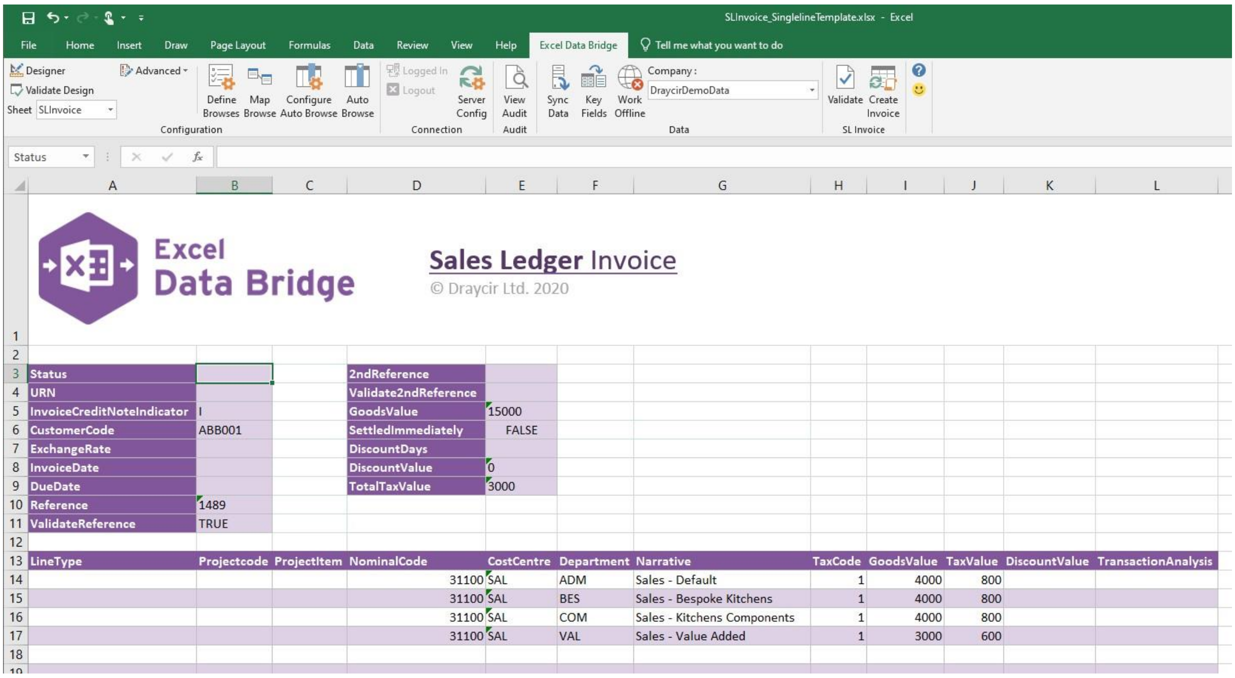
# Excel Data Bridge

## SL_Invoice Function

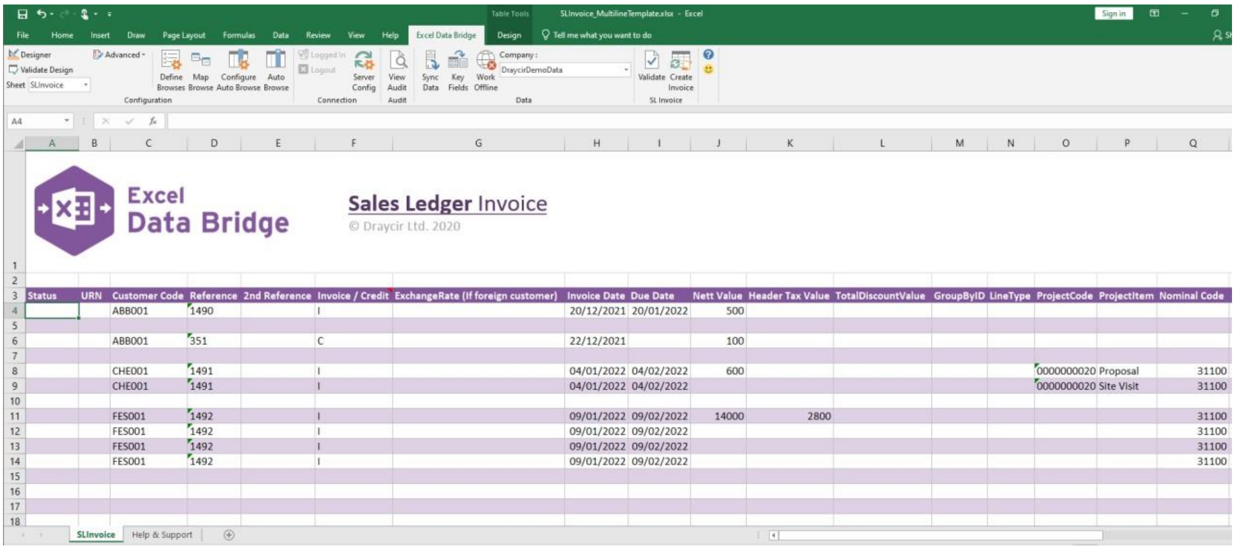
## Introduction

The SL_Invoice function includes two separate templates which are pre-mapped to Sage 200: -

- the **Singleline template** emulates the sales invoice entry and credit note entry screens in Sage 200, which allow you to create either a single sales invoice, or credit note.

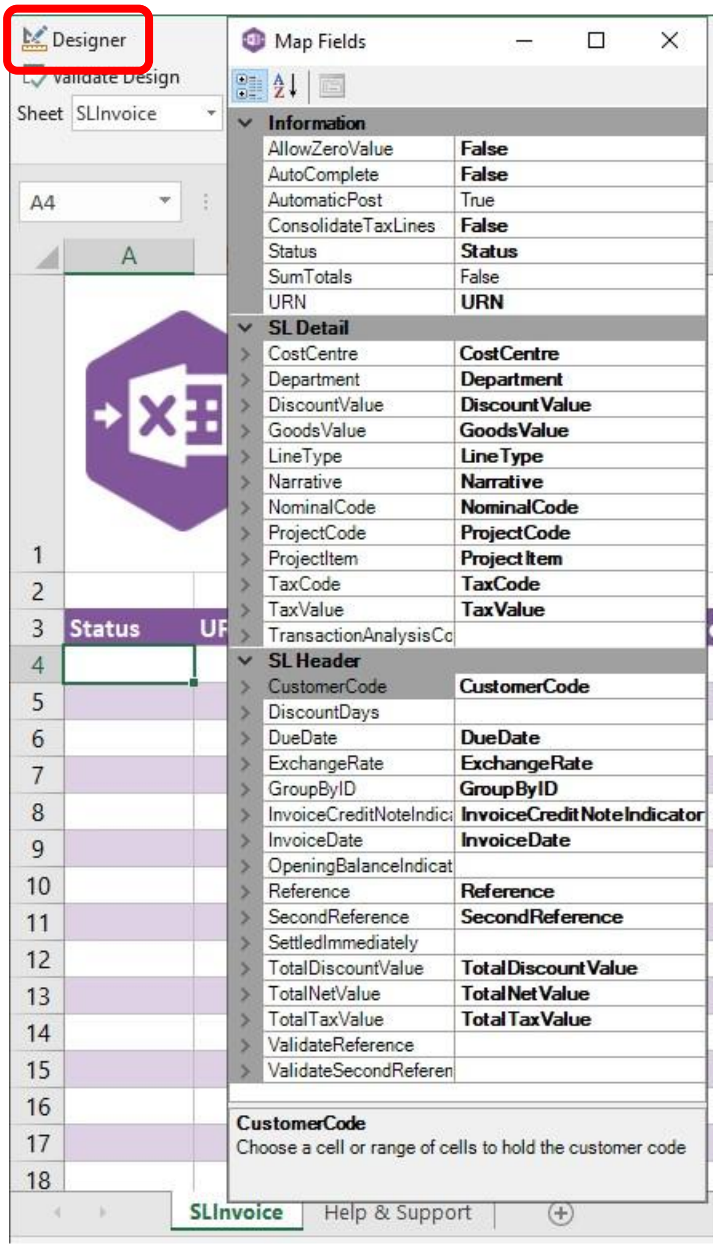



- the **Multiline template** allows you to create multiple sales invoices ***and*** credit notes in Sage 200 at once.




## Field Mappings

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




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

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

Again, if an entry appears in the righthand 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 **invoice header information** can be entered in the top half of the template: -

| | | | | |
|---|---|---|---|---|
| 2 | | | | |
| 3 | Status | | 2ndReference | |
| 4 | URN | | Validate2ndReference | |
| 5 | InvoiceCreditNoteIndicator | I | GoodsValue | 15000 |
| 6 | CustomerCode | ABB001 | SettledImmediately | FALSE |
| 7 | ExchangeRate | | DiscountDays | |
| 8 | InvoiceDate | | DiscountValue | 0 |
| 9 | DueDate | | TotalTaxValue | 3000 |
| 10 | Reference | 1489 | | |
| 11 | ValidateReference | TRUE | | |
| 12 | | | | |

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

| | |
|---|---|
| **Status** | Populated when selecting either the **Validate** or **Create Invoice** buttons on the Excel Data Bridge ribbon.<br>• The default status on a successful validation will be **Pending**<br>• The default status on a successful creation will be **Processed**<br>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.<br>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. |
| **URN** | Populated on a successful transaction creation in Sage 200. The field will update for each new transaction successfully posted.<br>The number returned in this field enables traceability of the transaction in Sage 200. |
| **InvoiceCreditNoteIndicator** | Advises Excel Data Bridge whether the transaction being posted is an **invoice**, or a **credit note.**<br>• Enter **I** to create an invoice in Sage 200 (or leave cell blank)<br>• Enter **C** to create a credit note in Sage 200 |
| **CustomerCode** | 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. |
| **ExchangeRate** | Enter the required exchange rate for foreign currency transactions. |

| | |
|---|---|
| **InvoiceDate** | Enter the invoice/credit note date or leave the cell blank to post using today's date. |
| **DueDate** | Enter the date the invoice is due, or leave the cell blank to post using a due date calculated by taking the invoice date and adding to it the number of days displayed in the **Payment Terms** field in the **Payments** tab of the Sage 200 Customer Record. |
| **Reference** | The invoice / credit note number is usually entered in this cell. |
| **ValidateReference** | Enter **TRUE** to check the data entered in the **Reference** cell is unique to that customer and transaction date, else leave the cell empty to skip this validation. |
| **2ndReference** | Enter any additional reference for the document in this field. |
| **Validate2ndReference** | Enter **TRUE** to check the data entered in the **2ndReference** cell is unique to that customer and transaction date, else leave the cell empty to skip this validation. |
| **GoodsValue** | Enter the **total net value** of the invoice. |
| **SettledImmediately** | Enter **FALSE** to post an invoice with the original VAT value, not taking into account any settlement discount that may have been offered.<br><br>Enter **TRUE** to post an invoice with a reduced VAT value, taking into account any settlement discount offered. |
| **DiscountDays** | Enter the number of days in which any settlement discount is valid. |
| **DiscountValue** | Enter the total value of settlement discount offered. |
| **TotalTaxValue** | Enter the **total VAT / tax value** of the invoice. |

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

| 13 | LineType | Projectcode | ProjectItem | NominalCode | CostCentre | Department | Narrative | TaxCode | GoodsValue | TaxValue | DiscountValue | TransactionAnalysis |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 14 | | | | 31100 | SAL | ADM | Sales - Default | 1 | 4000 | 800 | | |
| 15 | | | | 31100 | SAL | BES | Sales - Bespoke Kitchens | 1 | 4000 | 800 | | |
| 16 | | | | 31100 | SAL | COM | Sales - Kitchens Components | 1 | 4000 | 800 | | |
| 17 | | | | 31100 | SAL | VAL | Sales - Value Added | 1 | 3000 | 600 | | |
| 18 | | | | | | | | | | | | |

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

| | |
|---|---|
| **LineType (Optional)** | Tell Excel Data Bridge the type of transaction line you are trying to create from the following options: -<br>• **P** = project line<br>• **T** = tax line<br>• **N** = nominal line<br>Excel Data Bridge will post line items correctly **without** data being entered in this field. If you prefer **not** to use this an option, the field can be unmapped in the Designer and removed from the worksheet. |
| **ProjectCode** | If using Project Accounting in Sage 200, browse on this cell to gain access to project accounting data to assign a nominal line against a project code. |
| **ProjectItem** | If using Project Accounting in Sage 200, browse on this cell to gain access to project accounting data to assign a nominal line against a project item. |
| **NominalCode** | Browse on this cell to gain access to nominal data to assign a Sage 200 nominal code to a line-item. |
| **CostCentre** | The Sage 200 cost centre will be updated based upon nominal code selection. |
| **Department** | The Sage 200 department will be updated based upon nominal code selection. |
| **Narrative** | The Sage 200 nominal code name will be updated based upon nominal code selection. |
| **TaxCode** | Enter the Sage 200 tax code relevant to the line-item or browse the cell to select the tax code from your Sage 200 data. |
| **GoodsValue** | Enter the **net value** of the goods for the line-item. |
| **TaxValue** | Enter the **tax value** of the goods for the line-item. |
| **DiscountValue** | Enter the **discount value** of the goods for the line-item (if applicable) |
| **TransactionAnalysis** | Browse on this cell to assign the line-item to any existing Transaction Analysis codes set up in Sage 200. |

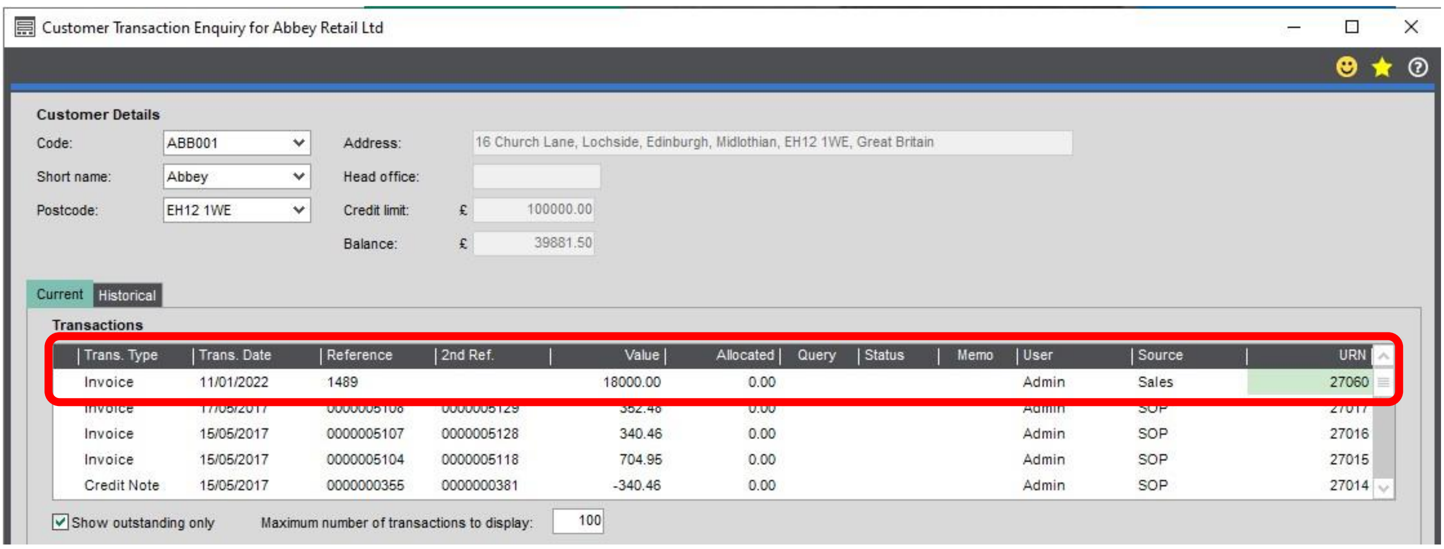
## Creating Transactions

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

| | | | | |
|---|---|---|---|---|
| 2 | | | | |
| 3 | Status | Processed | 2ndReference | |
| 4 | URN | 27060 | Validate2ndReference | |
| 5 | InvoiceCreditNoteIndicator | I | GoodsValue | 15000 |
| 6 | CustomerCode | ABB001 | SettledImmediately | FALSE |
| 7 | ExchangeRate | | DiscountDays | |
| 8 | InvoiceDate | | DiscountValue | 0 |
| 9 | DueDate | | TotalTaxValue | 3000 |
| 10 | Reference | 1489 | | |
| 11 | ValidateReference | TRUE | | |
| 12 | | | | |

The transaction can be traced in Sage 200 by the URN populated: -

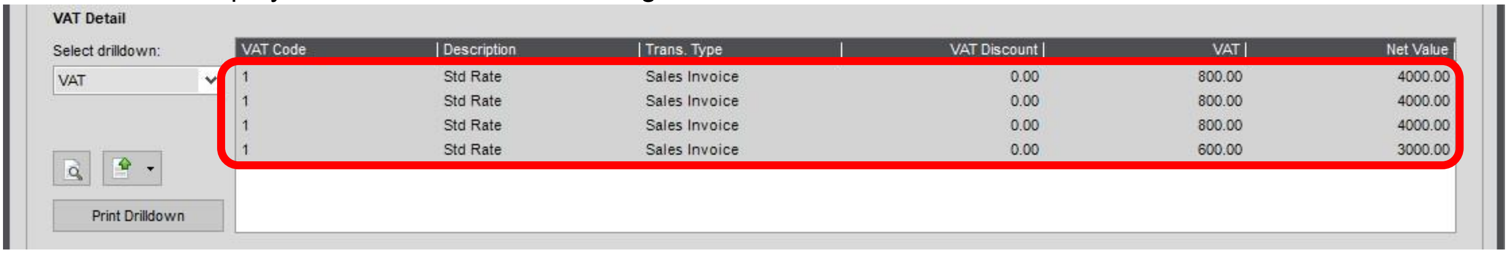



### Consolidating Tax Lines

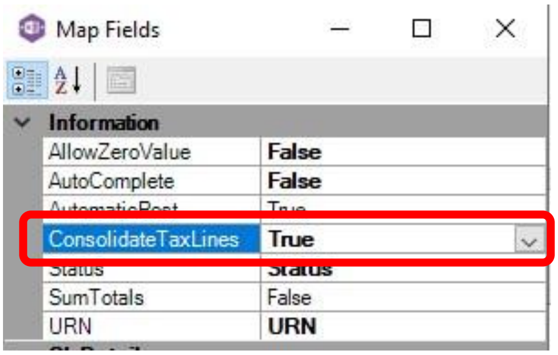
By default, the tax element of an invoice or credit note being posted to Sage 200 will display a separate VAT entry for each nominal line. For example, an invoice created like this: -

| NominalCode | CostCentre | Department | Narrative | TaxCode | GoodsValue | TaxValue | DiscountValue | TransactionAnalysis |
|---|---|---|---|---|---|---|---|---|
| 31100 | SAL | ADM | Sales - Default | 1 | 4000 | 800 | | |
| 31100 | SAL | BES | Sales - Bespoke Kitchens | 1 | 4000 | 800 | | |
| 31100 | SAL | COM | Sales - Kitchens Components | 1 | 4000 | 800 | | |
| 31100 | SAL | VAL | Sales - Value Added | 1 | 3000 | 600 | | |

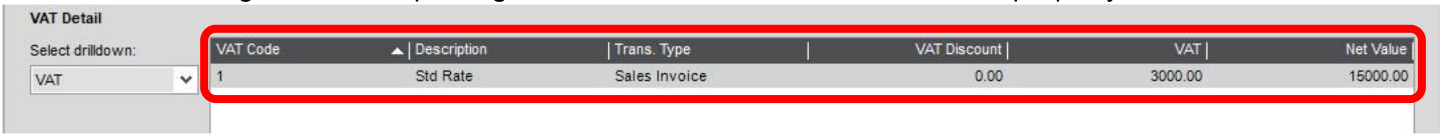
Would display in the **VAT drilldown** in Sage 200 like this: -




To post the transaction into Sage with a consolidated tax value line instead, in the **Designer** of Excel Data Bridge, change the property for **Consolidate Tax Lines** to **True.**




Result in Sage 200 when posting further invoices / credit notes with this property set to **True**.




## Multiline Template

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

**Columns A – M** represent the **header fields** of the invoice / credit note

**Sales Ledger Invoice**

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| | Status | URN | Customer Code | Reference | 2nd Reference | Invoice / Credit | ExchangeRate (If foreign customer) | Invoice Date | Due Date | Nett Value | Header Tax Value | TotalDiscountValue | GroupByID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | | | ABB001 | 1490 | | I | | 20/12/2021 | 20/01/2022 | 500 | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | ABB001 | 351 | | C | | 22/12/2021 | | 100 | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | CHE001 | 1491 | | I | | 04/01/2022 | 04/02/2022 | 600 | | | |
| 9 | | | CHE001 | 1491 | | I | | 04/01/2022 | 04/02/2022 | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | FES001 | 1492 | | I | | 09/01/2022 | 09/02/2022 | 14000 | 2800 | | |
| 12 | | | FES001 | 1492 | | I | | 09/01/2022 | 09/02/2022 | | | | |
| 13 | | | FES001 | 1492 | | I | | 09/01/2022 | 09/02/2022 | | | | |
| 14 | | | FES001 | 1492 | | I | | 09/01/2022 | 09/02/2022 | | | | |
| 15 | | | | | | | | | | | | | |

**Columns N - X** represent the **line item fields** of the invoice / credit note

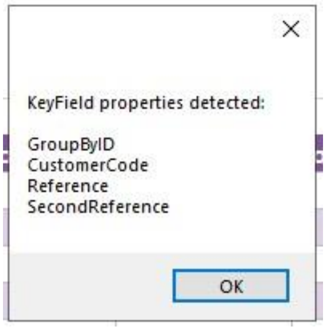
| LineType | ProjectCode | ProjectItem | Nominal Code | Cost Centre | Department | Narrative | Tax Code | Goods Value | Tax Value | Discount Value |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | 0000000020 | Proposal | 31100 | SAL | ADM | Sales - Default | | | | |
| | 0000000020 | Site Visit | 31100 | SAL | BES | Sales - Bespoke Kitchens | | | | |
| | | | | | | | | | | |
| | | | 31100 | SAL | ADM | Sales - Default | | | | |
| | | | 31100 | SAL | BES | Sales - Bespoke Kitchens | | | | |
| | | | 31100 | SAL | COM | Sales - Kitchens Components | | | | |
| | | | 31100 | SAL | VAL | Sales - Value Added | | | | |
| | | | | | | | | | | |

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




As standard, when posting to Sage 200, Excel Data Bridge will keep together any transaction lines entered containing the same **Customer Code / Reference / 2nd Reference**. 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 transaction line needing to be posted to a single transaction in Sage 200.

See screenshot below where the first invoice containing **two** line-items contains the letter **A** in the Group By ID column for each line; the second invoice containing **four** line-items contains the letter **B** in the Group By ID column for each line.

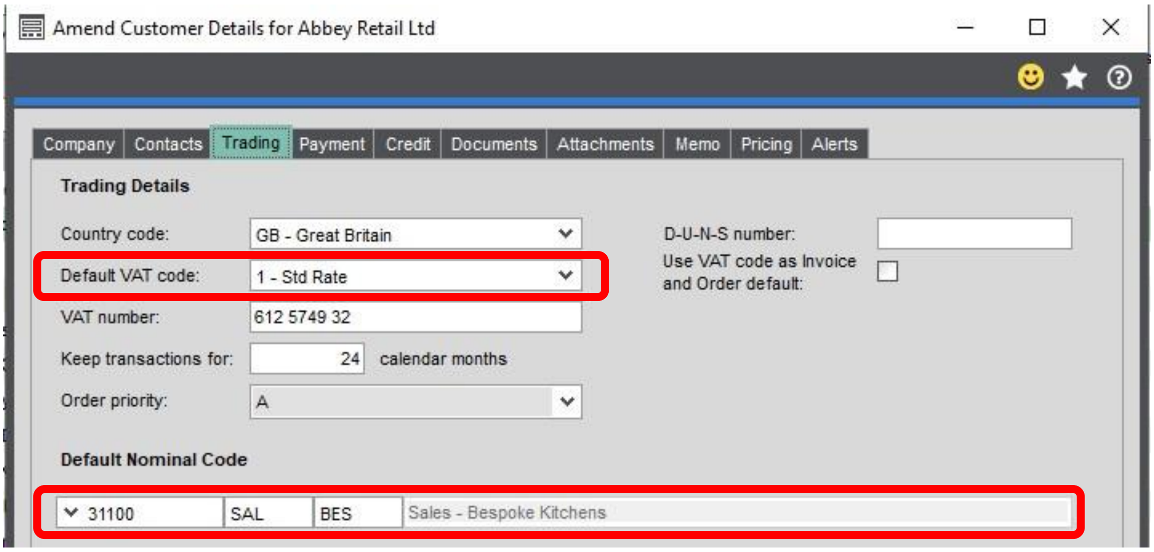
| Customer Code | Reference | 2nd Reference | Invoice / Credit | Invoice Date | Due Date | Nett Value | Header Tax Value | TotalDiscountValu | GroupByID | neType | ProjectCode | ProjectItem | Nominal Code | Cost Centre | Department | Narrative | Tax Code | Goods Value | Tax Value |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CHE001 | 1491 | | I | 04/01/2022 | 04/02/2022 | 600 | | | A | | 0000000020 | Proposal | 31100 | SAL | ADM | Sales - Default | | 300 | |
| CHE001 | 1491 | | I | 04/01/2022 | 04/02/2022 | | | | A | | 0000000020 | Site Visit | 31100 | SAL | BES | Sales - Bespoke Kitchens | | 300 | |
| | | | | | | | | | | | | | | | | | | | |
| FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | 14000 | 2800 | | B | | | | 31100 | SAL | ADM | Sales - Default | 1 | 3500 | 700 |
| FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | | | | B | | | | 31100 | SAL | BES | Sales - Bespoke Kitchens | 1 | 3500 | 700 |
| FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | | | | B | | | | 31100 | SAL | COM | Sales - Kitchens Components | 1 | 3500 | 700 |
| FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | | | | B | | | | 31100 | SAL | VAL | Sales - Value Added | 1 | 3500 | 700 |

## Creating Transactions

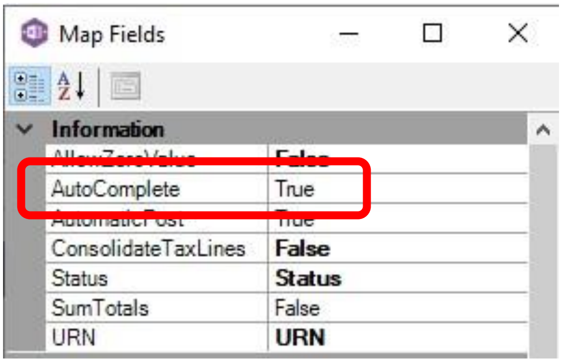
Excel Data Bridge offers flexibility when creating data in Sage 200. Choose the method that suits your business best. You can use both methods if the process varies between customers.

### Method 1 – post invoice using default nominal and tax analysis

When creating invoices/credit notes in Sage 200, if you do not assign any nominal or tax analysis details manually, the default settings for that customer will be assigned from the customer record.




This same method can be used when creating invoices / credit notes via Excel Data Bridge providing the property for **Auto Complete** in the Designer is set to **True.**




When creating the invoice / credit note, just enter the required data up to the **Net Value** column…

| 3 | Status | URN | Customer Code | Reference | 2nd Reference | Invoice / Credit | Invoice Date | Due Date | Nett Value |
|---|---|---|---|---|---|---|---|---|---|
| 4 | | | ABB001 | 1490 | | I | 20/12/2021 | 20/01/2022 | 500 |
| 5 | | | | | | | | | |
| 6 | | | ABB001 | 351 | | C | 22/12/2021 | | 100 |

…and Excel Data Bridge will assign default nominal and tax analysis details when posting to Sage 200.

### Method 2 – select which nominal and tax analysis should be assigned

When creating invoices / credit notes that contain several lines of data going to different nominal codes: -

Enter the same **header data** for each row belonging to the same transaction

Enter the **total net** and **tax values** against the first row of each transaction

| 3 | Status | URN | Customer Code | Reference | 2nd Reference | Invoice / Credit | Invoice Date | Due Date | Nett Value | Header Tax | TotalDiscountValue | GroupByID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | | | CHE001 | 1491 | | I | 04/01/2022 | 04/02/2022 | 600 | 60 | | A |
| 5 | | | CHE001 | 1491 | | I | 04/01/2022 | 04/02/2022 | | | | A |
| 6 | | | | | | | | | | | | |
| 7 | | | FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | 14000 | 2800 | | B |
| 8 | | | FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | | | | B |
| 9 | | | FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | | | | B |
| 10 | | | FES001 | 1492 | | I | 09/01/2022 | 09/02/2022 | | | | B |

Each line-item can have its own **project / nominal code** and **tax code / value** assigned.

The first invoice contains different **tax codes** and **values** for each line-item

The first invoice also contains line-items assigned to a **project code** and **item**

Both invoices contain several line-items assigned to different **nominal codes**

| ProjectCode | ProjectItem | Nominal Code | Cost Centre | Department | Narrative | Tax Code | Goods Value | Tax Value | Discount Value |
|---|---|---|---|---|---|---|---|---|---|
| 0000000020 | Proposal | 31100 | SAL | ADM | Sales - Default | 1 | 300 | 60 | |
| 0000000020 | Site Visit | 31100 | SAL | BES | Sales - Bespoke Kitchens | 0 | 300 | 0 | |
| | | | | | | | | | |
| | | 31100 | SAL | ADM | Sales - Default | 1 | 3500 | 700 | |
| | | 31100 | SAL | BES | Sales - Bespoke Kitchens | 1 | 3500 | 700 | |
| | | 31100 | SAL | COM | Sales - Kitchens Components | 1 | 3500 | 700 | |
| | | 31100 | SAL | VAL | Sales - Value Added | 1 | 3500 | 700 | |

These will be the nominal codes and tax codes assigned to Sage 200 when creating invoices in Excel Data Bridge.

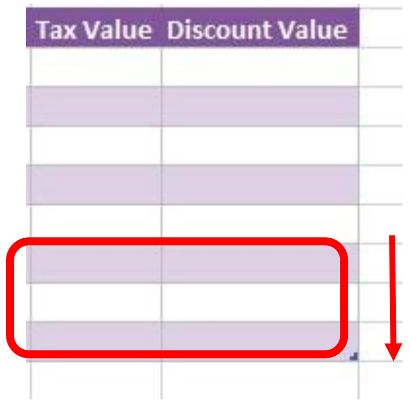
## Amending Templates

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 right-hand corner of the formatted table.

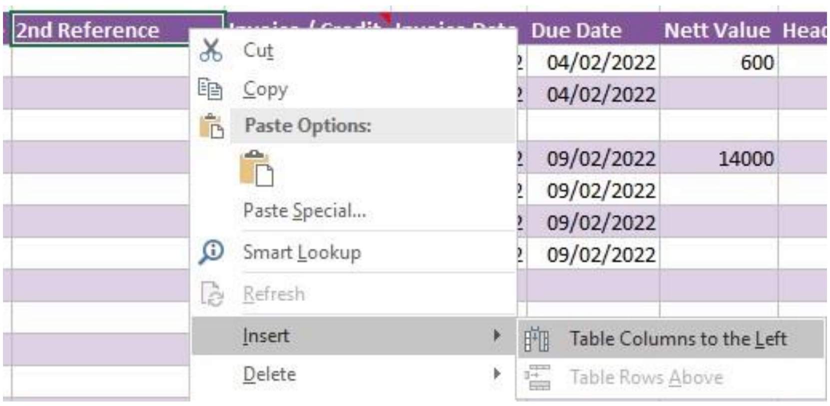
| Tax Value | Discount Value |
|---|---|
| | |
| | |
| | |
| | |
| | |

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

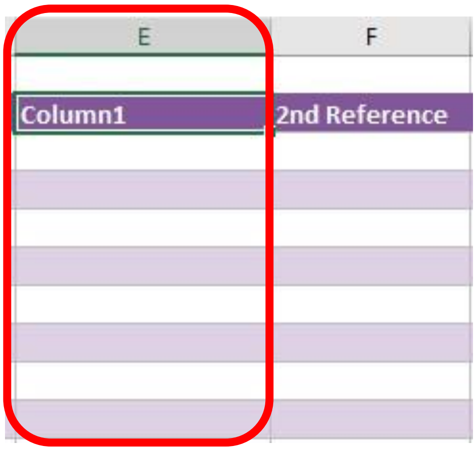



To add an additional **column**, right click on the column heading where you would like your new column to appear and select

**Insert > Table Columns to the Left**



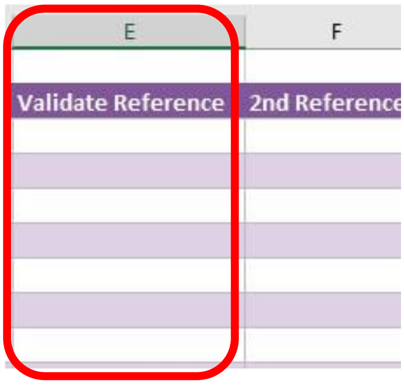

A new column will be added, named **Column1.** Rename the column in Excel, then refer to the next section on how to map this column in the Designer.



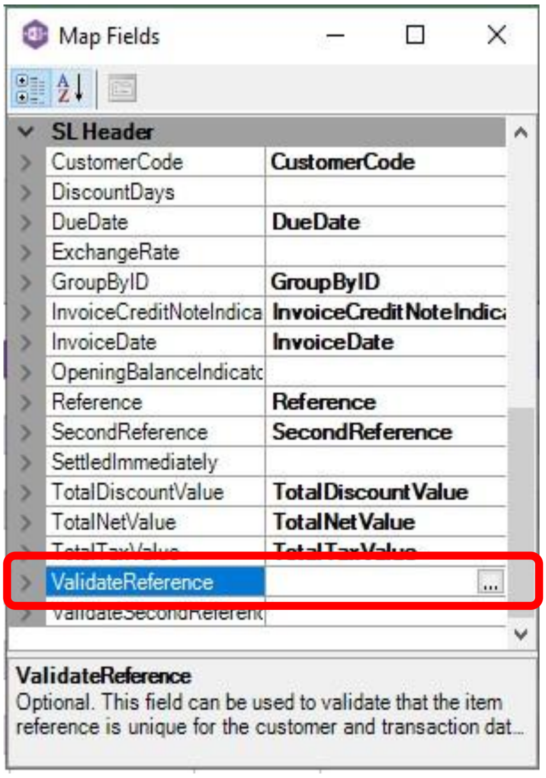

## Mapping a new column

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 invoice number being added to the **Reference** field to be validated in Sage 200.

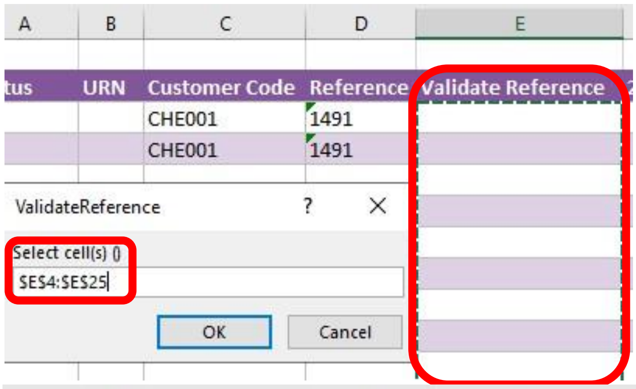


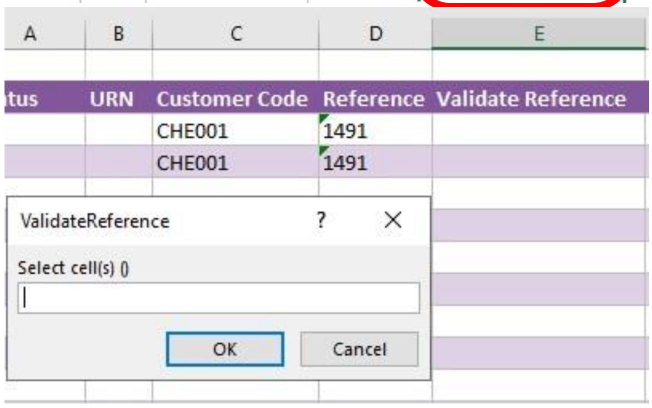

Click **Designer** to open the mappings for the template and locate the field to map the column to.




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

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



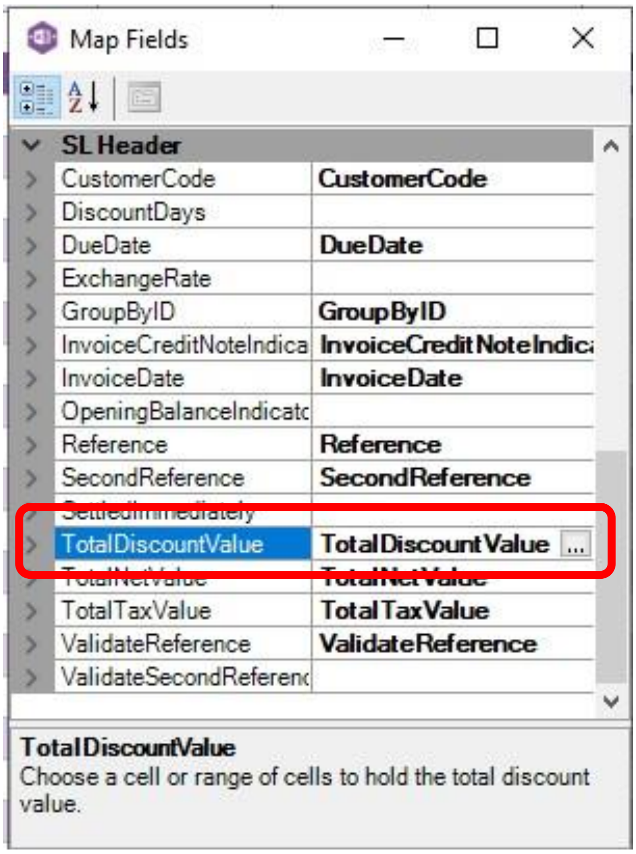

The column is now mapped and can be populated in Excel Data Bridge.

## Deleting unwanted columns

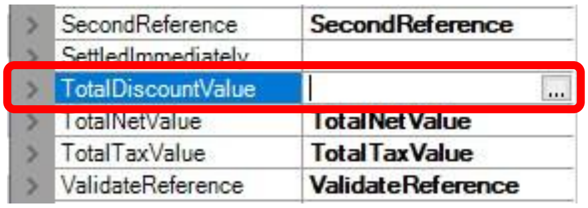
Deleting unwanted columns within a template is a two-step process: -

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.