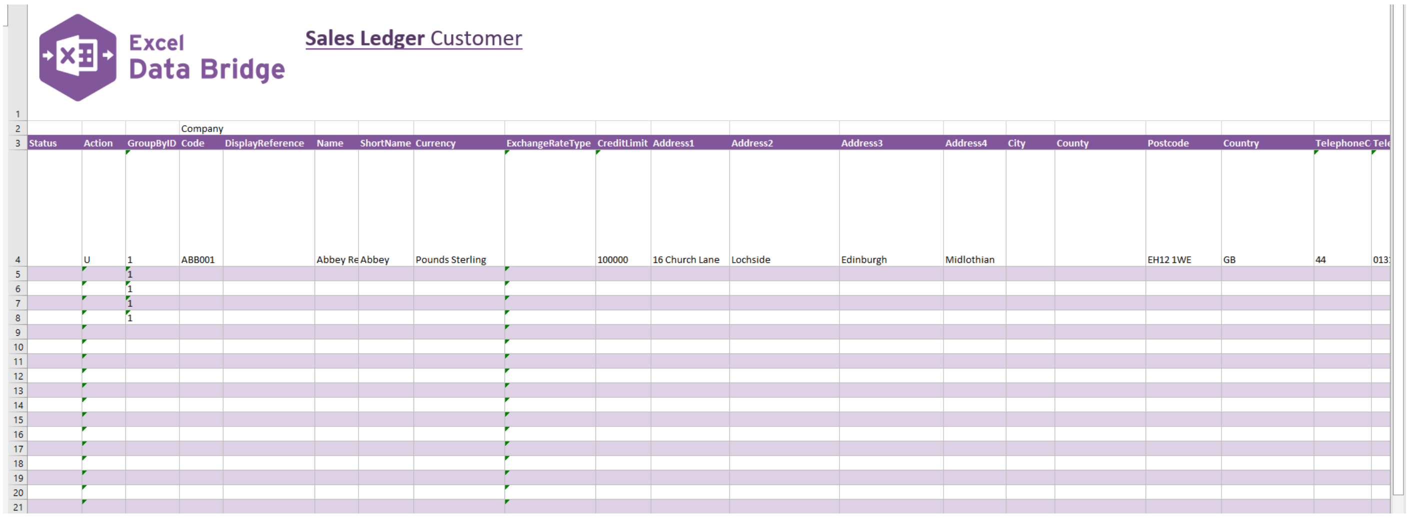
Introduction

The Sales Ledger Customer Function comes in only one form: **Multiline template**, which allows you to create, update and delete Customers from Sage .



Status	Action	GroupByID	Company Code	DisplayReference	Name	ShortName	Currency	ExchangeRateType	CreditLimit	Address1	Address2	Address3	Address4	City	County	Postcode	Country	TelephoneC	Tele
	U	1	ABB001		Abbey Re	Abbey	Pounds Sterling		100000	16 Church Lane	Lochside	Edinburgh	Midlothian			EH12 1WE	GB	44	013
		1																	
		1																	
		1																	
		1																	

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 Customer • U – Updates a current Customer • C – creates a new Customer • D – Deletes a current Customer
GroupByID	IMPORTANT - See section for Group By ID
DisplayReference	The invoice / credit note number is usually entered in this cell from the received document.
AccountCode	Enter the Sage 200 account code
Name	Full name of the Customer
ShortName	The Short name of the account from Sage
Currency	The currency this Customer works with
ExchangeRateType	
CreditLimit	What is this Customer's credit limit
Address fields	In the address fields, Please input the up-to-date information of the Customer account in the correct field: these include the following sage fields • Address1 • Address2 • Address3 • Address4 • City • County • Postcode • Country
Contact details	In the Contact fields, including: • Salutation • TelCountry • TelArea • TelNumber • FaxCountry • FaxArea • FaxNumber • Website Please input the up-to-date information of the Customer in the correct field
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
D-U-N-S	If using the Data Universal Numbering System, enter their unique D-U-N-S in the box.
VATAsInvoiceOrderDefault	
NominalAccount	Insert the Nominal Account Code
CostCentre	Input the correct Cost Centre Code for this contact
Department	
Account Type	Select from of the three payment terms account types: • Balance Forward • Open Item • Auto Allocation
Settlement discount %	the percentage discount offered for early payment is input here, for this customer
SettlementPaidInDays	The period of time to determine if a settlement discount is issued is, is set by this field
PaymentTerms	This customers payment terms are determined in the payment terms field
From	From determines when the payment terms are set, i.e. from document date
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.
CreditRef	Enter The Credit Reference for this customer
Bureau	Input the Credit bureau for the credit check
CreditPosition	If a customer's credit status has changed, you can set their Credit position
FinanceCharges	Select a Finance charges rate if you want to add interest charges to customers who do not pay their invoices on time
FinanceCharge%BR	

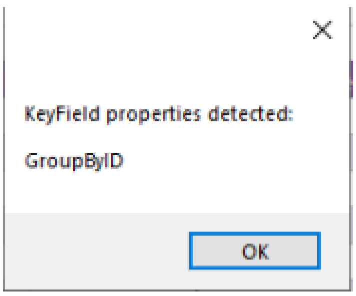
TermsAgreed	Select ***true*** Terms agreed if all the credit terms have been agreed with the customer. Select ***False*** if they have not
Statement Production	This determines how they want the accounts statements to come through, the options are: • Paper Standard • Paper Alternative • Email Standard • Email Alternative
InvoiceLayout	The layout that invoices are sent are determined in this field
CreditNoteLayout	The layout that Credit notes are sent are determined in this field
HOStatus	Whether or not the customer has an established head office or not, the options are as follows: • Independent • Branch • Head Office • Independent No Statement • Head Office No Statement
AssociatedHO	If the HO status is branch, gives the ability to select a head office account
ProduceStatements	Input true or false if the customer wants statements
UseConsolidatingBilling	Input true or false if consolidated billing into a single invoice is wanted to be used
DeleteFlagMemo	If amending a current account, input ***TRUE*** to delete a memo
IDMEMO	
RecordNoMemo	Gives a unique ID number to your memos
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
InvoiceDiscount	If you want this customer to get the same discount on all sales orders and invoices, enter a default percentage on their account. The discount percentage will automatically be entered each time an order is entered for the customer.
LineDiscount	This is deducted from the net value of an item line (stock or free text).
Discount Groups	Once selected this customer receives the discount set up for this discount group when they order a specific product (or group of products)

Inv&OrderValueDiscount	
PriceBand	A way of offering different sales prices on items to different groups of customers. You define the price bands and then specify which customers belong to each band.
DeleteFlagAlert	When Deleting an alert entry, input true into here
IDAlert	
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
InvoiceAlert	Display the alter when entering or amending invoices using the Invoicing module
OrderEntryAlert	Display the alter when entering or amending all sales orders (full orders, rapid orders, and trade orders), and repeat order templates
QuotesAlert	Display the alter when entering or amending quotations
PriceEnquiryAlert	Display the alter when viewing the Customer Price Enquiry, for Invoicing or Sales Orders
CreditNoteAlert	Display the alter when entering or amending credit notes using the Invoicing module
ReturnAlert	Display the alter when entering or amending sales returns
ProFormaAlert	Display the alter when entering or amending pro forma invoices.
BillPAAlert	Display the alter when entering or amending a bill in Project Accounting.

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 Sales Ledger Customer 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.

Amend Nominal Posting Details

Transactions

Reference: 12345

Date	Code	Cost Centre	Department	Name	Credit Value	Debit Value	Narrative	Reference
18/01/2022	16800			Bank Current A...	3900.00	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 Customers

The Sales Ledger Customer Worksheet allows for the creation, updating or deletion of customers from Sage 200.

Once you have entered your Customer 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 Customer from scratch onto Sage 200
- U – Update – updates a current Customers information in Sage 200
- D – Deletion – deletes a Customers information from Sage 200

If creating a new Customer 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.