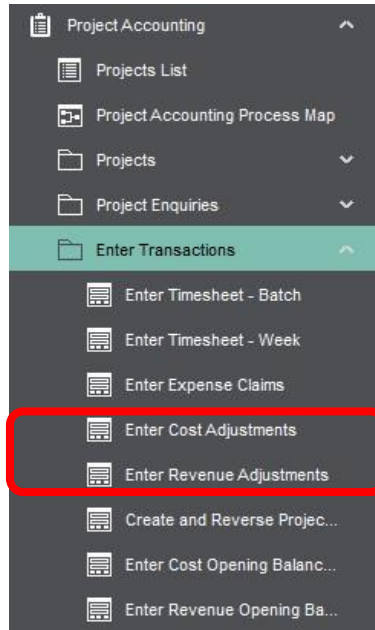
Excel Data Bridge ProjectCost Function



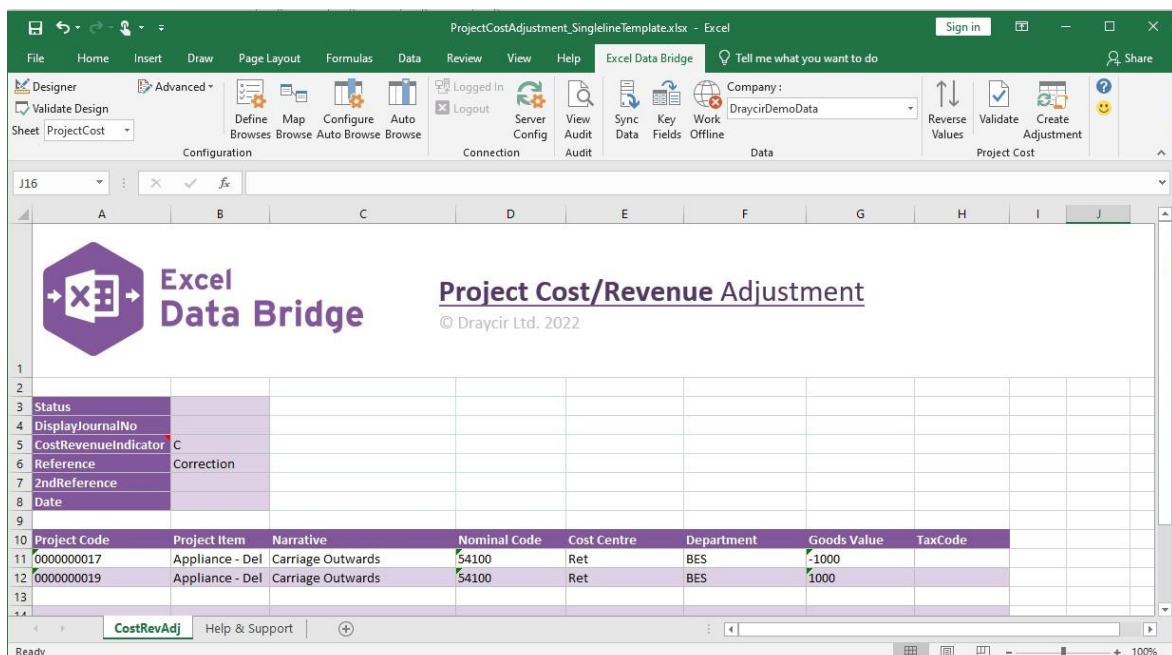
Introduction

The ProjectCost function allows cost and revenue items to be moved between project items in either a single, or a different project; if, for example, costs were allocated to a project or project item in error.

It emulates both the **Enter Cost Adjustments** and **Enter Revenue Adjustments** features available in Sage 200 via **Project Accounting > Enter Transactions**.



The singleline template allows either cost or revenue adjustments to be recorded against projects in Sage 200, rather than having to issue correcting invoices or credit notes to projects.



Excel Data Bridge

ProjectCost Function



Field Mappings

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

Map Fields	
Information	
DisplayJournalNumber	DisplayJournalNumber
Status	Status
UseJournalNumber	
Project Cost Header	
AbsoluteUnitValue	
CostRevenueIndicator	CostRevenueIndicator
Date	Date
GoodsValuePrecedence	
OpeningBalanceIndicator	
Reference	Reference
SecondReference	SecondReference
ValueToBillPrecedence	
Project Cost Lines	
ChargeRate	
CostCentre	CostCentre
Department	Department
GoodsValue	GoodsValue
GroupByID	
Narrative	Narrative
NominalCode	NominalCode
ProjectCode	ProjectCode
ProjectItem	ProjectItem
Quantity	
TaxCode	TaxCode
TransactionAnalysisCode	
UnitRate	
ValueToBill	
Status	
Choose a cell to display the upload status	

The **Information** section contains Excel Data Bridge specific fields.

The **Project Cost Header** section shows the Sage 200 fields available to the project adjustment header 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 **Project Cost Lines** section shows the Sage 200 fields available to the project adjustment lineitems in the left-hand column.

Again, if an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the Excel worksheet.

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.

Singleline Template

The first section in the template contains **header** information for the project adjustment.

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ProjectCost Function



2		
3	Status	
4	DisplayJournalNo	
5	CostRevenueIndicator	C
6	Reference	Correction
7	2ndReference	
8	Date	
9		

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

Status	<p>Populated when selecting either the Validate or Create Adjustment buttons on the Excel Data Bridge ribbon.</p> <ul style="list-style-type: none"> The default status on a successful validation will be Pending The default status on a successful creation will be Processed <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 adjustment being created 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>
DisplayJournalNo	<p>Populated on a successful transaction creation in Sage 200. The field will update for each new transaction successfully posted.</p> <p>The data returned in this field enables traceability of the transaction in Sage 200 via the Reference field.</p>
CostRevenueIndicator	<p>Enter the type of adjustment being created, either: -</p> <ul style="list-style-type: none"> C for a cost adjustment R for a revenue adjustment
Reference	<p>Enter any data required to populate the Reference field against the adjustment in Sage 200.</p>
2ndReference	<p>Enter any data required to populate the 2ndReference field against the adjustment in Sage 200.</p>
Date	<p>Enter the date of the adjustment or leave blank to use today's date.</p>

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The adjustment **line-item** information can be entered in the main area of the worksheet: -

9								
10	Project Code	Project Item	Narrative	Nominal Code	Cost Centre	Department	Goods Value	TaxCode
11	0000000017	Appliance - Del	Carriage Outwards	54100	Ret	BES	-1000	
12	0000000019	Appliance - Del	Carriage Outwards	54100	Ret	BES	1000	
13								

The table below explains the purpose of each of the line-item fields: -

Project Code	Right click on this cell and select Excel Data Bridge Browse to access Sage 200 project data and assign a project code to an adjustment line.
Project Item	Right click on this cell and select Excel Data Bridge Browse to access Sage 200 project data and assign a project item to an adjustment line.
Narrative	The Sage 200 nominal code name will be updated based upon nominal code selection from a browse.
Nominal Code	Browse this cell to access Sage 200 nominal data and assign a nominal code to an adjustment line.
Cost Centre	The Sage 200 cost centre will be updated based upon nominal code selection from a browse.
Department	The Sage 200 department will be updated based upon nominal code selection from a browse.
Goods Value	Enter the value for each adjustment line in positive or negative terms. The total of values entered in the goods value column must equal zero so the adjustment can be posted.
TaxCode	Enter the Sage 200 tax code (optional). Leaving this blank will treat the journal line as Exempt.

If the **goods value** amount against each line have been signed incorrectly (+ or -), they can be quickly corrected by selecting the Reverse Values button from the Excel Data Bridge ribbon.

Excel Data Bridge

ProjectCost Function



Goods Value

-1000

1000

↕
 Reverse Values

Validate

Create Adjustment

Project Cost

Goods Value

1000

-1000

Creating Project Adjustments

Once you have entered your project adjustment data in the template, you have the following options: -

- **Validate (optional)** – will run the data through a validation check and result in a status of **Pending**, if successful. If validation is unsuccessful, an error will be returned in **red**. This error must be rectified, and the error cleared from the status field before either validating again or selecting to Create Adjustment
- **Create Adjustment** – will attempt to create the project adjustment in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to **Processed**. The **DisplayJournalNo** cell will be populated with the Reference and assigned in Sage 200 to enable the project adjustment to be traced.

2		
3	Status	Processed
4	DisplayJournalNo	Correction
5	CostRevenueIndicator	C
6	Reference	Correction
7	2ndReference	
8	Date	
9		

Project Enquiries (Cost Transactions)

Date	Type	Ref	Acc/Emp/Item	Project	Project Item	Details	Cost Quantity	Cost Rate	Total Cost	WIP Cost
02/03/2022	Cost Adjustment	Correction		0000000017	Appliance-...	Carriage Outwards	-1.00000	1000.00000	-1300.00	0.00

Project Enquiries (Cost Transactions)

Date	Type	Ref	Acc/Emp/Item	Project	Project Item	Details	Cost Quantity	Cost Rate	Total Cost	WIP Cost
02/03/2022	Cost Adjustment	Correction		0000000019	Appliance-...	Carriage Outwards	1.00000	1000.00000	1300.00	0.00

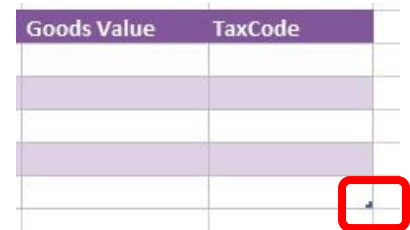
The project adjustments can be traced in Sage 200 by running a project enquiry for cost transactions (or revenue transactions if a revenue adjustment was created).



Amending Templates

The worksheet templates have been created in an Excel table with the correct formatting applied.

To add additional **rows**, firstly locate the cell at the bottom righthand corner of the formatted table.

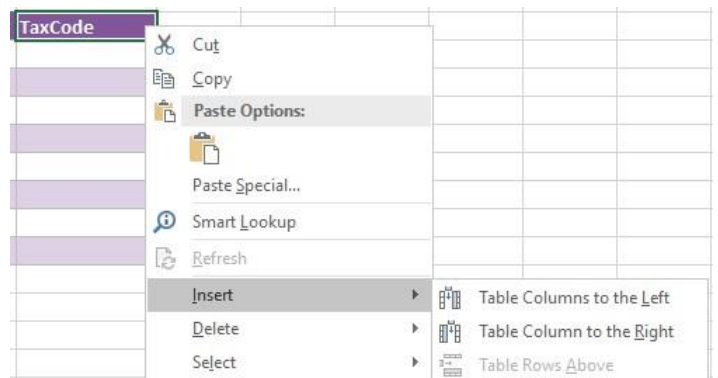


Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.



To add an additional column, right click on the column heading where you would like your new column to appear and select either: -

- **Insert > Table Columns to the Left**
- **Insert > Table Columns to the Right**



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.

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H	I
Column1	TaxCode

Mapping a new column

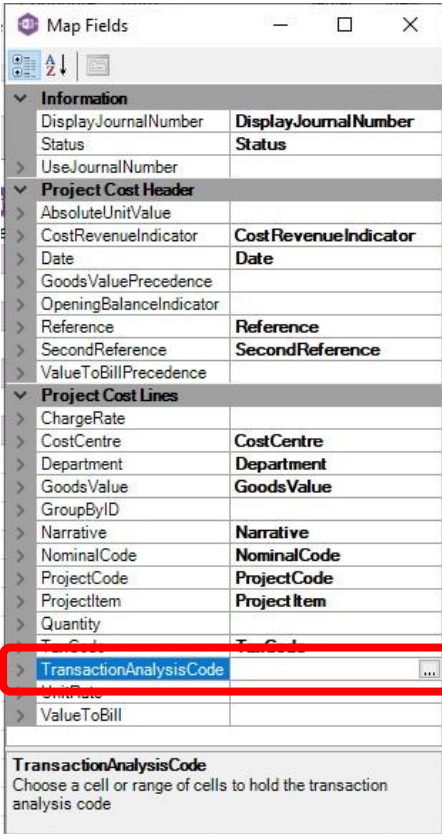
Once a new column has been added to the template, it can be mapped to the required Sage 200 field.

Transaction Analysis column added to the template to allow an analysis code to be entered against the project adjustment.

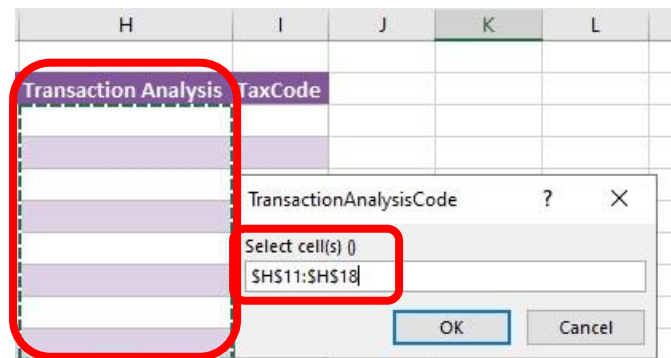
H	I
Transaction Analysis	TaxCode

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

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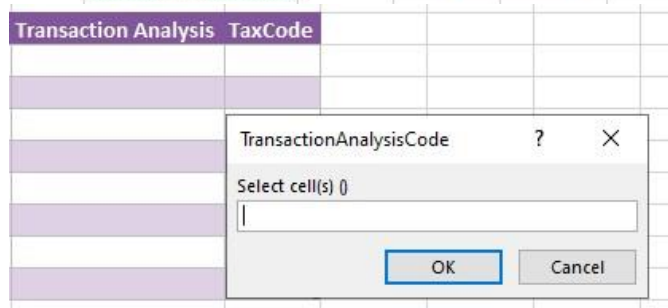


1. Click the **Ellipsis** to the right of the Batch Quantity field. The cell mapping window appears.



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

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



Deleting unwanted columns

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

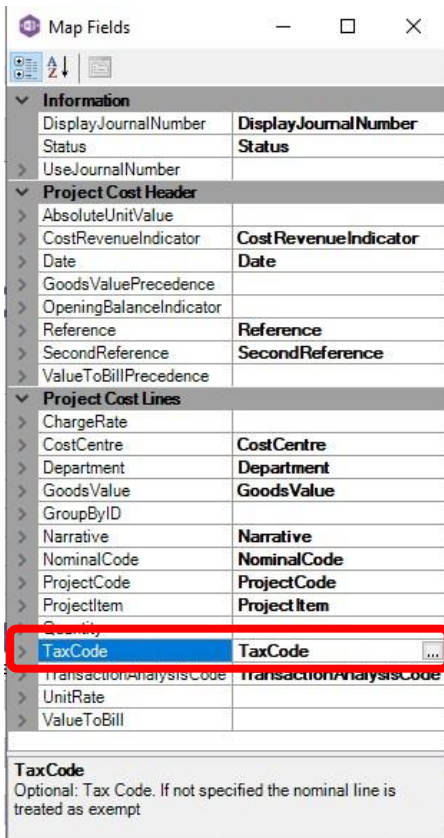
1. Remove the field mappings from the Designer
2. Delete the columns in the Excel template

Excel Data Bridge

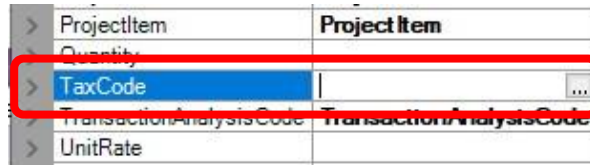
ProjectCost Function



Open the **Designer** to view the current field mappings. If for example, the **TaxCode** column is not required on the worksheet, this can be unmapped, and the column 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.

