



Map Fields

The table below explains the purpose of each of the fields available to the worksheet: -

The following fields can be found on the AllFields sheet	
Status	<p>Populated when selecting the process movements button on the Excel Data Bridge ribbon.</p> <ul style="list-style-type: none"> • The default status on a successful validation will be Pending • The default status on a successful creation will be Processed <p>When attempting to send data 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 data being sent to Sage 200.</p> <p>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 send again</p>
GroupByID	Populate group ID, any lines with the same GroupByID will be kept together when entering Sage. There is more information on this below.
MovementType	Dropdown options - choose Add for add stock and Write Off to write off stock.
WriteOffCategory	If entering a write off, enter a write off category or right click cells in this column and select Excel Data Bridge Browse to select data from Sage 200 to populate.
Code	Enter product code or right click and select browse to populate selected values.
BRCodeName	If code is populated via browse, field will auto populate.
BRTraceableType	If code is populated via browse, field will auto populate.
Warehouse	Enter warehouse or browse to populate
Bin	If warehouse is populated via browse, field will auto populate
Quantity	Enter quantity. If quantity takes stock holding above maximum level an error message will appear. If you want to allow ensure AllowExceedsMaximum in report designer is set to True
UnitCostPrice	Enter the unit cost price. Leaving this blank will use the default value entered within Sage 200.
Date	Enter the date required or leave blank to add/write off stock using today's date.
Reference	Enter reference if required.
2ndReference	Enter second reference if required.
Analysis code 1	If required enter analysis code 1 or browse to populate



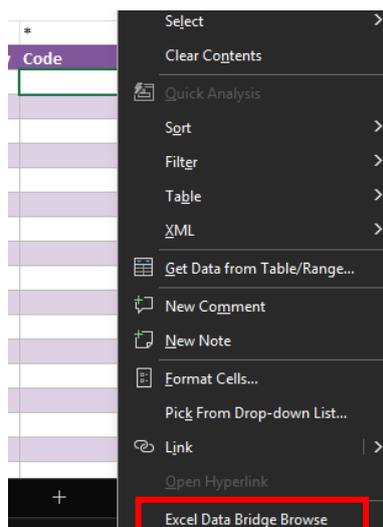
Analysis code 2	If analysis code 1 in sage has been renamed, change title of column to match. Eg Region, or error will appear If required enter analysis code 2 or browse to populate If analysis code 2 in sage has been renamed, change title of column to match. Eg Region, or error will appear
Analysis code 3	If required enter analysis code 3 or browse to populate If analysis code 3 in sage has been renamed, change title of column to match. Eg Region, or error will appear
Memo	If required enter memo
StockAccCode	If required enter stock account code or browse to populate
StockAccCC	If required enter stock account cost centre or browse to populate
StockAccDept	If required enter stock account department or browse to populate
IssuesAccCode	If required enter issues account code or browse to populate
IssuesAccCC	If required enter issues account cost centre or browse to populate
IssuesAccDept	If required enter issues account department or browse to populate
Narrative	If required enter narrative
The following fields are for traceable items	
IdentificationNo	Enter batch or serial number if a traceable item. For write off browse for number
ActualQuantityTraceable	Enter quantity for batch or empty if using serial numbers
RecordID	Enter traceable record ID if adding to an existing batch or use browse function
AddNew	If creating new batch set to TRUE
SellByDate	Enter sell by date if required
UseByDate	Enter use by date if required

Using the Stock Movements Worksheet

Movement Type – Add

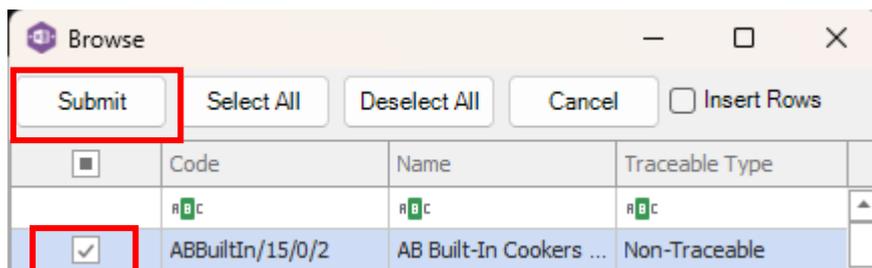
When adding stock using the Stock Movement function, you will start within the movement type column. This column has a dropdown, where you can select either Add or Write off. For the purpose of this section of the guide, we will select Add.

When adding, you can then move across to the Code column. This column has a browse function so you can right-click within the fields in the column and select Excel Data Bridge Browse





Once the browse menu option is selected, the browse window will appear – this has retrieved your Sage 200 data and shows you all the available Stock items that can be added. Within the window you can search within each column to filter the results as required. Once the correct stock item(s) have been found, they can be selected using the checkboxes on the left. Once all required stock items have been selected, the Submit button can be pressed and these will be added to the sheet.



Code	BRCodeName	BRTraceableType	Wa
ABBuiltIn/15/0/2	AB Built-In Cookers Sing	Non-Traceable	

This will populate the Code column, as well as the BRCodeName and BRTraceableType column.

Now that the stock item has been added to the sheet, we can move across to the Warehouse column. This column is also browse-able and will show all available warehouses within your Sage 200 company. Similar to before, you can search and filter the results, selecting the warehouse required for the stock addition. Once this has been submitted, the Warehouse field as well as the Bin if applicable will be populated.

Warehouse	Bin
14	12

You can now move across to the next columns. The quantity of each stock item is required, and can be entered within the Quantity column against each line item. The UnitCostPrice can also be entered, however if left blank it will remain the default value as set within Sage 200. The date can also be entered, however if it isn't it will default to today's date when submitted.

The reference and 2nd reference columns can also be filled in with any reference required, however these are optional fields and can be left blank.

If you are using analysis codes, you will have columns relating to your Sage 200 companies specific analysis codes, these can be browsed, searched and filtered to submit the value required. Similarly, the Stock Account Code, Cost Centre and Department columns can also be browsed and populated if required.

If the Stock being added is Traceable, you can enter its batch or serial number within the IdentificationNo column, and enter the number of traceable items (if the items are batch numbered) within the ActualQuantityTraceable, if the items are serial numbered you can leave this blank.



If the items are batch numbered, and you are adding this stock to an existing batch you can either enter the traceable record ID, or browse within the Record ID column to add the required batch details.

If you are creating a new batch, the value of TRUE can be added to the AddNew column.

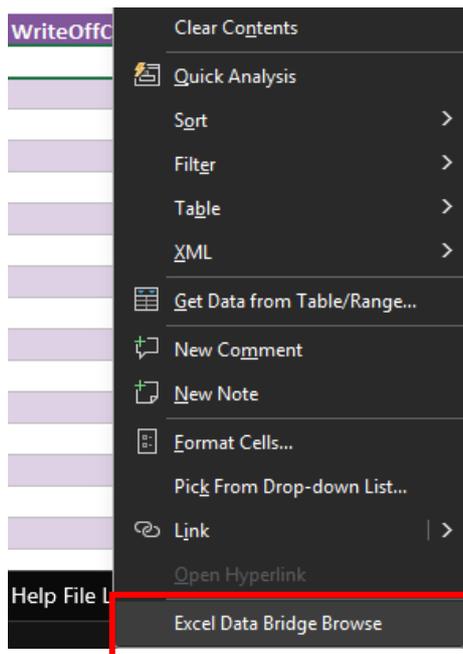
For any stock that requires a sell by date, or use by date, the values of each can be entered into the respective columns.

Now that all the column details have been entered, we can open the Excel Data Bridge tab within the top ribbon, and select the “Process Movements” button to add the entered stock into Sage 200.

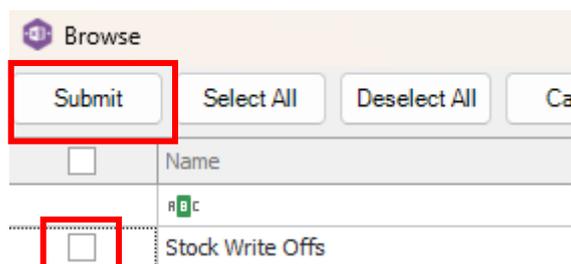
Movement Type – Write Off

When writing off stock using the Stock Movement function you will start within the movement type column. This column has a dropdown, where you can select either Add or Write off. For the purpose of this section of the guide, we will select Write Off.

As we are writing off stock, the write off category will need to be entered within the WriteOffCategory column. This is a browsable column, which can be done by right clicking the cell and selecting the Excel Data Bridge Browse menu option.



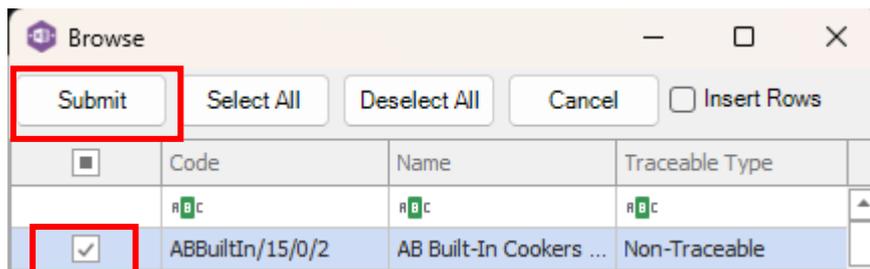
Once the browse menu option is selected, the browse window will appear – this has retrieved your Sage 200 data and shows you all the available write off categories. Within the window you can search within each column to filter the results as required. Once the required category has been found, it should be selected using the checkbox on the left. The Submit button can then be clicked.





When adding, you can then move across to the Code column. This column has a browse function so you can right-click within the fields in the column and select Excel Data Bridge Browse

Once the browse menu option is selected, the browse window will appear – this has retrieved your Sage 200 data and shows you all the available Stock items that can be added. Within the window you can search within each column to filter the results as required. Once the correct stock item(s) have been found, they can be selected using the checkboxes on the left. Once all required stock items have been selected, the Submit button can be pressed and these will be added to the sheet.



Code	BRCodeName	BRTraceableType	Wa
ABBuiltIn/15/0/2	AB Built-In Cookers Sing	Non-Traceable	

This will populate the Code column, as well as the BRCodeName and BRTraceableType column.

Now that the stock item has been added to the sheet, we can move across to the Warehouse column. This column is also browse-able and will show all available warehouses within your Sage 200 company. Similar to before, you can search and filter the results, selecting the warehouse required for the stock write off. Once this has been submitted, the Warehouse field as well as the Bin if applicable will be populated.

Warehouse	Bin
14	12

You can now move across to the next columns. The quantity of each stock item is required, and can be entered within the Quantity column against each line item. The UnitCostPrice can also be entered, however if left blank it will remain the default value as set within Sage 200. The date can also be entered, however if it isn't it will default to today's date when submitted.

The reference and 2nd reference columns can also be filled in with any reference required, however these are optional fields and can be left blank.

If you are using analysis codes, you will have columns relating to your Sage 200 companies specific analysis codes, these can be browsed, searched and filtered to submit the value required. Similarly, the Stock Account Code, Cost Centre and Department columns can also be browsed and populated if required.

If the Stock being written off is Traceable, you can enter its batch or serial number within the IdentificationNo column, and enter the number of traceable items (if the items are batch numbered) within the ActualQuantityTraceable, if the items are serial numbered you can leave this blank.



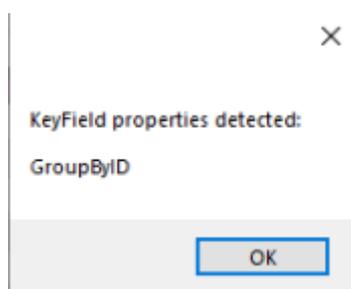
Excel Data Bridge Stock Movements Function

If the items are batch numbered, you can either enter the traceable record ID, or browse within the Record ID column to add the batch details.

Now that all the column details have been entered, we can open the Excel Data Bridge tab within the top ribbon, and select the “Process Movements” button to add the entered stock into Sage 200.

Group By ID

When completing multiple stocktakes in Sage 200 at once, Excel Data Bridge needs to inform Sage 200 which lines belong together. It does this by assigning certain fields as “key fields” which can be seen by selecting the Key Fields button 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.



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.

Goods Value	Tax Value	Gross Value

Goods Value	Tax Value	Gross Value

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

To add additional columns, right click on the column heading where you would like your new column to appear and select. **Insert>Table Columns to the left.**

Line Date		Gross Value
	00	1200
	00	2400
	30	180

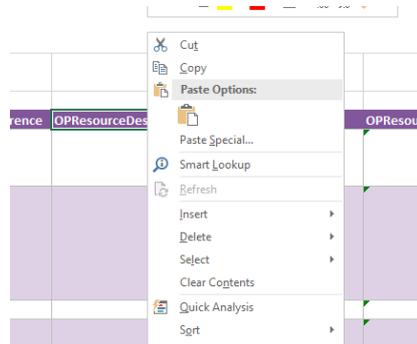
A new column will be added, named Column 1. Rename the column in Excel, then refer to the next section on how to map this column in designer.

O	P
Column1	Line Date



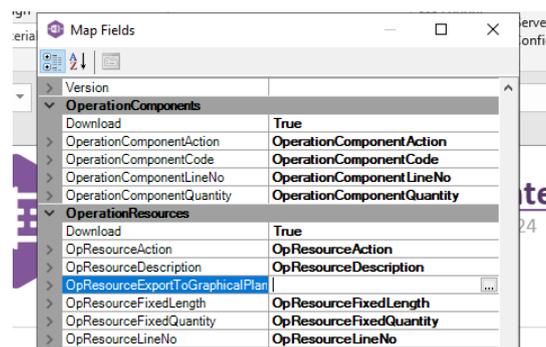
Mapping New Columns

To add a column right click on an existing column on the template. Select **Insert > Column to the left**



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 to locate the field to map the column to.



Click the  ellipsis to the right of the field. The cell mapping window will appear.

Select the cell range for the column before clicking OK.

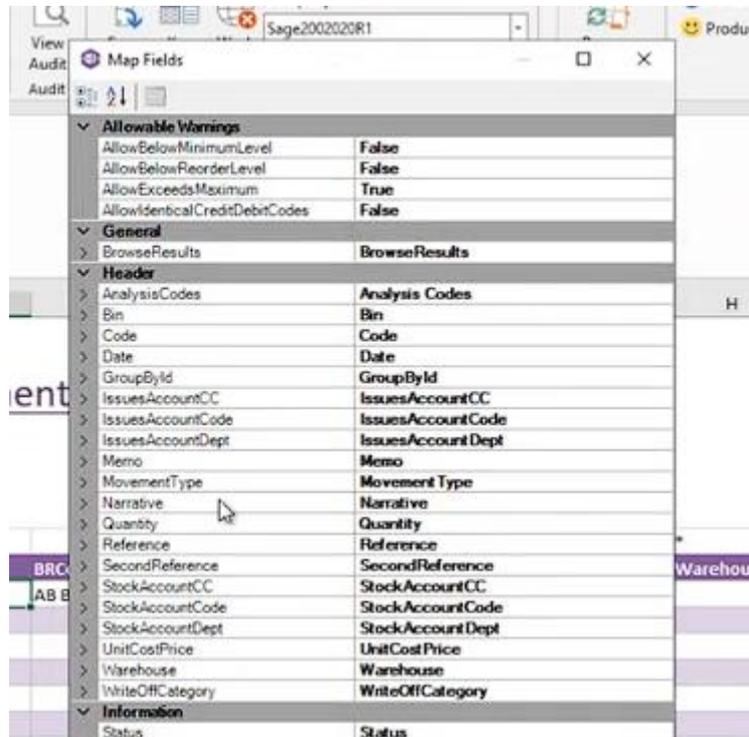
The column is now mapped and can be populated in Excel Data Bridge.



Deleting Unwanted Columns

To delete an unwanted column in a template complete the following steps.

Remove the field mapping from the designer. To do this open the designer to view the mapping.



Clear the data in mapping field. Close the designer then click Validate Design to check for errors.

Lastly remove the column from the template. Right click the column heading and select **Delete>Table Columns**.

