

Data Exchange for Sage 200 v2010/2011/2013 SP1/2013 R2/2015/2016/200c

User Guide

Integrate Sage 200 with e-commerce
websites or third party systems

- ✓ Easy to install and configure
- ✓ Automates standard import routines
- ✓ Export information out of Sage 200
- ✓ CSV & XML formats supported
- ✓ FTP compatible
- ✓ Further customisation potential

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Overview

The **Data Exchange for Sage 200** module provides an out of the box solution enabling integration between Sage 200 and 3rd party applications. Many businesses that use Sage 200 have requirements for integration with other systems. The following few examples are typical scenarios:

- ✓ **Web trading** – making stock information including descriptions, pricing and pictures available on a website, and receiving sales order information.
- ✓ **Bespoke stock management systems** – companies using industry specific systems to handle stock and order processing where stock movements need to also be accounted for in Sage 200.
- ✓ **EPOS systems** – companies using an EPOS system other than Sage POS where sales order and cash transactions need to be posted to Sage 200.
- ✓ **Global enterprises** – where different parts of an organisation use different accounting/business management solutions and require customers, suppliers and various transaction types to be synchronised between systems.

In the above situations, the typical solution is to write complex and very costly data transfer routines to handle movement between different database types. Often this can result in large administrative overheads in transferring the data, and discrepancies occurring between systems as a result. Data Exchange for Sage 200 has been designed to account for these scenarios and many more.

Main Features and Benefits:

- ✓ **Easy to install and configure** - easy to follow install wizard and simple configuration.
- ✓ **Automated standard import routines** – Data Exchange allows for the standard Sage 200 import routines to become automated, cutting down on the amount of time spent by users transferring data manually.
- ✓ **Additional import routines** – As well as automating the standard import routines, Data Exchange also allows for Sales Orders, Purchase Orders and Cashbook transactions to be imported.
- ✓ **Supports CSV and XML file formats** – data can be transferred in and out of Sage 200 in either CSV or XML formats, allowing more flexible integration with different databases.
- ✓ **FTP/sFTP compatible** – Upload Sage 200 data to designated locations on an FTP or sFTP site, particularly useful for web integration.
- ✓ **Further customisation potential** – If additional import/export routines are required, we can write these for you.

1. System Requirements



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The Data Exchange has the following requirements:

- Microsoft Windows Vista or later operating system.
- Windows Server 2008 or later (run as administrator).
- Sage 200 v2010, v2011, v2013 SP1, v2013 R2 or v2015 On Premise

It is recommended that Sage is updated to the most recent Service Pack for your version.

NOTES

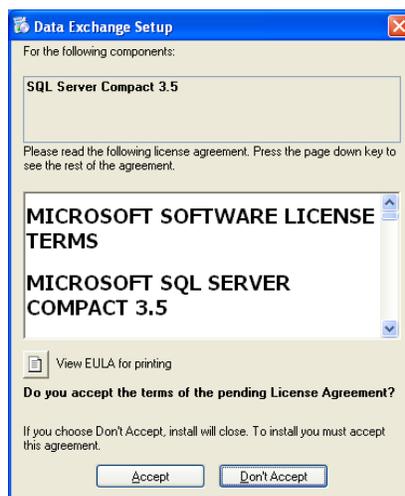
- For v2013 (all versions) and v2015 only the On Premise version is supported at this time.
- For v2013 (all versions) and v2015 the “Enforce Logon” option must be disabled in the Sage System Administrator.

2. Installation

The Data Exchange utility can be installed on any machine which has the Sage 200 client software installed.

To begin the installation of the Data Exchange for Sage 200, double click the **setup.exe** file.

If *SQL Server Compact 3.5* is not installed on the machine, this needs to be installed before continuing. The following screen will appear prompting you to accept the terms and agreements of this software. As it is required for the Data Exchange to work, users should click "Accept" to continue:

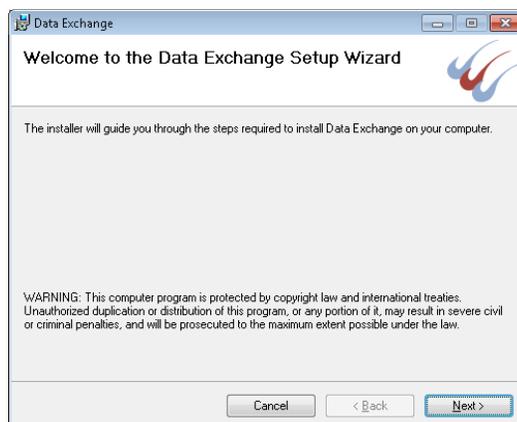


Once *SQL Server Compact* has installed, the installation process for the Data Exchange will begin and to continue, click "Next" on the following screen which appears:

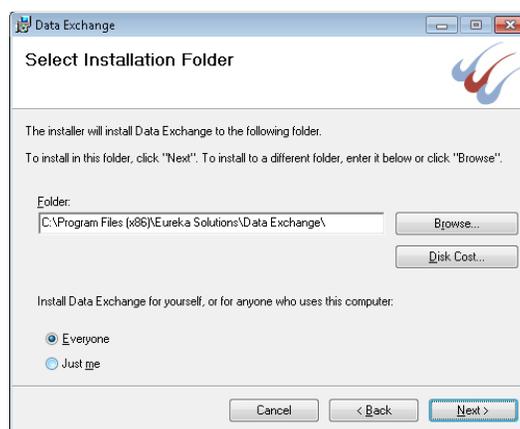


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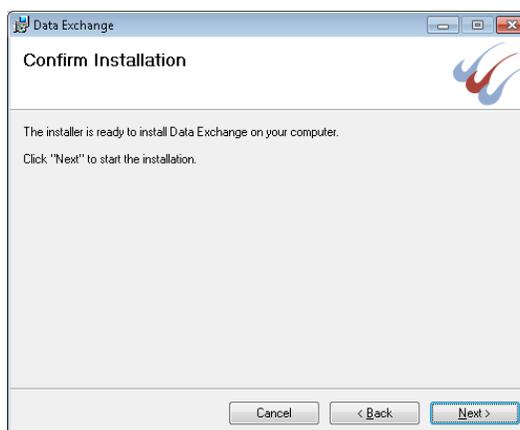
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Click **'Next'** to accept the default installation path and install for all windows users, or click **'Just Me'** if you would like the utility to be visible to the currently logged in user only:



Click **'Next'** to confirm the installation.

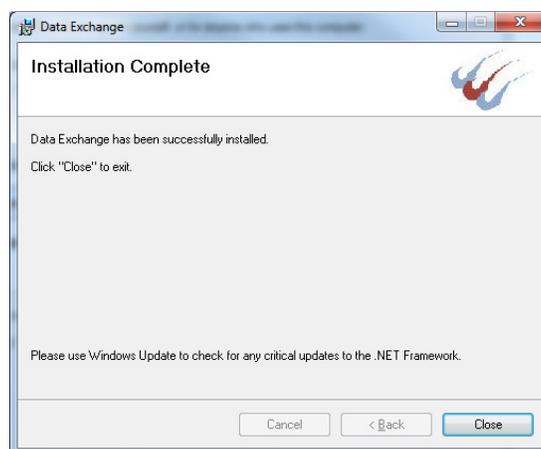


Finally, click **'Close'** to complete the installation.



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Before using the Data Exchange utility you must set up a user in the Sage 200 System Administrator for the import to use with access to the company you will be using with the utility. This user should be added to a role that has "Remote Users Access Only" enabled so that it does not take up a user license.



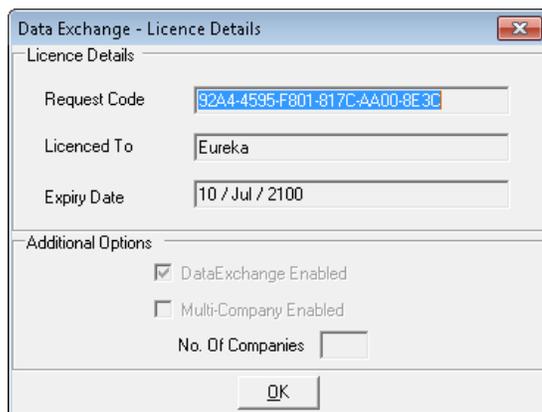
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3. Licencing

When you first install the Data Exchange application, the installer will automatically apply a 30 day demo licence. In order to get a full licence you will need to obtain a licence file from your Sage 200 Business Partner. You can obtain a licence by choosing **Help > Licence Details** to reveal your licence request code along with the expiry date of your current licence.

Please quote your request code along with the name of the company when contacting your Sage 200 Business Partner.



| Data Exchange - Licence Details | |
|--|-------------------------------|
| Licence Details | |
| Request Code | 92A4-4595-F801-817C-AA00-8E3C |
| Licenced To | Eureka |
| Expiry Date | 10 / Jul / 2100 |
| Additional Options | |
| <input checked="" type="checkbox"/> DataExchange Enabled | |
| <input type="checkbox"/> Multi-Company Enabled | |
| No. Of Companies | |
| OK | |

You will then be sent a licence file which needs to be saved in the **C:\Program Files (x86)\Eureka Solutions\Data Exchange** folder (or in the location where the Data Exchange has been installed if you have chosen to install this in a different location). The Data Exchange must be restarted for the new licence to apply. Once the expiry date on your licence key is reached you will be unable to use the Data Exchange for Sage 200 until a new licence key has been obtained.



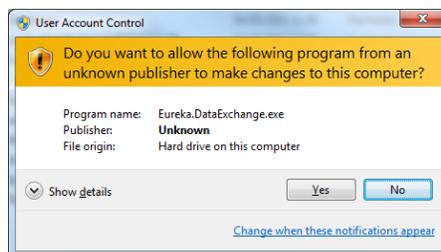
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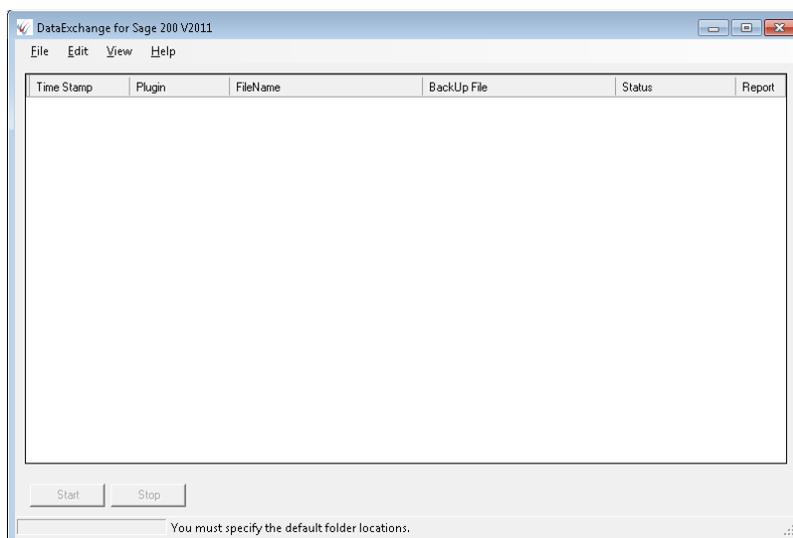
4. Configuring Program Settings

4.1 Configuration Settings

Before starting the Data Exchange for Sage 200 for the first time you must configure the program settings. Run the application by choosing "All programs" > "Eureka Solutions"> "Eureka Data Exchange" or double click the icon on the desktop. The following message may appear:



The application needs to run as administrator so click "Yes" to continue and start the Data Exchange. It will initially run on the main screen with the "Start" and "Stop" buttons disabled. This is because the application has not yet been configured and the status bar informs the user that the default folder locations have not been specified:

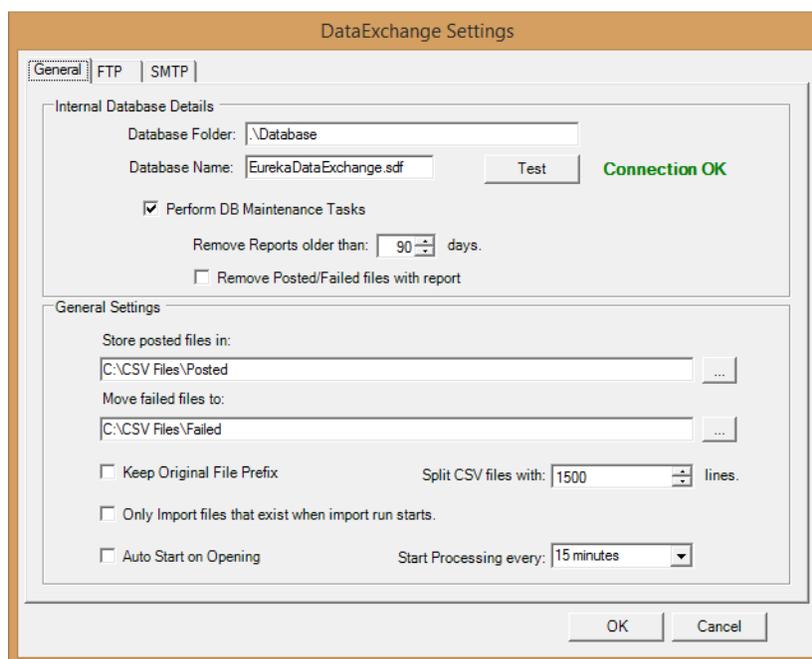


When using the Data Exchange for the first time, the program settings must be configured. Select "Edit > Global Settings" to enter the import settings:



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On the **General** tab you must enter folder locations for where the processed files are to be stored.

When Data Exchange successfully imports a file into Sage 200 it will move the original file from the import location to the **Posted Files** folder specified in the settings. If a file fails to import, the original file will be moved out of the import location into the **Failed Files** folder. Users can then see which files have failed and amend these as required to be reimported.

You can also specify how frequently the Data Exchange should run the import routines by selecting how often it should check for import files. Export routines will also run at this time. The Data Exchange can also be configured to start looking for files to import as soon as the program is loaded by ticking the **Auto Start on Opening** checkbox.

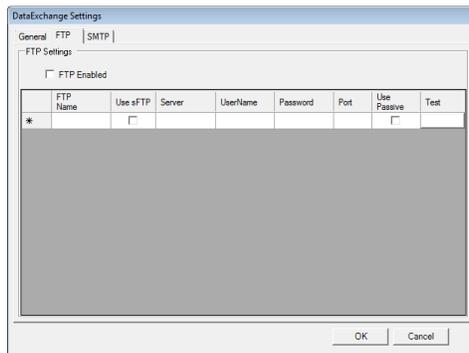
On the **General** tab, there is also a setting for retaining the original prefix of the filename when the file is moved to the processed folders. The name will be retained and extended with posted or failed followed by a timestamp. The original name will be retained if the **Keep Original File Prefix** checkbox is checked. For example, the import file *TestImport.csv* would be renamed to *TestImport_Posted_121207_171735*.

The **Split CSV files** option also allows for CSV import files to be automatically split into batches. E.g. if maximum is set to 500 lines, the original file will be split into batches of 500. When a file is split it will have *_split_XX* (where xx is an incrementing number) appended to the file name. Any files containing *"_split_"* in their file name will be ignored by the file splitter as it is assumed they have already been split.



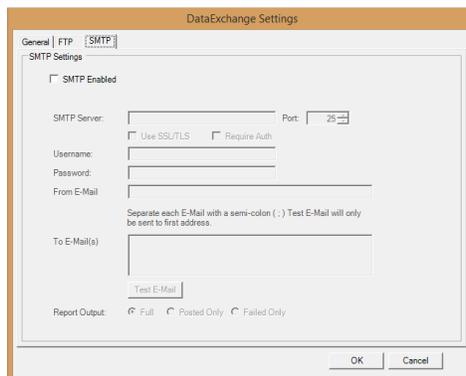
The **Only Import files that exist when import run starts** option can be used when you have a 3rd party system that creates batches of files that you need to be imported in a specific order. If files are added to the import folders while Data Exchange is part way through an import run, these files will be ignored until the next time Data Exchange starts an import run.

The **FTP** tab allows you to setup multiple FTP or sFTP locations which the Data Exchange can use to Import/Export all files types. The FTP user must have read/write access on the FTP (or sFTP). The test button should be clicked to check the Data Exchange can successfully connect to the FTP (or sFTP) site.



NOTE: Data Exchange supports either FTP or sFTP (SSH File Transfer Protocol). It does not support FTPS (FTP over SSL) at this time.

The **SMTP** tab allows you to setup an email notification which contains statistics of the files imported/exported. This contains a summary of all the import / export activity.



You should contact your IT Support to obtain the required FTP/sFTP and/or SMTP details.



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4.2 Sage 200 Connection Settings

To enter the Sage 200 company and log on details to use with the Data Exchange, select "Edit > Plugin Settings" from the menu bar and on the screen, select "Sage Data Connection > Sage 200 Connector":

The login details and company where the data is to be imported / exported must be entered within this screen. Enter the logon detail and click Test. If successful you can then select the Company to connect to. Note that only companies the supplied user has access to will be available.

NOTE: For sage 200 v2013 / v2013 R2 / v2015 no UserName/Password are required. Data Exchange will connect using the current logged in Windows User. You should ensure that the User account has been given access to the appropriate companies in the Sage System Administrator.

If the multiple company functionality is being used, the company details and login details should be entered per company. You must ensure the login user has access to the company being used. The default company can also be selected on this screen:

| Connection Name | Company Name | UserName | Password | Is Default? | Test |
|-----------------|--------------|-----------|----------|-------------------------------------|------|
| Default | demodata | cvsimport | | <input checked="" type="checkbox"/> | Test |



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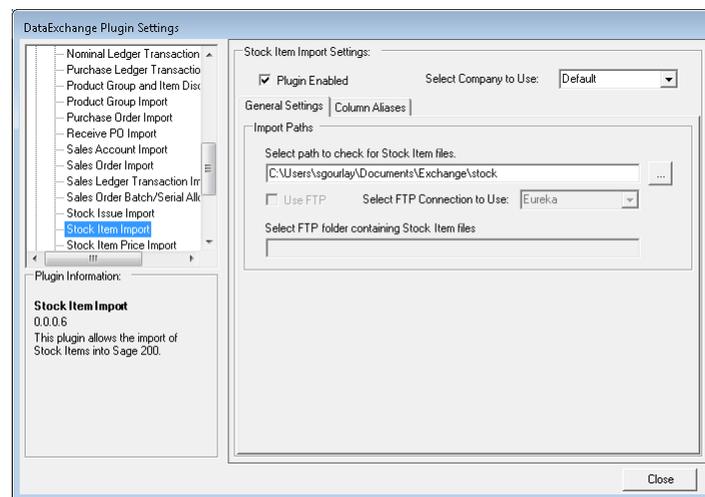
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The test button should be clicked to ensure the Data Exchange will be able to connect to Sage 200 with the details entered successfully. Once the company details have been entered / amended, the Data Exchange must be restarted.

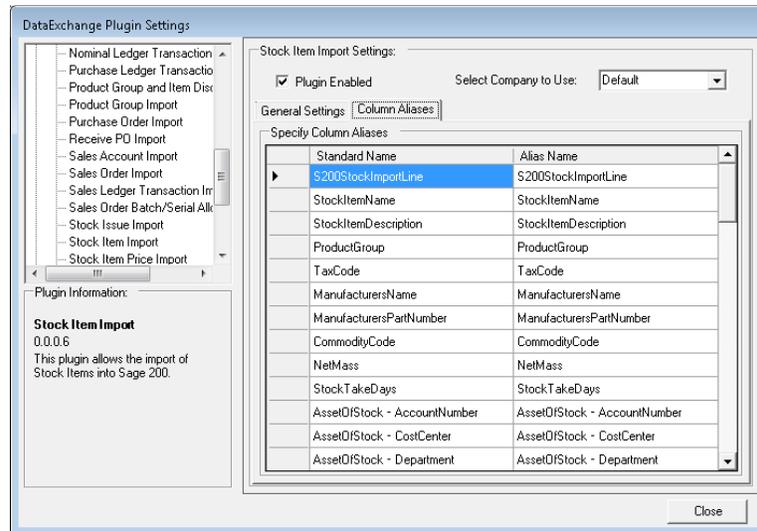
4.3 Import / Export Plugin Settings

Once the connection settings have been made, the import and export settings can be specified by selecting **Import Plugins** and **Export Plugins** and selecting the import and export routines you wish to run. To enable an import plugin, select the **Plugin Enabled** option and specify the location of the Import file or FTP location. If the Multiple Company feature is enabled, the company can also be selected.

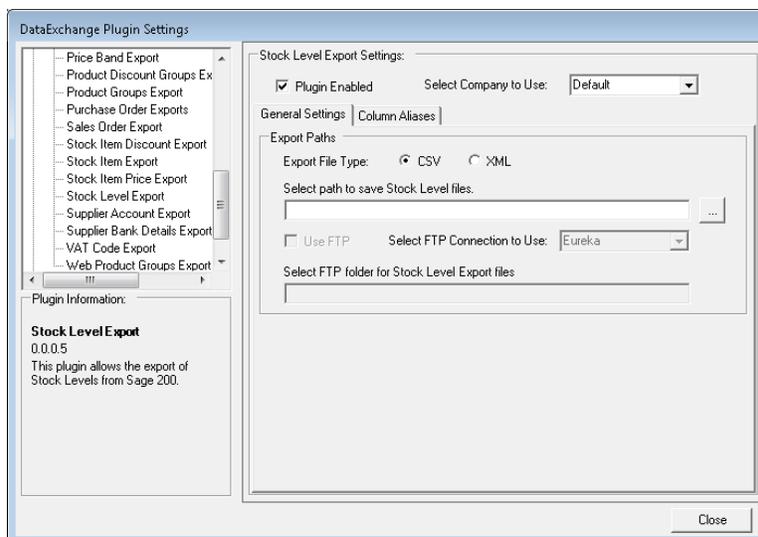


Specify Column alias allows you to use your own names for the column headers in the CSV/XML file. Simply enter your own value into the Alias Name column. Note the Alias name must be unique in that it cannot match another Alias or another Standard Name.





To enable an export plugin, simply check the **Plugin Enabled** option and specify a location to save the export file. You can choose whether the export file is in CSV or XML format and specify FTP setting if you wish to use them. You can specify what gets exported by specifying the export type. On the **Column Aliases** tab, you can also select which columns are included in the export. You can also specify your own column header names similar to the Import plugins. If the Multiple Company feature is enabled, the company can also be selected.



4.4 Importing / Exporting Plugin Settings

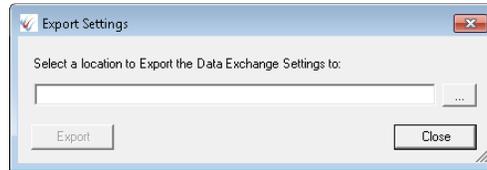
A backup copy of the plugin settings can be exported by selecting **Edit> Export Settings to File**.



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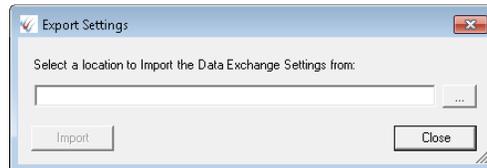
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An export location should be selected and clicking the **Export** button will export the settings.

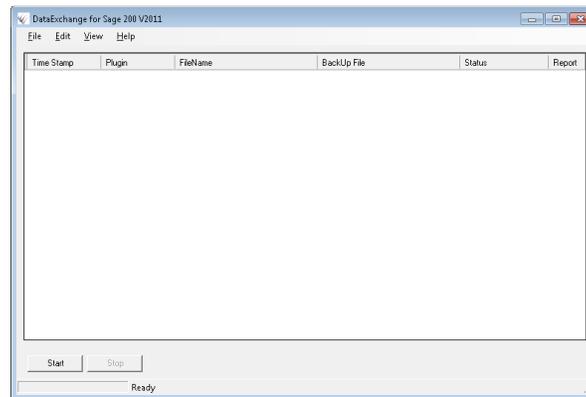
The plugin settings can be imported by selecting **Edit> Import Settings from File**.



The import location of the settings files should be selected and then imported by clicking the **import** button.

5. Program Operation

Once all settings have been entered the Data Exchange utility is ready to run. Simply click the **Start** button to begin the process.



Once started the data exchange will go through each enabled plugin one by one importing or exporting as appropriate. Once finished it will wait the length of time specified in the general settings before starting its next run.

The **Stop** button will stop the Data Exchange after the current import / export has been completed.

The Data Exchange for Sage 200 is capable of importing an array of different import types. Section 4.3 explains how the individual import / export routines can be enabled. For each of the enabled plugins the application automatically searches the defined paths for import files - these files can be in CSV or XML format. Once an import file is posted to 200 it is renamed

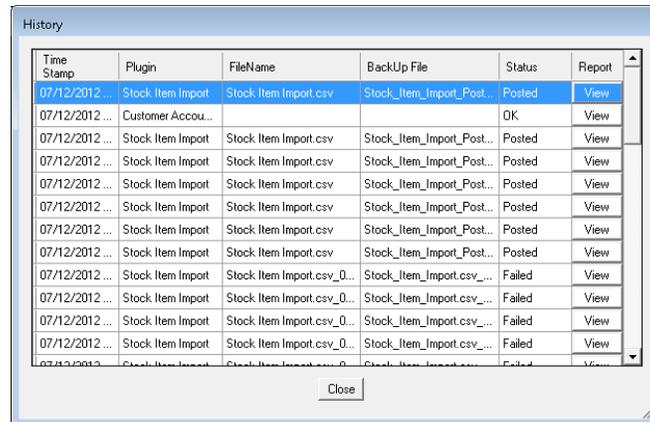


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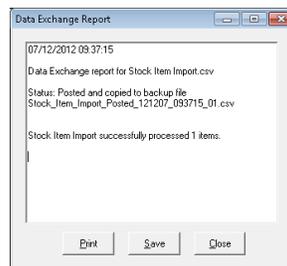
appropriately and copied to the location for storing posted files. If the import fails then the file is moved to the backup location for failed files and should be reviewed before attempting to import again.

An import file can contain multiple transactions and the utility works on the basis that if validation fails for any of the transactions contained in a file then none of the transactions in that file are imported. For each file processed, a detailed report is generated which can be reviewed at any time, either from the main screen or by choosing **View > History**:



| Time Stamp | Plugin | FileName | BackUp File | Status | Report |
|----------------|-------------------|----------------------------|---------------------------|--------|--------|
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv | Stock_Item_Import_Post... | Posted | View |
| 07/12/2012 ... | Customer Accou... | | | OK | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv | Stock_Item_Import_Post... | Posted | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv | Stock_Item_Import_Post... | Posted | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv | Stock_Item_Import_Post... | Posted | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv | Stock_Item_Import_Post... | Posted | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv | Stock_Item_Import_Post... | Posted | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv_0... | Stock_Item_Import.csv_... | Failed | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv_0... | Stock_Item_Import.csv_... | Failed | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv_0... | Stock_Item_Import.csv_... | Failed | View |
| 07/12/2012 ... | Stock Item Import | Stock Item Import.csv_0... | Stock_Item_Import.csv_... | Failed | View |

On selecting a date, a form will be launched with a history of the imports / exports from that day. All individual plugin reports can be printed or saved to file if required:



All CSV files created for use with Data Exchange should contain a first line with column headers for each field included in the CSV file. All XML files created for use with Data Exchange should conform to the standard Sage XML file format. There are examples of these in the templates folder of the program install location.

The sales and purchase import routines imports work in exactly the same way as the standard Sage 200 import routines, whereas the others have been programmed specifically for Data Exchange. There are no existing standard imports in Sage 200 for these. It is therefore important to practice creating and manually importing sales and purchase ledger transaction files before using the Data Exchange on your live Sage 200 data.



5.1. Import Files

The following Import file formats are intended as a guide only. For the most up to date version please check the Templates folder in the Data Exchange installation directory. i.e. C:\Program Files\Eureka Solutions\Data Exchange\Templates.

There should be a number of files there for each plugin. The .doc file will contain the up to date version of the tables below.

5.1.1. Sales Ledger Import

This allows Sales Ledger Transactions to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|-------------------------------|-------------------------|----------|--|
| AccountNumber | Text, max 8 characters | Yes | Must be a valid Sage 200 Purchase Ledger Account |
| CBAccountNumber | Text, max 8 characters | No | Must be a valid Cash Book account number. |
| DaysDiscountValid | Integer | No | |
| DiscountValue | Decimal | No | |
| DiscountPercentage | Decimal | No | 0 – 100 |
| DueDate | dd/mm/yyyy | No | |
| GoodsValueInAccountCurrency | Decimal | No | |
| SalControlValueInBaseCurrency | Decimal | No | |
| DocumentToBaseCurrencyRate | Decimal | Yes | |
| DocumentToAccountCurrencyRate | Decimal | Yes | |
| PostedDate | dd/mm/yyyy | No | |
| QueryCode | Text, max 2 characters | No | F - Finance Charges U - Unauthorised Transactions W - Write Offs Any other character - your own |
| TransactionReference | Text, max 20 characters | No | |
| SecondReference | Text, max 20 characters | No | |
| Source | Integer | No | 1 – Sales 2 – Purchase |



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| Field Name | Format | Required | Import Rules |
|---------------------------------------|------------------------|----------|---|
| | | | 3 – Nominal 4 - Payroll (n/a) 5 - Job Costing (n/a) 6 - Stock Control 7 – SOP 8 – POP 9 – Invoicing 10 - Cash Book 11 - BOM (n/a) 12 - Fixed Assets (n/a) 98 - Ledger tax 99 - Ledger unknown source Note: You can use any value between 16 and 90 to indicate transactions originating from an external program other than Sage MMS. |
| SYSTraderTranType | Integer | Yes | Must be one of: 1 - Sales receipt (SR) 2- Sales payment (SP) 4 - Sales invoice (SI) 5 - Sales credit (SC) 6 - Opening balance invoice 7 - Opening balance credit note |
| TransactionDate | dd/mm/yyyy | Yes | |
| UniqueReferenceNumber | Integer | No | |
| UserNumber | Integer | No | |
| TaxValue | Decimal | No | |
| SYSTraderGenerationReasonType | Integer | No | 0 – Unknown (standard transaction) 1 - Finance Charge Interest 2 - Bad Debt Processing |
| NominalAnalysisTransactionValue/1 | Deciaml | Yes | |
| NominalAnalysisNominalAccountNumber/1 | Text, max 8 characters | Yes | Must be a valid Sage 200 Nominal Account Number |
| NominalAnalysisNominalCostCentre/1 | Text, max 3 | Yes | Must be a valid Sage 200 |



| Field Name | Format | Required | Import Rules |
|--|-------------------------|------------------|--|
| | characters | | Cost Centre |
| NominalAnalysisNominalDepartment/1 | Text, max 3 characters | Yes | Must be a valid Sage 200 Department |
| NominalAnalysisNominalAnalysisNarrative /1 | Text, max 60 characters | Yes | |
| NominalAnalysisTransactionAnalysisCode/1 | Text, max 20 characters | Yes ¹ | Must be a valid Sage 200 Transactional Analysis Code |
| NominalAnalysisTransactionValue/2 | Decimal | No | |
| NominalAnalysisNominalAccountNumber/2 | Text, max 8 characters | No | Must be a valid Sage 200 Nominal Account Number |
| NominalAnalysisNominalCostCentre/2 | Text, max 3 characters | No | Must be a valid Sage 200 Cost Centre |
| NominalAnalysisNominalDepartment/2 | Text, max 3 characters | No | Must be a valid Sage 200 Department |
| NominalAnalysisNominalAnalysisNarrative /2 | Text, max 60 characters | Yes | |
| TaxAnalysisTaxRate/1 | Integer | Yes | Must be a valid Sage 200 Tax Rate |
| TaxAnalysisGoodsValueBeforeDiscount/1 | Decimal | Yes | |
| TaxAnalysisDiscountValue/1 | Decimal | Yes | |
| TaxAnalysisDiscountPercentage/1 | Decimal | Yes | |
| TaxAnalysisTaxOnGoodsValue/1 | Decimal | Yes | |
| TaxAnalysisTaxDiscountValue/1 | Decimal | No | |
| TaxAnalysisTaxRate/2 | Integer | No | Must be a valid Sage 200 Tax Rate |
| TaxAnalysisGoodsValueBeforeDiscount/2 | Decimal | No | |
| TaxAnalysisDiscountValue/2 | Decimal | No | |
| TaxAnalysisDiscountPercentage/2 | Decimal | No | |
| TaxAnalysisTaxOnGoodsValue/2 | Decimal | No | |
| TaxAnalysisTaxDiscountValue/2 | Decimal | No | |
| ChequeCurrencyName | Text, max 30 characters | No | |
| ChequeToBankExchangeRate | Decimal | No | |
| ChequeValueInChequeCurrency | Decimal | No | |
| TriangularTransaction | Integer | No | 0 or 1 |
| IsSettledImmediately | Integer | No | 0 or 1 |
| TaxDiscountValue | Decimal | No | |



- Nominal Transactional Analysis Code is only mandatory if they are enabled within Sage 200.

5.1.2. Purchase Ledger Import

This allows Purchase Ledger Transactions to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|-------------------------------|-------------------------|----------|--|
| AccountNumber | Text, max 8 characters | Yes | Must be a valid Sage 200 Purchase Ledger Account |
| CBAccountNumber | Text, max 8 characters | No | Must be a valid Cash Book account number. |
| DaysDiscountValid | Integer | No | |
| DiscountValue | Decimal | No | |
| DiscountPercentage | Decimal | No | 0 – 100 |
| DueDate | dd/mm/yyyy | No | |
| GoodsValueInAccountCurrency | Decimal | No | |
| PurControlValueInBaseCurrency | Decimal | No | |
| DocumentToBaseCurrencyRate | Decimal | Yes | |
| DocumentToAccountCurrencyRate | Decimal | Yes | |
| PostedDate | dd/mm/yyyy | No | |
| QueryCode | Text, max 2 characters | No | F - Finance Charges U - Unauthorised Transactions W - Write Offs Any other character - your own |
| TransactionReference | Text, max 20 characters | No | |
| SecondReference | Text, max 20 characters | No | |
| Source | Integer | No | 1 – Sales 2 – Purchase 3 – Nominal 4 - Payroll (n/a) 5 - Job Costing (n/a) |



| Field Name | Format | Required | Import Rules |
|---------------------------------------|-------------------------|----------|--|
| | | | 6 - Stock Control 7 – SOP 8 – POP 9 – Invoicing 10 - Cash Book 11 - BOM (n/a) 12 - Fixed Assets (n/a) 98 - Ledger tax 99 - Ledger unknown source Note: You can use any value between 16 and 90 to indicate transactions originating from an external program other than Sage MMS. |
| SYTraderTranType | Integer | Yes | 1 - purchase payment (PP) 2 - purchase receipt (PR) 4 - purchase invoice (PI) 5 - purchase credit (PC) 6 - opening balance invoice 7 - opening balance credit note. |
| TransactionDate | dd/mm/yyyy | Yes | |
| UniqueReferenceNumber | Integer | No | |
| UserNumber | Integer | No | |
| TaxValue | Decimal | No | |
| SYTraderGenerationReasonType | Integer | No | 0 – Unknown (standard transaction) 1 - Finance Charge Interest 2 - Bad Debt Processing |
| GoodsValueInBaseCurrency | Text, max 13 characters | No | |
| NominalAnalysisTransactionValue/1 | | Yes | |
| NominalAnalysisNominalAccountNumber/1 | Text, max 8 characters | Yes | Must be a valid Sage 200 Nominal Account Number |
| NominalAnalysisNominalCostCentre/1 | Text, max 3 characters | Yes | Must be a valid Sage 200 Cost Centre |



| Field Name | Format | Required | Import Rules |
|---|-------------------------|------------------|--|
| NominalAnalysisNominalDepartment/1 | Text, max 3 characters | Yes | Must be a valid Sage 200 Department |
| NominalAnalysisNominalAnalysisNarrative/1 | Text, max 60 characters | Yes | |
| NominalAnalysisTransactionAnalysisCode/1 | Text, max 20 characters | Yes ¹ | Must be a valid Sage 200 Transactional Analysis Code |
| NominalAnalysisTransactionValue/2 | Decimal | No | |
| NominalAnalysisNominalAccountNumber/2 | Text, max 8 characters | No | Must be a valid Sage 200 Nominal Account Number |
| NominalAnalysisNominalCostCentre/2 | Text, max 3 characters | No | Must be a valid Sage 200 Cost Centre |
| NominalAnalysisNominalDepartment/2 | Text, max 3 characters | No | Must be a valid Sage 200 Department |
| NominalAnalysisNominalAnalysisNarrative/2 | Text, max 60 characters | Yes | |
| TaxAnalysisTaxRate/1 | Integer | Yes | Must be a valid Sage 200 Tax Rate |
| TaxAnalysisGoodsValueBeforeDiscount/1 | Decimal | Yes | |
| TaxAnalysisDiscountValue/1 | Decimal | Yes | |
| TaxAnalysisDiscountPercentage/1 | Decimal | Yes | |
| TaxAnalysisTaxOnGoodsValue/1 | Decimal | Yes | |
| TaxAnalysisTaxDiscountValue/1 | Decimal | No | |
| TaxAnalysisTaxRate/2 | Integer | No | Must be a valid Sage 200 Tax Rate |
| TaxAnalysisGoodsValueBeforeDiscount/2 | Decimal | No | |
| TaxAnalysisDiscountValue/2 | Decimal | No | |
| TaxAnalysisDiscountPercentage/2 | Decimal | No | |
| TaxAnalysisTaxOnGoodsValue/2 | Decimal | No | |
| TaxAnalysisTaxDiscountValue/2 | Decimal | No | |
| ChequeCurrencyName | Text, max 30 characters | No | |
| ChequeToBankExchangeRate | Decimal | No | |
| ChequeValueInChequeCurrency | Decimal | No | |



| Field Name | Format | Required | Import Rules |
|---------------------------------|---------|----------|--------------|
| IsSettledImmediately | Integer | No | 1 or 0 |
| TaxDiscountValue | Decimal | No | |
| IsVATAdjustmentDocumentExpected | Integer | No | 1 or 0 |

- Nominal Transactional Analysis Code is only mandatory if they are enabled within Sage 200.

5.1.3. Nominal Ledger Import

This allows Nominal Ledger Transactions to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|-----------------------|-------------------------|----------|---|
| AccountCostCentre | Text, Max 3 characters | No | |
| AccountDepartment | Text, Max 3 characters | No | |
| AccountNumber | Text, Max 8 characters | Yes | |
| TransactionType | Integer | No | Should be 1 or left blank. |
| TransactionDate | dd/mm/yyyy | Yes | Defaults to Import Date if left blank. |
| GoodsAmount | Decimal | Yes | Cannot be zero |
| Reference | Text, Max 20 characters | No | |
| Narrative | Text, Max 60 characters | No | |
| UniqueReferenceNumber | Integer | No | |
| UserNumber | Integer | No | Must be a valid user number in Sage System Administrator. If left blank it will default to the User used by Data Exchange. |
| Source | Integer | No | This indicates the module the transaction originated from. 1 - Sales 2 - Purchase 3 - Nominal 4 - Payroll (n/a) |



| Field Name | Format | Required | Import Rules |
|-------------------------|-------------------------|----------|--|
| | | | 5 - Job Costing (n/a) 6 - Stock Control 7 - SOP 8 - POP 9 - Invoicing 10 - Cash Book 11 - BOM - (n/a) 12 - Fixed Assets (n/a) 98 - Ledger tax 99 - Ledger unknown source Other Values between 16 and 90 can be used to indicate transactions originating from an external program. |
| PostedDate | dd/mm/yyyy | Yes | Defaults to Import Date if left blank. |
| TransactionAnalysisCode | Text, Max 20 characters | No | Must be a valid Sage 200 Transactional Analysis Code |

As standard Transactions can be imported for Nominal Accounts that do not exist. The postings will be made to the suspense account instead. There is an option allowing this to be disabled. If this is done all lines must have a valid Nominal Code.

5.1.4. Cash Book Nominal Import

Cash book nominal transaction files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|----------------------|-------------------------|----------|--|
| CBTranType | | Yes | 0 – nominal taxable payment 1 – nominal taxable receipt 2 – nominal non-taxable payment 3 – nominal non-taxable receipt |
| CBAccountNumber | Text, max 8 characters | Yes | Bank Account must exist in 200. |
| TransactionReference | Text, max 20 characters | No | |



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| Field Name | Format | Required | Import Rules |
|-------------------------------------|-------------------------|----------|--|
| SecondReference | Text, max 20 characters | No | |
| ChequeValue | decimal | Yes | |
| ChequeCurrency | Text, max 3 characters | No | Defaults to Bank currency if left blank. Only used for non-base currency bank. |
| ChequeToBaseCurrencyExchangeRate | decimal | No | Uses Sage default if left blank. Only used for non-base currency bank. |
| ChequeToAccountCurrencyExchangeRate | decimal | No | Uses Sage default if left blank. Only used for non-base currency bank. |
| GoodsValue | decimal | No | If used, TaxValue + GoodsValue must equal ChequeValue. |
| TaxCode | int | No | TaxCode must exist in Sage 200. Uses Sage default if left blank |
| TaxValue | decimal | No | If used, TaxValue + GoodsValue must equal ChequeValue. |
| ChequeDescription | Text, max 60 characters | No | |
| PostedDate | DD/MM/YYYY | No | Defaults to import date if left blank |
| NominalAccountNumber | Text, max 8 characters | Yes | The complete nominal code must exist in 200. The 3 Columns NominalAccountNumber, NominalAccountCost Centre and NominalAccountDepartment must exist however cost centre and department can be blank if they are not used as part of the nominal code. |
| NominalAccountCostCentre | Text, max 3 characters | Yes | |
| NominalAccountDepartment | Text, max 3 | Yes | |



| Field Name | Format | Required | Import Rules |
|---------------------------------------|-------------------------|----------|--|
| | characters | | |
| NominalAccountNarrative | Text, max 60 characters | No | Defaults to ChequeDescription if blank |
| NominalAccountTransactionAnalysisCode | Text, max 20 characters | No | |

5.1.5.Cash Book Sales and Purchase Import

Cash Book Sales and Purchase transaction files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|--------------------------|-------------------------|--------------------------|---|
| CBTranType | integer | Yes | 0 – Sales Receipt 1 – Sales Payment 2 – Purchase Receipt 3 – Purchase Payment |
| CBAccountNumber | Text, max 8 characters | Yes | Bank Account must exist in 200. |
| GroupTransaction | Y / N | Yes if Group Transaction | If not used transaction will be imported as ungrouped. |
| GroupDate | DD/MM/YYYY | No | Defaults to today if left blank. |
| GroupReference | Text, max 20 characters | No | |
| GroupDescription | Text, max 20 characters | No | |
| GroupExchangeRate | decimal | No | Only used for non-base currency bank accounts. Uses Sage default if left blank. |
| TraderACRef | Text, max 8 characters | Yes | For type 0/1 must be a valid customer account. For type 2/3 must be a valid supplier account. For Group Transactions trader currency must match bank currency.. |
| TransactionDate | DD/MM/YYYY | No | Defaults to today if left blank or defaults to Group Date if using grouped transactions. |
| TransactionReference | Text, max 20 characters | No | Defaults to Group Reference if using grouped transactions. |



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| Field Name | Format | Required | Import Rules |
|-----------------------------|-------------------------|---|--|
| SecondReference | Text, max 20 characters | No | |
| ChequeValue | decimal | Yes | |
| SettlementDiscount | decimal | No | |
| ChequeCurrency | Text, max 3 characters | No | Defaults to trader currency if left blank. Must be a valid currency code. Not used for group transactions. |
| TraderChequeValue | decimal | Yes if Trader currency different to cheque currency | Not used for group transactions. |
| BankToBaseCurrencyRate | decimal | No | Uses Sage default if left blank. Not used for group transactions. |
| ChequeToAccountCurrencyRate | decimal | No | Uses Sage default if left blank. |
| BankCharges | decimal | No | Only used for non-base currency accounts. |

- CBTranType, CBAccountNumber, GroupTransaction, GroupDate, GroupReference, GroupDescription and GroupExchangeRate are header fields (shown in bold on the table above). Where these are identical for multiple consecutive lines in the import file and GroupTransaction is set to "Y", the import routine treats the lines as being part of a Grouped Transaction.

5.1.6.Sales Ledger Account Import

Sales Ledger Account import CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|------------|--------|----------|--------------|
|------------|--------|----------|--------------|



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| Field Name | Format | Required | Import Rules |
|-----------------------------|-------------------------|------------------|--|
| AccountNumber | Text, Max 8 characters | Yes ¹ | If this matches an existing Customer Account number and the Update setting is enabled then the Customer in Sage 200 will be updated. |
| AccountName | Text, Max 60 characters | Yes | |
| ShortName | Text, Max 8 characters | No | See Note 3 |
| AccountBalance | Decimal | No | |
| CreditLimit | Decimal | No | |
| CurrencyISOCode | Text max 3 characters | No | Must be a valid Sage 200 Currency Code |
| SYSExchangeRateType | Integer | No | 0 – Single 1 – Period 2 – Single & Period |
| CountryCode | Text, Max 2 characters | No | Must be a valid Sage 200 Country Code |
| TaxCode | Integer | No | Must be a valid Sage 200 Tax Code |
| PriceBand | Text, Max 30 Characters | No | Must be a valid Sage 200 Price Band |
| TaxRegistrationNumber | Text, Max 13 characters | No | See Note 3 |
| MonthsToKeepTransactionsFor | Integer | No | Must be between 0 and 36 |
| DefaultOrderPriority | Text, Max 1 character | No | A – Z. See Note 3 |
| FinancialCharge | Integer | No | Must be a valid Sage 200 Finance Charge. See Note 3 |
| DefaultNominalAccountNumber | Text, Max 8 characters | No | Must be a valid Sage 200 Nominal Account Number |
| DefaultNominalCostCentre | Text, Max 3 characters | No | Must be a valid Sage 200 Cost Centre |
| DefaultNominalDepartment | Text, Max 3 characters | No | Must be a valid Sage 200 Department |



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| Field Name | Format | Required | Import Rules |
|--------------------------------|--------------------------|----------|--|
| SYSAccountType | Integer | No | 0 – Balance Forward 1 – Open Item 2 – Auto Allocation |
| EarlySettlementDiscountPercent | Decimal | No | 0 – 100 |
| PaymentTermsInDays | Integer | No | 0 – 255 |
| SYSPaymentTermsBasis | Integer | No | 0 – Calendar Monthly 1 – From Start of Month 2 – From End of Month 3 – From Document Date |
| UseConsolidatedBilling | True/False | No | |
| InvoiceLineDiscountPercent | Decimal | No | 0 – 100 |
| InvoiceDiscountPercent | Decimal | No | 0 – 100 |
| SendCopyStatementToBranch | True/False | No | |
| AccountIsOnHold | True/False | No | |
| ValueOfCurrentOrdersInSOP | Decimal | No | |
| UseTransactionEmail | True/False | No | |
| TransactionEmail | Text, Max 200 characters | No | See Note 3 |
| MainTelephoneCountryCode | Text, Max 5 characters | No | See Note 3 |
| MainTelephoneAreaCode | Text, Max 20 characters | No | See Note 3 |
| MainTelephoneSubscriberNumber | Text, Max 200 characters | No | See Note 3 |
| MainFaxCountryCode | Text, Max 5 characters | No | See Note 3 |
| MainFaxAreaCode | Text, Max 20 characters | No | See Note 3 |
| MainFaxSubscriberNumber | Text, Max 200 characters | No | See Note 3 |
| AddressLine1 | Text, Max 60 characters | No | See Note 3 |
| AddressLine2 | Text, Max 60 characters | No | See Note 3 |
| AddressLine3 | Text, Max 60 characters | No | See Note 3 |
| AddressLine4 | Text, Max 60 characters | No | See Note 3 |



| Field Name | Format | Required | Import Rules |
|----------------------------------|--------------------------|----------|---|
| City | Text, Max 60 characters | No | See Note 3 |
| County | Text, Max 60 characters | No | See Note 3 |
| Country | Text, Max 60 characters | No | See Note 3 |
| PostCode | Text, Max 10 characters | No | See Note 3 |
| MainWebsite | Text, Max 200 characters | No | See Note 3 |
| ContactSalutation | Text, Max 50 characters | No | Must be a valid Sage 200 Salutation. See Note 3 |
| ContactFirstName | Text, Max 60 characters | No | See Note 3 |
| ContactMiddleName | Text, Max 60 characters | No | See Note 3 |
| ContactLastName | Text, Max 60 characters | No | See Note 3 |
| ContactTelephoneCountryCode | Text, Max 5 characters | No | See Note 3 |
| ContactTelephoneAreaCode | Text, Max 20 characters | No | See Note 3 |
| ContactTelephoneSubscriberNumber | Text, Max 200 characters | No | See Note 3 |
| ContactFaxCountryCode | Text, Max 5 characters | No | See Note 3 |
| ContactFaxAreaCode | Text, Max 20 characters | No | See Note 3 |
| ContactFaxSubscriberNumber | Text, Max 200 characters | No | See Note 3 |
| ContactMobileCountryCode | Text, Max 5 characters | No | See Note 3 |
| ContactMobileAreaCode | Text, Max 20 characters | No | See Note 3 |
| ContactMobileSubscriberNumber | Text, Max 200 characters | No | See Note 3 |
| ContactEmailAddress | Text, Max 227 characters | No | See Note 3 |
| DateFinanceChargeLastRun | dd/mm/yyyy | No | See Note 3 |



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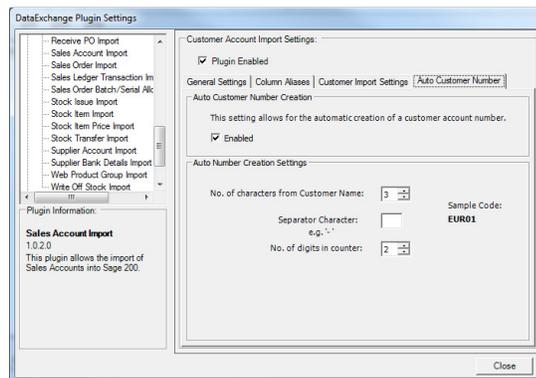
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| Field Name | Format | Required | Import Rules |
|--------------------------------|-------------------------|----------|--|
| AssociatedOfficeType | Integer | No | 0 – Independent 1 – Branch 2 – Head Office 3 – Independent No Statement 4 – Head Office No Statement |
| AssociatedHeadOfficeAccountNum | Text, Max 8 characters | No | Must be a valid Sage 200 Customer Account |
| TradingTerms | Text, Max 30 characters | No | See Note 3 |
| CreditReference | Text, Max 60 characters | No | See Note 3 |
| CreditBureau | Text, Max 50 characters | No | Must be a valid Sage 200 Credit Bureau. See Note 3 |
| CreditPosition | Text, Max 50 characters | No | Must be a valid Sage 200 Credit Position. See Note 3 |
| TermsAgreed | True/False | No | |
| AccountOpened | dd/mm/yyyy | No | See Note 3 |
| LastCreditReview | dd/mm/yyyy | No | See Note 3 |
| NextCreditReview | dd/mm/yyyy | No | See Note 3 |
| ApplicationDate | dd/mm/yyyy | No | See Note 3 |
| DateReceived | dd/mm/yyyy | No | See Note 3 |
| SpareText1 | Text, max 100 chars | No | |
| SpareText2 | Text, max 100 chars | No | |
| SpareText3 | Text, max 100 chars | No | |
| SpareNumber1 | Decimal | No | |
| SpareNumber2 | Decimal | No | |
| SpareNumber3 | Decimal | No | |
| SpareDate1 | Date, dd/mm/yyyy | No | |
| SpareDate2 | Date, dd/mm/yyyy | No | |
| SpareDate3 | Date, dd/mm/yyyy | No | |
| SpareBit1 | True/False | No | |
| SpareBit2 | True/False | No | |
| SpareBit3 | True/False | No | |



| Field Name | Format | Required | Import Rules |
|-----------------|-------------------------|----------|---|
| AnalysisName\1 | Text, Max 60 characters | No | Must be a valid Sage 200 Analysis Code name. See Note 2 |
| AnalysisName\2 | Text, Max 60 characters | No | Must be a valid Sage 200 Analysis Code name. See Note 2 |
| AnalysisValue\1 | Text, Max 60 characters | No | Must be a valid value for the specified analysis Code. See Note 2 |
| AnalysisValue\2 | Text, Max 60 characters | No | Must be a valid value for the specified analysis Code. See Note 2 |

1. This field can be left blank if the Auto Customer Number feature is enabled. This can be enabled by going to **Edit > Plugin settings > Import settings > Sales Account Import > Auto Customer Number** tab:



To enable the Auto Customer number feature, you check the enabled checkbox. This automatically creates a unique customer account reference from the **AccountName** field. The name generator can be configured to take a certain number of characters from the name, a separator character and a number of digits.

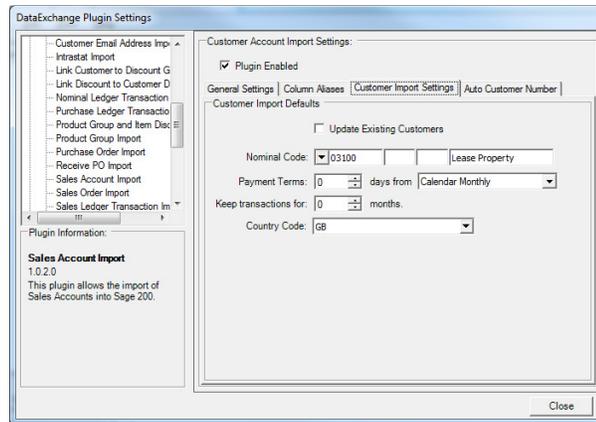
2. Up to 20 Analysis Codes can be specified by adding columns with increasing numbers. i.e.
AnalysisName\2,AnalysisValue\2.....AnalysisName\20,AnalysisValue\20
3. When updating existing customers, if the value in the column is set to the value setup in the Import Settings for Blank field value then the field will be updated with a blank value.
4. Default settings can also be configured from the plugin settings tab:



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- The Data Exchange can be configured to update existing accounts by checking **Update Existing Customers**.
- The default nominal code, payment terms, keep transaction settings and country code can also be configured for new accounts.

5.1.7. Sales Ledger Account E-Mail Address Import

Sales Ledger E-Mail address import CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|--------------|---------------------|----------|--|
| AccountRef | Text, max 8 chars | Yes | This is the unique Customer account reference number |
| EmailAddress | Text, max 227 chars | Yes | |

- No validation is performed on the e-mail address to check that it is a valid e-mail address. It will be imported as is.
- The e-mail address will be imported as the main contact e-mail address for that customer overwriting any previous e-mail address.

5.1.8. Sales Ledger Account Bank Details Import

| Field Name | Format | Required | Import Rules |
|------------|------------------------|----------|---|
| AccountRef | Text, max 8 characters | Yes | Must match an existing Sage 200 Customer account. |
| SortCode | Text, max 8 characters | Yes | Must only contain digits |



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| Field Name | Format | Required | Import Rules |
|---------------------|--------------------------|----------|--------------|
| AccountNumber | Text, max 20 characters | Yes | |
| AccountName | Text, max 60 characters | Yes | |
| BankPaymentRef | Text, max 60 characters | | |
| IBANNumber | Text, max 40 characters | | |
| BICNumber | Text, max 11 characters | | |
| RollNumber | Text, max 30 characters | | |
| BACSReference | Text, max 60 characters | | |
| AdditionalReference | Text, max 255 characters | | |
| NonUKSortCode | Text, max 20 characters | | |

Note: if there are multiple lines for the same customer AccountRef, only the last one will be applied.

5.1.9.Sales Order Import

Sales order CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|-----------------------|--------------------------|------------------------------|--|
| OrderType | 1 or 2 | Yes | 1 – Sales Order 2 – Sales Return 3 – Quotation 4 – Quotation for Prospect |
| OrderNumber | Text, max 30 characters. | No ¹ | Must not already exist in Sage 200. Ignored if order number is set to automatically generate. |
| CashAccount | Yes/No | | |
| CustAccRef | Text, max 8 characters. | Yes if Cash Account is No | Must be a valid Customer Ref in Sage 200 |
| OrderWarehouse | Text, max 20 characters | No | Must be a valid Warehouse |



| Field Name | Format | Required | Import Rules |
|-------------------------|---------------------------|----------|---------------------------------------|
| OrderDate | dd/mm/yyyy | No | Defaults to import date if left blank |
| OrderRequestedDate | dd/mm/yyyy | No | Defaults to OrderDate if left blank |
| OrderPromisedDate | dd/mm/yyyy | No | Defaults to OrderDate if left blank |
| CustomerOrderNumber | Text, max 30 characters. | No | |
| OrderDiscountPercentage | Decimal | No | Must be between 0 and 100 |
| DelPostalName | Text, max 60 characters. | No | |
| DelAddressLine1 | Text, max 60 characters. | No | |
| DelAddressLine2 | Text, max 60 characters. | No | |
| DelAddressLine3 | Text, max 60 characters. | No | |
| DelAddressLine4 | Text, max 60 characters. | No | |
| DelPostCode | Text, max 10 characters. | No | |
| DelCity | Text, max 60 characters. | No | |
| DelCounty | Text, max 60 characters. | No | |
| DelContact | Text, max 50 characters. | No | |
| DelTelephone | Text, max 30 characters. | No | |
| DelFax | Text, max 30 characters. | No | |
| DelEmail | Text, max 255 characters. | No | |
| DelTaxNumber | Text, max 30 characters. | No | |
| DelTaxCode | Integer | No | Must be a valid Sage 200 Tax Code. |
| DelCountryCode | Text, max 2 characters. | No | Must be a valid Sage 200 Country Code |
| DelCountry | Text, max 60 characters | No | |
| InvPostalName | Text, max 60 characters. | No | Only used on Cash Account Orders |



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| Field Name | Format | Required | Import Rules |
|--------------------|--------------------------|---|---|
| InvAddressLine1 | Text, max 60 characters. | No | Only used on Cash Account Orders |
| InvAddressLine2 | Text, max 60 characters. | No | Only used on Cash Account Orders |
| InvAddressLine3 | Text, max 60 characters. | No | Only used on Cash Account Orders |
| InvAddressLine4 | Text, max 60 characters. | No | Only used on Cash Account Orders |
| InvPostCode | Text, max 10 characters. | No | Only used on Cash Account Orders |
| InvCity | Text, max 60 characters. | No | Only used on Cash Account Orders |
| InvCounty | | No | Only used on Cash Account Orders |
| InvCountry | Text, max 60 characters | No | Only used on Cash Account Orders. |
| PaymentInFull | Yes / No | No | Leave blank if no payment is taken. |
| PaymentValue | Decimal | Yes if "PaymentInFull" is No | Must be less than the order total value. |
| PaymentRef | Text, max 20 characters. | No | |
| PaymentMethod | Text, max 20 characters. | Yes if a payment is taken, | Must be a valid Sage 200 SOP payment method |
| AnalysisCodeName1 | Text, max 60 characters. | Yes if "AnalysisCodeValue1" or LineAnalysisValue1 is specified. | Must be a valid SOP Analysis Code name in Sage 200. See Note 2 |
| AnalysisCodeValue1 | Text, max 60 characters. | No | Must be a valid value for the specified analysis code. See Note 2 |
| AnalysisCodeName2 | Text, max 60 characters. | Yes if "AnalysisCodeValue2" or "LineAnalysisValue2" is specified. | Must be a valid SOP Analysis Code name in Sage 200. See Note 2 |
| AnalysisCodeValue2 | Text, max 60 characters. | No | Must be a valid value for the specified analysis code. See Note 2 |



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| Field Name | Format | Required | Import Rules |
|-----------------------|--------------------------------------|----------|---|
| OrderSpareText1 | Text, max 100 characters. | No | |
| OrderSpareText2 | Text, max 100 characters. | No | |
| OrderSpareText3 | Text, max 100 characters. | No | |
| OrderSpareNumber1 | decimal | No | |
| OrderSpareNumber2 | decimal | No | |
| OrderSpareNumber3 | decimal | No | |
| OrderSpareDate1 | dd/mm/yyyy | No | |
| OrderSpareDate2 | dd/mm/yyyy | No | |
| OrderSpareDate3 | dd/mm/yyyy | No | |
| OrderSpareBit1 | Yes / No | No | |
| OrderSpareBit2 | Yes / No | No | |
| OrderSpareBit3 | Yes / No | No | |
| OrderProcessing | Text, max 4 characters | No | <p>On Sales Orders valid characters are A,D,I and P. These will process the order to the following stages: A – Allocate D – Despatch I – Invoice P – Post Invoice</p> <p>On Sales Returns valid characters are R, C and P. These will process the return to the following Stages: R – Receive C – Credit P – Post Credit</p> |
| OrderPriority | Text, max 1 character unless “blank” | No | <p>Must be between A and Z.</p> <p>If it's to be blank then use the word “blank”</p> <p>If left blank will use the customers default from Sage 200.</p> |
| ArePricesTaxInclusive | Yes / No | No | |
| Exchange Rate | Decimal | No | Only for Foreign Currency Orders>Returns |



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| Field Name | Format | Required | Import Rules |
|--------------------|--------------------------|-----------------|---|
| LineType | Integer | Yes | 1 – Stock item 2 – Free Text item 3 – Additional Charge item 4 – Comment Line 5 – SOP Item code |
| ProductCode | Text, max 30 characters. | Yes | If LineType = 1 then must be a valid stock item code. If LineType = 3 then must be a valid additional charge code. If LineType = 5 then must be a valid SOP item code. Ignored for LineType 2 or 4. |
| ProductDescription | Text, See Note 4 | Yes. | If LineType = 2 or 4 it must not be blank. If LineType = 1 or 5 and not blank then used to populate the item description. If LineType = 3 and not blank then used to override the additional charge name. |
| FulfilmentMethod | Integer | No | Only for Line Type 1, if left blank it will default to Stock. 1 – Stock 2 – Supplier via Stock 3 – Direct to Customer |
| Warehouse | Text, max 20 characters | No ⁵ | If LineType = 1 and multi warehousing is enabled a warehouse. Defaults to OrderWarehouse (if specified) if left blank. Ignored for all other LineTypes. |
| Quantity | Decimal | Yes | Line type 1,2 and 5 only. Must be greater than zero |
| UnitPrice | Decimal | Yes | Required for LineType = 2. Ignored for LineType = 4 |
| TaxCode | Integer | No | Must be a valid Sage 200 Tax Code. Ignored for LineType = 4 |
| TaxAmount | Decimal | No | Ignored for LineType = 4 |
| DiscountPercent | Decimal | No | Line Type 1, 2 and 5 only. Must be between 0 and 100. |



| Field Name | Format | Required | Import Rules |
|--------------------|---------------------------|----------|--|
| DiscountValue | Decimal | No | Line Type 1, 2 and 5 only. Must not exceed Unit Price. This value will be used and override DiscountPercent if a value is entered for both. |
| NominalCode | | No | Used to override the default nominal code. Nominal, CC and Dept must be a valid Sage 200 Nominal. Ignored for LineType = 4 |
| CostCentre | | No | Used to override the default cost centre. To override this with a blank Cost Centre use the keyword "blank" in the file. Ignored for LineType = 4 |
| Department | | No | Used to override the default department. To override this with a blank Department use the keyword "blank" in the file. Ignored for LineType = 4 |
| ShowOnPickingList | Yes / No | No | LineType = 4 only |
| ShowOnCustomerDocs | Yes / No | No | LineType = 4 only |
| CostPrice | | No | Ignored for LineType = 4 |
| LineRequestedDate | dd/mm/yyyy | No | LineType 1,2 and 5 only |
| LinePromisedDate | dd/mm/yyyy | No | LineType 1,2 and 5 only |
| LineAnalysisCode1 | Text, max 60 characters. | No | AnalysisCodeName1 must be specified. Must be a valid value for the specified analysis code. Defaults to AnalysisCodeValue1 if left blank. See Note 3 |
| LineAnalysisCode2 | Text, max 60 characters. | No | AnalysisCodeName2 must be specified. Must be a valid value for the specified analysis code. Defaults to AnalysisCodeValue1 if left blank. See Note 3 |
| LineSpareText1 | Text, max 100 characters. | No | |
| LineSpareText2 | Text, max 100 characters. | No | |
| LineSpareText3 | Text, max 100 characters. | No | |
| LineSpareNumber1 | decimal | No | |
| LineSpareNumber2 | decimal | No | |



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| Field Name | Format | Required | Import Rules |
|----------------------|-------------------------|--------------------------------------|---|
| LineSpareNumber3 | decimal | No | |
| LineSpareDate1 | dd/mm/yyyy | No | |
| LineSpareDate2 | dd/mm/yyyy | No | |
| LineSpareDate3 | dd/mm/yyyy | No | |
| LineSpareBit1 | Yes / No | No | |
| LineSpareBit2 | Yes / No | No | |
| LineSpareBit3 | Yes / No | No | |
| ProjectCode | Text, max 30 characters | No | Only used for LineType =2. Must be a valid Project Code for the specified Customer. |
| ProjectItem | Text, max 30 characters | Yes if Project Code specified | Only used for LineType =2. Must be a valid Project Item on the specified Project. |
| ProspectPostalName | Text, max 60 characters | Yes, if Quotation for Prospect order | Only used for OrderType =4 |
| ProspectAddressLine1 | Text, max 60 characters | No | Only used for OrderType =4 |
| ProspectAddressLine2 | Text, max 60 characters | No | Only used for OrderType =4 |
| ProspectAddressLine3 | Text, max 60 characters | No | Only used for OrderType =4 |
| ProspectAddressLine4 | Text, max 60 characters | No | Only used for OrderType =4 |
| ProspectCity | Text, max 60 characters | No | Only used for OrderType =4 |
| ProspectCounty | Text, max 60 characters | No | Only used for OrderType =4 |
| ProspectPostCode | Text, max 10 characters | No | Only used for OrderType =4 |
| PaymentDate | dd/mm/yyyy | No | |

The fields shown in bold in the table above are header fields. Where these are identical for multiple consecutive lines in the import file the import routine treats the lines as being part of the same order/return.

1. If “Automatically generate order and return numbers” is disabled in SOP Settings an OrderNumber must be specified.



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2. Up to 20 Analysis codes can be specified by adding additional columns with increasing numbers. i.e. AnalysisCodeName2, AnalysisCodeValue2 AnalysisCodeName20, AnalysisCodeValue20
3. Up to 20 Line Analysis codes can be specified by adding additional columns with increasing numbers. For each Line analysis code the matching AnalysisCodeName must be specified.
4. If you need a multi-line product description you should use the xml file format. CSV does not easily handle multi-line fields.
5. If Display multiple locations” is enabled in Stock Control Settings then OrderWarehouse and/or Warehouse must be specified

5.1.10. Purchase Ledger Account Import

Purchase Ledger Account import CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|-----------------------|-------------------------|----------|--|
| AccountNumber | Text, Max 8 characters | Yes | If this matches an existing Supplier Account number and the Update setting is enabled then the Supplier in Sage 200 will be updated. |
| AccountName | Text, Max 60 characters | Yes | |
| ShortName | Text, Max 8 characters | No | |
| CreditLimit | Decimal | No | |
| CurrencyISOCode | Text max 3 characters | No | Must be a valid Sage 200 Currency Code |
| SYSExchangeRateType | Integer | No | 0 – Single 1 – Period 2 – Single & Period |
| CountryCode | Text, Max 2 characters | No | Must be a valid Sage 200 Country Code |
| TaxCode | Integer | No | Must be a valid Sage 200 Tax Code |
| TaxRegistrationNumber | Text, Max 13 | No | |



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| | | | |
|------------------------------------|-----------------------------------|----|--|
| | characters | | |
| MonthsToKeepTransactionsFor | Integer | No | Must be between 0 and 36 |
| DefaultOrderPriority | Text, Max 1 character | No | A – Z |
| DefaultNominalAccountNumber | | No | Must be a valid Sage 200 Nominal Account Number |
| DefaultNominalCostCentre | Text, Max 3 characters | No | Must be a valid Sage 200 Cost Centre |
| DefaultNominalDepartment | Text, Max 3 characters | No | Must be a valid Sage 200 Department |
| SYSAccountType | Text, Max 8 characters Integer | No | 0 – Balance Forward 1 – Open Item 2 – Auto Allocation |
| PLPaymentGroup | Integer | No | 0 – 10 |
| EarlySettlementDiscountPercent | Decimal | No | 0 – 100 |
| DaysEarlySettlementDiscountApplies | Integer | No | |
| PaymentTermsInDays | Integer | No | 0 – 255 |
| SYSPaymentTermsBasis | Integer | No | 0 – Calendar Monthly 1 – From Start of Month 2 – From End of Month 3 – From Document Date |
| AccountIsOnHold | True/False | No | |
| ValueOfCurrentOrdersInPOP | Decimal | No | |
| UseTransactionEmail | True/False | No | |
| TransactionEmail | Text, Max 200 characters | No | |
| MainTelephoneCountryCode | Text, Max 5 characters | No | |
| MainTelephoneAreaCode | Text, Max 20 characters | No | |
| MainTelephoneSubscriberNumber | Text, Max 200 characters | No | |
| MainFaxCountryCode | Text, Max 5 characters | No | |
| MainFaxAreaCode | Text, Max 20 characters | No | |
| MainFaxSubscriberNumber | Text, Max 200 characters | No | |
| AddressLine1 | Text, Max 60 | No | |



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| | | | |
|----------------------------------|--------------------------|----|-------------------------------------|
| | characters | | |
| AddressLine2 | Text, Max 60 characters | No | |
| AddressLine3 | Text, Max 60 characters | No | |
| AddressLine4 | Text, Max 60 characters | No | |
| City | Text, Max 60 characters | No | |
| County | Text, Max 60 characters | No | |
| Country | Text, Max 60 characters | No | |
| PostCode | Text, Max 10 characters | No | |
| MainWebsite | Text, Max 200 characters | No | |
| ContactSalutation | Text, Max 50 characters | No | Must be a valid Sage 200 Salutation |
| ContactFirstName | Text, Max 60 characters | No | |
| ContactMiddleName | Text, Max 60 characters | No | |
| ContactLastName | Text, Max 60 characters | No | |
| ContactTelephoneCountryCode | Text, Max 5 characters | No | |
| ContactTelephoneAreaCode | Text, Max 20 characters | No | |
| ContactTelephoneSubscriberNumber | Text, Max 200 characters | No | |
| ContactFaxCountryCode | Text, Max 5 characters | No | |
| ContactFaxAreaCode | Text, Max 20 characters | No | |
| ContactFaxSubscriberNumber | Text, Max 200 characters | No | |
| ContactMobileCountryCode | Text, Max 5 characters | No | |
| ContactMobileAreaCode | Text, Max 20 characters | No | |



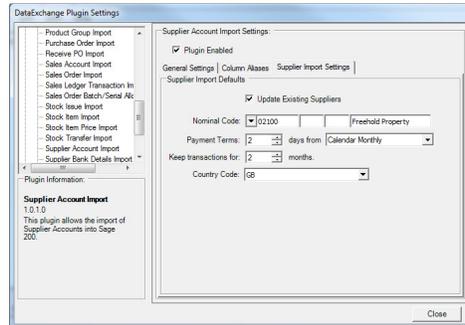
| | | | |
|-------------------------------|--------------------------|----|---|
| ContactMobileSubscriberNumber | Text, Max 200 characters | No | |
| TradingTerms | Text, Max 30 characters | No | |
| CreditReference | Text, Max 60 characters | No | |
| CreditBureau | Text, Max 50 characters | No | Must be a valid Sage 200 Credit Bureau |
| CreditPosition | Text, Max 50 characters | No | Must be a valid Sage 200 Credit Position |
| TermsAgreed | True/False | No | |
| AccountOpened | dd/mm/yyyy | No | |
| LastCreditReview | dd/mm/yyyy | No | |
| NextCreditReview | dd/mm/yyyy | No | |
| ApplicationDate | dd/mm/yyyy | No | |
| DateReceived | dd/mm/yyyy | No | |
| AnalysisName\1 | Text, Max 60 characters | No | Must be a valid Sage 200 Analysis Code name. See Note 1 |
| AnalysisName\2 | Text, Max 60 characters | No | Must be a valid Sage 200 Analysis Code name. See Note 1 |
| AnalysisValue\1 | Text, Max 60 characters | No | Must be a valid value for the specified analysis Code. See Note 1 |
| AnalysisValue\2 | Text, Max 60 characters | No | Must be a valid value for the specified analysis Code. See Note 1 |

- Up to 20 Analysis Codes can be specified by adding columns with increasing numbers. i.e.
AnalysisName\2,AnalysisValue\2.....AnalysisName\20,AnalysisValue\20
- When updating existing supplier, if a column is left blank the value will not be changed.
 - Default supplier settings can be configured from the import plugin settings:



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- The Data Exchange can be configured to update existing accounts by checking **Update Existing Suppliers**.
- The default nominal code, payment terms, keep transaction settings and country code can also be configured for new accounts.

5.1.11. Purchase Order Import

Purchase order CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|-------------------------------|-------------------------|-----------------|--|
| OrderType | Integer | Yes | 1 – Purchase Order 2 – Purchase Return |
| OrderNumber | Text, max 30 characters | No ¹ | Must not already exist. |
| SuppAccRef | Text, max 8 characters | Yes | Must be a valid Supplier account |
| OrderDate | DD/MM/YYYY | No | Defaults to today if left blank. |
| OrderRequestedDate | DD/MM/YYYY | No | |
| SupplierDocumentNumber | Text, max 30 characters | No | |
| OrderWarehouse | Text, max 20 characters | No | Must be a valid Warehouse. |
| ExchangeRate | Decimal | No | |
| LineType | Integer | Yes | 1 – Standard Item Line 2 – Free Text Line 3 – Additional Charge Line 4 – Comment Line |



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| Field Name | Format | Required | Import Rules |
|--------------------------|---------------------------|-----------------|---|
| ProductCode | DD/MM/YYYY | Yes | If LineType = 1 then must be valid stock item code If LineType = 3 then must be valid additional charge code If LineType = 2 or 4 should be left blank |
| ProductDescription | Text, max 5000 characters | Yes | If LineType = 2 or 4 it must not be blank. If LineType = 1 and not blank then used to populate the item line description If LineType = 3 and not blank then used to override the additional charge name |
| Warehouse | Text, max 20 characters | No ² | If LineType = 1 and multiple warehousing is switched on a warehouse must be specified. Defaults to OrderWarehouse (if specified) if left blank. |
| Quantity | Decimal | Yes | Line quantity, must be greater than 0 |
| UnitPrice | Decimal | Yes | If not blank it overrides the default unit cost. Required for LineType=2. |
| TaxCode | Text, max 3 characters | No | Uses Sage default if left blank. |
| TaxAmount | Decimal | Np | |
| DiscountPercent | Decimal | No | |
| DiscountValue | Decimal | No | If specified DiscountPercent will be calculated based on this. |
| NominalCode ³ | Text, max 8 characters | No | Used to override the default nominal code. |
| CostCentre ³ | Text, max 3 characters | No | Used to override the default cost centre. To override this with a blank Cost Centre use the keyword "blank" in the csv or XML file. |



| Field Name | Format | Required | Import Rules |
|---------------------------|-------------------------|--|---|
| Department ³ | Text, max 3 characters | No | Used to override the default department. To override this with a blank Department use the keyword "blank" in the csv or XML file. |
| ShowOnSuppDocs | Y/N | No | |
| ProjectCode | Text, max 30 characters | No ⁴ | Only used for LineType =1 or 2. Must be a valid Project Code. |
| ProjectItem | Text, max 30 characters | No ⁴ | Only used for LineType =1 or 2. Must be a valid Project Item on the specified Project. |
| LineRequestedDate | DD/MM/YYYY | No | Defaults to OrderRequestedDate if left blank. |
| AnalysisCodeName1 | Text, max 60 characters | Yes if "AnalysisCodeValue1" or "LineAnalysisValue1" is specified | Must be a valid POP Analysis Code Name in Sage 200. See Note 5. |
| AnalysisCodeValue1 | Text, max 60 characters | No | Must be a valid value for the specified analysis code. See Note 5. |
| AnalysisCodeName2 | Text, max 60 characters | Yes if "AnalysisCodeValue2" or "LineAnalysisValue2" is specified | Must be a valid POP Analysis Code Name in Sage 200. See Note 5. |
| AnalysisCodeValue2 | Text, max 60 characters | No | Must be a valid value for the specified analysis code. See Note 5. |
| LineAnalysisCode1 | Text, max 60 characters | No | AnalysisCodeName1 must be specified. Must be a valid value for the specified analysis code. Defaults to AnalysisCodeValue1 if left blank. See Note 6. |



| Field Name | Format | Required | Import Rules |
|-------------------|-------------------------|----------|--|
| LineAnalysisCode2 | Text, max 60 characters | No | AnalysisCodeValue2 must be specified. Must be a valid value for the specified analysis code. Defaults to AnalysisCodeValue2 if left blank. See Note 6. |
| OrderOriginator | Text, max 60 characters | No | It must be valid Sage user. |
| OrderTakenBy | Text, max 60 characters | No | It must be a valid Sage user. |

- OrderType, OrderNumber, SuppAccRef, OrderDate, OrderRequestedDate, SupplierDocumentNumber and OrderWarehouse are header fields (shown in bold on the table above). Where these are identical for multiple consecutive lines in the import file the import routine treats the lines as being part of the same order/return.
1. If “Automatically generate order and return numbers” is disabled in POP Settings then anOrderNumber must be specified.
 2. If “Display multiple locations” is enabled in Stock Control Settings then OrderWarehouse and/or Warehouse must be specified.
 3. If “Allow amendment of Nominal Codes” is disabled in POP Settings then the NominalCode, CostCenter and Department columns will be ignored.
 4. If a ProjectCode is specified, a ProjectItem must also be specified.
 5. Up to 20 Analysis codes can be specified by adding additional columns with increasing numbers i.e:
AnalysisCodeName2, AnalysisCodeValue2...AnalysisCodeName20, AnalysisCodeValue20
 6. Up to 20 Line Analysis codes can be specified by adding additional columns with increasing numbers. For each Line analysis code the matching AnalysisCodeName must be specified.

5.1.12. Supplier Bank Details Import

Supplier Bank Details CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|------------|--------|----------|--------------|
|------------|--------|----------|--------------|



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| Field Name | Format | Required | Import Rules |
|---------------------|---------------------|----------|--|
| SupplierCode | Text, Max 8 Chars | Yes | Must be a valid supplier account reference |
| SortCode | Text, Max 10 Chars | Yes | Must contain only integers |
| AccountNumber | Text, Max 20 Chars | Yes | Must contain only integers |
| AccountName | Text, Max 60 Chars | Yes | |
| BankPaymentRef | Text, Max 60 Chars | Yes | |
| PaymentGroup | Integer | No | Must be in a range 0-9 |
| IBANNumber | Text, max 40 chars | No | |
| BICNumber | Text, max 11 chars | No | |
| RollNumber | Text, max 30 chars | No | |
| BACSRreference | Text, max 60 chars | No | |
| AdditionalReference | Text, max 255 chars | No | |
| NonUKSortCode | Text, max 20 chars | No | |

5.1.13. Intrastat Item Import

Intrastat Item CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|---------------------|------------------------|-----------------|---|
| Destination Type | A or D | Yes | |
| Order/ReturnNo | Text, Max 20 Chars | No ¹ | |
| Account Ref | Text, Max 8 Chars | No ¹ | |
| Stock Code | Text, Max 30 Chars | No ¹ | |
| Commodity Code | Text, Max 8 Chars | No ² | If a valid stock code is entered this will default to the Stock Items Commodity Code if left blank. |
| Goods Value | Integer, Max 12 digits | Yes | Must be greater than zero |
| Net Mass | Integer, Max 7 digits | No | Defaults to 0 if not entered. |
| Supplementary Units | Integer, Max 10 digits | No | Defaults to 0 if not entered. |
| Reference No | Text, Max 20 Chars | No | |
| NOTC | 2 Characters | No | Must be a valid Nature of Transaction Code in Sage 200. Default from SOP Settings if left blank |
| Destination Country | 2 Characters | Yes | Must be a valid EU Country Code in Sage 200 |



| Field Name | Format | Required | Import Rules |
|-------------------|--------------|----------|--|
| Terms of Delivery | 3 Characters | No | One of following values: EXW, FCA, FAS, FOB, CFR, CIF, CPT, CIP, DAF, DES, DEQ, DDU, DDP, XXX. Default from SOP Settings if left blank |
| Tax Month | MM | No | Tax month intrastat is added to. Defaults to import date month if left blank. |
| Tax Year | YYYY | No | Tax year intrastat is added to. Defaults to import date year if left blank. |
| Entry Date | DD/MM/YYYY | No | Defaults to the date import is run if left blank |

- One of “Order/ReturnNo”, “Account Ref” or “Stock Code” must be provided.
- A Commodity code is required if Intrastat Consolidation is enabled (Accounting System Manager/System Settings) and the Goods Value is greater than the threshold set.

5.1.14. Despatch Sales Order Import

Despatch Sales Order CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|---------------------|--------------------------------|----------|---|
| SalesOrderNumber | Text, max 30 chars | Yes | Must be an existing Sales Order Number |
| StockItemCode | Text, Max 20 Chars | Yes | Must be a valid Stock Item Code |
| Quantity | Decimal | Yes | For multiple Batch/Serial Items this column should be populated with the Total quantity being despatched and the Batch Serial Quantity on each line populated with the corresponding quantity for this Batch/Serial number. |
| Warehouse | Max 20 alphanumeric characters | Yes | Must be a valid Warehouse |
| BatchSerialNo | Text, Max 30 chars | No | Must already exist for the stock item. |
| BatchSerialQuantity | Decimal | No | Must be 1 for Serial numbered Items |



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| Field Name | Format | Required | Import Rules |
|-------------------------|--------------------|----------|---|
| BatchSerialAlternateRef | Text, Max 30 chars | No | |
| BatchSerialSellBy | DD/MM/YYYY | No | |
| BatchSerialUseBy | DD/MM/YYYY | No | |
| BatchAttributeTitle1 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle2 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle3 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle4 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle5 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle6 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle7 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle8 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle9 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle10 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle11 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle12 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle13 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle14 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle15 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle16 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle17 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle18 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle19 | Text | No | Must be a valid Batch Attribute for |



| Field Name | Format | Required | Import Rules |
|-----------------------|--------------------|----------|---|
| | | | this Stock Item |
| BatchAttributeTitle20 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeValue1 | Text, Max 60 Chars | No | |
| BatchAttributeValue2 | Text, Max 60 Chars | No | |
| BatchAttributeValue3 | Text, Max 60 Chars | No | |
| BatchAttributeValue4 | Text, Max 60 Chars | No | |
| BatchAttributeValue5 | Text, Max 60 Chars | No | |
| BatchAttributeValue6 | Text, Max 60 Chars | No | |
| BatchAttributeValue7 | Text, Max 60 Chars | No | |
| BatchAttributeValue8 | Text, Max 60 Chars | No | |
| BatchAttributeValue9 | Text, Max 60 Chars | No | |
| BatchAttributeValue10 | Text, Max 60 Chars | No | |
| BatchAttributeValue11 | Text, Max 60 Chars | No | |
| BatchAttributeValue12 | Text, Max 60 Chars | No | |
| BatchAttributeValue13 | Text, Max 60 Chars | No | |
| BatchAttributeValue14 | Text, Max 60 Chars | No | |
| BatchAttributeValue15 | Text, Max 60 Chars | No | |
| BatchAttributeValue16 | Text, Max 60 Chars | No | |
| BatchAttributeValue17 | Text, Max 60 Chars | No | |
| BatchAttributeValue18 | Text, Max 60 Chars | No | |
| BatchAttributeValue19 | Text, Max 60 Chars | No | |
| BatchAttributeValue20 | Text, Max 60 Chars | No | |

5.1.15. Receive Purchase Order Import

Receive Purchase Order CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|---------------------|--------------------|----------|---|
| PurchaseOrderNumber | Text, max 30 chars | Yes | Must be an existing Purchase Order Number |
| LineType | Integer | Yes | 1 – Stock Item Line 2 – Free Text Line |
| StockItemCode | Text, Max 20 Chars | Yes | If Line Type = 1 Must be a valid Stock Item Code If Line Type = 2 Should be left blank |



| Field Name | Format | Required | Import Rules |
|-------------------------|--------------------|----------|---|
| Description | Text | No | If Line Type = 1 Should be left blank If Line Type = 2 Must equal the free text description on the purchase order line |
| TotalQuantity | Decimal | Yes | |
| Reference | Text, Max 40 Chars | Yes | |
| BatchSerialNo | Text, Max 30 chars | No | Must be unique for items that do not allow duplicates |
| BatchSerialQuantity | Decimal | No | Must be 1 for Serial numbered Items |
| BatchSerialAlternateRef | Text, Max 30 chars | No | |
| BatchSerialSellBy | DD/MM/YYYY | No | |
| BatchSerialUseBy | DD/MM/YYYY | No | |
| BatchAttributeTitle1 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle2 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle3 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle4 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle5 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle6 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle7 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle8 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle9 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle10 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle11 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle12 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle13 | Text | No | Must be a valid Batch Attribute for this Stock Item |



| Field Name | Format | Required | Import Rules |
|-----------------------|--------------------|----------|---|
| BatchAttributeTitle14 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle15 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle16 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle17 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle18 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle19 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeTitle20 | Text | No | Must be a valid Batch Attribute for this Stock Item |
| BatchAttributeValue1 | Text, Max 60 Chars | No | |
| BatchAttributeValue2 | Text, Max 60 Chars | No | |
| BatchAttributeValue3 | Text, Max 60 Chars | No | |
| BatchAttributeValue4 | Text, Max 60 Chars | No | |
| BatchAttributeValue5 | Text, Max 60 Chars | No | |
| BatchAttributeValue6 | Text, Max 60 Chars | No | |
| BatchAttributeValue7 | Text, Max 60 Chars | No | |
| BatchAttributeValue8 | Text, Max 60 Chars | No | |
| BatchAttributeValue9 | Text, Max 60 Chars | No | |
| BatchAttributeValue10 | Text, Max 60 Chars | No | |
| BatchAttributeValue11 | Text, Max 60 Chars | No | |
| BatchAttributeValue12 | Text, Max 60 Chars | No | |
| BatchAttributeValue13 | Text, Max 60 Chars | No | |
| BatchAttributeValue14 | Text, Max 60 Chars | No | |
| BatchAttributeValue15 | Text, Max 60 Chars | No | |
| BatchAttributeValue16 | Text, Max 60 Chars | No | |
| BatchAttributeValue17 | Text, Max 60 Chars | No | |
| BatchAttributeValue18 | Text, Max 60 Chars | No | |
| BatchAttributeValue19 | Text, Max 60 Chars | No | |
| BatchAttributeValue20 | Text, Max 60 Chars | No | |

- The fields shown above in bold are header fields. Where these are identical for multiple consecutive lines in the import file the import routine treats the lines as being part of the same batch/serial goods receipt. In this scenario the Total Quantity field must be the total of all of these items being received.



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- The setting to Record Batch & Serial numbered items when goods are received must be enabled on the Stock item for the Batch or Serial number fields to be populated.

5.1.16. Stock Item Import/Update

Stock Item CSV files should be created using the following field listing as guidance:
For existing items if a column is left blank the value will not be changed.

| Field Name | Format | Required | Import Rules |
|------------------------------|-------------------------|---|---|
| StockItemCode | Text, max 30 chars | Yes | If it matches an existing item the item will be updated. |
| StockItemName | Text, Max 60 Chars | Yes | Must not be left blank for new StockItems. |
| StockItemDescription | Text | No | |
| ProductGroup | Text, Max 20 Characters | Yes | Must not be left blank for new StockItems. Must be a valid Sage 200 Product Group Code. |
| TaxCode | Integer | Yes | Must not be left blank for new StockItems. Must be a valid Sage 200 Tax Code. |
| ManufacturersName | Text, Max 40 Chars | No | |
| ManufacturersPartNumber | Text, Max 40 Chars | No | |
| CommodityCode | Text, Max 8 Chars | No | |
| NetMass | Decimal | No | |
| StockTakeDays | Integer | No | |
| AssetOfStock – AccountNumber | Text, max 8 Characters | No | Must be a valid Sage 200 Nominal Account Number. |
| AssetOfStock – CostCentre | Text, max 3 Characters | Yes if AssetOfStock – AccountNumber is used | Must be a valid Sage 200 Nominal Cost Centre. |
| AssetOfStock – Department | Text, max 3 Characters | Yes if AssetOfStock – AccountNumber is used | Must be a valid Sage 200 Nominal Department. |
| Revenue – AccountNumber | Text, max 8 Characters | No | Must be a valid Sage 200 Nominal Account Number. |



| Field Name | Format | Required | Import Rules |
|---------------------------------|-------------------------|--|---|
| Revenue – CostCentre | Text, max 3 Characters | Yes if Revenue – AccountNumber is used | Must be a valid Sage 200 Nominal Cost Centre. |
| Revenue – Department | Text, max 3 Characters | Yes if Revenue – AccountNumber is used | Must be a valid Sage 200 Nominal Department. |
| AccruedReceipts – AccountNumber | Text, max 8 Characters | No | Must be a valid Sage 200 Nominal Account Number. |
| AccruedReceipts – CostCentre | Text, max 3 Characters | Yes if AccruedReceipts – AccountNumber is used | Must be a valid Sage 200 Nominal Cost Centre. |
| AccruedReceipts – Department | Text, max 3 Characters | Yes if AccruedReceipts – AccountNumber is used | Must be a valid Sage 200 Nominal Department. |
| Issues – AccountNumber | Text, max 8 Characters | No | Must be a valid Sage 200 Nominal Account Number. |
| Issues – CostCenter | Text, max 3 Characters | Yes if Issues – AccountNumber is used | Must be a valid Sage 200 Nominal Cost Centre. |
| Issues – Department | Text, max 3 Characters | Yes if Issues – AccountNumber is used | Must be a valid Sage 200 Nominal Department. |
| Supplier | Text, max 8 Characters | No | Must be a valid Sage 200 Supplier Account Number. |
| SupplierLeadTime | integer | No | |
| SupplierLeadTimeUnit | Text | No | Must be one of: Day(s), Week(s), Month(s) or Years(s) |
| SupplierMinimumQuantity | Decimal | No | |
| SupplierOrderQuantity | Decimal | No | |
| SupplierPartNumber | Text, max 40 chars | No | |
| AlternativeItem | Text, max 30 chars | No | Must be a valid Sage 200 Stock Code. |
| StockUnit | Text, max 20 characters | No | Must be a valid Sage 200 stock unit. |
| AverageBuyingPrice | Decimal | No | Must be left blank for existing items. |



| Field Name | Format | Required | Import Rules |
|-------------------------|--------------------------|----------|---|
| LastOrderPrice | Decimal | No | Must be left blank for existing items. |
| BarcodeNeeded | Y/N | No | |
| StandardCostPrice | Decimal | No | |
| SupplierCostPrice | Decimal | No | |
| StandardSellingPrice | Decimal | No | |
| LandedCostStockItemType | Text | No | Must be one of: Value, Percentage or None |
| LandedCostStockItem | Decimal | No | Must be left blank if LandedCostStockItemType is None |
| LandedCostSupplierType | Text | No | Must be one of: Value, Percentage or None |
| LandedCostSupplier | Decimal | No | Must be left blank if LandedCostSupplierType is None |
| Warehouse | Text | No | Must be a valid Sage 200 warehouse. ¹ |
| Priceband | Text | No | Must be a valid Sage 200 priceband. |
| PriceBandPrice | Decimal | No | Required decimal value if Priceband is entered. |
| PickingListComment | Text, max 160 Characters | No | |
| DespatchComment | Text, max 160 Characters | No | |
| StockItemStatus | Text | No | Must be either "Active" or "Inactive" |
| Barcode | Text, max 30 characters | No | |
| AnalysisName\1 | Text, Max 60 characters | No | Must be a valid Sage 200 Analysis Code name. See Note 2 |
| AnalysisName\2 | Text, Max 60 characters | No | Must be a valid Sage 200 Analysis Code name. See Note 2 |
| AnalysisValue\1 | Text, Max 60 characters | No | Must be a valid value for the specified analysis Code. See Note 2 |



| Field Name | Format | Required | Import Rules |
|-----------------|-------------------------|----------|---|
| AnalysisValue\2 | Text, Max 60 characters | No | Must be a valid value for the specified analysis Code. See Note 2 |

- The values entered for AccountNumber, CostCenter and Department must be a valid Nominal Code within Sage 200.
- For multiple locations, warehouses should be entered in the following format:
"Warehouse1|Warehouse2|Warehouse3"
 - Up to 20 Analysis Codes can be specified by adding columns with increasing numbers. i.e.
AnalysisName\2,AnalysisValue\2.....AnalysisName\20,AnalysisValue\20

5.1.17. Stock Item Price Import

Stock Item Prices CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|-------------|-------------------------|----------|--|
| StockItem | Text, max 30 characters | Yes | Must be a valid Sage 200 Stock code. |
| Priceband | Text, max 20 characters | Yes | Must be a valid Sage 200 priceband. |
| Price | Decimal | Yes | Must be a valid decimal |
| UseStandard | Y/N | No | <p>If this is not specified then this will default to False.</p> <p>If this is False then the Price will be updated, otherwise if this is True then the Price in the file will be ignored and this will be set to the value of the Standard Price.</p> <p>Note this cannot be set to False on the Standard Band.</p> |

5.1.18. Add Stock Import

Add Stock CSV files should be created using the following field listing as guidance:



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| Field Name | Format | Required | Import Rules |
|-------------------------|--------------------|------------------|---|
| StockCode | Text, max 20 chars | Yes | Must be a valid Stock Code |
| Location | Text, max 20 chars | Yes | Must be a valid Warehouse Name |
| Bin | Text, max 20 chars | Yes ¹ | |
| Qty | Decimal | Yes | |
| Price | Decimal | No | |
| Reference1 | Text, max 20 chars | No | |
| Reference2 | Text, max 20 chars | No | |
| ActivityDate | dd/mm/yyyy | No | |
| BatchSerialNo | Text, max 30 chars | No | Must be unique for items that do not allow duplicates |
| BatchSerialAlternateRef | Text, max 30 chars | No | |
| BatchSerialSellBy | DD/MM/YYYY | No | |
| BatchSerialUseBy | DD/MM/YYYY | No | |
| BatchAttributeTitle1 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle2 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle3 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle4 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle5 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle6 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle7 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle8 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle9 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle10 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle11 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle12 | Text, max 60chars | No | Must be a valid attribute for this stock item |



| Field Name | Format | Required | Import Rules |
|-----------------------|-------------------|----------|---|
| BatchAttributeTitle13 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle14 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle15 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle16 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle17 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle18 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle19 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeTitle20 | Text, max 60chars | No | Must be a valid attribute for this stock item |
| BatchAttributeValue1 | Text, max 60chars | No | |
| BatchAttributeValue2 | Text, max 60chars | No | |
| BatchAttributeValue3 | Text, max 60chars | No | |
| BatchAttributeValue4 | Text, max 60chars | No | |
| BatchAttributeValue5 | Text, max 60chars | No | |
| BatchAttributeValue6 | Text, max 60chars | No | |
| BatchAttributeValue7 | Text, max 60chars | No | |
| BatchAttributeValue8 | Text, max 60chars | No | |
| BatchAttributeValue9 | Text, max 60chars | No | |
| BatchAttributeValue10 | Text, max 60chars | No | |
| BatchAttributeValue11 | Text, max 60chars | No | |
| BatchAttributeValue12 | Text, max 60chars | No | |
| BatchAttributeValue13 | Text, max 60chars | No | |
| BatchAttributeValue14 | Text, max 60chars | No | |
| BatchAttributeValue15 | Text, max 60chars | No | |
| BatchAttributeValue16 | Text, max 60chars | No | |
| BatchAttributeValue17 | Text, max 60chars | No | |
| BatchAttributeValue18 | Text, max 60chars | No | |
| BatchAttributeValue19 | Text, max 60chars | No | |
| BatchAttributeValue20 | Text, max 60chars | No | |

If left blank it will default to Unspecified Bin also if the Bin does not already exist this will be created automatically by the import (only if enabled from the plugin settings).



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5.1.19. Write Off Stock Import

Write Off Stock CSV files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|---------------------|--------------------|----------|---|
| StockCode | Text, max 20 chars | Yes | Must be a valid Stock Code |
| Location | Text, max 20 chars | Yes | Must be a valid Warehouse Name |
| Bin | Text, max 20 chars | Yes | If left blank it will default to Unspecified Bin |
| Qty | Decimal | Yes | |
| Reference1 | Text, max 20 chars | No | |
| Reference2 | Text, max 20 chars | No | |
| ActivityDate | dd/mm/yyyy | No | |
| WriteOffCat | Text, max 20 chars | Yes | Must be a valid Write Off Category |
| BatchSerialNo | Text, max 30 chars | No | Must be a valid Batch/Serial number for this item |
| BatchSerialQuantity | Decimal | No | |

5.1.20. Customer Delivery Address Import

Customer Delivery Address files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|--------------|---------------------|----------|------------------------------------|
| CustomerCode | Text, max 8 chars | Yes | Must be a valid Customer Reference |
| Description | Text, max 50 chars | Yes | Must be unique for this customer |
| PostalName | Text, max 60 chars | No | |
| AddressLine1 | Text, max 60 chars | No | |
| AddressLine2 | Text, max 60 chars | No | |
| AddressLine3 | Text, max 60 chars | No | |
| AddressLine4 | Text, max 60 chars | No | |
| City | Text, max 60 chars | No | |
| County | Text, max 60 chars | No | |
| PostCode | Text, max 10 chars | No | |
| CountryCode | Text, max 2 chars | No | Must be a Valid Country Code |
| Contact | Text, max 50 chars | No | |
| Telephone | Text, max 30 chars | No | |
| Fax | Text, max 30 chars | No | |
| Email | Text, max 255 chars | No | |



| Field Name | Format | Required | Import Rules |
|----------------|--------------------|----------|------------------------------|
| TaxNumber | Text, max 30 chars | No | |
| TaxCode | Integer | No | Must be a Valid Tax Code |
| TaxCountryCode | Text, max 2 chars | No | Must be a Valid Country Code |

5.1.21. Stock Transfer Import

Stock Transfer files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|----------------------|--------------------|------------------|--|
| StockCode | Text, max 30 chars | Yes | Must be a valid stock code |
| WarehouseFrom | Text, max 20 chars | Yes ¹ | Must be a valid Warehouse for this stock item |
| BinFrom | Text, max 20 chars | Yes | Must be a valid Bin location for this stock item and warehouse combination. If left blank it will default to Unspecified Bin |
| WarehouseTo | Text, max 20 chars | Yes ¹ | Must be a valid Warehouse for this stock item |
| BinTo | Text, max 20 chars | Yes | Must be a valid Bin location for this stock item and warehouse combination. If left blank it will default to Unspecified Bin |
| TotalQuantity | Decimal | Yes | |
| Reference1 | Text, max 20 chars | No | |
| Reference2 | Text, max 20 chars | No | |
| TransferDate | Date | No ² | If left blank will default to current system date |
| BatchSerialNo | Text, max 30 chars | No | |
| BatchSerialQuantity | Decimal | No | |

1. If left blank it will default to Unspecified Bin
 2. If left blank will default to today's date
1. When transferring Batch / Serial Numbered items the fields shown above in bold are header fields. Where these are identical for multiple consecutive lines in the import file the import routine treats the lines as being part of the same batch/serial transfer. In this scenario the Total Quantity field must be the total of all of these items being received.



5.1.22. Stock Issue Import

Stock Transfer files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|------------------------|----------------------|------------------|---|
| StockCode | Text, max 30 chars | Yes | Must be a valid stock code |
| WarehouseFrom | Text, max 20 chars | Yes | Must be a valid Warehouse for this stock item |
| BinFrom | Text, max 20 chars | Yes ¹ | Must be a valid Bin location for this stock item and warehouse combination. |
| InternalArea | Text, max 20 chars | No ² | |
| TotalQuantity | Decimal | Yes | |
| Reference1 | Text, max 20 chars | No | |
| Reference2 | Text, max 20 chars | No | |
| IssueDate | DD/MM/YYYY | No ³ | |
| Memo | Text, max 5000 chars | No | |
| Narrative | Text, max 60 chars | No | |
| StockNominalAccountRef | Text, max 8 chars | No | Must be a valid Sage 200 Nominal Account Number. |
| StockNominalCostCentre | Text, max 3 chars | No | Must be a valid Sage 200 Nominal Cost Centre. |
| StockNominalDepartment | Text, max 3 chars | No | Must be a valid Sage 200 Nominal Department. |
| IssueNominalAccountRef | Text, max 8 chars | No | Must be a valid Sage 200 Nominal Account Number. |
| IssueNominalCostCentre | Text, max 3 chars | No | Must be a valid Sage 200 Nominal Cost Centre. |
| IssueNominalDepartment | Text, max 3 chars | No | Must be a valid Sage 200 Nominal Department. |
| AnalysisName\1 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\2 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\3 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\4 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\5 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |



| Field Name | Format | Required | Import Rules |
|------------------|--------------------|----------|--|
| AnalysisName\6 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\7 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\8 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\9 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\10 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\11 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\12 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\13 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\14 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\15 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\16 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\17 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\18 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\19 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisName\20 | Text, max 60 chars | No | Must be a valid Analysis Code for this Stock Transaction |
| AnalysisValue\1 | Text, max 60 chars | No | |
| AnalysisValue\2 | Text, max 60 chars | No | |
| AnalysisValue\3 | Text, max 60 chars | No | |
| AnalysisValue\4 | Text, max 60 chars | No | |
| AnalysisValue\5 | Text, max 60 chars | No | |
| AnalysisValue\6 | Text, max 60 chars | No | |
| AnalysisValue\7 | Text, max 60 chars | No | |
| AnalysisValue\8 | Text, max 60 chars | No | |
| AnalysisValue\9 | Text, max 60 chars | No | |
| AnalysisValue\10 | Text, max 60 chars | No | |



| Field Name | Format | Required | Import Rules |
|-------------------------|--------------------|----------|--------------|
| AnalysisValue\11 | Text, max 60 chars | No | |
| AnalysisValue\12 | Text, max 60 chars | No | |
| AnalysisValue\13 | Text, max 60 chars | No | |
| AnalysisValue\14 | Text, max 60 chars | No | |
| AnalysisValue\15 | Text, max 60 chars | No | |
| AnalysisValue\16 | Text, max 60 chars | No | |
| AnalysisValue\17 | Text, max 60 chars | No | |
| AnalysisValue\18 | Text, max 60 chars | No | |
| AnalysisValue\19 | Text, max 60 chars | No | |
| AnalysisValue\20 | Text, max 60 chars | No | |
| BatchSerialNo | Text, max 30 chars | No | |
| BatchSerialQuantity | Decimal | No | |

1. If left blank it will default to Unspecified Bin
 2. If left blank it will use the Default Internal Area
 3. If left blank will default to today's date
- When Issuing Batch/Serial Numbered items, the fields shown above in bold are header fields. Where these are identical for multiple consecutive lines in the import file the import routine treats the lines as being part of the same batch/serial issue. In this scenario the Total Quantity field must be the total of all of these items being issued.

5.1.23. Sales Order Batch/Serial Allocations

Sales Order Batch/Serial Allocation files should be created using the following field listing as guidance:

| Field Name | Format | Required | Import Rules |
|------------------|--------------------|----------|--|
| SalesOrderNumber | Text, max 30 chars | Yes | Must be a valid sales order number |
| StockItemCode | Text, max 20 chars | Yes | Must be a valid stock item for the above sales order |
| BatchSerialNo | Text, max 20 chars | Yes | Must be a valid Batch/Serial number for this item |
| Quantity | Text, max 20 chars | Yes | |



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5.1.24. Product Group / Item Discount Import

This allows Product Group and Stock Item discounts to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|------------------------------|--------------------|----------|--|
| DiscountVersion | Integer | Yes | 1 = Stock Item, 2 = Product group |
| Code | Text, max 20 chars | Yes | Must be valid Item Code/Product Group Depending on Version |
| DiscountName | Text, max 50 chars | Yes | |
| SellingUnit | Text, Default Each | No | Required if Stock item Discount |
| DiscountType | Text, max 10 chars | Yes | Must be a valid discount type: Percentage Amount Special Price (Product Group Discount can only be Percentage) |
| QuantityBreakDiscount | Yes / No | No | If "No" or left blank discount will be applied as a Flat-Rate discount |
| Quantity | Decimal | No | Required if Quantity Break discount |
| DiscountValue | Decimal | Yes | |
| Currency | Text, max 3 chars | No | Must be a valid Sage currency ISO code and entered if stock item discount - Amount or Special Price. |

- Multiple quantity break discounts for a specific item or product group should be entered as consecutive lines within the import file and the bold header fields must be identical for each line of the discount.
- To create a quantity break surcharge, the DiscountValue field should be negative.

5.1.25. Customer Discount Group Import

This allows Customer Discount groups to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|---------------|--------------------|----------|----------------|
| DiscountGroup | Text, max 20 chars | Yes | Must be unique |
| Description | Text, max 50 chars | Yes | |



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5.1.26. Customer Contact Import

This allows Customer Contacts to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|----------------------|---------------------|-----------|--|
| SLCustomerAccountRef | Text, max 8 chars | Yes | |
| Description | Text, max 50 chars | No | |
| Salutation | Text, max 50 chars | No | Must be a valid Salutation in Sage 200 |
| FirstName | Text, max 60 chars | Yes | |
| MiddleName | Text, max 60 chars | Yes | |
| LastName | Text, max 60 chars | Yes | |
| Role1 | Text, max 50 chars | No | Must be a valid role in Sage 200 |
| IsPreferredRole1 | Boolean | No | |
| ContactType1 | Text, max 20 chars | No | Must be a valid Contact Type Number, see below |
| ContactValue1 | Text, max 227 chars | No | |
| IsPreferredContact1 | Boolean | No | |
| CountryCode | Text, max 5 chars | No | |
| AreaCode | Text, max 20 chars | No | |
| SubscriberNumber | Text, max 200 chars | No | |

5.1.27. Link Customer to Discount Group Import

This allows Customers to be linked to Discount Groups Sage 200.

| Field Name | Format | Required | Import Rules |
|---------------|--------------------|----------|------------------------------|
| DiscountGroup | Text, max 20 chars | Yes | Must be valid discount group |
| CustAccRef | Text, max 8 chars | Yes | Must be valid customer |

5.1.28. Link Product Group/Item Discount to Customer Discount Group

This allows Product Groups and Stock Item Discounts to be linked to Discount Groups in Sage 200.

| Field Name | Format | Required | Import Rules |
|-----------------|--------------------|----------|--------------------------------------|
| DiscountVersion | Integer | Yes | 1 = Stock Item, 2 = Product group |
| DiscountGroup | Text, max 20 chars | Yes | Must be valid discount group |
| Code | Text, max 50 chars | Yes | Must be valid product group/ItemCode |
| DiscountName | Text, max 50 chars | Yes | Must be valid discount name |



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5.1.29. Tax Only Invoice Import

This allows Tax Only Invoices to be imported into Sage 200.

| Field Name | Format | Required | Import Rules |
|------------------------|--------------------------|----------|--|
| CustomerAccRef | Text, max 8 characters. | Yes | Must be a valid Sage 200 customer reference. |
| InvoiceDate | dd/mm/yyyy | No | Defaults to today's date if blank. |
| SecondRef | Text, max 20 characters. | No | |
| InvoiceLineDescription | Text | Yes | |
| TaxRate | Integer | Yes | Must be a valid Sage 200 Tax Code |
| TaxValue | Decimal | Yes | |

For invoices with multiple lines, the lines should be placed consecutively in the file with identical bold header fields.



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5.2. Export Files

The following Export file formats are intended as a guide only. For the most up to date version please check the Templates folder in the Data Exchange installation directory. i.e. C:\Program Files\Eureka Solutions\Data Exchange\Templates.

There should be a number of files there for each plugin. The .doc file will contain the up to date version of the tables below.

5.2.1. Country Code Export

| Field Name | Format | Rules |
|------------|--------------------|-------|
| Code | Text, max 2 chars | |
| Name | Text, max 60 chars | |

5.2.2. Email Address Export

| Field Name | Format | Rules |
|--------------|---------------------|-------|
| AccountRef | Text, max 8 chars | |
| EmailAddress | Text, max 227 chars | |

5.2.3. Nominal Code

| Field Name | Format | Rules |
|------------|--------------------|-------|
| AccountRef | Text, max 8 chars | |
| CostCentre | Text, max 3 chars | |
| Department | Text, max 3 chars | |
| Name | Text, max 60 chars | |

5.2.4. Product Group Export

| Field Name | Format | Rules |
|---------------|-----------------------|-------|
| Code | Text, max 20 chars | |
| Description | Text, max 50 chars | |
| StockItemType | Text, max 20 chars | |
| CostingMethod | Text, max 8 chars | |
| StockTakeDays | Integer, max 2 digits | |



| Field Name | Format | Rules |
|--------------------------|--------------------|---|
| LabelPrinting | Integer | 0 - Label not required 1 - Label required per item 2 - Label required per batch |
| MaintainHistory | True/False | |
| AllowNegativeStock | True/False | |
| DescriptionOnDocs | True/False | |
| ReverseChargeVAT | True/False | |
| TraceableItems | Text, max 15 chars | |
| DoItemsUseUnits | True/False | |
| MarkupPercent | Decimal | |
| SellQuantsUseMultUnits | True/False | |
| BuyQuantsUseMultUnits | True/False | |
| SellPricesUseMultUnits | True/False | |
| BuyPricesUseMultUnits | True/False | |
| ThisIsTheSOPProductGroup | True/False | |
| SaleFromSingleBatch | True/False | |
| AllowDuplicateNumbers | True/False | |
| UsesAlternateRef | True/False | |
| UsesSellByDate | True/False | |
| UsesUseByDate | True/False | |
| LastTraceArchivedUpTo | Date, dd/mm/yyyy | |
| UseLandedCosts | True/False | |
| LandedCostsType | Text, max 16 chars | |
| LandedCostsValue | Decimal | |

5.2.5. Purchase Order Export

| Field Name | Format | Rules |
|--------------------|--------------------|---|
| OrderType | Integer | 1 – Purchase Order 2 – Purchase Return |
| OrderNumber | Text, max 20 chars | |
| OrderStatus | Text, max 20 chars | |
| SuppAccRef | Text, max 8 chars | |
| OrderDate | Date, dd/mm/yyyy | |
| OrderRequestedDate | Date, dd/mm/yyyy | |
| LineType | Integer | 1 - Stock Item 2 - Free Text Item 3 - Charge 4 - Comment |



| Field Name | Format | Rules |
|------------------------|-------------------------|-----------------------|
| ProductCode | Text, max 30 chars | |
| ProductDescription | Text, | |
| Warehouse | Text, max 20 chars | |
| Quantity | Decimal | |
| UnitPrice | Decimal | |
| BuyingUnit | Decimal | |
| TotalValue | Decimal | |
| TaxCode | Integer, 2 digits | |
| TaxAmount | Decimal | |
| DiscountPercent | Decimal | |
| DiscountValue | Decimal | |
| NominalCode | Text, max 8 chars | |
| CostCentre | Text, max 3 chars | |
| Department | Text, max 3 chars | |
| ShowOnSuppDocs | Integer | 0 – False 1 - True |
| SupplierDocumentNumber | Text, max 50 chars | |
| AnalysisCodeName1 | Text, max 60 characters | |
| AnalysisCodeName2 | Text, max 60 characters | |
| AnalysisCodeName3 | Text, max 60 characters | |
| AnalysisCodeName4 | Text, max 60 characters | |
| AnalysisCodeName5 | Text, max 60 characters | |
| AnalysisCodeName6 | Text, max 60 characters | |
| AnalysisCodeName7 | Text, max 60 characters | |
| AnalysisCodeName8 | Text, max 60 characters | |
| AnalysisCodeName9 | Text, max 60 characters | |
| AnalysisCodeName10 | Text, max 60 characters | |
| AnalysisCodeName11 | Text, max 60 characters | |
| AnalysisCodeName12 | Text, max 60 characters | |
| AnalysisCodeName13 | Text, max 60 characters | |
| AnalysisCodeName14 | Text, max 60 characters | |
| AnalysisCodeName15 | Text, max 60 characters | |
| AnalysisCodeName16 | Text, max 60 characters | |
| AnalysisCodeName17 | Text, max 60 characters | |
| AnalysisCodeName18 | Text, max 60 characters | |
| AnalysisCodeName19 | Text, max 60 characters | |
| AnalysisCodeName20 | Text, max 60 characters | |
| AnalysisCodeValue1 | Text, max 60 characters | |
| AnalysisCodeValue2 | Text, max 60 characters | |



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| Field Name | Format | Rules |
|---------------------|-------------------------|-------|
| AnalysisCodeValue3 | Text, max 60 characters | |
| AnalysisCodeValue4 | Text, max 60 characters | |
| AnalysisCodeValue5 | Text, max 60 characters | |
| AnalysisCodeValue6 | Text, max 60 characters | |
| AnalysisCodeValue7 | Text, max 60 characters | |
| AnalysisCodeValue8 | Text, max 60 characters | |
| AnalysisCodeValue9 | Text, max 60 characters | |
| AnalysisCodeValue10 | Text, max 60 characters | |
| AnalysisCodeValue11 | Text, max 60 characters | |
| AnalysisCodeValue12 | Text, max 60 characters | |
| AnalysisCodeValue13 | Text, max 60 characters | |
| AnalysisCodeValue14 | Text, max 60 characters | |
| AnalysisCodeValue15 | Text, max 60 characters | |
| AnalysisCodeValue16 | Text, max 60 characters | |
| AnalysisCodeValue17 | Text, max 60 characters | |
| AnalysisCodeValue18 | Text, max 60 characters | |
| AnalysisCodeValue19 | Text, max 60 characters | |
| AnalysisCodeValue20 | Text, max 60 characters | |
| LineAnalysisCode1 | Text, max 60 characters | |
| LineAnalysisCode2 | Text, max 60 characters | |
| LineAnalysisCode3 | Text, max 60 characters | |
| LineAnalysisCode4 | Text, max 60 characters | |
| LineAnalysisCode5 | Text, max 60 characters | |
| LineAnalysisCode6 | Text, max 60 characters | |
| LineAnalysisCode7 | Text, max 60 characters | |
| LineAnalysisCode8 | Text, max 60 characters | |
| LineAnalysisCode9 | Text, max 60 characters | |
| LineAnalysisCode10 | Text, max 60 characters | |
| LineAnalysisCode11 | Text, max 60 characters | |
| LineAnalysisCode12 | Text, max 60 characters | |
| LineAnalysisCode13 | Text, max 60 characters | |
| LineAnalysisCode14 | Text, max 60 characters | |
| LineAnalysisCode15 | Text, max 60 characters | |
| LineAnalysisCode16 | Text, max 60 characters | |
| LineAnalysisCode17 | Text, max 60 characters | |
| LineAnalysisCode18 | Text, max 60 characters | |
| LineAnalysisCode19 | Text, max 60 characters | |
| LineAnalysisCode20 | Text, max 60 characters | |



5.2.6.Sales Account Export

| Field Name | Format | Rules |
|------------------------------------|-----------------------|-----------------------|
| AccountNumber | Text, max 8 chars | |
| AccountName | Text, max 60 chars | |
| ShortName | Text, max 8 chars | |
| AccountBalance | Decimal | |
| CreditLimit | Decimal | |
| CurrencyISOCode | Text, max 3 chars | |
| SYSExchangeRateType | Integer | |
| CountryCode | Text, max 2 chars | |
| TaxCode | Integer, max 2 digits | |
| TaxRegistrationNumber | Text, max 30 chars | |
| MonthsToKeepTransactionsFor | Integer, max 2 digits | |
| DefaultOrderPriority | Text, max 1 char | |
| FinanceCharge | Integer, max 5 digits | |
| DefaultNominalAccountNumber | Text, max 8 chars | |
| DefaultNominalCostCentre | Text, max 3 chars | |
| DefaultNominalDepartment | Text, max 3 chars | |
| SYSAccountType | Integer | |
| EarlySettlementDiscountPercent | Decimal | |
| DaysEarlySettlementDiscountApplies | Integer, max 3 digits | |
| PaymentTermsInDays | Integer, max 3 digits | |
| SYSPaymentTermsBasis | Integer | |
| UseConsolidatedBilling | Integer | 0 - False 1- True |
| InvoiceLineDiscountPercent | Decimal | |
| InvoiceDiscountPercent | Decimal | |
| SendCopyStatementToBranch | Integer | 0 - False 1 - True |
| AccountIsOnHold | Integer | 0 - False 1- True |
| ValueOfCurrentOrdersInSOP | Decimal | |
| DateAccountDetailsLastChanged | Date, dd/mm/yyyy | |
| DateOfLastTransaction | Date, dd/mm/yyyy | |
| EuroAccountNumberCopiedFromTo | Text, max 8 chars | |
| DateEuroAccountCopied | Date, dd/mm/yyyy | |
| UseTransactionEmail | Integer | 0 - False 1- True |



| Field Name | Format | Rules |
|--------------------------------|-------------------------|--|
| TransactionEMail | Text, max 227 chars | |
| ContactName | Text, max 235 chars | |
| TelephoneNumber | Text, max 200 chars | |
| FaxNumber | Text, max 200 chars | |
| AddressLine1 | Text, max 60 chars | |
| AddressLine2 | Text, max 60 chars | |
| AddressLine3 | Text, max 60 chars | |
| AddressLine4 | Text, max 60 chars | |
| PostCode | Text, max 10 chars | |
| DateFinanceChargeLastRun | Date, dd/mm/yyyy | |
| AssociatedOfficeType | Integer | 0 – Independent 1 – Branch 2 – Head Office 3 – Independent No Statement 4 – Head Office No Statement |
| AssociatedHeadOfficeAccountNum | Text, max 8 chars | |
| TradingTerms | Text, max 30 chars | |
| CreditReference | Text, max 60 chars | |
| CreditBureau | Text, max 50 chars | |
| CreditPosition | Text, max 50 chars | |
| TermsAgreed | Integer | 0 - False 1- True |
| AccountOpened | Date, dd/mm/yyyy | |
| LastCreditReview | Date, dd/mm/yyyy | |
| NextCreditReview | Date, dd/mm/yyyy | |
| ApplicationDate | Date, dd/mm/yyyy | |
| DateReceived | Date, dd/mm/yyyy | |
| PriceBand | Text, max 20 characters | |
| AnalysisName1 ... 20 | Text, max 30 characters | |
| AnalysisValue1 ... 20 | Text, max 30 characters | |
| SpareText1 | Text, max 100 chars | |
| SpareText2 | Text, max 100 chars | |
| SpareText3 | Text, max 100 chars | |
| SpareNumber1 | Decimal | |
| SpareNumber2 | Decimal | |
| SpareNumber3 | Decimal | |
| SpareDate1 | Date, dd/mm/yyyy | |
| SpareDate2 | Date, dd/mm/yyyy | |
| SpareDate3 | Date, dd/mm/yyyy | |
| SpareBit1 | True/False | |



| Field Name | Format | Rules |
|------------|------------|-------|
| SpareBit2 | True/False | |
| SpareBit3 | True/False | |

5.2.7.Sales Order Export

| Field Name | Format | Rules |
|---------------------|-----------------------|-----------------------------------|
| OrderType | Integer | 0- Sales Return 1- Sales Order |
| OrderNumber | Text, max 20 chars | |
| CustAccRef | Text, max chars | |
| OrderDate | Date, dd/mm/yyyy | |
| OrderRequestedDate | Date, dd/mm/yyyy | |
| OrderPromisedDate | Date, dd/mm/yyyy | |
| PaymentInFull | Yes/No | |
| PaymentValue | Decimal | |
| PaymentRef | Text, max 20 chars | |
| PaymentMethod | Text, max 20 chars | |
| CustomerOrderNumber | Text, max 30 chars | |
| DelPostalName | Text, max 60 chars | |
| DelAddressLine1 | Text, max 60 chars | |
| DelAddressLine2 | Text, max 60 chars | |
| DelAddressLine3 | Text, max 60 chars | |
| DelAddressLine4 | Text, max 60 chars | |
| DelCity | Text, max 60 chars | |
| DelCounty | Text, max 60 chars | |
| DelPostcode | Text, max 10 chars | |
| DelContact | Text, max 50 chars | |
| DelTelephone | Text, max 30 chars | |
| DelFax | Text, max 30 chars | |
| DelEmail | Text, max 225 chars | |
| DelTaxNumber | Text, max 30 chars | |
| DelTaxCode | Integer, max 2 digits | |
| UseInvoiceAddress | True/False | |
| InvoicePostalName | Text, max 60 chars | |
| InvoiceAddressLine1 | Text, max 60 chars | |
| InvoiceAddressLine2 | Text, max 60 chars | |
| InvoiceAddressLine3 | Text, max 60 chars | |
| InvoiceAddressLine4 | Text, max 60 chars | |
| InvoiceCity | Text, max 60 chars | |



| Field Name | Format | Rules |
|------------------------|-----------------------|---|
| InvoiceCounty | Text, max 60 chars | |
| InvoicePostCode | Text, max 10 chars | |
| InvoiceCountry | Text, max 60 chars | |
| DelCountryCode | Text, max 2 digits | |
| OrderSpareText1 | Text, max 100 chars | |
| OrderSpareText2 | Text, max 100 chars | |
| OrderSpareText3 | Text, max 100 chars | |
| OrderSpareNumber1 | Decimal | |
| OrderSpareNumber2 | Decimal | |
| OrderSpareNumber3 | Decimal | |
| OrderSpareDate1 | Date, dd/mm/yyyy | |
| OrderSpareDate2 | Date, dd/mm/yyyy | |
| OrderSpareDate3 | Date, dd/mm/yyyy | |
| OrderSpareBit1 | True/False | |
| OrderSpareBit2 | True/False | |
| OrderSpareBit3 | True/False | |
| OrderLineRequestedDate | Date, dd/mm/yyyy | |
| OrderLinePromisedDate | Date, dd/mm/yyyy | |
| LineType | Integer | 1 – Stock item 2 – Free text item 3 – Additional charge item 4 – Comment line 5 – SOP item code |
| ProductCode | Text, max 30 chars | |
| ProductDescription | Text, max 255 chars | |
| Warehouse | Text, max 20 chars | |
| Quantity | Decimal | |
| UnitPrice | Decimal | |
| TotalValue | Decimal | |
| TaxCode | Integer, max 2 digits | |
| TaxAmount | Decimal | |
| DiscountPercent | Decimal | |
| DiscountValue | Decimal | |
| NominalCode | Text, max 8 chars | |
| CostCentre | Text, max 3 chars | |
| Department | Text, max 3 chars | |
| ShowOnPickingList | Integer | 0 – False 1 - True |
| ShowOnCustDocs | Integer | 0 – False 1 – True |



| Field Name | Format | Rules |
|-------------------|-------------------------|-------|
| LineSpareText1 | Text, max 100 chars | |
| LineSpareText2 | Text, max 100 chars | |
| LineSpareText3 | Text, max 100 chars | |
| LineSpareNumber1 | Decimal | |
| LineSpareNumber2 | Decimal | |
| LineSpareNumber3 | Decimal | |
| LineSpareDate1 | Date, dd/mm/yyyy | |
| LineSpareDate2 | Date, dd/mm/yyyy | |
| LineSpareDate3 | Date, dd/mm/yyyy | |
| LineSpareBit1 | True/False | |
| LineSpareBit2 | True/False | |
| LineSpareBit3 | True/False | |
| AnalysisCode1 | Text, max 30 characters | |
| AnalysisCode2 | Text, max 30 characters | |
| AnalysisCode3 | Text, max 30 characters | |
| AnalysisCode4 | Text, max 30 characters | |
| AnalysisCode5 | Text, max 30 characters | |
| AnalysisCode6 | Text, max 30 characters | |
| AnalysisCode7 | Text, max 30 characters | |
| AnalysisCode8 | Text, max 30 characters | |
| AnalysisCode9 | Text, max 30 characters | |
| AnalysisCode10 | Text, max 30 characters | |
| AnalysisCode11 | Text, max 30 characters | |
| AnalysisCode12 | Text, max 30 characters | |
| AnalysisCode13 | Text, max 30 characters | |
| AnalysisCode14 | Text, max 30 characters | |
| AnalysisCode15 | Text, max 30 characters | |
| AnalysisCode16 | Text, max 30 characters | |
| AnalysisCode17 | Text, max 30 characters | |
| AnalysisCode18 | Text, max 30 characters | |
| AnalysisCode19 | Text, max 30 characters | |
| AnalysisCode20 | Text, max 30 characters | |
| LineAnalysisCode1 | Text, max 30 characters | |
| LineAnalysisCode2 | Text, max 30 characters | |
| LineAnalysisCode3 | Text, max 30 characters | |
| LineAnalysisCode4 | Text, max 30 characters | |
| LineAnalysisCode5 | Text, max 30 characters | |
| LineAnalysisCode6 | Text, max 30 characters | |
| LineAnalysisCode7 | Text, max 30 characters | |



| Field Name | Format | Rules |
|--------------------|-------------------------|-------|
| LineAnalysisCode8 | Text, max 30 characters | |
| LineAnalysisCode9 | Text, max 30 characters | |
| LineAnalysisCode10 | Text, max 30 characters | |
| LineAnalysisCode11 | Text, max 30 characters | |
| LineAnalysisCode12 | Text, max 30 characters | |
| LineAnalysisCode13 | Text, max 30 characters | |
| LineAnalysisCode14 | Text, max 30 characters | |
| LineAnalysisCode15 | Text, max 30 characters | |
| LineAnalysisCode16 | Text, max 30 characters | |
| LineAnalysisCode17 | Text, max 30 characters | |
| LineAnalysisCode18 | Text, max 30 characters | |
| LineAnalysisCode19 | Text, max 30 characters | |
| LineAnalysisCode20 | Text, max 30 characters | |

5.2.8. Sales Invoice Export

| Field Name | Format | Rules |
|---------------------|----------------------------|-------|
| SalesInvoiceNumber | Text, max 20 characters | |
| SalesOrderNumber | Text, max 20 characters | |
| CustomerAccRef | Text, max 19 characters | |
| DocumentDate | Date | |
| StockItemCode | Text, max 30 characters | |
| Quantity | Decimal, max 15 characters | |
| IsConsolidated | Boolean | |
| ItemDescription | Text | |
| InvoicedTaxValue | Decimal, max 12 characters | |
| LineVATAmount | Decimal, max 12 characters | |
| LineTotalAmount | Decimal, max 12 characters | |
| ItemPrice | Decimal, max 12 characters | |
| ItemName | Text | |
| OutstandingQuantity | Decimal, max 15 characters | |
| LineDiscountPercent | Decimal, max 15 characters | |

5.2.9. Stock Item Export

| Field Name | Format | Rules |
|---------------|--------------------|-------|
| StockItemCode | Text, max 30 chars | |



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| Field Name | Format | Rules |
|---------------------------------|-----------------------|-------|
| StockItemName | Text, max 60 chars | |
| ProductGroup | Text, max 50 chars | |
| TaxCode | Integer, max 2 digits | |
| StockItemDescription | Text, max 255 chars | |
| ManufacturersName | Text, max 40 chars | |
| ManufacturersPartNumber | Text, max 40 chars | |
| CommodityCode | Text, max 8 chars | |
| NetMass | Decimal | |
| StockTakeDays | Integer, max 3 chars | |
| AssetOfStock - AccountNumber | Text, max 8 chars | |
| AssetOfStock - CostCentre | Text, max 3 chars | |
| AssetOfStock - Department | Text, max 3 chars | |
| Revenue - AccountNumber | Text, max 8 chars | |
| Revenue - CostCentre | Text, max 3 chars | |
| Revenue - Department | Text, max 3 chars | |
| AccruedReceipts - AccountNumber | Text, max 8 chars | |
| AccruedReceipts - CostCentre | Text, max 3 chars | |
| AccruedReceipts - Department | Text, max 3 chars | |
| Issues - AccountNum | Text, max 8 chars | |
| Issues - CostCentre | Text, max 3 chars | |
| Issues - Department | Text, max 3 chars | |
| Supplier | Text, max 8 chars | |
| SupplierLeadTime | Integer, max 5 chars | |
| SupplierLeadTimeUnit | Text, max 8 chars | |
| SupplierMinimumQuantity | Decimal | |
| SupplierOrderQuantity | Decimal | |
| SupplierPartNumber | Text, max 40 chars | |
| AlternativeItem | Text, max 30 chars | |
| AlternativeItemName | Text, max 60 chars | |
| StockUnit | Text, max 20 char | |
| AverageBuyingPrice | Decimal | |
| LastOrderPrice | Decimal | |
| BarCodeNeeded | Y/N | |
| StandardCostPrice | Decimal | |
| SupplierCostPrice | Decimal | |
| StandardSellingPrice | Decimal | |
| LandedCostStockItemType | Text, max 10 chars | |
| LandedCostStockItem | Decimal | |
| LandedCostSupplierType | Text, max 10 chars | |



| Field Name | Format | Rules |
|--------------------------------------|---------------------|--|
| LandedCostSupplier | Decimal | |
| AllowSalesOrder | Y/N | |
| Active | Y/N | |
| SpareText1 | Text, max 100 chars | |
| SpareText2 | Text, max 100 chars | |
| SpareText3 | Text, max 100 chars | |
| SpareNumber1 | Decimal | |
| SpareNumber2 | Decimal | |
| SpareNumber3 | Decimal | |
| SpareDate1 | Date, dd/mm/yyyy | |
| SpareDate2 | Date, dd/mm/yyyy | |
| SpareDate3 | Date, dd/mm/yyyy | |
| SpareBit1 | True/False | |
| SpareBit2 | True/False | |
| SpareBit3 | True/False | |
| Warehouse – ' <i>WarehouseName</i> ' | Y/N | This will loop through all warehouses outputting whether or not the item is in this warehouse. |
| Price – ' <i>PriceBandName</i> ' | Decimal | This will loop through all Price Bands outputting the price for each band. |
| PickingListComment | Text | |
| DespatchComment | Text | |
| StockItemStatus | Text | |

5.2.10. Stock Level Export

| Field Name | Format | Rules |
|-------------------|-------------------------|-------|
| StockItem | Text, max 30 chars | |
| StockItemName | Text, max 60 chars | |
| Warehouse | Text, max 20 chars | |
| StockLevel | Decimal | |
| QuantityOnOrder | Decimal | |
| QuantityInStock | Decimal | |
| QuantityAllocated | Decimal | |
| FreeStock | Decimal | |
| AnalysisName1 | Text, max 60 characters | |
| AnalysisValue1 | Text, max 60 characters | |



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| Field Name | Format | Rules |
|-----------------|-------------------------|-------|
| AnalysisName2 | Text, max 60 characters | |
| AnalysisValue2 | Text, max 60 characters | |
| AnalysisName3 | Text, max 60 characters | |
| AnalysisValue3 | Text, max 60 characters | |
| AnalysisName4 | Text, max 60 characters | |
| AnalysisValue4 | Text, max 60 characters | |
| AnalysisName5 | Text, max 60 characters | |
| AnalysisValue5 | Text, max 60 characters | |
| AnalysisName6 | Text, max 60 characters | |
| AnalysisValue6 | Text, max 60 characters | |
| AnalysisName7 | Text, max 60 characters | |
| AnalysisValue7 | Text, max 60 characters | |
| AnalysisName8 | Text, max 60 characters | |
| AnalysisValue8 | Text, max 60 characters | |
| AnalysisName9 | Text, max 60 characters | |
| AnalysisValue9 | Text, max 60 characters | |
| AnalysisName10 | Text, max 60 characters | |
| AnalysisValue10 | Text, max 60 characters | |
| AnalysisName11 | Text, max 60 characters | |
| AnalysisValue11 | Text, max 60 characters | |
| AnalysisName12 | Text, max 60 characters | |
| AnalysisValue12 | Text, max 60 characters | |
| AnalysisName13 | Text, max 60 characters | |
| AnalysisValue13 | Text, max 60 characters | |
| AnalysisName14 | Text, max 60 characters | |
| AnalysisValue14 | Text, max 60 characters | |
| AnalysisName15 | Text, max 60 characters | |
| AnalysisValue15 | Text, max 60 characters | |
| AnalysisName16 | Text, max 60 characters | |
| AnalysisValue16 | Text, max 60 characters | |
| AnalysisName17 | Text, max 60 characters | |
| AnalysisValue17 | Text, max 60 characters | |
| AnalysisName18 | Text, max 60 characters | |
| AnalysisValue18 | Text, max 60 characters | |
| AnalysisName19 | Text, max 60 characters | |
| AnalysisValue19 | Text, max 60 characters | |
| AnalysisName20 | Text, max 60 characters | |
| AnalysisValue20 | Text, max 60 characters | |



5.2.11. Stock Item Price Export

| Field Name | Format | Rules |
|---------------|--------------------|-------|
| StockItemCode | Text, max 30 chars | |
| PricebandName | Text, max 20 chars | |
| Price | Decimal | |
| Currency | Text, 3 chars | |
| UseStandard | True/False | |

5.2.12. Supplier Account Export

| Field Name | Format | Rules |
|------------------------------------|-----------------------|-----------------------|
| AccountNumber | Text, max 8 chars | |
| AccountName | Text, max 60 chars | |
| ShortName | Text, max 8 chars | |
| AccountBalance | Decimal | |
| CreditLimit | Decimal | |
| CurrencyISOCode | Text, max 3 chars | |
| SYSExchangeRateType | Integer | |
| CountryCode | Text, max 2 chars | |
| TaxCode | Integer, max 2 digits | |
| TaxRegistrationCode | Text, max 30 chars | |
| MonthsToKeepTransactionsFor | Integer, max 2 digits | |
| DefaultOrderPriority | Text, max 1 char | |
| DefaultNominalAccountNumber | Text, max 8 chars | |
| DefaultNominalCostCentre | Text, max 3 chars | |
| DefaultNominalDepartment | Text, max 3 chars | |
| SYSAccountType | Integer | |
| PLPaymentGroup | Integer | |
| EarlySettlementDiscountPercent | Decimal | |
| DaysEarlySettlementDiscountApplies | Integer, max 3 digits | |
| PaymentTermsInDays | Integer, max 3 digits | |
| SYSPaymentTermsBasis | Integer | |
| AccountIsOnHold | Integer | 0 – False 1 - True |
| ValueOfCurrentOrdersInPOP | Decimal | |
| DateAccountDetailsLastChanged | Date, dd/mm/yyyy | |
| DateOfLastTransaction | Date, dd/mm/yyyy | |
| EuroAccountNumberCopiedFromTo | Text, max 8 chars | |
| DateEuroAccountCopied | Date, dd/mm/yyyy | |



| Field Name | Format | Rules |
|---------------------|-------------------------|-----------------------|
| UseTransactionEMail | Integer | 0 – False 1 - True |
| TransactionEMail | Text, max 227 chars | |
| ContactName | Text, max 235 chars | |
| TelephoneNumber | Text, max 200 chars | |
| FaxNumber | Text, max 200 chars | |
| AddressLine1 | Text, max 60 chars | |
| AddressLine2 | Text, max 60 chars | |
| AddressLine3 | Text, max 60 chars | |
| AddressLine4 | Text, max 60 chars | |
| City | Text, max 60 characters | |
| County | Text, max 60 characters | |
| PostCode | Text, max 10 chars | |
| TradingTerms | Text, max 30 chars | |
| CreditReference | Text, max 60 chars | |
| CreditBureau | Text, max 50 chars | |
| CreditPosition | Text, max 50 chars | |
| TermsAgreed | Integer | 0 – False 1 - True |
| AccountOpened | Date, dd/mm/yyyy | |
| LastCreditReview | Date, dd/mm/yyyy | |
| NextCreditReview | Date, dd/mm/yyyy | |
| ApplicationDate | Date, dd/mm/yyyy | |
| DateReceived | Date, dd/mm/yyyy | |

5.2.13. Supplier Bank Details Export

| Field Name | Format | Rules |
|----------------|-----------------------|-------|
| SupplierCode | Text, max 8 chars | |
| SortCode | Text, max 10 chars | |
| AccountNumber | Text, max 20 chars | |
| AccountName | Text, max 60 chars | |
| BankPaymentRef | Text, max 60 chars | |
| PaymentGroup | Integer, max 5 digits | |

5.2.14. Image Export

This allows images to be copied from one folder to another, i.e. from a folder on the network up to an FTP server to display on a website.

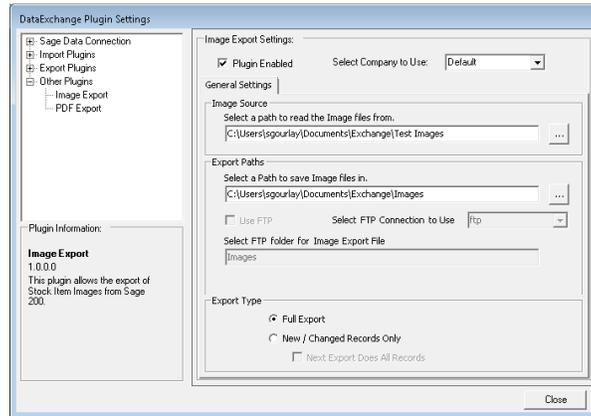


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The settings can be configured by selecting Edit >Other plugins > Image Export:

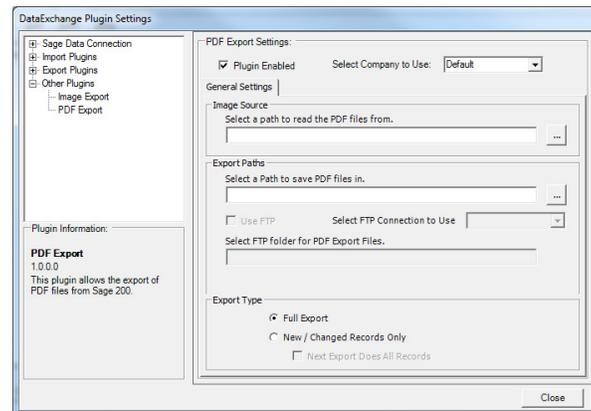


The Source and Export folder locations are specified. If the **New / Changed Records only** option is selected, any files that have changed since the last run will be copied to the export folder specified. Otherwise, a full export will be produced.

5.2.15. PDF Export

This allows PDF files to be copied from one folder to another, i.e. from a folder on the network up to an FTP server.

The settings can be configured by selecting Edit >Other plugins > PDF Export:



The Source and Export folder locations are specified. If the **New / Changed Records only** option is selected, any files that have changed since the last run will be copied to the export folder specified. Otherwise, a full export will be produced.



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5.2.16. Product Discount Group Export

| Field Name | Format | Rules |
|---------------|--------------------|-------|
| ProductGroup | Text, max 20 chars | |
| Description | Text, max 50 chars | |
| DiscountName | Text, max 50 chars | |
| StockQuantity | Decimal | |
| Discount | Decimal | |
| Surcharge | Decimal | |

5.2.17. Stock Item Discount Export

| Field Name | Format | Rules |
|---------------------|--------------------|-------|
| StockCode | Text, max 30 chars | |
| StockName | Text, max 60 chars | |
| ProductGroup | Text, max 20 chars | |
| StockQuantity | Decimal | |
| ItemDiscount | Text, max 50 chars | |
| SalesUnit | Text, max 20 chars | |
| Currency | Text, max 30 chars | |
| DiscountType | Text, max 20 chars | |
| DiscountValue | Decimal | |
| PercentageSurcharge | Decimal | |

5.2.18. Customer Discount Group Export

| Field Name | Format | Rules |
|---------------|--------------------|-------|
| DiscountGroup | Text, max 20 chars | |
| Description | Text, max 50 chars | |
| CustAccRef | Text, max 8 chars | |
| CustomerName | Text, max 60 chars | |
| PriceBand | Text, max 20 chars | |

5.2.19. Customer Contact Export

| Field Name | Format | Rules |
|----------------------|---------------------|-------|
| SLCustomerAccountRef | Text, max 8 chars | |
| ContactName | Text, max 235 chars | |
| Description | Text, max 50 chars | |



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| Field Name | Format | Rules |
|---------------------|---------------------|--|
| Salutation | Text, max 50 chars | |
| FirstName | Text, max 60 chars | |
| MiddleName | Text, max 60 chars | |
| LastName | Text, max 60 chars | |
| Role1 | Text, max 50 chars | |
| IsPreferredRole1 | Boolean | |
| ContactType1 | Text, max 20 chars | Outputs Contact Type Number, see below |
| ContactValue1 | Text, max 227 chars | |
| IsPreferredContact1 | Boolean | |
| CountryCode1 | Text, max 5 chars | |
| AreaCode1 | Text, max 20 chars | |
| SubscriberNumber1 | Text, max 200 chars | |

5.2.20. Order Value Discounts Export

| Field Name | Format | Rules |
|--------------------|--------------------|-------|
| OrderValueDiscount | Text, max 20 chars | |
| Description | Text, max 50 chars | |
| Currency | Text, max 30 chars | |
| Value | Decimal | |
| Discount | Decimal | |
| Surcharge | Decimal | |

5.2.21. Price Band Export

| Field Name | Format | Rules |
|-------------|--------------------|-------|
| PriceBand | Text, max 20 chars | |
| Currency | Text, max 30 chars | |
| Description | Text, max 50 chars | |

5.2.22. Sales Transaction Export

| Field Name | Format | Rules |
|-----------------|-------------------------|-------|
| TransType | Text, max 30 characters | |
| Reference | Text, max 20 characters | |
| SecondReference | Text, max 20 characters | |
| CustAccRef | Text, max 8 characters | |



| Field Name | Format | Rules |
|----------------------------|-------------------------|-------|
| CustomerBalance | Decimal | |
| CustomerCreditLimit | Decimal | |
| TransDate | Date | |
| DueDate | Date | |
| DiscountDate | Date | |
| Value | Decimal | |
| DiscountPercentage | Decimal | |
| DiscountedValue | Decimal | |
| Allocated | Decimal | |
| Outstanding | Decimal | |
| OrigExRate | Decimal | |
| Query | Text, max 1 characters | |
| Status | Text, max 20 characters | |
| Memo | Text, max 60 characters | |
| User | Text, max 20 characters | |
| Source | Text, max 30 characters | |
| URN | BigInt | |
| TaxValue | Decimal | |
| FullSettlementDate | Date | |
| FullSettlementPeriodInDays | Int | |
| Revalued | Bool | |
| EffectiveExchangeRate | Int | |
| PostedDate | Date | |

5.2.23. Search Category Export

| Field Name | Format | Rules |
|---------------------|-------------------------|--|
| StockItemCode | Text, max 30 characters | |
| SearchCategoryName1 | | These fields are dynamically named based on the search category. The search category names used will depend on how it is set up in sage 200. |



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5.2.24 Customer Delivery Address Export

| Field Name | Format | Rules |
|----------------|--------------------------|-------|
| CustomerCode | Text, max 8 characters | |
| Description | Text, max 255 characters | |
| PostalName | Text, max 60 characters | |
| AddressLine1 | Text, max 60 characters | |
| AddressLine2 | Text, max 60 characters | |
| AddressLine3 | Text, max 60 characters | |
| AddressLine4 | Text, max 60 characters | |
| City | Text, max 60 characters | |
| County | Text, max 60 characters | |
| PostCode | Text, max 10 characters | |
| CountryCode | Text, max 2 characters | |
| Contact | Text, max 235 characters | |
| Telephone | Text, max 30 characters | |
| Fax | Text, max 30 characters | |
| Email | Text, max 255 characters | |
| TaxNumber | Text, max 60 characters | |
| TaxCode | Integer | |
| TaxCountryCode | Text, max 2 characters | |



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6. Contact Us

Eureka Solutions have worked successfully with many Sage 200 customers. In addition to Data Exchange for Sage 200 and our other modules, we are also happy to engage in bespoke/customisation work to help tailor your Sage 200 system to meet your specific business requirements.

We offer free trials of our Data Exchange for Sage 200 module available to download on our website www.eurekasolutions.co.uk. For up to date information and details of all our addon modules for Sage 200, please refer to our website www.eurekaaddons.co.uk. Our bestselling addon modules include:



SO Plus for Sage 200

Our **Sales Order Plus** module has been specifically designed to provide fast order entry from within Sage 200 and aims to ensure that all information required by users entering orders is easily available from the main order entry screen. Sales Orders Plus has been really successful in telesales and tradecounter environments where fast order entry and access to sales history information is vital.



Web PO for Sage 200

The **Web Purchase Orders for Sage 200** module has been created to allow users to enter purchase orders into Sage 200 via a web interface without the need to log into the Sage 200 system directly. The module enables users to create purchase orders without taking up a full Sage 200 licence by utilising the Remote Access role in Sage 200. As a result it is ideal for companies with many users who enter purchase orders but don't need access to other areas of Sage 200.



Plus Pack for Sage 200

Our **Plus Pack** is a collection of over 50 individual addons for Sage 200, most of which were created as a result of customer requests. The addons included in the pack range from simple sales order entry enhancements to some serious improvements to core Sage 200 functionality.

If you wish to discuss a specific project or pricing or would like further information on Data Exchange or any of our addon modules for Sage 200 then please call our head office on 01355 581 960 or e-mail us at development@eurekasolutions.co.uk.



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