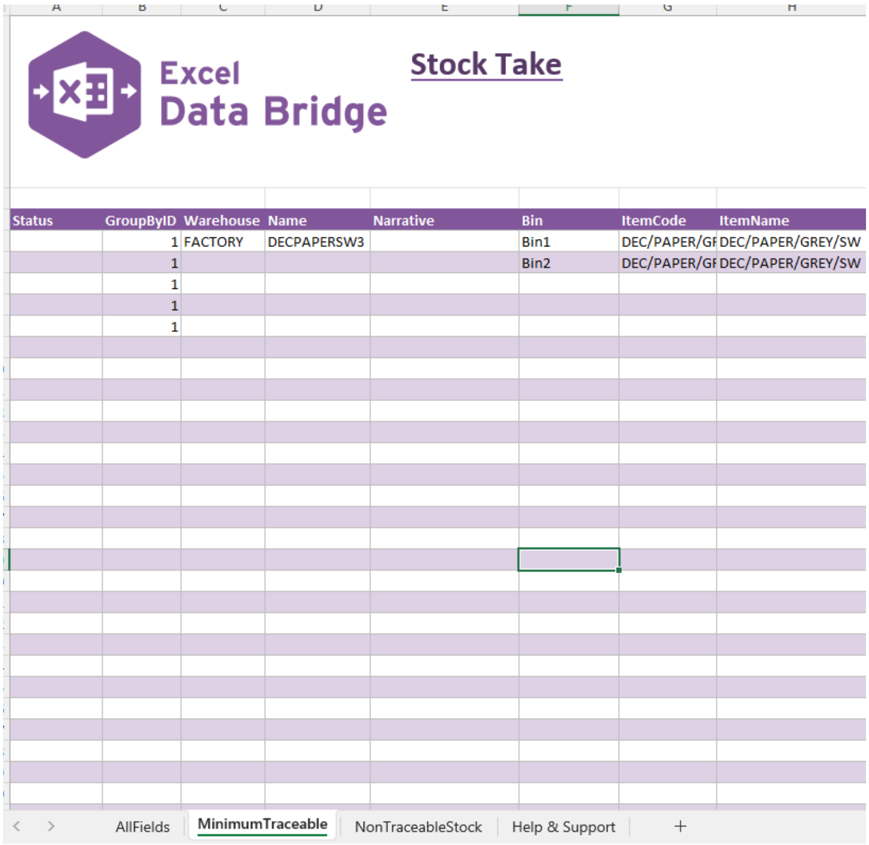
Introduction

The purpose of the StockTake function in Excel Data Bridge is to allow entry of stock values outside of Sage 200 for existing Stocktake lists.

This function has one template with 3 sheets :-

- All Fields shows all possible fields. Stocktake list values can be entered, stock write off and add stock.
- Minimum Traceable shows essential fields for traceable stock. This sheet allows for stocktake lists to be completed, stock write off and add stock.
- Non Traceable Stock shows essential fields for non traceable stock. This sheet allows for stocktake lists to be updated and completed.



Before starting to enter stock values the relevant sheet must be selected and a download of the stocktake list must be completed using the **Download** button from the Excel Data Bridge tab.

To update the data use the **Update** button. Once stocktake is finished, use the **Complete** button to close the stocktake list.

Map Fields

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

The following fields can be found on all sheets	
Status	Populated when selecting either the **Update** or **Complete** 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 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. 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
GroupByID	Group by ID will auto populate based on the stocktake list.
Warehouse	The warehouse code
Name	The stocktake name
VarianceCode	The variance code
VarianceCC	The variance cost centre
VarianceDept	The variance department
Narrative	Enter narrative field if required
Bin	Bin number
Item Code	Displays item code
Item Name	Displays item name
Expected Quantity	Displays expected quantity. This field is read only
Actual Quantity	Enter quantity
WriteOffCategory	Only populate if you are taking away stock. Browse function shows write of categories. Ensure to enter a 0 in ActualQuantityTraceable for serial number being written off. When writing off stock it will appear after completion in the nominal write off section.
Discrepancy	True or False
NarrativeItem	Enter narrative field if required
CountSheetItemID	This field auto populates. Can be hidden but currently mandatory.
TraceableType	Displays the way the item is traceable
IdentificationNo	When adding stock enter the identification number such as serial number.
CountSheetTraceItemID	This field auto populates.

ActualQuantityTraceable	Enter quantity
AddNew	If stock is added change to TRUE for new lines
UnitCostPrice	Enter unit price for new stock
ReferenceIn	Enter reference for new stock
SecondReferenceIn	Enter second reference if required for new stock
MemoIn	Enter memo if required for new stock
StockAccCodeIn	Enter stock account code for new stock
StockAccCCIn	Enter account cost centre if required for new stock
StockAccDeptIn	Enter account department if required for new stock
IssuesAccCodeIn	Enter issues account code if required for new stock
IssuesAccCCIn	Enter issues account cost centre if required for new stock
IssuesAccDeptIn	Enter issues account department if required for new stock
NarrativeIn	Enter narrative if required for new stock
ReferenceOut	Enter reference for write off
SecondReferenceOut	Enter second reference for write off if required
MemoOut	Enter memo for write off if required
StockAccCodeOut	Enter account code for write off
StockAccCCOut	Enter account cost centre for write off if required
StockAccDeptOut	Enter account department for write off if required
IssuesAccCodeOut	Enter issues account code for write off
IssuesAccCCOut	Enter issues account cost centre for write off if required
IssuesAccDeptOut	Enter issues account department for write off if required
NarrativeOut	Enter narrative for write off if required
The additional following fields relate to the NonTraceableStock sheet	
Item Unit	Unit of measure for item. This field is read only

Using the Stock Take Worksheet – Entering Stock Take

Available Stock Take Lists

Before data can be entered in the stock take worksheet we must start by downloading a stock take list within Excel. The stock take lists available in Excel are the same lists that are available to you in Sage 200.

Below image 1 shows the lists in Sage 200 and underneath image 2 the same shown in Excel.

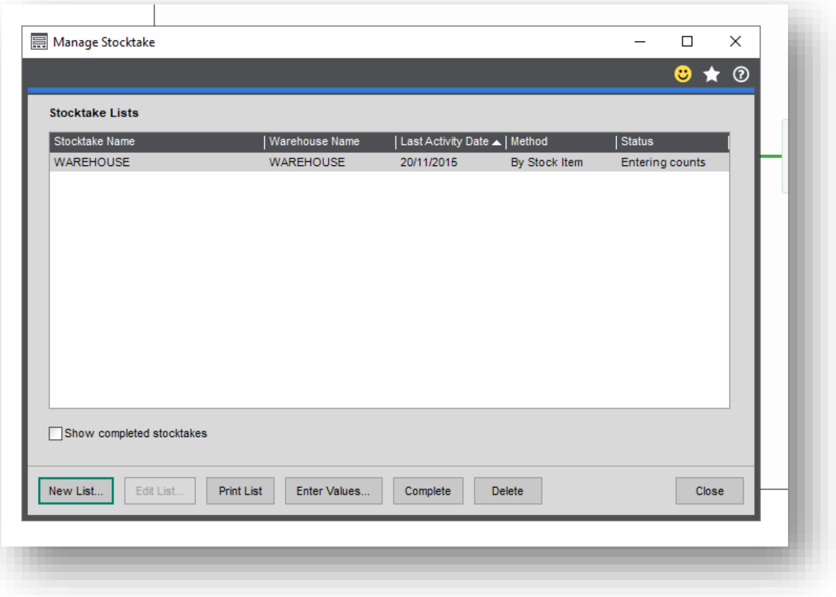


Image 1

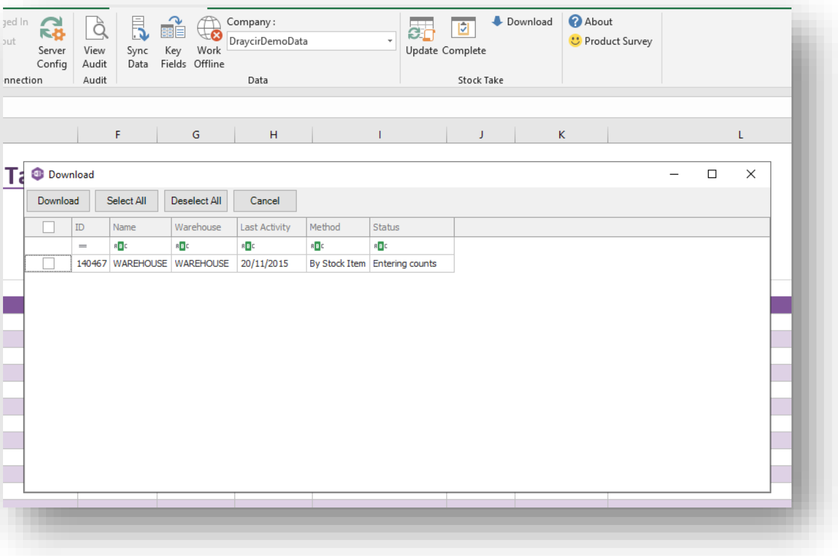
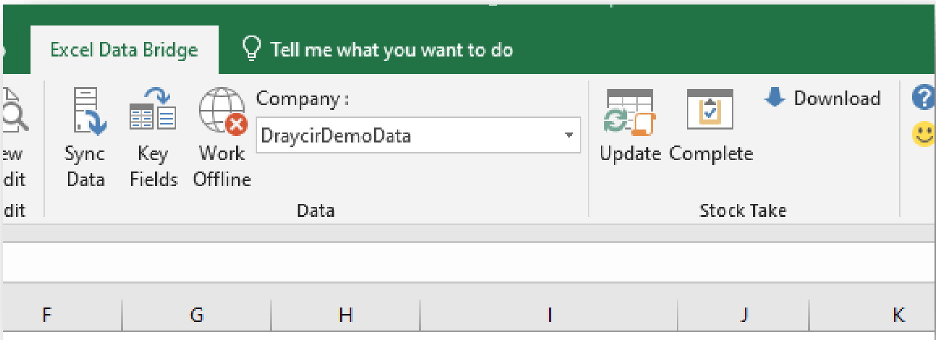


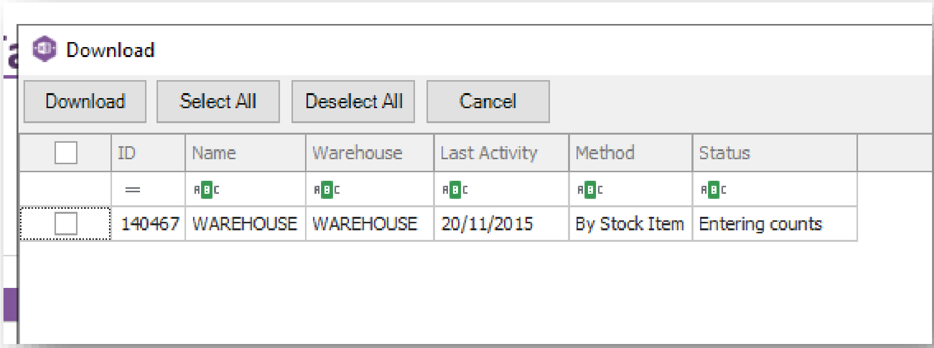
Image 2

Download Stock Take Lists

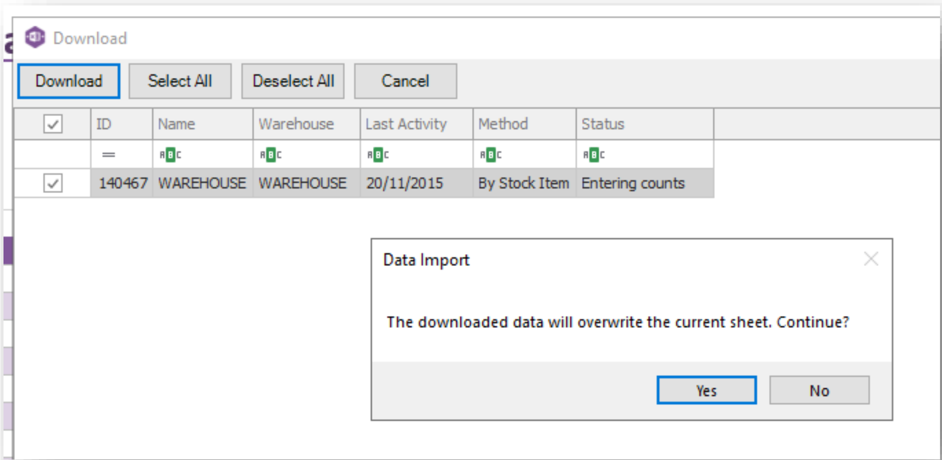
To view the stock take lists in Excel click on the download button from the Excel Data Bridge tab. Once clicked a pop up window will appear with a list of all available stocktake lists.



To download a stock take list click the tick box to the left hand side of a list and then click the Download button in the pop up window.



Confirm you wish to overwrite any current data on your sheet with the downloaded data by clicking Yes.



The data populated in Excel will be similar to the pop up screen in Sage 200 when you click Enter Values. Image 3 shows the Enter Stock take Values window in Sage 200. Image 4 shows data in Excel after downloading stocktake list.

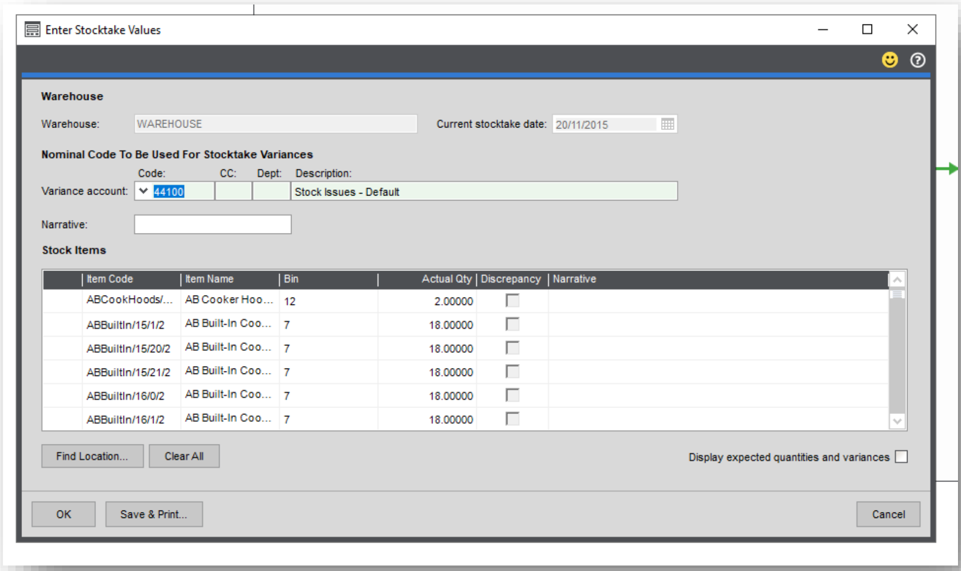


Image 3

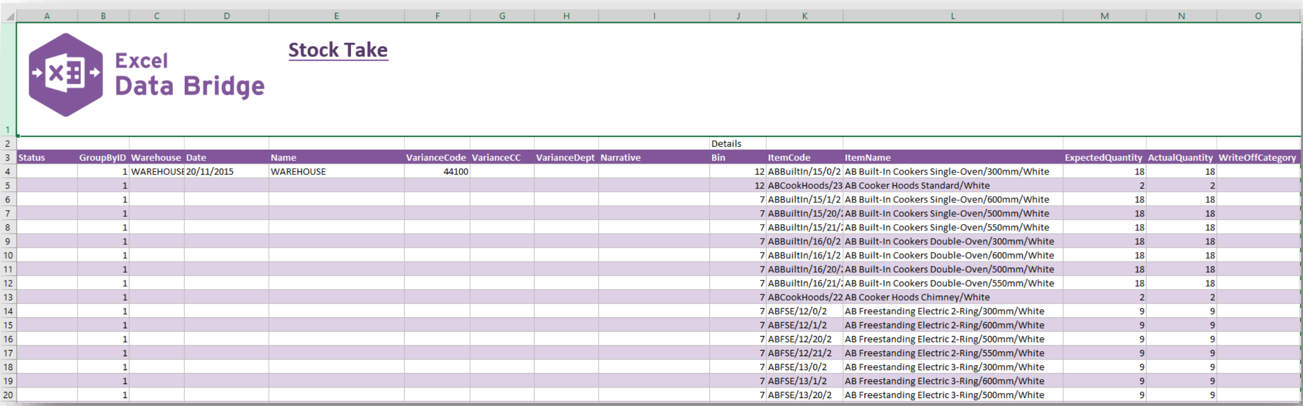
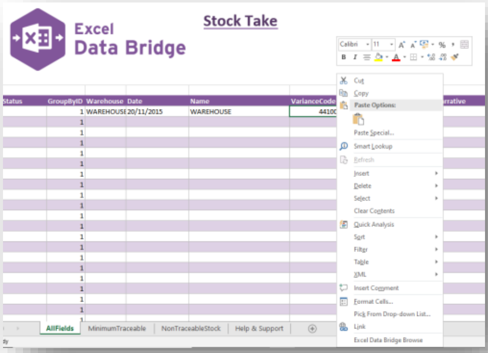


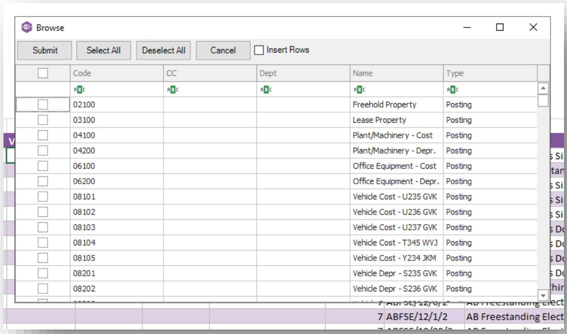
Image 4

Entering Values

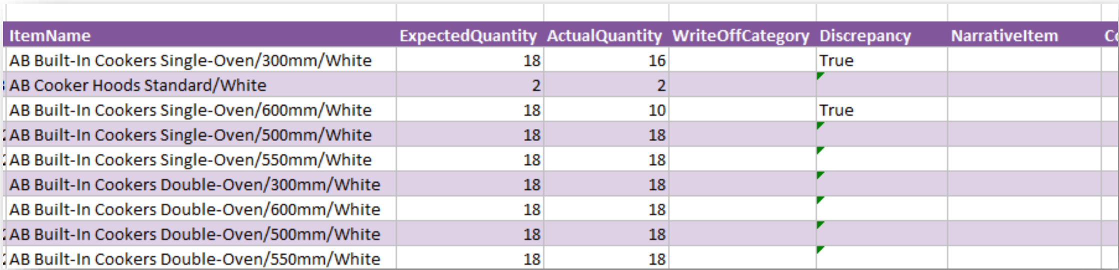
Once a stock take list has been downloaded values can be entered in Excel.

If the variance account needs to be changed type in a valid code or right click the current code in VarianceCode and select Excel Data Bridge Browse. To use the browse function it must be setup for this field.





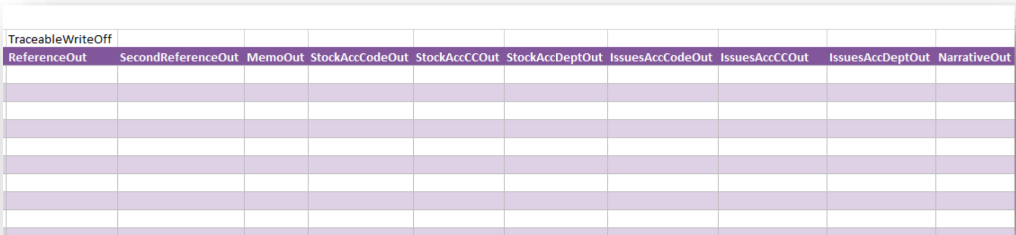
Using the ActualQuantity field start to enter the actual quantities for stock the same as you would enter in the Enter Value screen in Sage 200. In instances where you would normally tick the Discrepancy box in Sage 200, enter True into the Discrepancy field in Excel. If the narrative field is utilised in Sage 200 enter the details you would normally enter using the NarrativeItem field.



ItemName	ExpectedQuantity	ActualQuantity	WriteOffCategory	Discrepancy	NarrativeItem	C
AB Built-In Cookers Single-Oven/300mm/White	18	16		True		
AB Cooker Hoods Standard/White	2	2				
AB Built-In Cookers Single-Oven/600mm/White	18	10		True		
AB Built-In Cookers Single-Oven/500mm/White	18	18				
AB Built-In Cookers Single-Oven/550mm/White	18	18				
AB Built-In Cookers Double-Oven/300mm/White	18	18				
AB Built-In Cookers Double-Oven/600mm/White	18	18				
AB Built-In Cookers Double-Oven/500mm/White	18	18				
AB Built-In Cookers Double-Oven/550mm/White	18	18				

Write Off Stock

To write off stock using this template enter the category into the WriteOffCategory field in Excel, this would normally be entered on the Write Off Stock window in Sage 200. If a browse function has been setup for this field you can right click and select Excel Data Bridge Browse. Navigate to the WriteOff column section in Excel



TraceableWriteOff									
ReferenceOut	SecondReferenceOut	MemoOut	StockAccCodeOut	StockAccCCOut	StockAccDeptOut	IssuesAccCodeOut	IssuesAccCCOut	IssuesAccDeptOut	NarrativeOut

These fields are replicating the fields in Sage 200 write off window as shown in image 5 and 6 below.

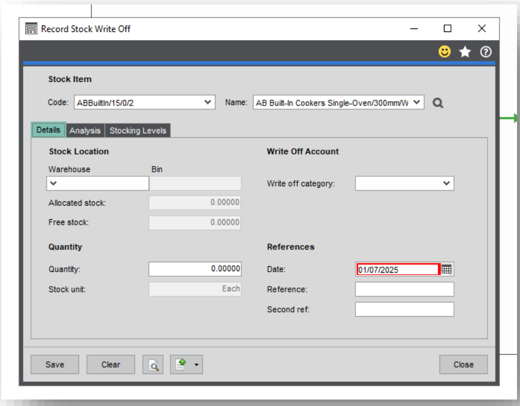


Image 5

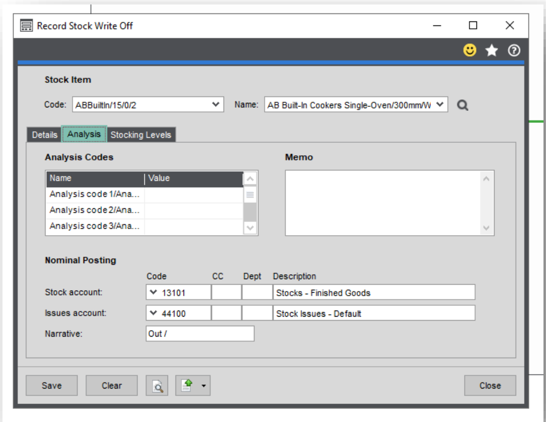
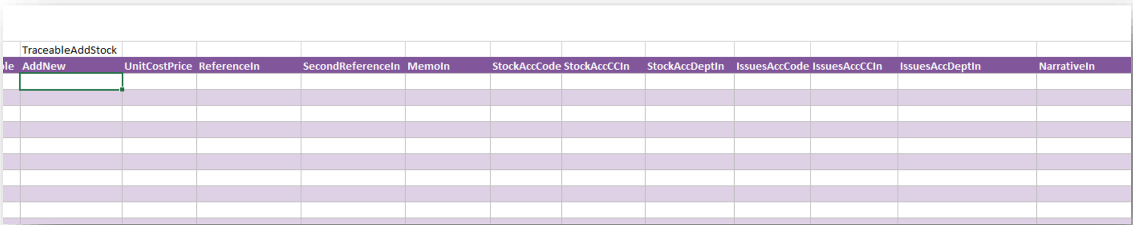


Image 6

Add Stock

Stock can be added using this template. To add stock for a stock line enter TRUE into the AddNew field. Then enter the relevant data that you would normally in the Add Stock window in Sage 200 as shown in Image 7 and 8 below.



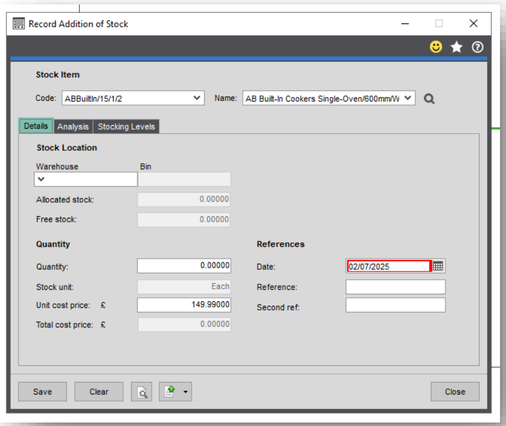


Image 7

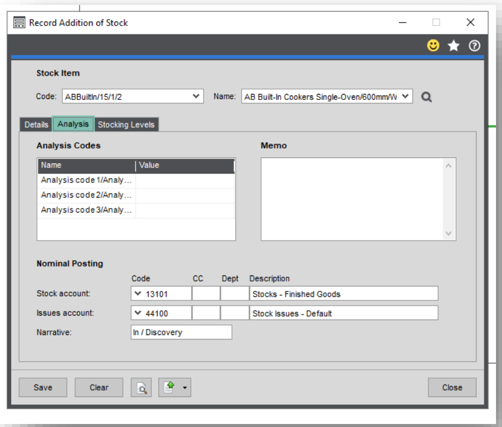
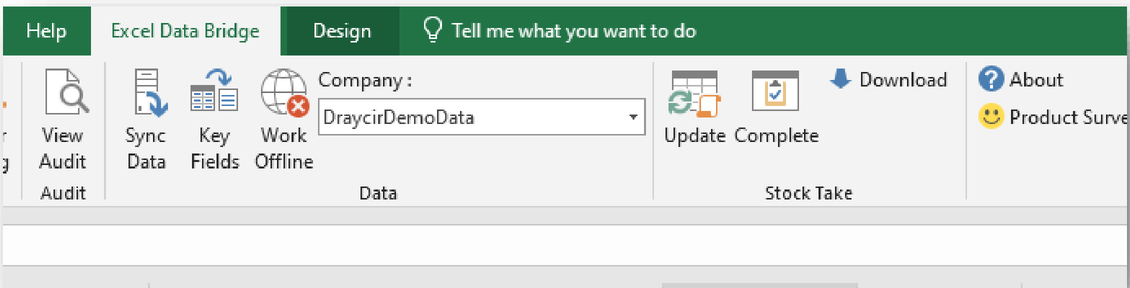


Image 8

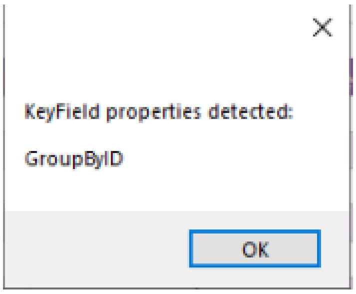
Update and Complete Lists

To save this data in Sage 200 click the Update button from the ExcelDataBridge tab. This does not complete the stock take list in Sage 200. To complete the stock take list click the Complete button from the same tab.



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.

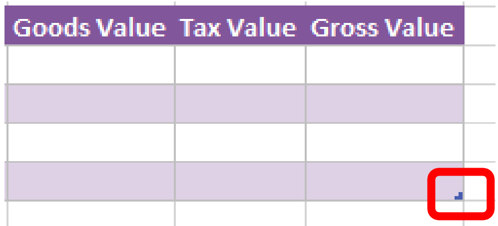


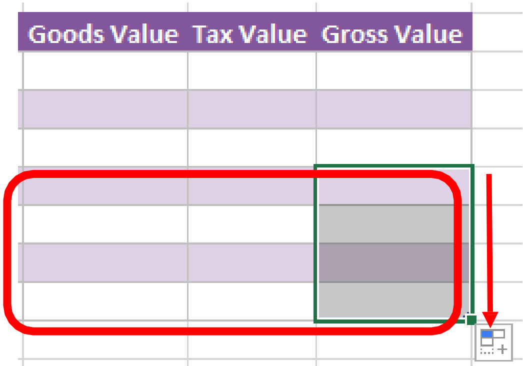
Any unique data can be entered to keep lines together, such as using numbers 1, 2, 3, 4 or letters a, b, c, d.

Amending Templates

The worksheet templates have been created in an Excel table with the correct formatting applied.

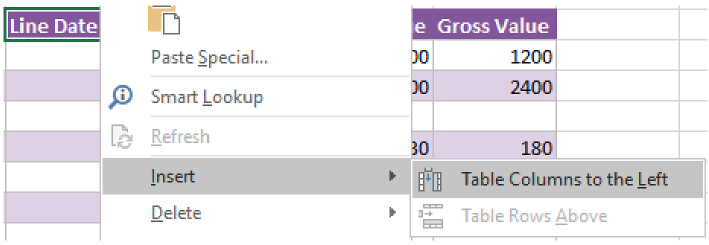
To add additional rows, firstly locate the cell at the bottom right hand corner of the formatted table.



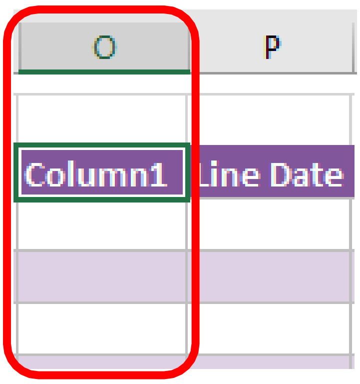


Now select the cell then click and drag down on the arrow. Extra rows will be added with the correct formatting.

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.**

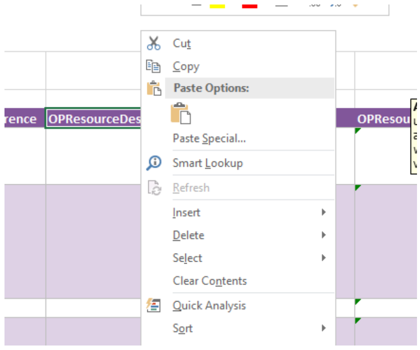


A new column will be added, named Column 1. Rename the column in Excel, then refer to the next section on how to map this column in designer.



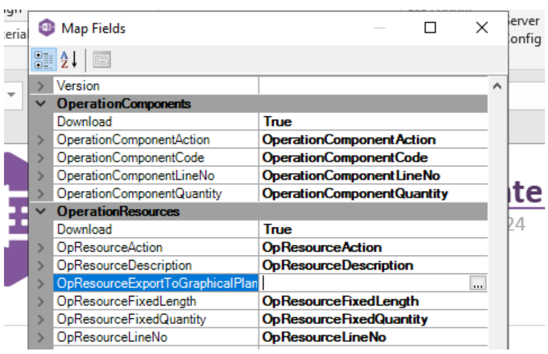
Mapping New Columns

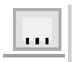
To add a column right click on an existing column on the template. Select **Insert > Column to the left**



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

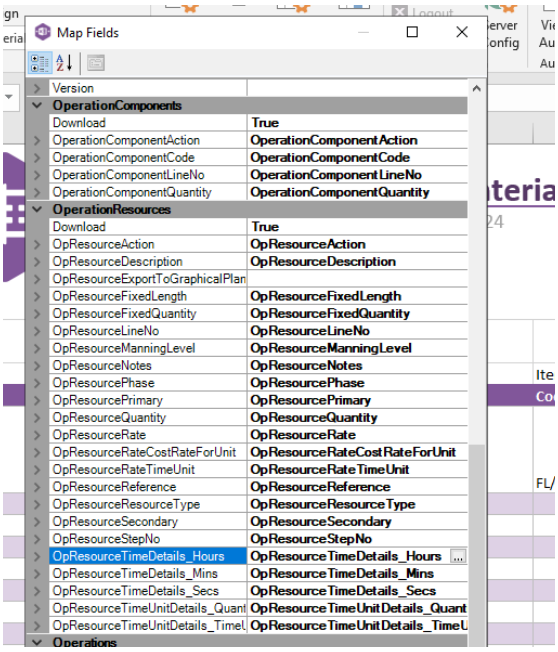
Select the cell range for the column before clicking OK.

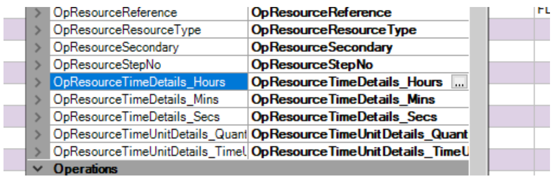
The column is now mapped and can be populated in Excel Data Bridge.

Deleting Unwanted Columns

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

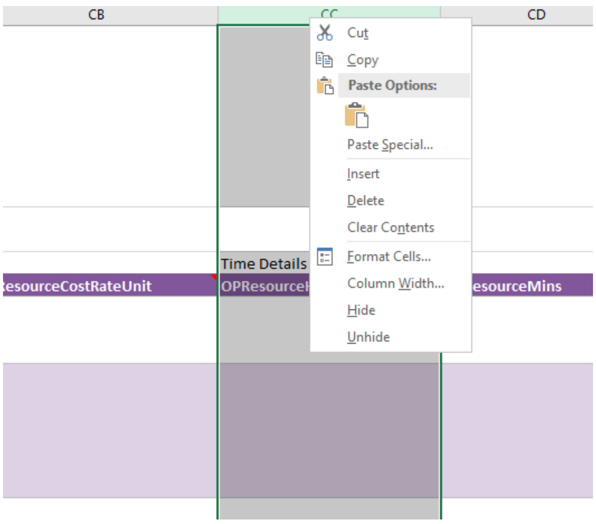
Remove the field mapping from the designer. To do this open the designer to view the mapping.





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

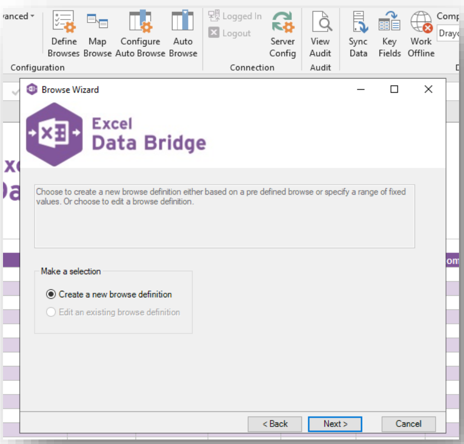
Lastly remove the column from the template. Right click the column heading and select **Delete>Table Columns.**

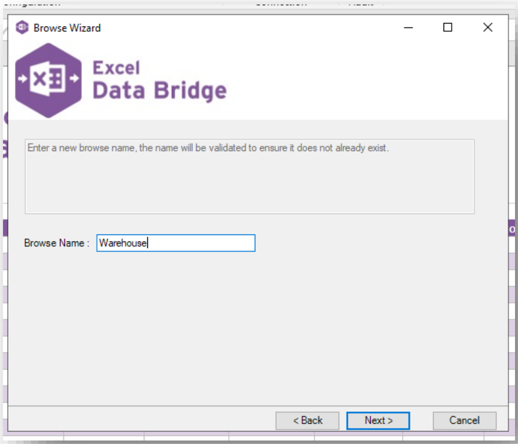


Setup Browse Function

Some fields in Excel Data Bridge can be setup with browse functionality. To setup follow the steps below.

1. Click 'Define Browse' from configuration area of ribbon
2. Enter a relevant name
3. Choose 'Select Pre-defined browse'





4. Select browse from the list
5. Select fields and data you would like to show to users
6. Open designer tab. Expand field required and set browselist to the one just created.