

# Excel Data Bridge

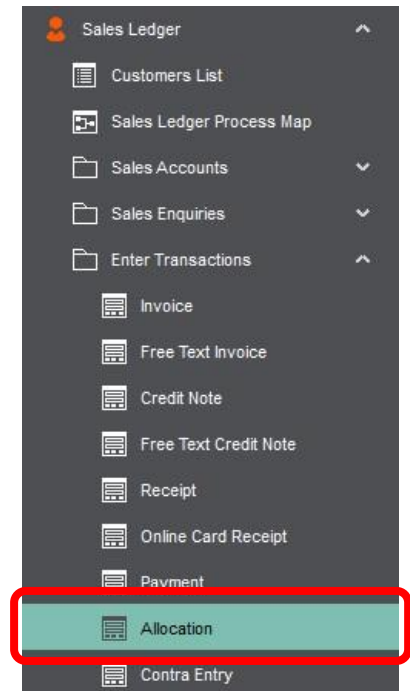
## SLAllocation Function



### Introduction

The SLAllocation function allows outstanding sales credit notes / sales receipts to be allocated to outstanding sales invoices / sales payments in Sage 200.

It emulates the **Allocation** feature available in Sage 200 via **Sales Ledger > Enter Transactions**.



The SLAllocation worksheet includes two separate templates which are pre-mapped to Sage 200.

- the **Singleline template** allows you to allocate outstanding sales transactions for a single customer.

The screenshot shows the Excel Data Bridge SLAllocation\_SinglelineTemplate.xlsx spreadsheet. The spreadsheet has a header row with the following columns: Indicator, ItemType, URN, TransDate, DueDate, Reference, 2ndReference, and AllocationValue. The data rows are as follows:

Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
Credit	Credit Note	27014	15-05-2017	15-05-2017	0000000355	0000000381	340.46
Debit	Invoice	27016	15-05-2017	14-06-2017	0000005107	0000005128	340.46

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- the **Multiline template** allows you to allocate outstanding sales transactions for multiple customers at once.

SLAllocation\_MultilineTemplate.xlsx - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Excel Data Bridge Tell me what you want to do

Designer Advanced Define Map Configure Auto Sync Key Work Validate Create SL Allocation

Sheet SLAllocation Configuration Connection Audit Data

Company: DraycirDemoData

Excel Data Bridge

Sales Ledger Allocation

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Status	Customer	AllocationDate	GroupByID	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
	WEL001		A	Credit	Receipt	18446	25-03-2016	25-03-2016	WEL001_19/03/2010		176.25
	WEL001		A	Debit	Invoice	27084	10-03-2022	09-04-2022			176.25
	KIT002		B	Credit	Credit Note	27083	10-03-2022	10-03-2022			2577.8
	KIT002		B	Debit	Invoice	24303	24-09-2016	24-09-2016	0000004989	0000004926	2577.8
	BET001		C	Credit	Receipt	18633	01-04-2016	01-04-2016	BET001_26/03/2010		999.98
	BET001		C	Debit	Invoice	27063	01-01-2022	31-01-2022	9317		199.99
	BET001		C	Debit	Invoice	27064	08-01-2022	07-02-2022	9318		199.99
	BET001		C	Debit	Invoice	27065	15-01-2022	14-02-2022	9319		200
	BET001		C	Debit	Invoice	27066	22-01-2022	21-02-2022	9320		200
	BET001		C	Debit	Invoice	27067	29-01-2022	28-02-2022	9321		200
	TOT002		D	Credit	Receipt	25592	05-08-2016	05-08-2016	TOT002_30/07/2010		556.31
	TOT002		D	Debit	Invoice	27068	22-01-2022	21-02-2022	2648		240
	TOT002		D	Debit	Invoice	27069	29-01-2022	28-02-2022	2649		240
	TOT002		D	Debit	Invoice	27070	29-01-2022	28-02-2022	2650		91.57

## Field Mappings

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

# Excel Data Bridge

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Map Fields

**General**

BrowseResults	BrowseResults
---------------	---------------

**Header**

AllocationDate	AllocationDate
Customer	Customer
GroupByld	

**Information**

DiscrepancyAsDiscour	False
ReduceCreditTotal	False
Status	Status

**Session**

AllocationValue	AllocationValue
DueDate	DueDate
ItemType	ItemType
Reference	Reference
SecondReference	SecondReference
TransDate	TransDate
URN	URN

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

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

The **Header** section shows the available Sage 200 fields for the allocation header details 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 **Information** section contains Excel Data Bridge specific fields, and settings controlling how allocations are posted to Sage 200.

The **Session** section shows the available Sage 200 fields for line items being allocated in the lefthand 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.

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 singleline template is divided into two sections in which you are required to enter data. The **allocation header information** can be entered in the top half of the template: -

2					
3	Status			CustomerName	Abbey Retail Ltd
4	CustomerCode	ABB001		AllocationDate	
5					

# Excel Data Bridge

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

6	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
7	Credit	Credit Note	27014	15-05-2017	15-05-2017	0000000355	0000000381	340.46
8	Debit	Invoice	27016	15-05-2017	14-06-2017	0000005107	0000005128	340.46
9								

<b>Status</b>	<p>Populated when selecting either the <b>Validate</b> or <b>Create SL Allocation</b> buttons on the Excel Data Bridge ribbon.</p> <ul style="list-style-type: none"> <li>The default status on a successful validation will be <b>Pending</b></li> <li>The default status on a successful creation will be <b>Processed</b></li> </ul> <p>When attempting to post to Sage 200, the status field should either be cleared, or display a status of <b>Pending</b>. Any other data entered in this field will prevent the transaction being created in Sage 200.</p> <p>Should an error be returned in this cell when attempting to post, it will appear in <b>red</b>. The error should be corrected in the worksheet, and the status field cleared before attempting to post again.</p>
<b>CustomerCode</b>	<p>Right click on either this cell, or the <b>CustomerName</b> cell, and select Excel Data Bridge Browse to access Sage 200 customer data and select a customer code / name for the allocation.</p>
<b>CustomerName</b>	<p>Right click on either this cell, or the <b>CustomerCode</b> cell, and select Excel Data Bridge Browse to access Sage 200 customer data and select a customer code / name for the allocation.</p>
<b>AllocationDate</b>	<p>Enter the allocation date or leave the cell blank to allocate using today's date.</p>

The **allocation 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: -

<b>Indicator</b>	<p>Right click on this cell and select Excel Data Bridge Browse to gain access to all outstanding sales ledger transactions for the customer.</p>
<b>ItemType</b>	<p>The <b>item type</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.</p>

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<b>URN</b>	The original transaction <b>URN</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.
<b>TransDate</b>	The original <b>transaction date</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.
<b>DueDate</b>	The original transaction <b>due date</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.
<b>Reference</b>	The original transaction <b>reference</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.
<b>2ndReference</b>	The original transaction <b>second reference</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.
<b>AllocationValue</b>	<p>The original transaction <b>value</b> will be updated based upon transaction selection from the <b>Indicator</b> field browse.</p> <p>The value populated in this column can be amended, if only part of the original transaction value is to be allocated.</p>

### Creating Transactions

Once you have entered your allocation 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 SL Allocation.
- **Create SL Allocation** – will attempt to create the allocation in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to **Processed**.

<b>Status</b>	Processed		<b>CustomerName</b>	Abbey Retail Ltd			
<b>CustomerCode</b>	ABB001		<b>AllocationDate</b>				
<b>Indicator</b>	<b>ItemType</b>	<b>URN</b>	<b>TransDate</b>	<b>DueDate</b>	<b>Reference</b>	<b>2ndReference</b>	<b>AllocationValue</b>
Credit	Credit Note	27014	15-05-2017	15-05-2017	0000000355	0000000381	340.46
Debit	Invoice	27016	15-05-2017	14-06-2017	0000005107	0000005128	340.46



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The transactions can be traced in Sage 200 by the **URNs** on the original transactions, and the **Allocation Session / History** dropdowns will be populated.

Customer Transaction Enquiry for Abbey Retail Ltd

**Customer Details**

Code: ABB001 Address: 16 Church Lane, Lochside, Edinburgh, Midlothian, EH12 1WE, Great Britain

Short name: Abbey Head office:

Postcode: EH12 1WE Credit limit: £ 100000.00

Balance: £ 21881.50

**Transactions**

Trans. Type	Trans. Date	Reference	2nd Ref.	Value	Allocated	Query	Status	Memo	User	Source	URN
Invoice	17/05/2017	0000005108	0000005129	352.48	0.00				Admin	SOP	27017
Credit Note	15/05/2017	0000000355	0000000381	-340.46	-340.46		Full		Admin	SOP	27014
Invoice	15/05/2017	0000005104	0000005118	704.95	0.00				Admin	SOP	27015
Invoice	15/05/2017	0000005107	0000005128	340.46	340.46		Full		Admin	SOP	27016
Invoice	01/01/2017	0000005065	0000005060	3506.74	0.00				SDC	SOP	27007

☐ Show outstanding only Maximum number of transactions to display: 100

**Allocation Session Detail**

Select drilldown: Allocation Session

User	Source	URN	Date Allocated	Type	Reference	Value	Allocated
Admin	SOP	27014	03/03/2022	Credit Note	0000000355	-340.46	-340.46
Admin	SOP	27016	03/03/2022	Invoice	0000005107	340.46	340.46

## Multiline Template

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

**Columns A – D** represent the **header fields** of the allocation.

	A	B	C	D
2				
3	Status	Customer	AllocationDate	GroupByID
4		WEL001		A
5		WEL001		A
6				
7		KIT002		B
8		KIT002		B

**Columns E - L** represent the **line-item fields** of the allocation.

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E	F	G	H	I	J	K	L
Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
Credit	Receipt	18446	25-03-2016	25-03-2016	WEL001_19/03/2010		176.25
Debit	Invoice	27084	10-03-2022	09-04-2022			176.25
Credit	Credit Note	27083	10-03-2022	10-03-2022			2577.8
Debit	Invoice	24303	24-09-2016	24-09-2016	0000004989	0000004926	2577.8

There will be slight variations in the default mappings shown in the Designer between the singleline and multiline templates, but the Sage 200 fields offered are the same.

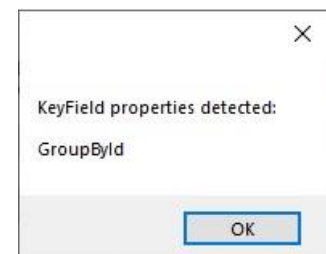
**NOTE** - These default mappings can be amended to suit your business requirement and will be explained later in the document.

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

### Group By ID

When posting multiple allocations to Sage 200 at once, Excel Data Bridge needs to let Sage 200 know when a new allocation should be created. It does this by assigning certain fields as “key fields” which can be seen by selecting the **Key Fields** icon from the ribbon.

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



Customer	AllocationDate	GroupById	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
WEL001		A	Credit	Receipt	18446	25-03-2016	25-03-2016	WEL001_19/03/2010		176.25
WEL001		A	Debit	Invoice	27084	10-03-2022	09-04-2022			176.25
KIT002		B	Credit	Credit Note	27083	10-03-2022	10-03-2022			2577.8
KIT002		B	Debit	Invoice	24303	24-09-2016	24-09-2016	0000004989	0000004926	2577.8

See screenshot below where the first allocation contains the letter **A** in the Group By ID column for each allocation line, and the second allocation contains the letter **B** in the Group By ID column for each allocation line.

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.

# Excel Data Bridge

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Note how these two allocations have debit and credit values for an **equal amount**. Allocations with **equal** debit and credit values will **post automatically** to Sage 200.

Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
Credit	Receipt	18446	25-03-2016	25-03-2016	WEL001_19/03/2010		176.25
Debit	Invoice	27084	10-03-2022	09-04-2022			176.25
Credit	Credit Note	27083	10-03-2022	10-03-2022			2577.8
Debit	Invoice	24303	24-09-2016	24-09-2016	0000004989	0000004926	2577.8

Please refer to the next section on how to handle allocations where there is an imbalance

The allocation does not balance. Please see the ReduceCreditTotal property description											
Status	Customer	AllocationDate	GroupByID	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
The allocation does	BET001		A	Credit	Receipt	18633	01-04-2016	01-04-2016	BET001_26/03/2010		1067.19
The allocation does	BET001		A	Debit	Invoice	27063	01-01-2022	31-01-2022	9317		199.99
The allocation does	BET001		A	Debit	Invoice	27064	08-01-2022	07-02-2022	9318		199.99
The allocation does	BET001		A	Debit	Invoice	27065	15-01-2022	14-02-2022	9319		200
The allocation does	BET001		A	Debit	Invoice	27066	22-01-2022	21-02-2022	9320		200
The allocation does	BET001		A	Debit	Invoice	27067	29-01-2022	28-02-2022	9321		200

between the debit and credit values.

### Allocation Imbalances

Customer	AllocationDate	GroupByID	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
BET001		A	Credit	Receipt	18633	01-04-2016	01-04-2016	BET001_26/03/2010		999.98
BET001		A	Debit	Invoice	27063	01-01-2022	31-01-2022	9317		199.99
BET001		A	Debit	Invoice	27064	08-01-2022	07-02-2022	9318		199.99
BET001		A	Debit	Invoice	27065	15-01-2022	14-02-2022	9319		200
BET001		A	Debit	Invoice	27066	22-01-2022	21-02-2022	9320		200
BET001		A	Debit	Invoice	27067	29-01-2022	28-02-2022	9321		200

If the debit and credit values of the transactions being allocated are **not equal**, Excel Data Bridge will **not automatically post** the allocation to Sage 200 but throw an error message instead.

### Credit Value greater than Debit Value

See example below where an outstanding **receipt** for **£1067.19** is greater than the total of the outstanding **invoices** it's being allocated against (**£999.98**).

The error message confirms that the allocation does not balance. The error needs to be cleared and the error corrected before posting to Sage 200. This can be resolved by one of two methods.

### Method 1 – Manually balance the allocation

Amend the **Allocation Value** of the receipt to match the total of the invoices.

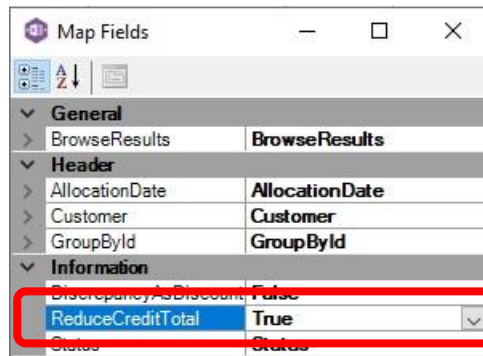


# Excel Data Bridge

## SLAllocation Function



**Method 2 – Allow Excel Data Bridge to automatically reduce the credit balance** Open the Designer and set the property for **ReduceCreditTotal** to **True**.



# Excel Data Bridge

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### Credit Value less than Debit Value

See example below where an outstanding **receipt** for **£556.31** is less than the total of the outstanding **invoices** it's being allocated against (**£571.57**). A difference of **£15.26**.

The error message confirms that the allocation does not balance. The error needs to be cleared and the error corrected before posting to Sage 200. This can be resolved by one of two methods.

A4

The allocation does not balance. Please see the DiscrepancyAsDiscount property description

Status	Customer	AllocationDate	GroupByID	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
The allocation does	TOT002		A	Credit	Receipt	25592	05-08-2016	05-08-2016	TOT002_30/07/2010		556.31
The allocation does	TOT002		A	Debit	Invoice	27068	22-01-2022	21-02-2022	2648		240
The allocation does	TOT002		A	Debit	Invoice	27069	29-01-2022	28-02-2022	2649		240
The allocation does	TOT002		A	Debit	Invoice	27070	29-01-2022	28-02-2022	2650		91.57

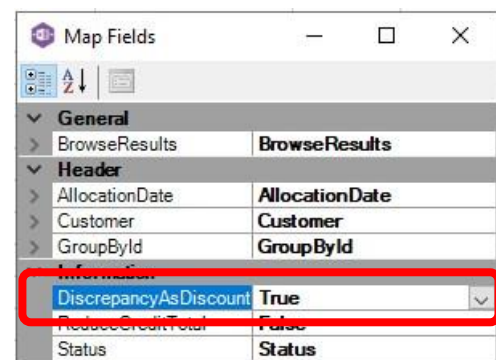
### Method 1 – Manually balance the allocation

Amend the **Allocation Value** of one of the invoices by reducing its value by the difference, therefore making the debit and credit values match.

Customer	AllocationDate	GroupByID	Indicator	ItemType	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue
TOT002		A	Credit	Receipt	25592	05-08-2016	05-08-2016	TOT002_30/07/2010		556.31
TOT002		A	Debit	Invoice	27068	22-01-2022	21-02-2022	2648		240
TOT002		A	Debit	Invoice	27069	29-01-2022	28-02-2022	2649		240
TOT002		A	Debit	Invoice	27070	29-01-2022	28-02-2022	2650		76.31

### Method 2 – Allow Excel Data Bridge to automatically write off the difference as discount

Open the Designer and set the property for **DiscrepancyAsDiscount** to **True**.



On posting to Sage 200, a new transaction for the difference will be posted as a discount.

Customer Details

Code: TOT002 Address: 4 St Peter Road, Tyseley, Birmingham, West Midlands, B11 1AS, Great Britain

Short name: Total BI Head office: TOT001 Total Home

Postcode: B11 1AS Credit limit: £ 20000.00

Balance: £ 0.00

Current Historical

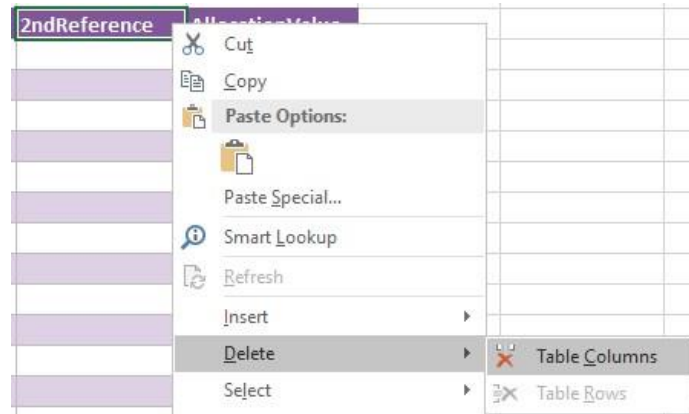
Transactions

Trans. Type	Trans. Date	Reference	2nd Ref.	Value	Allocated	Query	Status	Memo	User	Source	URN
Receipt	10/03/2022	Sett Disc		-15.26	-15.26		Full		Admin	Sales	27078



# Excel Data Bridge

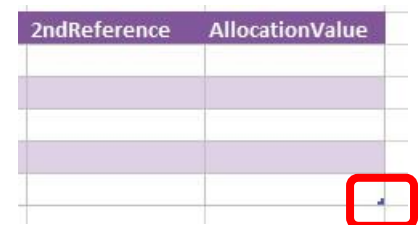
## SLAllocation Function



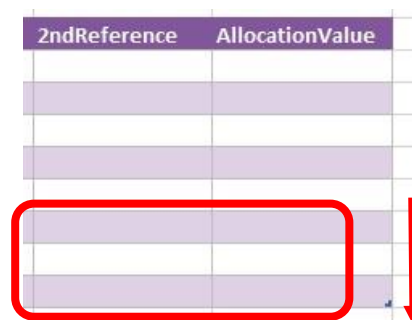
### Adding Rows and Columns

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 righthand corner of the formatted table.

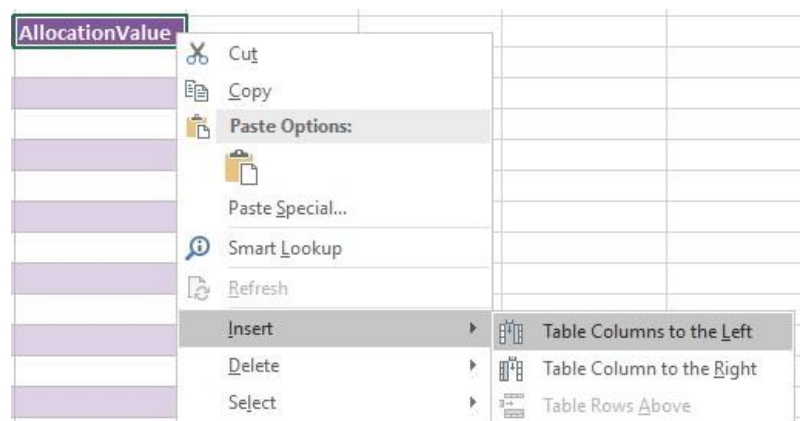


Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.



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 either: -

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





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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.

K	L
Column1	AllocationValue

### Mapping a new column

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

**2ndReference** column re-added to the multiline template to display the reference against the allocation.

K	L
2ndReference	AllocationValue

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

The screenshot shows the 'Map Fields' dialog box on the left and the 'SecondReference' dialog box on the right. In the 'Map Fields' dialog, the 'SecondReference' field is highlighted with a red box. In the 'SecondReference' dialog, the 'Select cell(s)' input field contains the range '\$K\$4:\$K\$32', which is also highlighted with a red box. A red box around the '2ndReference' column header in the background spreadsheet is labeled with a '1'.

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

This screenshot shows the 'SecondReference' dialog box with the 'Select cell(s)' input field empty, ready for the user to select a cell range.

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