Excel Data Bridge

Purchase Order Function

Introduction

The Purchase Order function includes two separate templates pre-mapped to Sage 200: -

- the **Singleline template** emulates the **Enter New Purchase Order** screen in Sage 200, which allows you to create a new purchase order with full data entry.

Excel Data Bridge

PurchaseOrder Singleline template

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Status		SettlementDiscount%		SupplyToWarehouse	WAREHOUSE
SupplierCode	BGT001	SettlementDiscountDays			
DocumentDate		Discount%			
DeliveryRequested		Originator	Admin		
SupplierRefNumber	684	ReturnedPONumber			

LineType	LineCode	Description	Warehouse	BuyingUnit	Quantity	BuyingPriceUnit	UnitPrice	Uni
S	ABFSE/12/1/2	AB Freestanding Electric 2-Ring/600mm/White			5			
F		Accessory Pack			1	pack	50	
A	Delivery	Delivery					25	
C		Contact warehouse for delivery time						

- the **Multiline template** allows you to create multiple purchase orders in Sage 200 at once.

Excel Data Bridge

Purchase Order

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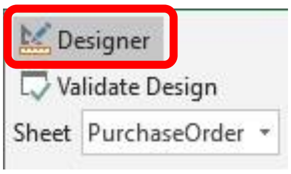
Status	ReturnedPONumber	SupplierCode	DocumentDate	HeaderDeliveryDate	SupplierRef	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitPrice
		ABC001	12/01/2022	14/01/2022	1234	A	S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	WAREHOUSE	20	100
		ABC001	12/01/2022	14/01/2022	1234	A	S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	Newcastle	2	
		DIR001	12/01/2022	14/01/2022	1235	B	S	ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	Newcastle	1	
		DIR001	12/01/2022	14/01/2022	1235	B	S	ABFSG/14/21/2	AB Freestanding Gas 5-Ring/550mm/White	Newcastle	2	
		DIR001	12/01/2022	14/01/2022	1235	B	C		comment line			
		DIR001	12/01/2022	14/01/2022	1235	B	F		Free text item		4	250.99
		DIR001	12/01/2022	14/01/2022	1235	B	A	Delivery				5.99

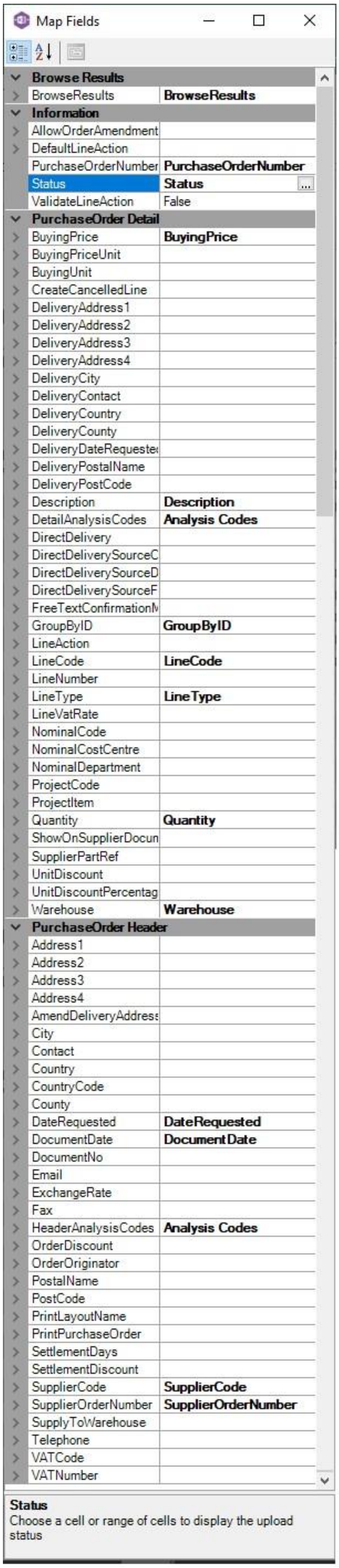
These templates can also be used to amend existing purchase orders which is also covered in this document.

Field Mappings

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



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



The **Information** section contains both Excel Data Bridge specific fields, and settings controlling how purchase orders can be posted to Sage 200.

The **Purchase Order Detail** section shows the available Sage 200 fields for purchase order line-items 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 **Purchase Order Header** section shows the available Sage 200 fields for the purchase order header details in the left-hand column.

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

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

An explanation of the property selected is shown at the bottom of the Designer window.

Singleline Template

The **CreatePO** sheet in this template is divided into two sections in which you are required to enter data. The **purchase order header information** can be entered in the top section: -

2								
3	Status		SettlementDiscount%				SupplyToWarehouse	WAREHOUSE
4	SupplierCode	BGT001	SettlementDiscountDays					
5	DocumentDate		Discount%					
6	DeliveryRequested		Originator	Admin				
7	SupplierRefNumber	684	ReturnedPONumber					
8								

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

Status	Populated when selecting either the **Validate** or **Create Orders** 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 purchase order 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.
SupplierCode	Enter the Sage 200 Supplier Account Reference in this field by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
DocumentDate	Enter date of the purchase order (defaults to today's date if left blank).
DeliveryRequested	Enter requested delivery date (will not default to any date if left blank).
SupplierRefNumber	Enter the supplier reference number for the purchase order.
SettlementDiscount%	Enter the settlement discount percentage (if any has been offered).
SettlementDiscountDays	Enter the number of days in which any settlement discount is valid.
Discount	Enter the order discount percentage (if any has been offered).
Originator	Defaults to the user logged in to Excel Data Bridge if left blank. If another Sage 200 user should be assigned as the originator, enter the Sage 200 login for that user instead.

9	LineType	LineCode	Description	Warehouse	BuyingUnit	Quantity	BuyingPriceUnit	UnitPrice	UnitDiscount%	UnitDiscount	VATRate	FreeTextConfirmation	ProjectCode	ProjectItem	NominalCode	NominalCostCentre	NominalDept	RequestedDeliveryDate	ShowOnSupplierD
10	S	ABFSE/12/1/2	AB Freestanding Electric 2-Ring/600mm/White			5													
11	F		Accessory Pack			1	pack	50											
12	A	Delivery	Delivery					25											
13	C		Contact warehouse for delivery time																
14																			

ReturnedPONumber	Populated on a successful purchase order creation in Sage 200. The field will update for each new purchase order successfully posted and allows traceability in Sage 200.
SupplyToWarehouse	Enter the warehouse goods should be supplied to.

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

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

LineType	Tell Excel Data Bridge the type of line-item you are trying to create from the following options: - • **S** = Standard • **F** = Free Text • **A** = Additional Charge • **C** = Comment
LineCode	Browse on this cell to gain access to stock list data to assign a stock item to the purchase order.
Description	Will be populated on selection of a stock item from the LineCode cell. Enter description manually for Free Text / Additional Charge and Comment lines.
Warehouse	Browse on this cell to gain access to the available warehouses the stock item should be supplied to.
BuyingUnit	Enter the buying unit for standard stock items.
Quantity	Enter the quantity for either a standard or free-text item.
BuyingPriceUnit	Enter the buying price unit for either a standard or free-text item.
UnitPrice	Enter a unit price for an item or leave blank to use default Sage 200 prices.
UnitDiscount%	Enter a unit discount percentage
UnitDiscount	Enter a unit discount value
VATRate	Enter a VAT Rate for standard, free-text or additional charge items or leave blank to use default VAT Rate.

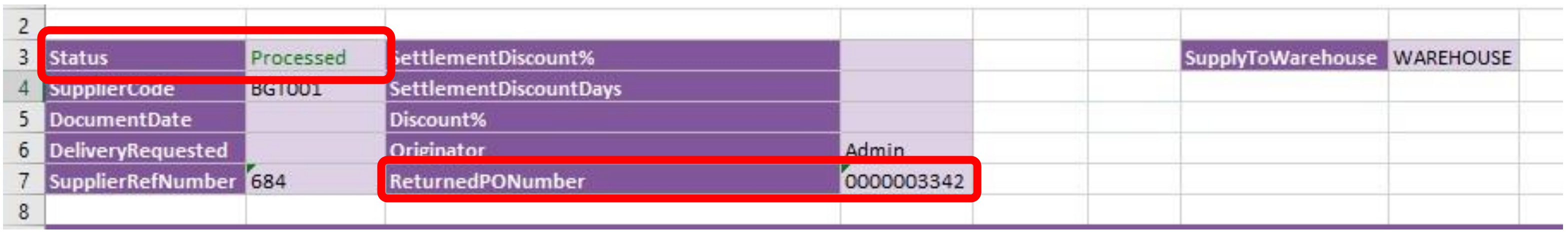
FreeTextConfirmation	Enter a confirmation method for free text and service/labour items. Valid options are **SERVICE / WITHREC / NONE**. Leaving blank will use Sage 200 default.
ProjectCode	Browse on this cell to gain access to Sage 200 project data to assign a **project code** to a line-item.
ProjectItem	Browse on this cell to gain access to Sage 200 project data to assign a **project item** to a line-item.

NominalCode	Enter nominal code for line-item (if user can amend in Sage 200). If left blank, will use nominal code specified from either the **Supplier Record > Trading** tab, or the **Stock Record > Analysis** tab, depending on the setting applied in **POP Settings > Default Accounts**.
NominalCostCentre	The Sage 200 cost centre will be updated based upon nominal code selection.
NominalDept	The Sage 200 department will be updated based upon nominal code selection.
RequestedDeliveryDate	Enter delivery dates requested for individual line-items (defaults to delivery requested date applied in header if left blank). ***Multiple dates not supported.***
ShowOnSupplierDocs	Used for comment lines. By default, comment line will show on supplier documents – enter **FALSE** to prevent comment line showing on purchase order.

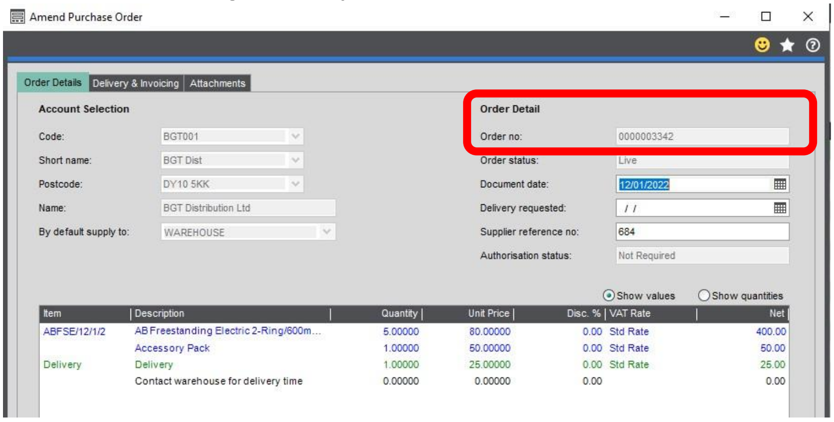
Creating Transactions

Once you have entered purchase order 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 Create Orders.
- **Create Orders** – will attempt to create the purchase order in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to **Processed**, and the **ReturnedPONumber** cell will be populated with the purchase order number assigned in Sage 200 to enable the transaction to be traced.



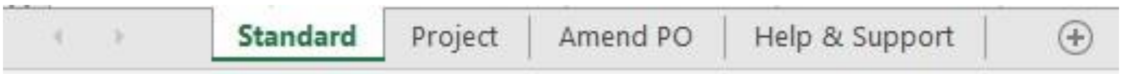
The transaction can be traced in Sage 200 by the Returned Purchase Order Number populated: -



Multiline Template

The format of the multiline template differs to the singleline template but offers similar fields.

There are three worksheets within this template: **Standard, Project** and **Amend PO**. Both the Project and Amend PO sheets contain more columns of data than the Standard; the **Amend PO** sheet has been mapped to allow amendments to existing purchase orders to be made.



In the **Standard** and **Project** worksheets, **columns A – G** represent the **header fields** of the purchase order.

Excel Data Bridge

Purchase Order

	A	B	C	D	E	F	G
2							
3	Status	ReturnedPONumber	SupplierCode	DocumentDate	HeaderDeliveryDate	SupplierRef	GroupByID
4			ABC001	12/01/2022	14/01/2022	1234	
5			ABC001	12/01/2022	14/01/2022	1234	
6							
7							
8			DIR001	12/01/2022	14/01/2022	1235	
9			DIR001	12/01/2022	14/01/2022	1235	
10			DIR001	12/01/2022	14/01/2022	1235	
11			DIR001	12/01/2022	14/01/2022	1235	
12			DIR001	12/01/2022	14/01/2022	1235	
13							

In the **Standard** worksheet, **columns H - M** represent the **line-item fields** of the purchase order.

H	I	J	K	L	M
LineType	LineCode	Description	Warehouse	Quantity	UnitPrice
S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	WAREHOUSE	20	100
S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	Newcastle	2	
S	ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	Newcastle	1	
S	ABFSG/14/21/2	AB Freestanding Gas 5-Ring/550mm/White	Newcastle	2	
C		comment line			
F		Free text item		4	250.99
A	Delivery				5.99

In the **Project** worksheet, **columns H – O** represent the **line-item fields** of the purchase order. These extra columns enable both a **Project Code** and **Project Item** to be assigned to line-items.

H	I	J	K	L	M	N	O
LineType	LineCode	Description	Warehouse	Quantity	UnitPrice	ProjectCode	ProjectItem
S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	WAREHOUSE	20	10		
S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	Newcastle	2			
S	ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	Newcastle	1		0000000019	CAD
S	ABFSG/14/21/2	AB Freestanding Gas 5-Ring/550mm/White	Newcastle	2			
C		comment line					
F		Free text item		4	250.9	0000000020	Proposal
A	Delivery				5.9		

In the **Amend PO** worksheet, **columns A – L** represent the **header fields** of the purchase order.

Excel Data Bridge

Purchase Order
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	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Status	ReturnedPONumber	SupplierCode	SupplyTo	DocumentDate	HeaderDeliveryDate	SupplierRef	SettlementDiscount%	SettlementDiscDays	OrderDiscount	OrderOriginator	GroupByID
4			ABC001	WAREHOUSE			1238					
5			ABC001				1238					
6												
7												
8			DIR001				1239	5	60	5		
9			DIR001				1239	5	60	5		
10			DIR001				1239	5	60	5		
11			DIR001				1239	5	60	5		
12			DIR001				1239	5	60	5		

Columns M - U represent the **line-item fields** of the purchase order.

M	N	O	P	Q	R	S	T	U
LineType	LineCode	Description	Warehouse	Quantity	UnitPrice	ProjectCode	ProjectItem	LineNo
S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	WAREHOUSE	20	100			1
S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	Newcastle	2				2
S	ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	Newcastle	1		0000000019	CAD	1
S	ABFSG/14/21/2	AB Freestanding Gas 5-Ring/550mm/White	Newcastle	2				2
C		comment line						3
F		Free text item		4	250.99	0000000020	Proposal	4
A	Delivery				5.99			5

There will be slight variations in the default mappings shown in the Designer between the different purchase order templates, but the Sage 200 fields offered are the same.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

An extra field is available to the multiline template for **Group By ID**.

Group By ID

As standard, when posting to Sage 200, Excel Data Bridge will keep together any purchase order line-items entered containing the same **Supplier Code / Document No / Supplier Order Number**. These fields are shown in the **Key Fields** area of Excel Data Bridge.

An additional key field for **Group By ID** also exists, in which unique data can be entered against each purchase order line-item needing to be posted to a single purchase order in Sage 200.

See screenshot below showing two separate purchase orders for supplier **DIR001**, with the same supplier order number of **1235**.

Leaving the **Group By ID** cells empty in this example would create a single purchase order with seven line-items in Sage 200, instead of two separate purchase orders with two line-items and five line-items respectively. This is because the data held in all key fields is the same.

SupplierCode	DocumentDate	HeaderDeliveryDate	SupplierRef	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitPrice
DIR001	12/01/2022	14/01/2022	1235		S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	WAREHOUSE	20	100
DIR001	12/01/2022	14/01/2022	1235		S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	Newcastle	2	
DIR001	12/01/2022	14/01/2022	1235		S	ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	Newcastle	1	
DIR001	12/01/2022	14/01/2022	1235		S	ABFSG/14/21/2	AB Freestanding Gas 5-Ring/550mm/White	Newcastle	2	
DIR001	12/01/2022	14/01/2022	1235		C		comment line			
DIR001	12/01/2022	14/01/2022	1235		F		Free text item		4	250.99
DIR001	12/01/2022	14/01/2022	1235		A	Delivery				5.99

To ensure these purchase orders are posted independently of each other, Excel Data Bridge needs to be told which line-items belong to which purchase order. To do this, add some unique data in the Group By ID cell.

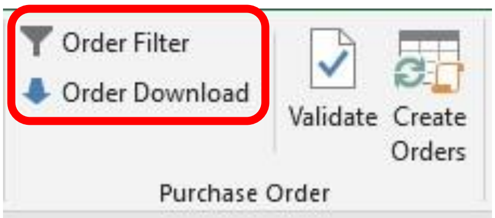
The first purchase order with **two** line-items has the letter **A** in the Group By ID cell; the second purchase order with **five** line-items has the letter **B** in the Group By ID cell for each line-item.

SupplierCode	DocumentDate	HeaderDeliveryDate	SupplierRef	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitPrice
DIR001	12/01/2022	14/01/2022	123	A	S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	WAREHOUSE	20	100
DIR001	12/01/2022	14/01/2022	123	A	S	ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	Newcastle	2	
DIR001	12/01/2022	14/01/2022	123	B	S	ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	Newcastle	1	
DIR001	12/01/2022	14/01/2022	123	B	S	ABFSG/14/21/2	AB Freestanding Gas 5-Ring/550mm/White	Newcastle	2	
DIR001	12/01/2022	14/01/2022	123	B	C		comment line			
DIR001	12/01/2022	14/01/2022	123	B	F		Free text item		4	250.99
DIR001	12/01/2022	14/01/2022	123	B	A	Delivery				5.99

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

Working with existing Purchase Orders

The Purchase Order sheet has been designed to also allow existing purchase orders to be downloaded, amended and reuploaded to Sage 200, using the same rules allowed for amendment of purchase orders in Sage 200.



There are two further buttons available to the Excel Data Bridge ribbon to enable purchase orders to be downloaded, the **Order Filter** and **Order Download** buttons.

Use the **Amend PO** worksheet in either template to make changes to existing purchase orders.

Step 1 – Set Filter

Click the **Order Filter** button from the ribbon. Setting a filter uses the same logic as Sage 200.

FIELD **OPERATOR** **VALUE**

For example, add the following filter to download purchase order number **3341** from Sage 200: -

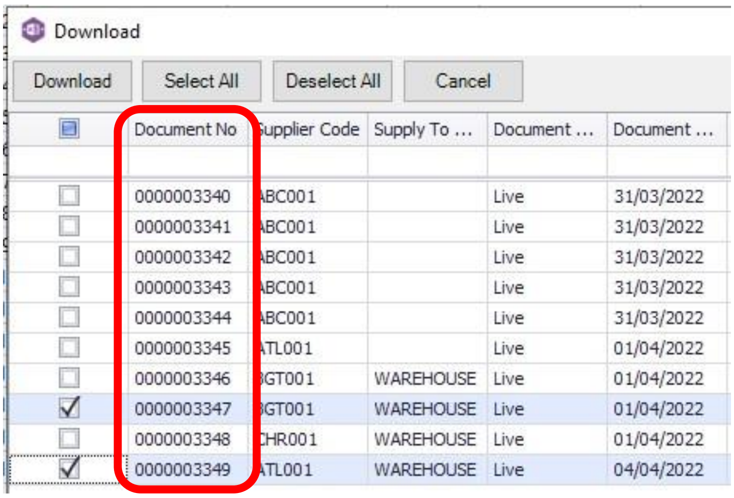
DOCUMENTNO **EQUALS** **0000003341**

Wildcards can also be used to download purchase orders containing certain data. For example, if I wanted to download certain purchase orders between **3340** and **3349**, I would click the **+** next to **And**, then add the following filter before clicking OK. : -

The **underscore** wildcard replaces the final digit in the purchase order number to allow document numbers from 3340 to 3349 to appear for selection in the download.

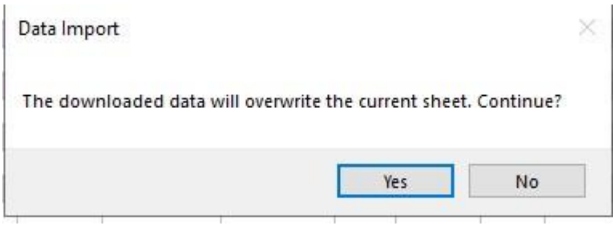
Step 2 – Download Data

Once the filter has been set, click **Order Download**. The download window that appears contains any purchase orders that have been picked up by the filter set in step 1.



Select **all orders** by ticking the box at the top, or **selected orders** by ticking the box to the left of each order before clicking **Download**. 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 Sage 200 that matches the filter request. In this example, **two** purchase orders (3347 and 3349) have been downloaded from Sage 200.

ReturnedPONu	Supplier	DocumentDate	SupplierRef	GroupByID	ineType	LineCode	Description	Warehouse	Quantity	UnitPrice	ProjectCode	ProjectIten	LineNo
0000003347	BGT001	01/04/2022	1	3347		ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm	WAREHOUSE	1	149.99			1
0000003347	BGT001	01/04/2022	1	3347		ABBuiltIn/15/1/2	AB Built-In Cookers Single-Oven/600mm	Newcastle	1	149.99			2
0000003347	BGT001	01/04/2022	1	3347		ABBuiltIn/15/20/2	AB Built-In Cookers Single-Oven/500mm	WAREHOUSE	1	149.99			3
0000003349	ATL001	04/04/2022	123	3349		ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm	WAREHOUSE	1	149.99			1

Note the Group By ID column has downloaded the relevant purchase order number against all line items for each order, and the Line No column has downloaded the Sage 200 line position for each order line item.

Step 3 – Make Changes

Let's say I have entered the wrong quantity for **line item 2** on purchase order **3347**. I should have ordered **10** not **1**.

I simply need to change the value in the **Quantity** column on the worksheet. As this line item has **not** yet been marked as delivered, the changes will pass through to Sage 200 in the next step.

GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitPrice	ProjectCode	ProjectItem	LineNo
3347	S	ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm	WAREHOUSE	1	149.99			1
3347	S	ABBuiltIn/15/1/2	AB Built-In Cookers Single-Oven/600mm	Newcastle	10	149.99			2
3347	S	ABBuiltIn/15/20/2	AB Built-In Cookers Single-Oven/500mm	WAREHOUSE	1	149.99			3

I also need to add a **new line** for delivery on purchase order **3349**.

I can add the extra line underneath the original line item(s) for that purchase order, copying down the **header information** from the line above and adding the extra **line-item** detail to the right.

Note – the LineNo column does not need to be populated when adding new lines to a purchase order.

ReturnedPONu	Supplier	DocumentDate	SupplierRef	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitPrice	ProjectCode	ProjectItem	LineNo
0000003349	ATL001	04/04/2022	123	3349	S	ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm	WAREHOUSE	1	149.99			1
0000003349	ATL001	04/04/2022	123	3349	A	Delivery	Delivery		1	20			

Step 4 – Send to Sage 200

Once the changes to the data have been made in Excel Data Bridge, we can send them through to Sage 200 in the normal way.

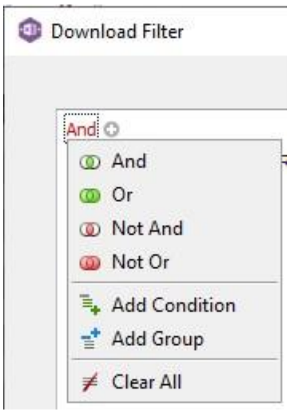
We can either **Validate** before posting, or click **Create Orders** to make the changes. If the postings are successful, the Status column will return a status of **Processed**, and the amendments will appear against the purchase orders in Sage 200.

Item	Description	Quantity	Unit Price
ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300m...	1.00000	149.99000
ABBuiltIn/15/1/2	AB Built-In Cookers Single-Oven/600m...	10.00000	149.99000
ABBuiltIn/15/20/2	AB Built-In Cookers Single-Oven/500m...	1.00000	149.99000

Item	Description	Quantity	Unit Price
ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300m...	1.00000	149.99000
Delivery	Delivery	1.00000	20.00000

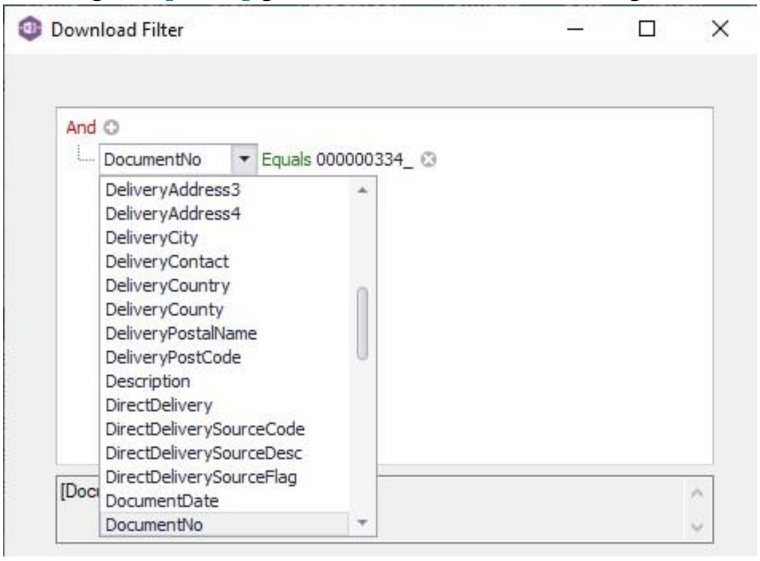
Tips – Filters

- 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: -

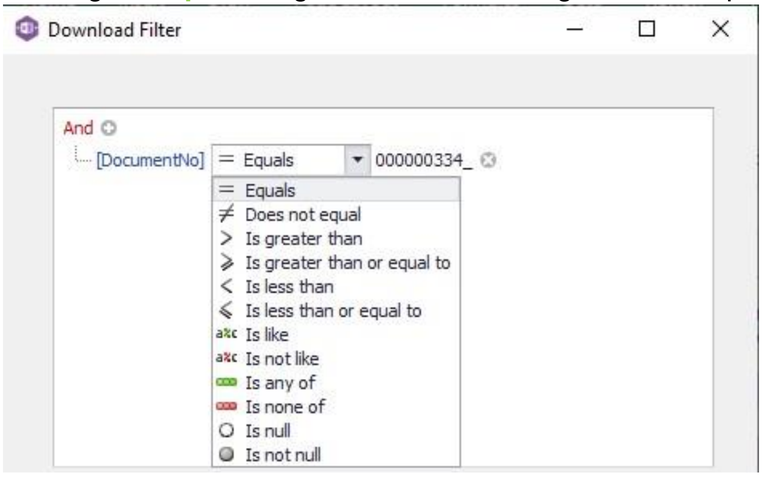


- Add a condition
- Add a group of conditions
- Change the linking operator on a filter with multiple conditions
- Clear all current conditions (only if any are set)

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

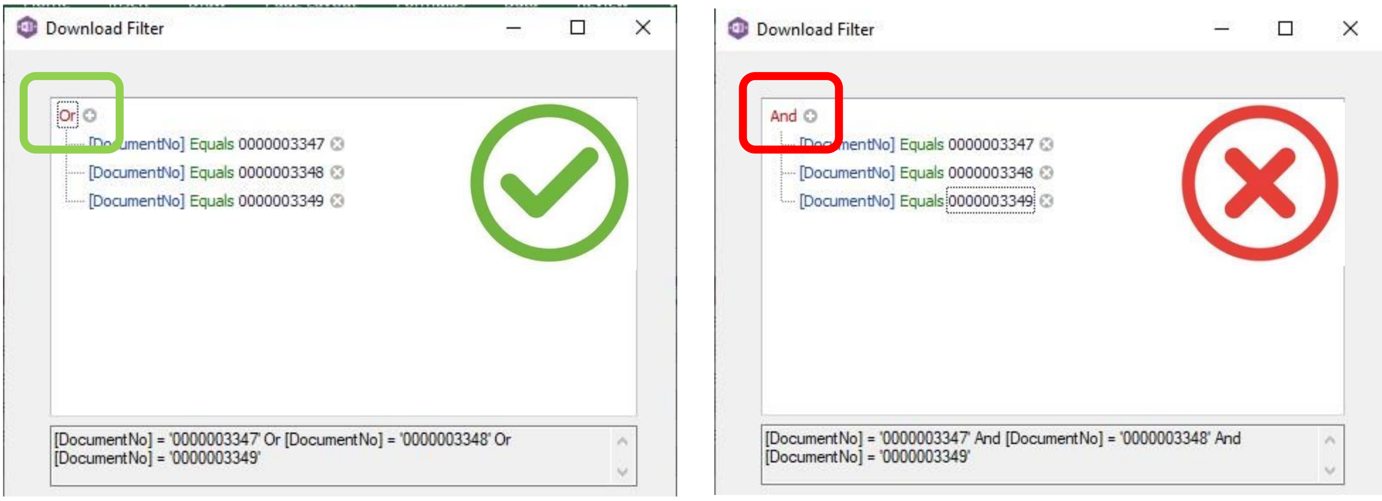


- Clicking the **Operator** gives access to string / numeric operators



- Standard wildcards can be used when entering string values

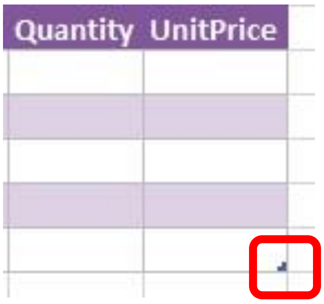
- Use the correct linking operator on filters with multiple conditions. To download multiple numbered purchase orders, use **Or** not **And.** If the filter is invalid, nothing will download.



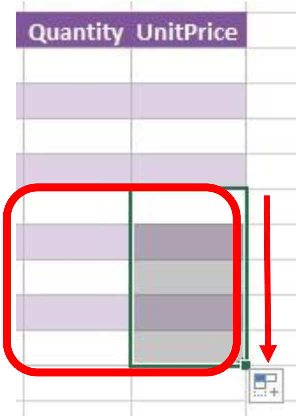
Amending Templates

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.

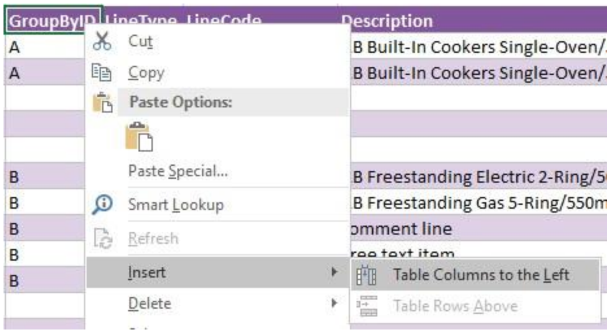


Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

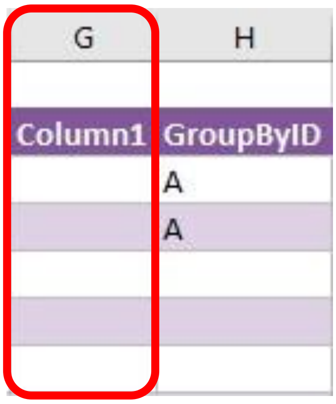


To add an additional **column**, right click on the column heading where you would like your new column to appear and select

Insert > Table Columns to the Left



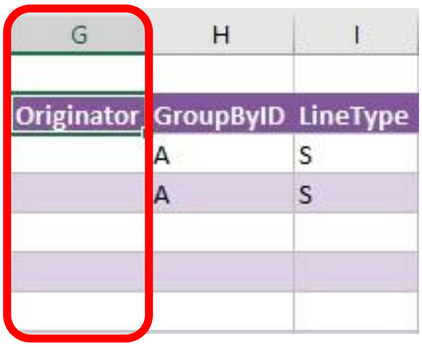
A new column will be added, named **Column1.** Rename the column in Excel, then refer to the next section on how to map this column in the Designer.



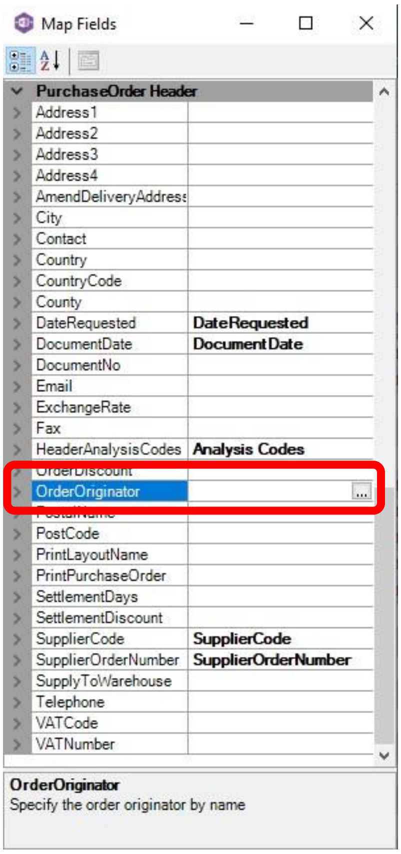
Mapping a new column

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

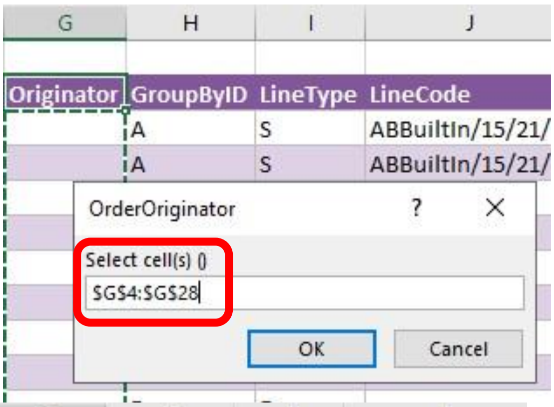
New column added to the multiline template to allow the name of the user originating the order to be entered against the purchase order.



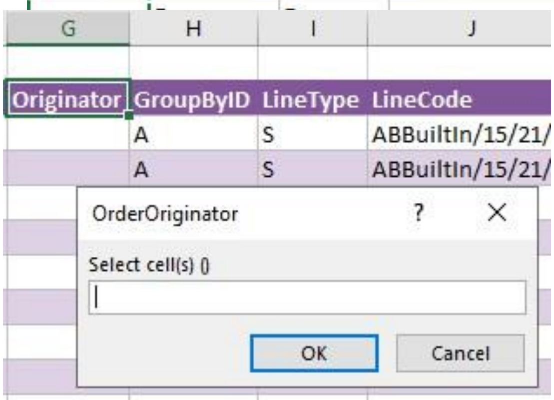
Click **Designer** to open the mappings for the template and locate the field to map the column to.



1. Click the  **Ellipsis** to the right of the Order Originator field. The cell mapping window appears.



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



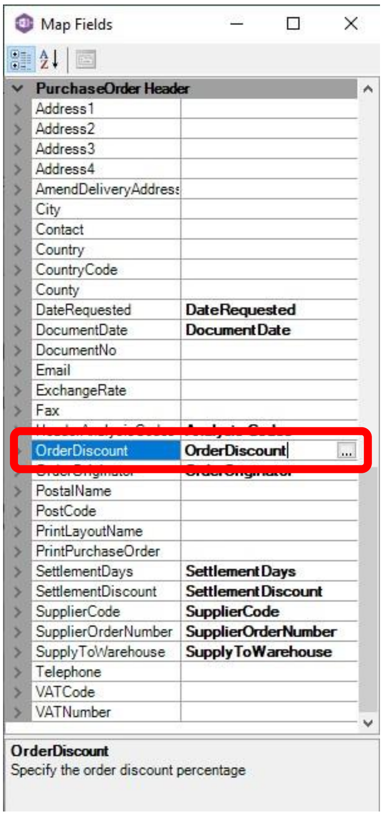
The column is now mapped can be populated in Excel Data Bridge.

Deleting unwanted columns

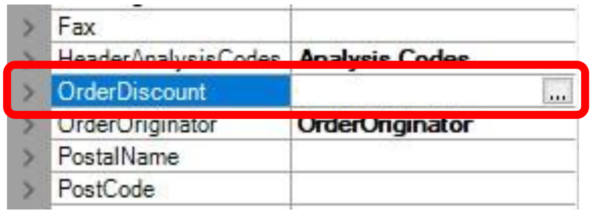
Deleting unwanted columns within a template is a two-step process: -

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

Open the **Designer** to view the current field mappings.



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



2. Repeat for any other unrequired fields

3. Close the Designer.

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

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