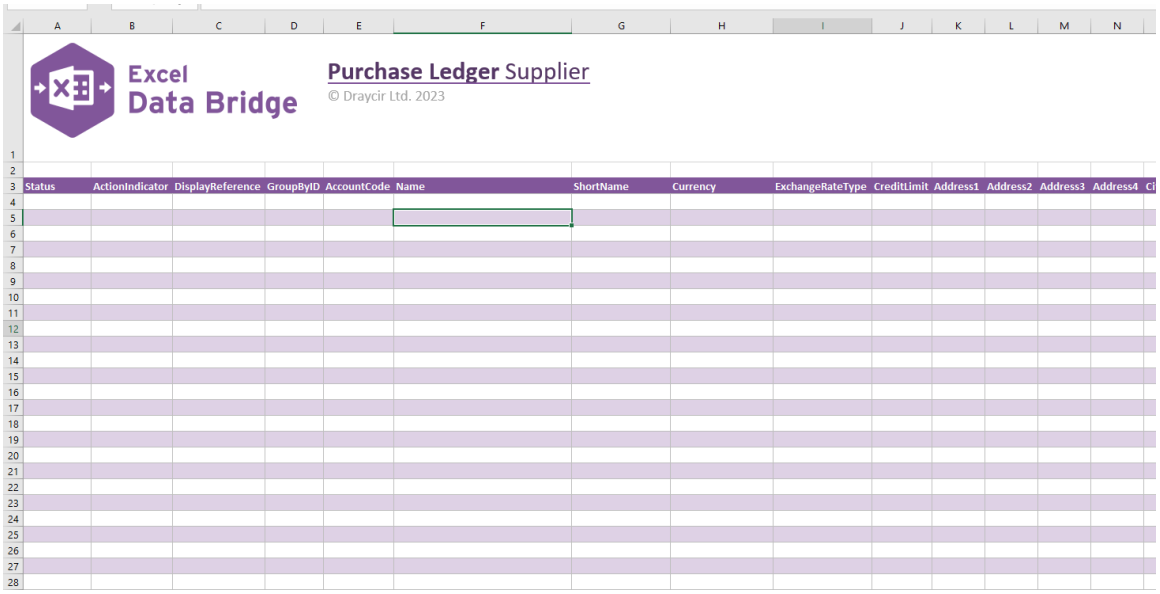
Introduction

The Purchase Ledger Supplier Function comes in only one form: **Multiline template**, which allows you to create, update and delete Suppliers from Sage 200.



Map Fields

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

Status	Populated when selecting either the **Validate** or **Create** buttons on the Excel Data Bridge ribbon. • The default status on a successful validation will be Pending • The default status on a successful creation will be Processed When attempting to post to Sage 200, the status field should either be cleared, or display a status of Pending. Any other data entered in this field will prevent the transaction being created in Sage 200. Should an error be returned in this cell when attempting to post, it will appear in red. The error should be corrected in the worksheet, and the status field cleared before attempting to post again
Action Indicator	The Action Indicator will determine what action is taken for the supplier • U – Updates a current Supplier • C – creates a new Supplier

	• D – Deletes a current Supplier
DisplayReference	The invoice / credit note number is usually entered in this cell from the received document.
GroupByID	IMPORTANT - See section for Group By ID
AccountCode	Enter the Sage 200 account code
Name	Full name of the supplier
ShortName	The Short name of the account from Sage
Currency	The currency this supplier works with
ExchangeRateType	
CreditLimit	What is this Supplier's credit limit
Address fields	In the address fields, Please input the up-to-date information of the Supplier Account in the correct field: these include the following sage fields • Address1 • Address2 • Address3 • Address4 • City • County • Postcode • Country
Contact Details	In the following Contact fields: • TelCountry • TelArea • TelNumber • FaxCountry • FaxArea • FaxNumber • Website Please input the up-to-date information of the Supplier in the correct field
SortCode	The sort code of the bank account is required
AccountNumber	The Account Number of the bank account is required
AccountName	The Account Name of the bank account is required
BankPaymentRef	The Bank payment reference is used when you pay your suppliers using the Sage e-Banking service.
IBAN	The IBAN is the International Bank Account Number. It represents your supplier's bank account number and sort code in an internationally recognised format.
BICNumber	The BIC is the Bank Identification Code number. It is a universal method of identifying financial institutions.

RollNumber	Use this is for your supplier's Building Society roll number.
BACSRef	Use this for your supplier's BACS reference.
AdditionalRef	Use this to store any additional reference numbers.
Non UK sort code	Use this to store a sort code for a foreign bank account.
DeleteFlagContact	Input true to delete a contact
RecordNoContact	
IDContact	
SetDefaultContact	input true to set this contact as the default contact
Salutation	How this contact wants to be addressed
FirstName	First name of the contact for this supplier
MiddleName	Middle name of the contact for this supplier
LastName	Surname name of the contact for this supplier
Contact Details	Input the following contact details for the contact: • TelCountryContact • TelAreaContact • TelNoContact • MobCountryContact • MobAreaContact • MobNoContact • FaxCountryContact • FaxAreaContact • FaxNoContact • EmailContact • WebsiteContact
Roles Delete	If you are updating a contact and with to remove a specific role from the contact, then you can delete the role by entering in ***TRUE***
RoleName	If you wish to add a specific role against this contact from sage, you can input that information in the ***RoleName*** field
RolePreferred	If this contact is to be the preferred contact for this role, enter ***TRUE***
CountryCode	Input the country code that the contact will be trading out of, i.e. using GB for great britain
DefaultVATCode	The default VAT code is required, input the default VAT Code that this contact requires
VATNumber	The registered VAT number for the account is input here
KeepTransactionsFor	This field determines how long transactions are kept for, against this contact
OrderPriority	assign a letter to the contact to determine the priority of there order, ranging from A-Z

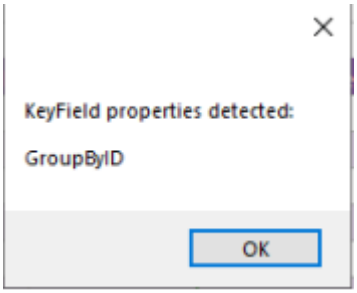
CountryCode	The country code selected here is the supplier's country for VAT purposes. This is used when calculating EU VAT. This is taken by default, from your company details in Accounting System Manager.
DefaultVAT	This is the VAT code you want to use for this supplier
VATNumber	This is the VAT code you want to use for this supplier
MonthsToKeepTrans	Enter the number of months (up to 36) you want to store transactions on the supplier's account. After this time the transactions are archived or can be deleted.
OrderPriority	Select the priority from the drop-down list. Set the level of importance for orders placed with this supplier when the order is entered in the Purchase Order Processing module. A is the highest priority and Z is the lowest.
NominalCode	This is the nominal account you want to use to post the purchase values, when entering transactions for this supplier. You can change this on individual transactions if required.
NominalDept	Input the Nominal Department this suppliers falls under
NominalDescriptionBR	A description of the Nominal department
AccountType	Use the Account types to decide how transactions are stored on individual supplier accounts. You can use all three account types in your Purchase Ledger in any mix. Use the account types to balance your need for a detailed breakdown of a supplier's transactions with your need to save disk space. The default account type is Open item. You can change a supplier account from one type to another. If you change a balance forward account to open item, you will only be able to view details for transactions entered after you made the change.
SettlementDisc%	Enter the Settlement discount details. This is the percentage discount offered for early payment is input here, for this supplier
SettlementDiscDays	The period of time to determine if a settlement discount is issued is, is set by this field
PaymentTerms	Suppliers payment terms are determined in the payment terms field
PaymentTermsFrom	This determines when the payment terms are set, i.e. from document date

PaymentGroup	What payment group is this supplier from
PaymentGroupDescBR	
FactorHouse	
AccountOpened	When was this account opened
LastCreditReview	Date of the last credit review
NextCreditReview	Date of the next credit review
ApplicationDate	Date of the application for a credit account review was submited
DateReceived	The date the application was received
Memo	If there are any additional notes required for the credit review
TradingTermsText	If you want to print your terms on invoices, statements and other documents, enter the text for your Trading terms text.
CreditReference	Enter The Credit Reference for this Supplier
Bureau	Input the Credit bureau for the credit check
CreditPosition	If a Suppliers credit status has changed, you can set their Credit position
TermsAgreed	Select true Terms agreed if all the credit terms have been agreed with the supplier. Select False if they have not
DeleteFlagMemo	If amending a current account, input TRUE to delete a memo
IDMEMO	
IsActiveMemo	Input either true or false to state if this memo is active or is not
TextMemo	the notes of the Memo itself are input In this field
RecordNoAlert	
IsActiveAlert	the alert will be made active if True is selected in the field
DescriptionAlert	enter the alert message that will be displayed for this customer
OrderEntryAlert	Display the alter when entering or amending all sales orders (full orders, rapid orders, and trade orders), and repeat order templates
ReturnAlert	Display the alter when entering or amending sales returns
GeneratePOsAlert	
POFromReqLines	Generating purchase orders from purchase requisitions
POFromTrialKit	Creating purchase orders from BOM enquiry Trial Kitting.

Group By ID

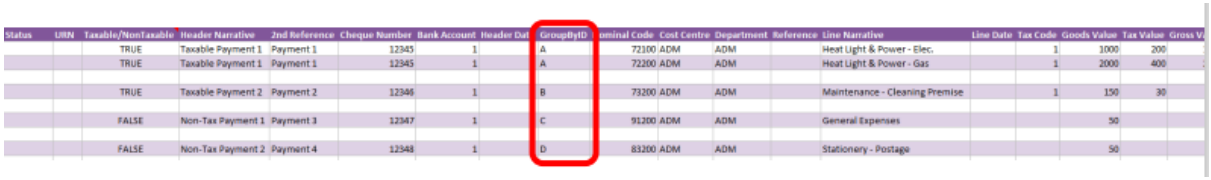
When posting multiple payments to Sage 200 at once, Excel Data Bridge needs to inform Sage 200 which line-items belong to the same payment transaction. It does this by assigning certain fields as "key fields" which can be seen by selecting the Key Fields button from the ribbon.

The only key field assigned in the Purchase Ledger Supplier worksheet is the field for Group By ID, so when posting multiple payments 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 line-item belonging to the same payment, those line-items will be posted against the same payment.

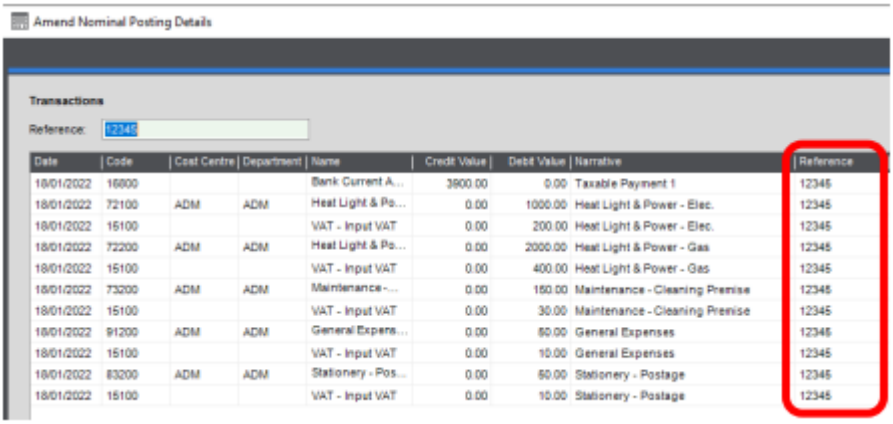
See screenshot below where four payments are shown, the first payment with two line-items has the letter A against each line, and the remaining three payments each with a single line-item contain the letters B, C and D in the Group By ID cell.



Status	URN	Taxable/NonTaxable	Header Narrative	2nd Reference	Cheque Number	Bank Account	Header Dat	GroupByID	ominal Code	Cost Centre	Department	Reference	Line Narrative	Line Date	Tax Code	Goods Value	Tax Value	Gross V
		TRUE	Taxable Payment 1	Payment 1	12345	1		A	72100	ADM	ADM		Heat Light & Power - Elec.		1	1000	200	
		TRUE	Taxable Payment 1	Payment 1	12345	1		A	72200	ADM	ADM		Heat Light & Power - Gas		1	2000	400	
		TRUE	Taxable Payment 2	Payment 2	12346	1		B	73200	ADM	ADM		Maintenance - Cleaning Premise		1	150	30	
		FALSE	Non-Tax Payment 1	Payment 3	12347	1		C	91200	ADM	ADM		General Expenses			50		
		FALSE	Non-Tax Payment 2	Payment 4	12348	1		D	83200	ADM	ADM		Stationery - Postage			50		

Any unique data can be entered to keep payment line-items together, so using numbers 1, 2, 3 and 4 instead would have had the same effect.

In this example, leaving the Group By ID cells empty would post a single payment transaction to Sage 200 containing all lines of data entered, as opposed to creating four separate payment transactions.



Date	Code	Cost Centre	Department	Name	Credit Value	Debit Value	Narrative	Reference
18/01/2022	16800			Bank Current A...	3800.00	0.00	Taxable Payment 1	12345
18/01/2022	72100	ADM	ADM	Heat Light & Po...	0.00	1000.00	Heat Light & Power - Elec.	12345
18/01/2022	15100			VAT - Input VAT	0.00	200.00	Heat Light & Power - Elec.	12345
18/01/2022	72200	ADM	ADM	Heat Light & Po...	0.00	2000.00	Heat Light & Power - Gas	12345
18/01/2022	15100			VAT - Input VAT	0.00	400.00	Heat Light & Power - Gas	12345
18/01/2022	73200	ADM	ADM	Maintenance -...	0.00	150.00	Maintenance - Cleaning Premise	12345
18/01/2022	15100			VAT - Input VAT	0.00	30.00	Maintenance - Cleaning Premise	12345
18/01/2022	91200	ADM	ADM	General Expens...	0.00	50.00	General Expenses	12345
18/01/2022	15100			VAT - Input VAT	0.00	10.00	General Expenses	12345
18/01/2022	83200	ADM	ADM	Stationery - Pos...	0.00	50.00	Stationery - Postage	12345
18/01/2022	15100			VAT - Input VAT	0.00	10.00	Stationery - Postage	12345

Creating Updating or Deleting Suppliers

The Purchase Ledger Supplier Worksheet allows for the creation, updating or deletion of Supplier from Sage 200.

Once you have entered your Supplier information, you will need to **run** the sheet in order to make your changes, the status bar will give one of two options.

- Processed – 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 Invoice.
- ERROR - 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 running the worksheet again

The action indicator states what action you wish to carry out.

- C – Create – Creates a Supplier from scratch onto Sage 200
- U – Update – updates current Supplier information in Sage 200
- D – Deletion – deletes Supplier information from Sage 200

If creating a new Supplier Account all information is required to be input manually, i.e. browse functionality will not work as the information needs to be created. When updating or deleting information from Sage 200, it is possible to use the browse function to bring information onto the Worksheet.