

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.

	А	в	C	U	E	F	G	н
ł	X	I - E D	xcel)ata	Bridg	<u>Stock</u>	<u>Fake</u>		
Statu	S	GroupByID	Warehouse	Name	Narrative	Bin	ItemCode	ItemName
		1	FACTORY	DECPAPERSW3		Bin1	DEC/PAPER/GI	DEC/PAPER/GREY/SW
		1				Bin2	DEC/PAPER/G	DEC/PAPER/GREY/SW
		1						
		1						
		1						
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i								
1								
·								
1								
1								
< .	>	AllFields	Minimum	Traceable N	onTraceableStock	Help & Support	+	

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	s 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
	heid 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
Narrativeltem	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
IdentificationNo	When adding stock enter the identification number such as serial number.



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
Memoln	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.

Stocktake Lists						.
Stocktake Name	Warehouse Name	Last Activity Date	Method	Status		
Show completed stocktakes						
New List Edit List Print Li	ist Enter Values	Complete De	elete		Close	

Image 1

Server	View	Sync	Key Work	DraycirDemoDat	a	Update C	Complete		U Prod	uct Survey		
on	Audit	Data	ields Offline	Data			Stock Take					
		F	G	н		1	J	1	к			L
Dow	nload										-	×
Downlo	ad	Select All	Deselect All	Cancel								
	ID	Name	Warehouse	Last Activity	Method	Status						
	-	a 🛛 c	R <mark>D</mark> C	R O C	a n c	* 0 ¢						
	140467	WAREHOUSE	WAREHOUSE	20/11/2015	By Stock Item	Entering counts						



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.

	Excel Da	ata Bridg	e Q	Tell me what yo	ou want to	o do				
Q ₂w dit	Sync Data	Key Fields	Work Offline	Company : DraycirDemoDat	a		S Jpdate	Complete	🜲 Downle	oad ?
dit				Data				Stock T	ake	
F	F		G	н		I.	_	J		К

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.

	Name	Warehouse	Last Activity	Method	Status
=	RBC	RBC	RBC	RBC	RBC
140467	WAREHOUSE	WAREHOUSE	20/11/2015	By Stock Item	Entering counts

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

	ad	Select All	Deselect All	Cancel			
/	ID	Name	Warehouse	Last Activity	Method	Status	
	=	RBC	RBC	R B C	RBC	RBC	
/	140467	WAREHOUSE	WAREHOUSE	20/11/2015	By Stock Item	Entering counts	
				The downl	oaded data will	overwrite the curre	ent sheet. Continue?
						Ye	No.

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Excel Data Bridge Stock Take Function

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.

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×
ected quantities and variances

Image 3

A + X	Excel Data Bride	Stock Tak	e_	G	н	I	L	K	t	M	N	0
							Details					
itus	GroupByID Warehouse Date	Name	VarianceCode Va	arianceCC	VarianceDept	Narrative	Bin	ItemCode	ItemName	ExpectedQuantity Actu	alQuantity Wr	iteOffCatego
	1 WAREHOUSE 20/11/2015	WAREHOUSE	44100					12 ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm/White	18	18	
	1							12 ABCookHoods/23	AB Cooker Hoods Standard/White	2	2	
	1							7 ABBuiltIn/15/1/2	AB Built-In Cookers Single-Oven/600mm/White	18	18	
	1							7 ABBuiltIn/15/20/3	AB Built-In Cookers Single-Oven/500mm/White	18	18	
	1							7 ABBuiltIn/15/21/	AB Built-In Cookers Single-Oven/550mm/White	18	18	
	1							7 ABBuiltIn/16/0/2	AB Built-In Cookers Double-Oven/300mm/White	18	18	
	1							7 ABBuiltIn/16/1/2	AB Built-In Cookers Double-Oven/600mm/White	18	18	
	1							7 ABBuiltIn/16/20/	AB Built-In Cookers Double-Oven/500mm/White	18	18	
	1							7 ABBuiltIn/16/21/	AB Built-In Cookers Double-Oven/550mm/White	18	18	
	1							7 ABCookHoods/22	AB Cooker Hoods Chimney/White	2	2	
	1							7 ABFSE/12/0/2	AB Freestanding Electric 2-Ring/300mm/White	9	9	
	1							7 ABFSE/12/1/2	AB Freestanding Electric 2-Ring/600mm/White	9	9	
	1							7 ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	9	9	
	1							7 ABFSE/12/21/2	AB Freestanding Electric 2-Ring/550mm/White	9	9	
	1							7 ABFSE/13/0/2	AB Freestanding Electric 3-Ring/300mm/White	9	9	
	1							7 ABFSE/13/1/2	AB Freestanding Electric 3-Ring/600mm/White	9	9	
								7 ARESE/12/20/2	AB Eroostanding Electric 2 Bing/500mm/White	9	0	

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.

📕 Data Bridge			Calbri - 11 - A A	• % • 🔃	Browse						- 0	×
			V	.00 +0 🗸	Submit	Select All	Deselect All	Cancel	Insert Rows			
			Rh Copy			Code	CC		Dept	Name	Туре	
1 WAREHOUSE Date	Name	VarianceCode 4410	Paste Options:	irrative		* 0 :	* 0 1		ADC	10:	10x	-
1			- 6			02100				Freehold Property	Posting	
1			Paste Special	_		03100				Lease Property	Posting	
1			Smart Lookup			04100				Plant/Machinery - Cost	Posting	
1			L& Befresh			04200				Plant Machinery - Deor	Posting	
1			Inset			04200				Office Environment Cost	Posting	
1			<u>D</u> elete Select	<u> </u>		00100				office Equipment - Cost	Positing	
1			Clear Contents			06200				Unice Equipment - Depr.	Posting	
1			Duick Analysis	_		08101				Vehide Cost - U235 GVK	Posting	
1			Sgrt	-		08102				Vehide Cost - U236 GVK	Posting	
1			Filtgr	->		08103				Vehide Cost - U237 GVK	Posting	
1			Table			08104				Vehide Cost - T345 WVJ	Posting	
1			<u>X</u> ML			08105				Vehide Cost - Y234 JKM	Posting	
1			C Insert Comment			08201				Vehide Depr - S235 GVK	Posting	
1			Eormat Cells			08202				Vehide Depr - S236 GVK	Posting	
ā l			Pick From Drop-down Lis	L						7 AUT 01/12/12	2	-
Fields MinimumTraceable NonTra	ceableStock Help & Support	۲	Wo Link							7 ABESE/12/1	2 AB Freesta	nding E
			Excel Data Bridge Browse	_								

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.

Code: ABBuilto/15/0/2	Name:	AB Buit-In Cookers Singl	e-Oven/300mm/W ¥	0	
				~	Ŀŀ
Stock Location	ng Levels	Write Off Account			
Warehouse	Bin	inte on Account			
*		Write off category:		*	
Allocated stock:	0.00000				
Free stock:	0.00000				
Quantity		References			
Quantity:	0.00000	Date:	01/07/2025		
Stock unit:	Each	Reference:			
		Second ref:			

Image 5

Code: ARRuitto/15/0/2		v	Nama:	AR Ruit In Cookern Single Quee/200mmMi M
ABBallio 15/0/2			riume.	
ails Analysis Stocking	g Levels			
Analysis Codes				Memo
Name	Value		^	^
Analysis code 1/Ana				
Analysis code 2/Ana				
Analysis code 3/Ana			~	×
Nominal Posting				B
Stock account:	C00e		Dept	Description Stanke Einisked Ceede
Stock account.	* 13101	_	-	Stocks - Finished Goods
Issues account:	✓ 44100			Stock Issues - Default
Narrative:	Out /			
				01

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.

raceableAddStock											
AddNew	UnitCostPrice	ReferenceIn	SecondReferenceIn	MemoIn	StockAccCode	StockAccCCIn	StockAccDeptIn	IssuesAccCode	IssuesAccCCIn	IssuesAccDeptIn	NarrativeIn
	1										



Stock Item					
Code: ABBuilth/15/1/2	✓ Name	AB Built-In Cookers	Single-Oven/600mm/W 💙	Q	
tails Analysis Stockir	ig Levels				
Stock Location					
Warehouse	Bin				
*					
Allocated stock:	0.00000				
Free stock:	0.00000				
Quantity		References			
Quantity:	0.00000	Date:	02/07/2025		
Stock unit:	Each	Reference:			
Unit cost price: £	149.99000	Second ref:		_	
Total cost price: £	0.00000				
Save Clear	💫 🕑 🕶			Close	

Image 7

Of a set of the set		_	_		_		
Stock item							_ 1
Code: ABBuiltin/15/1/2		~	Name:	AB Built-In Cookers Single-Oven/600mm/W	~ Q		_ 1
tails Analysis Stockin	g Levels						- I
Analysis Codes				Memo			
Name	Value					^	
Analysis code 1/Analy	·						
Analysis code 2/Analy							
Analysis code 3/Analy			_				
						~	
Nominal Posting							
Stock account:	V 12101		Dept	Stocks Einished Coods			
biock account.	- 13101	-	+				
issues account:	✓ 44100		_	Stock Issues - Default			
Narrative:	In / Discovery						
							[
Class	Q 9	•				Close	
Save Clear							



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.

	Help	Excel Data Bridge	Design	Q Tell me what you want to do	
, r g	Q View Audit	Sync Key W Data Fields Off	Company Company DraycirDe fline	emoData Download Update Complete	
	Audit		Data	Stock Take	
					_



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.

	×
KevField properties detected:	
GroupByID	
ОК	

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	
		C	

	Goods Value	Tax Value	Gross Value	
1				
ļ				
ľ				
Ľ				Ļ

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			е	(Gross Value		
		Paste <u>S</u> pecial)0		1200		
	ø	Smart <u>L</u> ookup	00)	2400		
	G	<u>R</u> efresh	30)	180		
		<u>I</u> nsert	► B	Ī	Table Colum	nns to the <u>L</u> eft	
		<u>D</u> elete	► E	+	Table Rows	Above	

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.

0	Р
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.

DALL 1	_				-
eria	4	Map Fields	— 🗆	×	erver onfig
		2 ↓ □			
	>	Version		^	
<u> </u>	\mathbf{v}	OperationComponents			
		Download	True		
	>	OperationComponentAction	OperationComponentAction		
	>	OperationComponentCode	OperationComponentCode		
	>	OperationComponentLineNo	OperationComponent LineNo		l
	>	OperationComponentQuantity	OperationComponentQuantity		ite
T	~	OperationResources			
		Download	True		¥4
	>	OpResourceAction	OpResourceAction		
	>	OpResourceDescription	OpResourceDescription		
	>	OpResourceExportToGraphicalPlan			
	>	OpResourceFixedLength	OpResourceFixedLength		
	>	OpResourceFixedQuantity	OpResourceFixedQuantity		
	>	OpResourceLineNo	OpResourceLineNo		L

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'

Define Map Configure Auto Browses Browse Auto Browse Browse guration	Server View Sync Key Config Audit Data Fields on Audit	Work Draye	Browse Wizard	- 0	×
Browse Wizard	- 0	×	Data Bridge		
Data Bridge			Enter a new browse name, the name will be validated to ensure it does not already exist	t.	
Choose to create a new browse definition either based on a pre de values. Or choose to edit a browse definition.	fined browse or specify a range of fixe	d	-		
Make a selection		om	Browse Name : Warehouse		
Nake a selection © Create a new browse definition Edit an existing browse definition		on	Browse Name : Warehouse		
Nake a selection © Create a new browse definition Edit an existing browse definition		on	Browse Name : Warehouse		

- 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.

Name On Order In Stock Warehouse V - None - V - None -	
Warehouse V - None - V - None -	Alic
	~ - No
	>

	~	inter the second s			-	~		
		2↓ □						
	>	SellingPriceUnit					^	
ateDror	>	SellingUnit					in	aCoda
aterioi	>	ShowOnCustomerD						ecoue
	>	ShowOnPickingList						
	>	UnitDiscount						
	>	UnitDiscountPercen						
	~	Warehouse	Ware	house				
		AutoPopulate	False					
		BrowseList	Ware	house		\sim		
		DefaultValue	*blan	k*				
		KeyField	False					
		Mandatory	False					
	~	SalesOrder Heade	r					
	>	Address1						
	>	Address2						
	5	Address3					*	
	Bro	owseList						
	Sel	ect a browse from the	e drop o	down list				
			-		-	_	-	