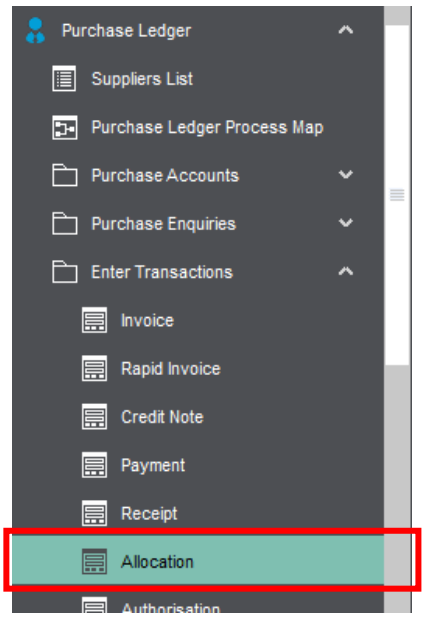
Excel Data Bridge
PLAllocation Function

Introduction

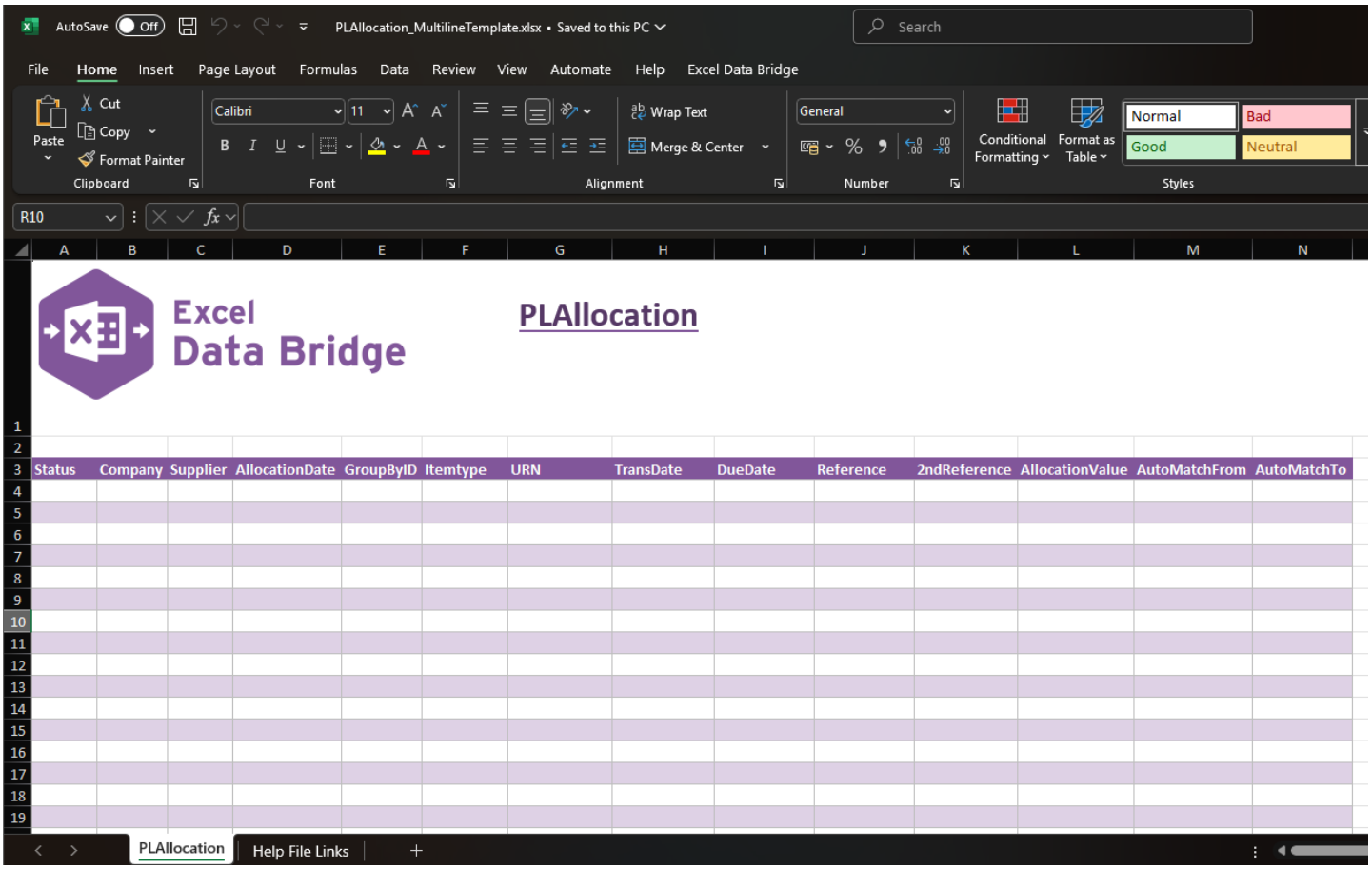
The PLAllocation function allows the user to allocate existing open items to be allocated to specific purchase invoices in the Purchase Ledger in Sage 200.



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

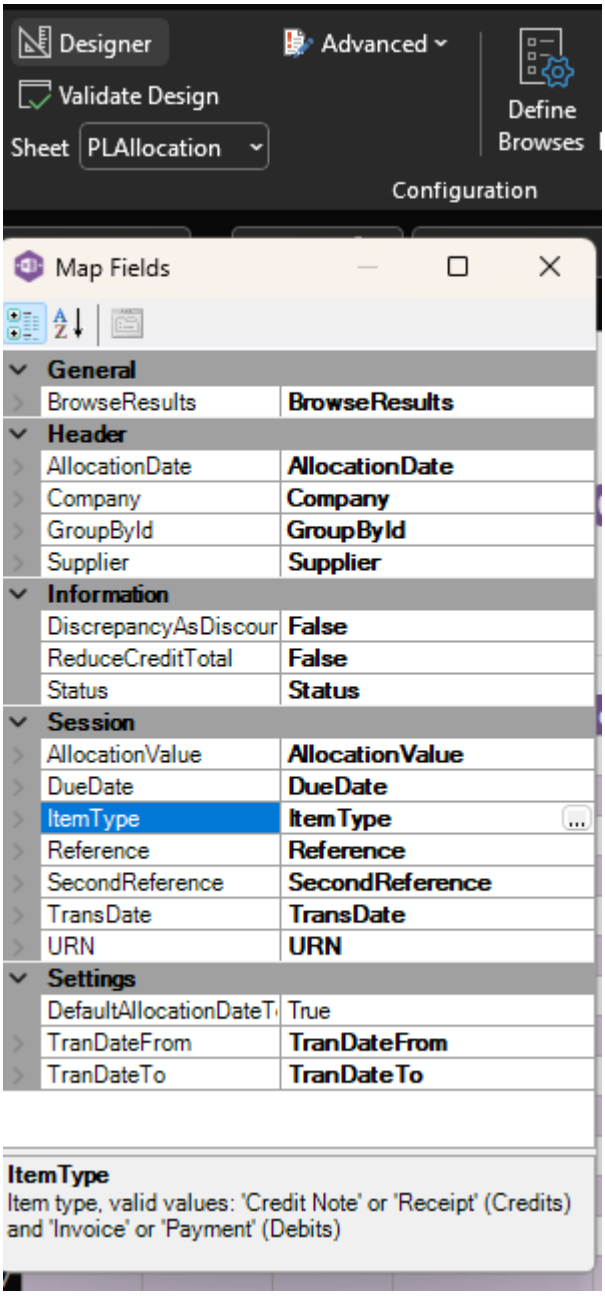
The PLAllocation function includes one template which is pre-mapped to Sage 200.

The **PLAllocation template** allows you to allocate outstanding purchase transactions for multiple suppliers at once.



Field Mappings

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



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.

PLAllocation Template

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

Status	Populated when selecting either the **Validate** or **Create PL Allocation** 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.
Company	Name of the Sage Company requiring the allocation to be created in, this will take priority over the company selected in the Excel Data Bridge ribbon within Excel.
Supplier	Right click on this cell and select Excel Data Bridge Browse to access Sage 200 supplier data and select a supplier for the allocation.
AllocationDate	Enter the allocation date or leave the cell blank to allocate using today's date.

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

GroupByID	Populate group ID, any lines with the same GroupByID will be kept together when entering Sage. There is more information on this below.
ItemType	The **Item Type** will be entered with one of the following values: • Credit Note • Receipt • Invoice • Payment This will be determined by whether the item is a Credit or a Debit.
URN	Enter the Sage URN of the item to allocate, if entered, reference, 2nd reference, due date and transaction date are not required.

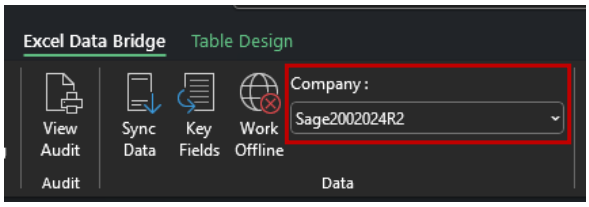
TransDate	Enter the original transaction date of the item, required when multiple matches are found with the same reference and/or 2nd reference – not required if URN is provided or references are unique.
DueDate	Enter the Due Date of the item to allocate, this is not required but may be used to filter when multiple matches are found with the same reference/2nd reference.
Reference	Enter the reference number if the URN has not been specified. For a blank reference, a space character should be entered.
2ndReference	Items can be searched for by their 2nd reference number if the URN is not specified. For a blank 2nd reference, a space character should be entered.
AllocationValue	Enter the value to allocate against the specified item.
AutoMatchFrom	Enter a date in the format DD/MM/YYYY. This will filter results that match data entered in other columns to be results FROM this date.
AutoMatchTo	Enter a date in the format DD/MM/YYYY. This will filter results that match data entered in other columns to be results TO this date.

Using the PL Allocation Worksheet

To begin using the PL Allocation function, if you are entering allocations for multiple Sage 200 companies at once, please enter the Sage 200 company name within the Company column.

Status	Company
	Sage2002024R2
	Company2
	Company3

If this is left empty, the company selected in the Company dropdown within the Excel Data Bridge menu tab will have all the allocations entered to it.



To select a supplier supplier account you can either enter a reference, or select a cell in the supplier column, right-click and select “Excel Data Bridge Browse”.

This will browse through your Sage 200 data and give you a list of suppliers you can filter and select. Once all required suppliers have been selected you can click “Submit” to have the sheet auto populate the selected suppliers.

Company	Supplier
Sage2002024R2	BGT001

If entering multiple allocations from multiple suppliers, enter values in the GroupById column, where each allocation that should be posted into Sage separately has its own ID (More information on this below).

Moving along to the Itemtype column, this is where we begin seeing details for line items. For each line item you will need to enter whether the line is a credit or a debit, the values accepted are:

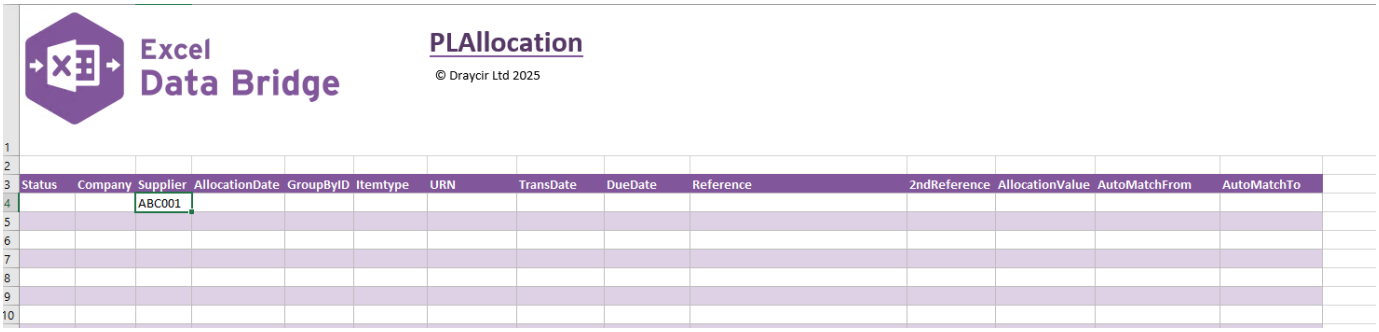
- Credit Note
- Receipt
- Invoice
- Payment

Then within the URN column, the unique reference number for the line item can be entered. If the URN is entered, reference, 2nd reference, due date and transaction date are not required.
If you do not know the URN, you will need to enter the reference, or 2nd reference in the relevant columns. If there are multiple occurrences of the same reference, you may also need to enter the transaction date or due date to filter the relevant transaction.

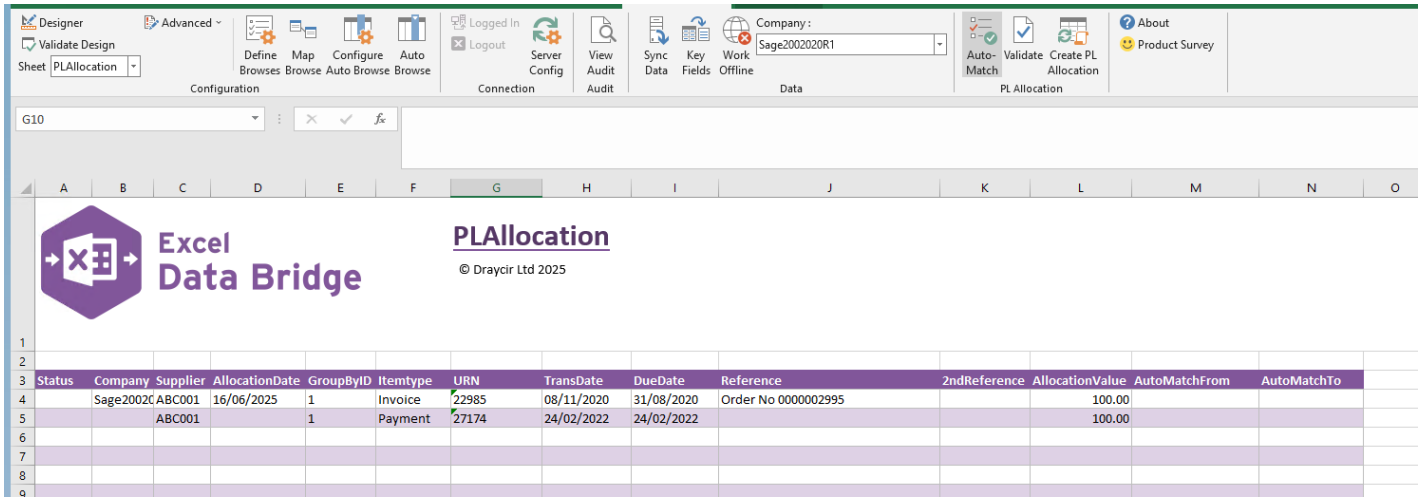
Once either the URN is entered, or the relevant reference details and dates, you can move on to the AllocationValue column. Where you can enter the value of the allocation for the line item ready to be entered into Sage. Once this is entered, you can check the details entered and follow the next steps to create the transaction within Sage.

Auto-Matching

Within the Sheet, you can enter a supplier code within the supplier column



Then click the “Auto-Match” button within the Excel Data Bridge menu option within Excel, this will automatically allocate debits and credits for the specified supplier. Within Excel Data Bridge, the transaction date sort order is fixed, and will always allocate oldest first however the “AutoMatchTo” and “AutoMatchFrom” columns can be used to filter dates used within allocations. Once the Auto-Match button is clicked, the data will be pulled from Sage, ready to create the allocation.

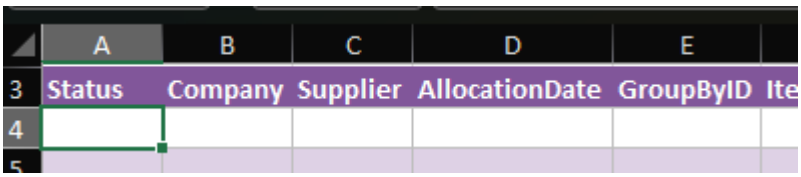


Creating Allocations

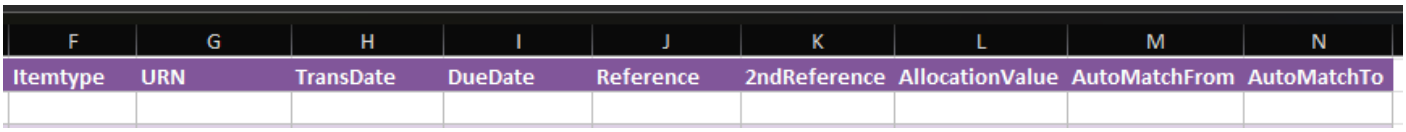
Once you have entered your allocation data in the template, you have the following options: -

- **Validate (optional) –** this 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 PL Allocation.
- **Create PL Allocation** – this 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**.

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



Columns F - N represent the **line-item fields** of the allocation.

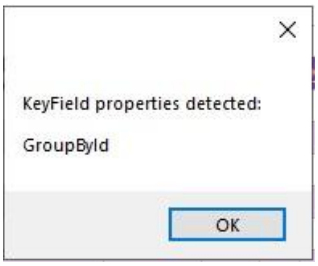


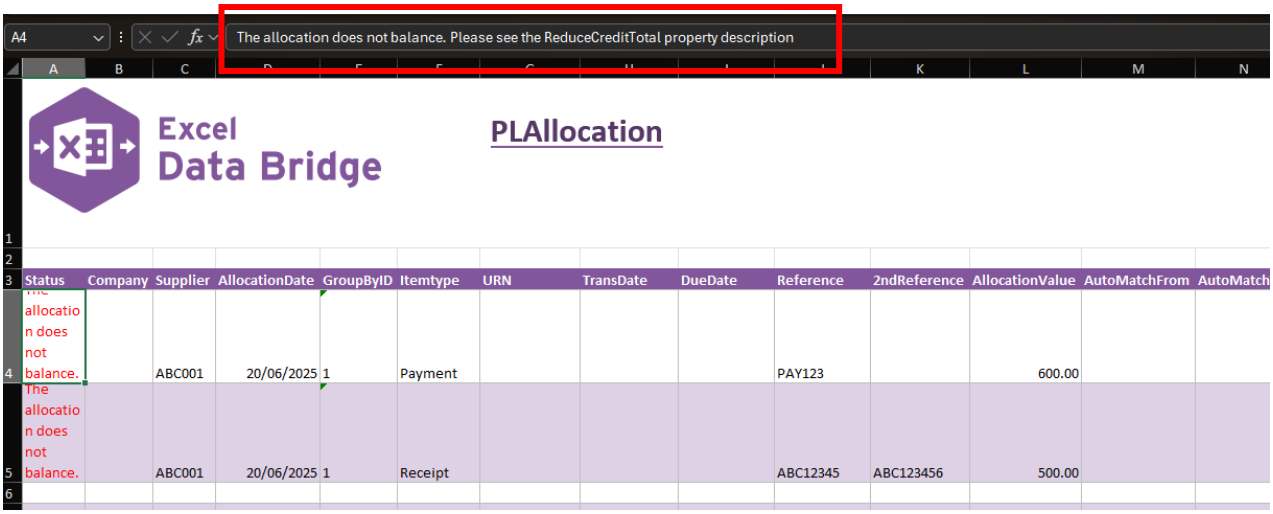
NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

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.

Any unique data can be entered to keep lines together, such as using numbers 1, 2, 3, 4 or letters a, b, c, d.





Allocation Imbalances

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

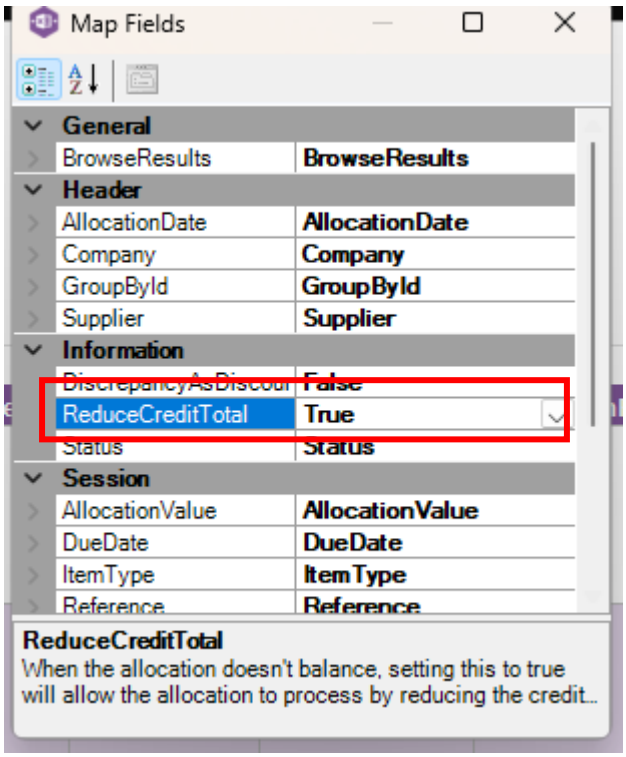
See example below where an outstanding **receipt** for **£1067.19** is greater than the total of the outstanding **invoices** it's being allocated against (**£999.98**).

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.

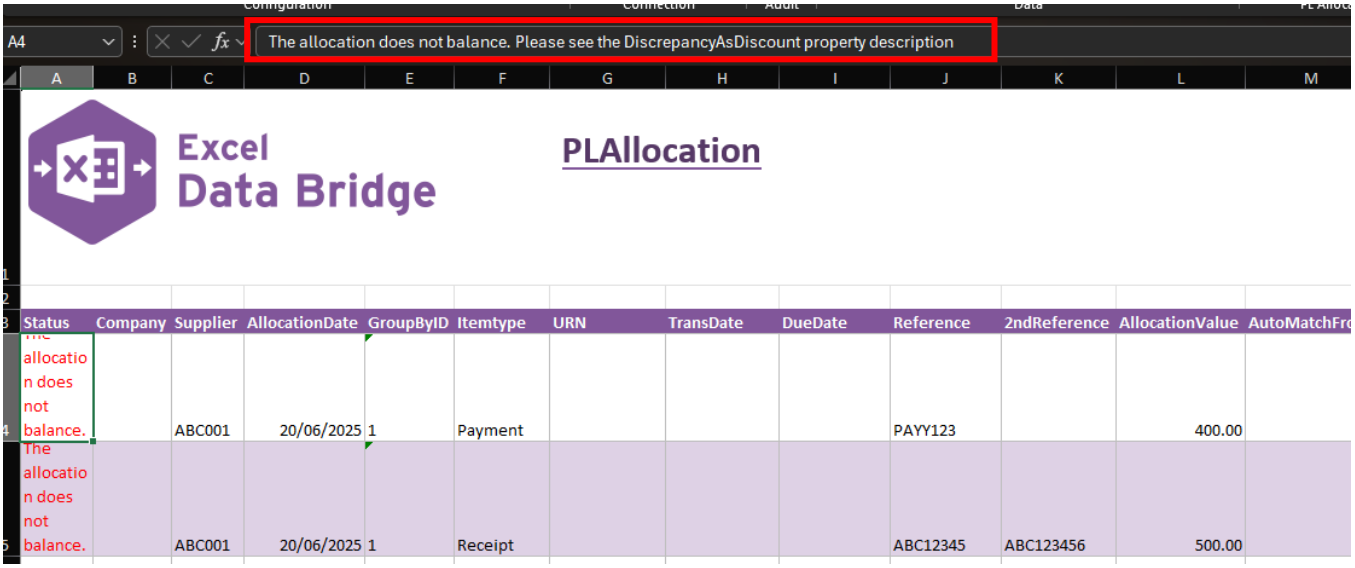
Method 2 – Allow Excel Data Bridge to automatically reduce the credit balance Open the Designer and set the property for **ReduceCreditTotal** to **True**.



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.



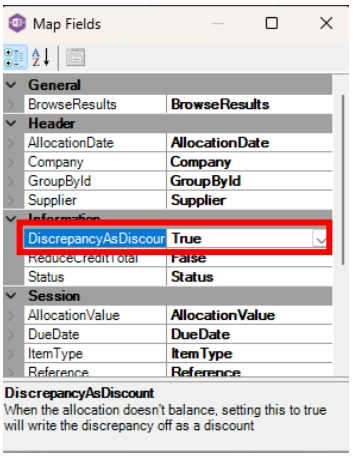
Status	Company	Supplier	AllocationDate	GroupByID	Itemtype	URN	TransDate	DueDate	Reference	2ndReference	AllocationValue	AutoMatchFr
allocation does not balance.		ABC001	20/06/2025	1	Payment				PAYY123		400.00	
The allocation does not balance.		ABC001	20/06/2025	1	Receipt				ABC12345	ABC123456	500.00	

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.

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.

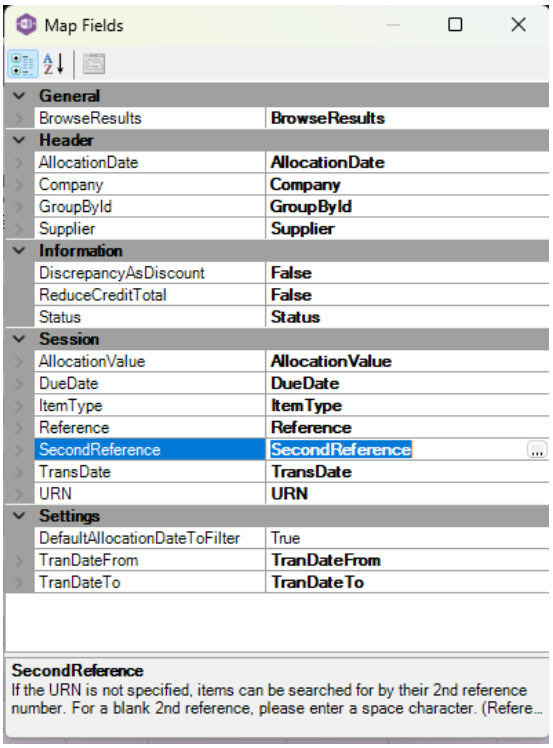
Amending Templates

Deleting unwanted columns

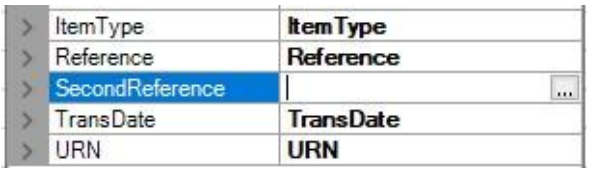
Deleting unwanted columns within a template is a two-step process: -

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

Open the **Designer** to view the current field mappings. If for example, the **2ndReference** column is not required on the worksheet, this can be unmapped, and the column deleted.



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

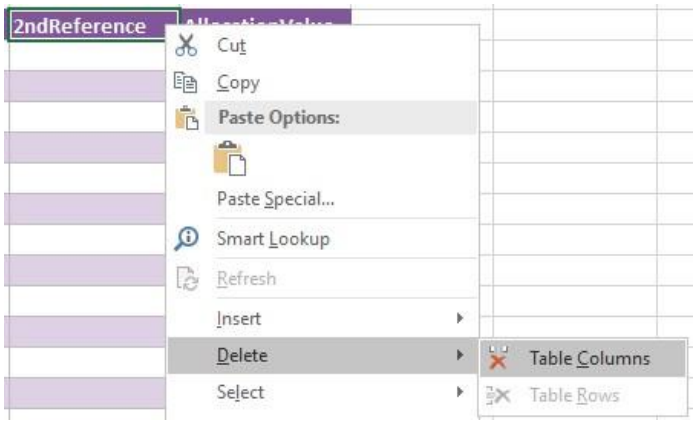


2. Repeat for any other unrequired fields

3. Close the Designer

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

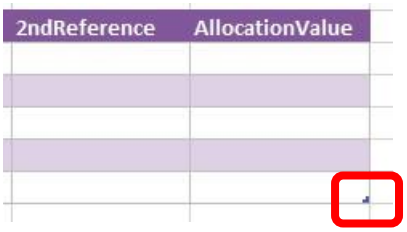
Right click the column heading to remove and select **Delete > Table Columns**. Repeat for any other columns required.



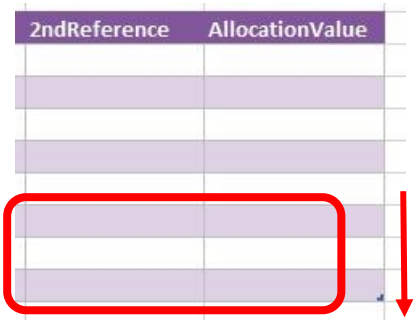
Adding Rows and Columns

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.

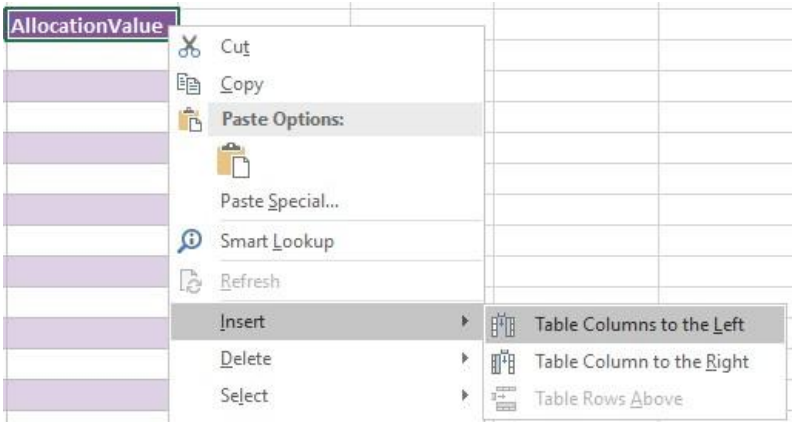


Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

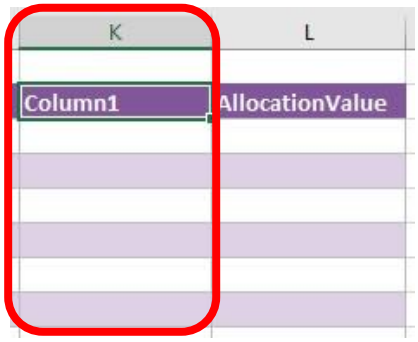


If a column has been deleted in error and you'd like to bring it back again, right click on the column heading where you would like your new column to appear and select either: -

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



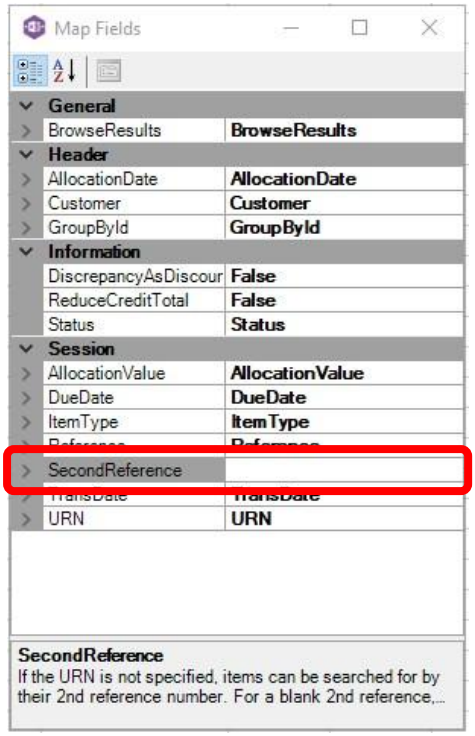
A new column will be added, named **Column1**. Rename the column in Excel, then refer to the next section on how to map this column in the Designer.



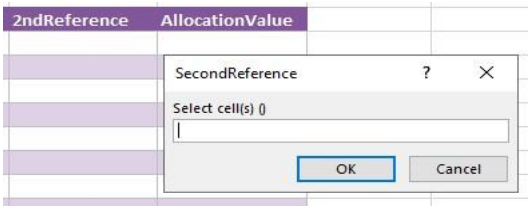
Mapping a new column

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

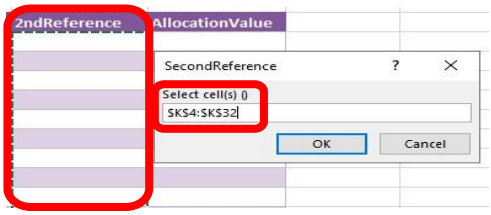
Click **Designer** to open the mappings for the template and locate the field to map the column to.



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



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



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