

# Excel Data Bridge

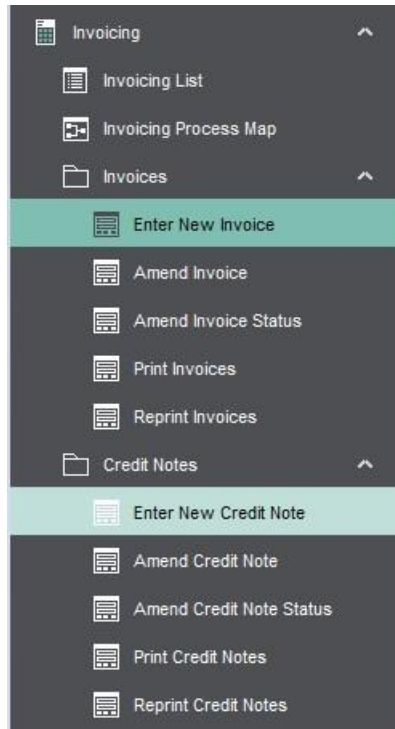
## SO\_Invoice Function




### Introduction

The SO\_Invoice function allows sales invoices and credit notes linked to stock to be created in Sage 200, without involving the sales order process.

It emulates the creation of both new invoices and credit notes from the **Invoicing** area of Sage 200.



The template provided with the worksheet is a Multiline template, meaning both invoices **and** credit notes linked to stock can be created in Sage 200 at the same time.

 <b>Excel Data Bridge</b> Sales Order Invoice © Draycir Ltd. 2022													
Status	DisplayDocumentNumber	TransactionIndicator	CustomerCode	DocumentDate	CustomerOrderNo	GroupByID	LineType	Item	Description	Warehouse	SellingUnit	Quantity	UnitPrice
		I	BET001		1490	A	S	PM/TAP/DUAL/WHITE	Dual Control Mixer Tap White	FACTORY	Each	20	
		C	BET001		CN351	B	S	PM/TAP/DUAL/WHITE	Dual Control Mixer Tap White	FACTORY	Each	2	
		I	CHE001		2585	C	S	BS/NEW-ENGLAND/BOM	New England Kitchen	FACTORY	Each	1	
		I	CHE001		2585	C	F		Free Text Item			3	200
		I	CHE001		2585	C	A	Carriage	Carriage				50
		I	CHE001		2585	C	C		Comment Line				
		I	ABB001		1236	D	S	ACS/BLENDER	Professional Blender 5 Speed	WAREHOUSE	Each	20	
		I	ABB001		1236	E	S	CA/BASE/DBL/BEECH	Beech Base Double Cabinet H58cm	FACTORY	Each	4	
		I	ABB001		1236	E	F		Free Text Item			2	150
		I	ABB001		1236	E	A	Carriage	Carriage				50
		I	ABB001		1236	E	C		Comment Line				

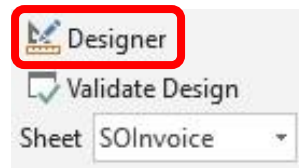
# Excel Data Bridge

## SO\_Invoice Function



### Field Mappings

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



The **Header** section shows the available Sage 200 fields for the invoice header in the left-hand column.

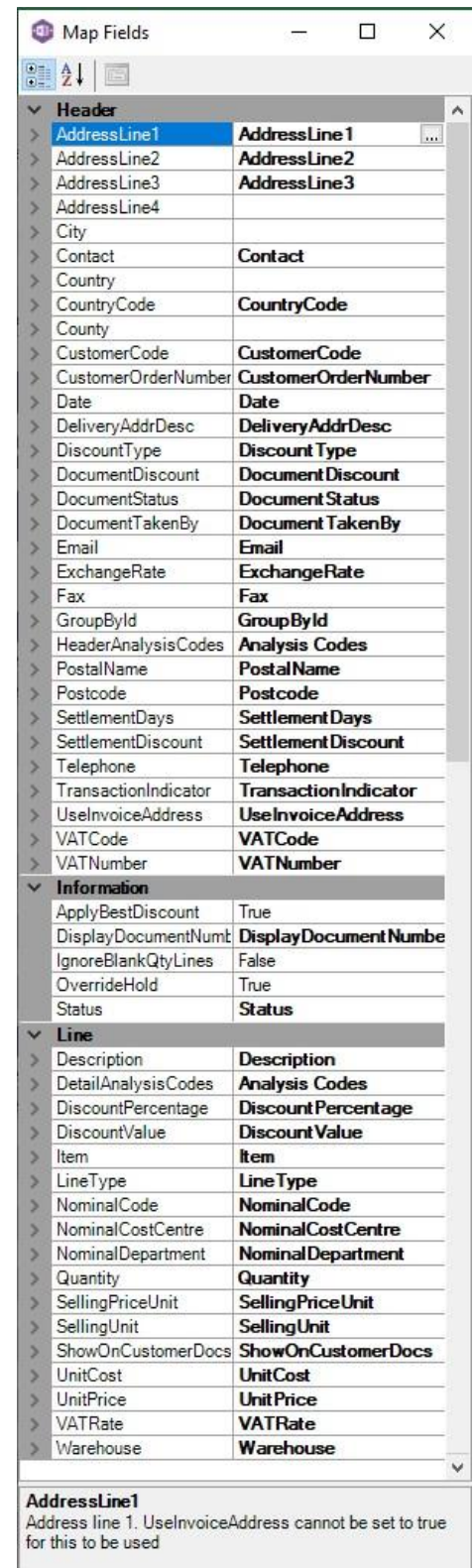
If an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the Excel worksheet

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

The **Line** section shows the available Sage 200 fields for invoice line-items 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.

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



# Excel Data Bridge

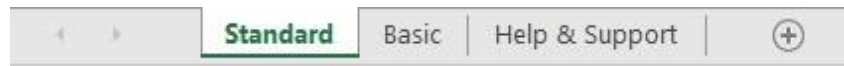
## SO\_Invoice Function



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

### Multiline Template

There are two worksheets within this template: **Standard** and **Basic**. The Basic sheet contains fewer columns of data than the Standard sheet and is a quicker alternative to enter invoice data.



The **Standard** worksheet contains columns **A – AV** in which data can be entered. The **invoice header information** can be entered in columns **A – AD**.

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

<b>Status</b>	<p>Populated when selecting either the <b>Validate</b> or <b>Create Invoice</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 invoice 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>DisplayDocumentNumber</b>	<p>Populated on a successful invoice / credit note creation in Sage 200. The field will update for each new transaction successfully posted.</p> <p>The number returned in this field enables traceability of the invoice / credit note in Sage 200.</p>
<b>TransactionIndicator</b>	<p>Advises Excel Data Bridge whether the transaction being posted is an <b>invoice</b>, or a <b>credit note</b>.</p> <ul style="list-style-type: none"><li>• Enter <b>I</b> to create an invoice in Sage 200 (or leave cell blank)</li><li>• Enter <b>C</b> to create a credit note in Sage 200</li></ul>
<b>CustomerCode</b>	<p>Enter the Sage 200 Customer 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.</p>

# Excel Data Bridge

## SO\_Invoice Function



<b>DocumentStatus</b>	If the invoice or credit note being created should be created "On Hold", enter the word <b>HELD</b> in this field, else leave blank.
<b>DocumentDate</b>	Enter date invoice / credit note was <b>raised</b> (defaults to today's date if left blank).
<b>CustomerOrderNumber</b>	Enter the customer order number for the invoice / credit note.
<b>GroupByID</b>	<b>IMPORTANT - See section for Group By ID on page 8</b>
<b>UseInvoiceAddress</b>	<p>Advises Excel Data Bridge which <b>delivery address</b> to use when creating the invoice.</p> <ul style="list-style-type: none"> <li>• Enter <b>TRUE</b> to create using the <i>invoice</i> address</li> <li>• Enter <b>FALSE</b> to create using a <i>delivery</i> address</li> </ul>
<b>DeliveryAddressDesc</b>	Browse on this field to select an existing Sage 200 delivery address for the invoice.
<b>PostalName</b>	The Sage 200 delivery address name will be updated based upon the delivery address selection from a browse.
<b>AddressLine1 / 2 / 3</b>	<p>If the delivery address to be used is <b>not</b> an existing Sage 200 delivery address, populate each of these fields <i>manually</i> to update both the <b>Delivery Address</b> and <b>VAT Details</b> sections in the Delivery and Invoicing tab of the invoice.</p>
<b>Postcode</b>	
<b>Contact</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>VATNumber</b>	
<b>VATCode</b>	
<b>CountryCode</b>	
<b>SettlementDiscount</b>	Enter the settlement discount percentage (if any has been offered).
<b>SettlementDays</b>	Enter the number of days in which any settlement discount is valid.

# Excel Data Bridge

## SO\_Invoice Function



<b>DocumentDiscount</b>	Enter the invoice discount / surcharge percentage (if any has been offered).
<b>DiscountType</b>	<p>Advises Excel Data Bridge if the document discount percentage value is a <b>Discount</b> or <b>Surcharge</b>.</p> <ul style="list-style-type: none"> <li>• Enter <b>D</b> to set as a <b>Discount</b> (or leave blank)</li> <li>• Enter <b>S</b> to set as a <b>Surcharge</b></li> </ul>
<b>DocumentTakenBy</b>	Enter the name of the person the invoice / credit note was taken by.
<b>ExchangeRate</b>	Enter the required exchange rate for foreign currency transactions.
<b>HeaderAnalysisCode</b>	Enter data required to populate any existing Sage 200 Analysis Codes on the invoice / credit note.

The **invoice line-item information** can be entered in columns **AE – AV**.

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

<b>LineType</b>	<p>Tell Excel Data Bridge the type of line-item you are trying to create: -</p> <ul style="list-style-type: none"> <li>• <b>S</b> = Standard</li> <li>• <b>F</b> = Free Text</li> <li>• <b>A</b> = Additional Charge</li> <li>• <b>C</b> = Comment</li> </ul>
<b>Item</b>	Browse on this cell to gain access to stock list data to assign a stock item held in a Sage 200 location to the invoice / credit note.
<b>Description</b>	Will be populated on selection of a stock item from the Item cell. Enter description manually for free-text / additional charge and comment lines.
<b>Warehouse</b>	Will be populated on selection of a stock item from the Item cell.
<b>SellingUnit</b>	Browse the selling unit for standard stock items.
<b>Quantity</b>	Enter the quantity for either a standard or free-text item.
<b>SellingPriceUnit</b>	Enter the selling price unit for either a standard or free-text item.
<b>UnitPrice</b>	Enter a selling price for standard, free-text or additional charge items, or leave blank to use default Sage 200 prices.

# Excel Data Bridge

## SO\_Invoice Function



<b>UnitCost</b>	Enter a unit cost for standard or free-text items, (leave blank to use default Sage 200 prices.
<b>Discount%</b>	Enter a unit discount percentage for standard or free-text items.
<b>DiscountValue</b>	Enter a unit discount value for standard or free-text items.
<b>VATRate</b>	Enter a VAT Rate for standard, free-text or additional charge items, or leave blank to use default VAT Rate.
<b>NominalCode</b>	Browse on this cell to gain access to nominal data to assign a Sage 200 nominal code to a line-item.
<b>NominalCodeCostCentre</b>	The cost centre will be updated based upon nominal code selection.
<b>NominalCodeDepartment</b>	The department will be updated based upon nominal code selection.
<b>DetailAnalysisCodeX</b>	Enter data required to populate any existing Sage 200 Analysis Codes on the line-item, if different from the HeaderAnalysisCode.
<b>ShowOnCustomerDocs</b>	Used for comment lines. By default, comment lines show - enter <b>FALSE</b> to prevent comment line showing on invoice.

The **Basic** worksheet contains columns **A – M** in which data can be entered.

The **invoice header information** can be entered in columns **C – G**.

	A	B	C	D	E	F	G
2							
3	<b>Status</b>	<b>DisplayDocumentNumber</b>	<b>TransactionIndicator</b>	<b>CustomerCode</b>	<b>DocumentDate</b>	<b>CustomerOrderNo</b>	<b>GroupByID</b>
4			I	BET001		1490	A
5							
6			C	BET001		CN351	B
7							
8			I	CHE001		2585	C
9			I	CHE001		2585	C
10			I	CHE001		2585	C
11			I	CHE001		2585	C
12							
13			I	ABB001		1236	D
14							
15			I	ABB001		1236	E
16			I	ABB001		1236	E
17			I	ABB001		1236	E
18			I	ABB001		1236	E

The **invoice line-item information** can be entered in columns **H – M**.



# Excel Data Bridge

## SO\_Invoice Function



TransactionIndicator	CustomerCode	DocumentDate	CustomerOrderNo	GroupByID	UseInvoiceAddress	LineType	Item	Description	Warehouse	SellingUnit	Quantity	SellingPriceUnit
I	BET001		1490	A	TRUE	S	PM/TAP/DUAL/WHITE	Dual Control Mixer Tap White	FACTORY	Each	20	
C	BET001		CN351	B	TRUE	S	PM/TAP/DUAL/WHITE	Dual Control Mixer Tap White	FACTORY	Each	2	
I	CHE001		2585	C	TRUE	S	BS/NEW-ENGLAND/BOM	New England Kitchen	FACTORY	Each	1	
I	CHE001		2585	C	TRUE	F		Free Text Item			3	200
I	CHE001		2585	C	TRUE	A		Carriage				50
I	CHE001		2585	C	TRUE	C		Comment Line				

LineType	Item	Description	Warehouse	Quantity	UnitPrice
S	PM/TAP/DUAL/WHITE	Dual Control Mixer Tap White	FACTORY	20	
S	PM/TAP/DUAL/WHITE	Dual Control Mixer Tap White	FACTORY	2	
S	BS/NEW-ENGLAND/BOM	New England Kitchen	FACTORY	1	
F		Free Text Item		3	200
A	Carriage	Carriage			50
C		Comment Line			
S	ACS/BLENDER	Professional Blender 5 Speed	WAREHOUSE	20	
S	CA/BASE/DBL/BEECH	Beech Base Double Cabinet H58cm	FACTORY	4	
F		Free Text Item		2	150
A	Carriage	Carriage			50
C		Comment Line			

### Creating Transactions

The following screenshot shows an **invoice and a credit note** for a single customer to be created in Sage 200, and a **second invoice** for a different customer showing each of the different line types available.

Once you have entered your 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 Invoice.
- **Create Invoice** – will attempt to create the invoice / credit note in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to **Processed**, and the **DisplayDocumentNumber** cell will be populated with the invoice / credit note number assigned in Sage 200.

# Excel Data Bridge

## SO\_Invoice Function



Status	DisplayDocumentNumber	TransactionIndicator
Processed	0000005134	I
Processed	000000358	C
Processed	0000005135	I
Processed	0000005135	I
Processed	0000005135	I
Processed	0000005135	I

The transactions can then be traced in Sage 200 by locating the number returned in the Display Document Number cell in the **Invoice List** -

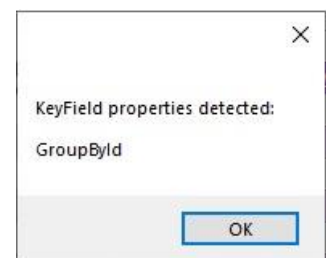
The screenshot shows the Sage 200 Invoicing List interface. The table below is a representation of the data shown in the screenshot:

Document No	Type	Date	Code	Customer Name	Source	Total Gross Value
0000005135	Invoice	01/03/2022	CHE001	Cherrie Ltd	Invoicing	3396.00
0000005134	Invoice	01/03/2022	BET001	Better Kitchens	Invoicing	653.66
000000358	Credit Note	01/03/2022	BET001	Better Kitchens	Invoicing	70.57

### Group By ID

When posting multiple invoices to Sage 200 at once, Excel Data Bridge needs to let Sage 200 know when a new invoice 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 SO\_Invoice worksheet is the field for **Group By ID**, so when posting multiple invoices via Excel Data Bridge, it’s vital that data is entered in this column.



See screenshot below showing two separate invoices for customer **ABB001**, with the same customer order number of **1236**.



# Excel Data Bridge

## SO\_Invoice Function



Note how the first invoice with **one** line-item has the letter **A** in the Group By ID cell; the second invoice with **four** line-items has the letter **B** in the Group By ID cell for each line-item. This will ensure the invoices are posted independently of each other.

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.

In this worksheet, leaving the Group By ID cells empty would not post any invoices to Sage 200, but instead throw the following error message.

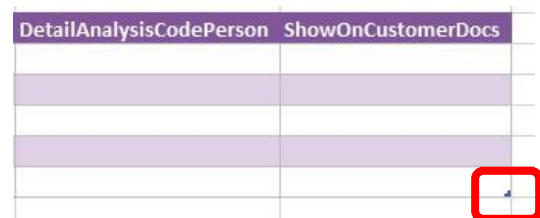


### Amending Templates

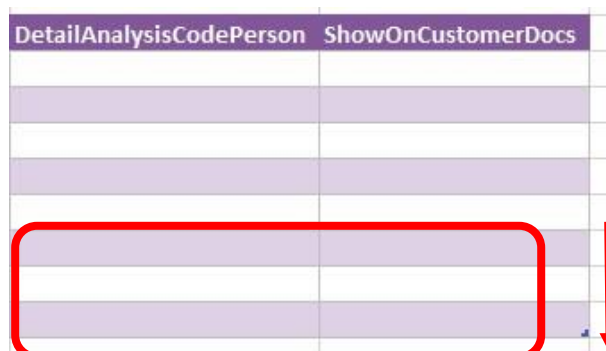
TransactionIndicator	CustomerCode	DocumentDate	CustomerOrderNo	GroupByID	IselInvoiceAddress	LineType	Item	Description	Warehouse	SellingUnit	Quantity	SellingPriceUnit
I	ABB001	1236		A	RUE	S	ACS/BLENDER	Professional Blender 5 Speed	WAREHOUSE	Each	20	
I	ABB001	1236		B	RUE	S	CA/BASE/DBL/BEE	Beech Base Double Cabinet H58cm	FACTORY	Each	4	
I	ABB001	1236		B	RUE	F		Free Text Item			2	150
I	ABB001	1236		B	RUE	A	Carriage	Carriage				50
I	ABB001	1236		B	RUE	C		Comment Line				

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.



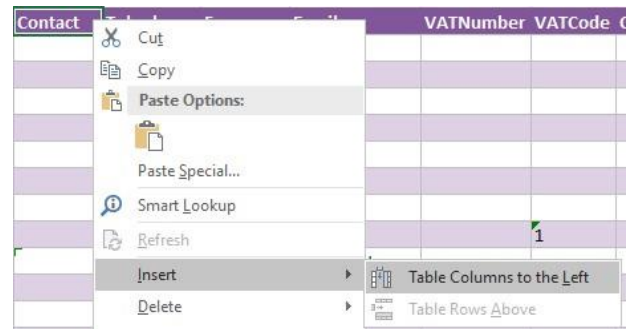
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## SO\_Invoice Function

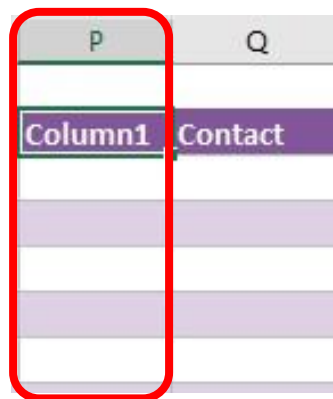


To add an additional **column**, right click on the column heading where you would like your new column to appear and select

**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.



# Excel Data Bridge

## SO\_Invoice Function



### 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 delivery country to be entered against the invoice.

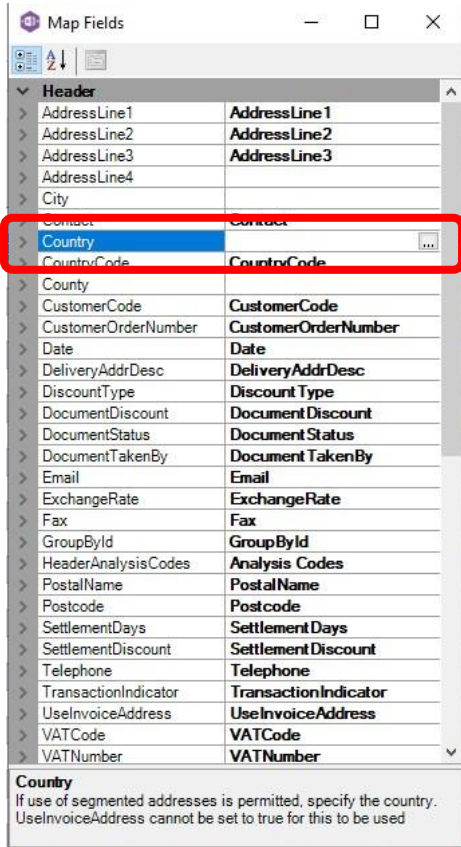
The image shows a portion of an Excel spreadsheet. The top row contains column headers 'P' and 'Q'. Below this, a row is highlighted in purple with the headers 'Country' and 'Contact'. The 'Country' column is enclosed in a red rounded rectangle. Below the header row, there are four empty rows with light purple shading.

P	Q
Country	Contact

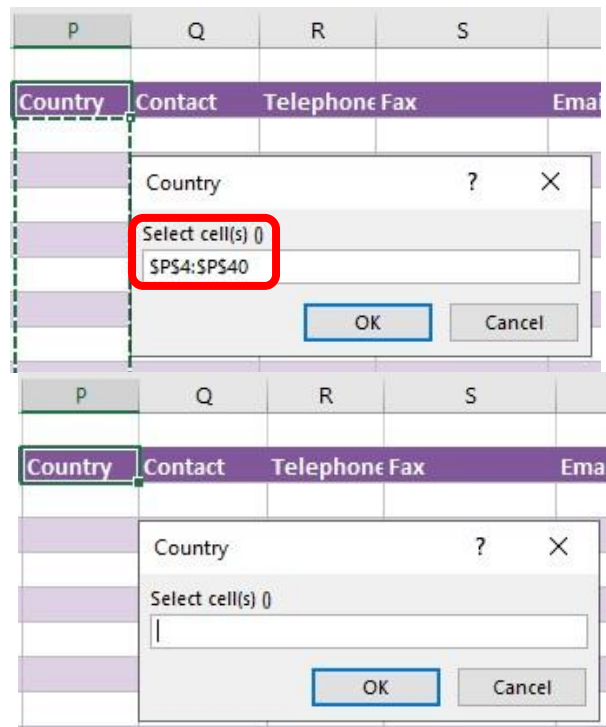
Click **Designer** to open the mappings for the template and locate the field to map the column to.

# Excel Data Bridge

## SO\_Invoice Function



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



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

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

Page:

### Deleting unwanted columns

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

1. Remove the field mapping from the Designer

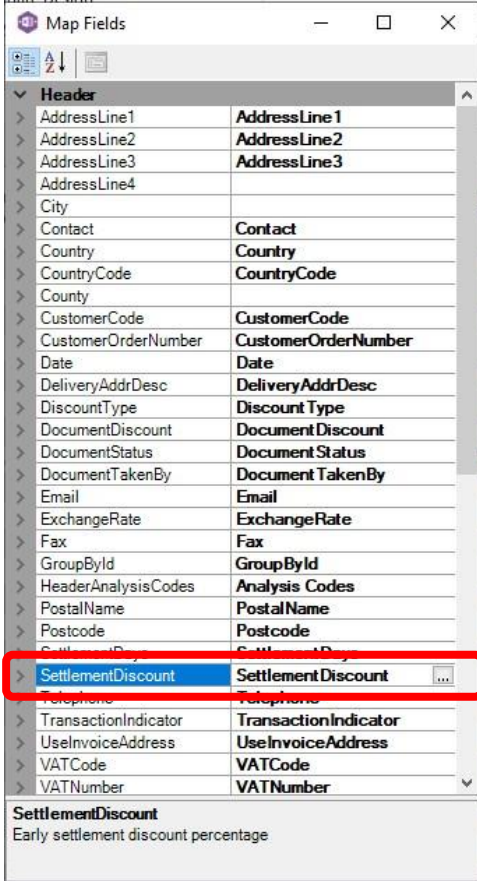
# Excel Data Bridge

## SO\_Invoice Function

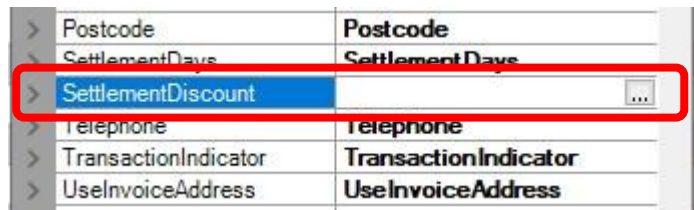


2. Delete the columns in the Excel template

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

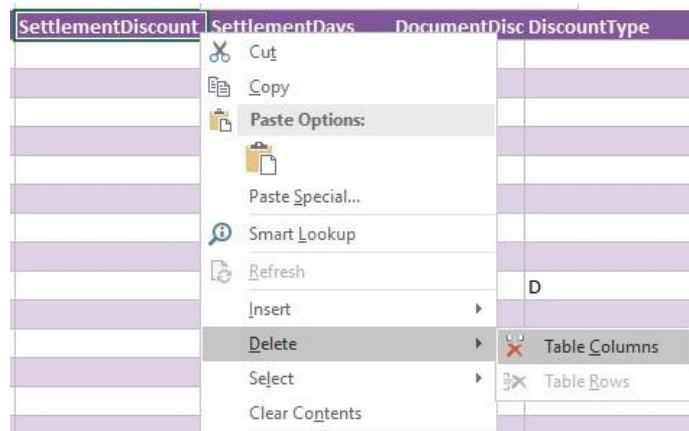


1. Clear the mapping against the field no longer required.



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.



Page: