

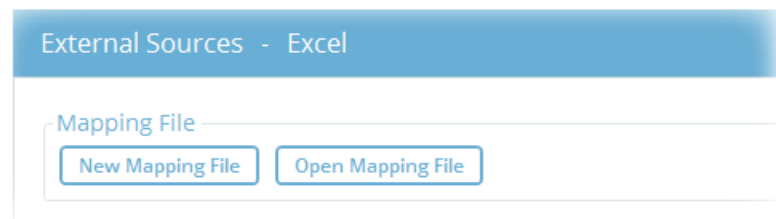
## 1. Accessing Integrations

Open Integrations by going to **Forecast > External Sources** and clicking on the **Launch** button under the **Excel** logo.

The screenshot displays the CASTAWAY software interface for 'Samplers Wine Company'. The top navigation bar includes 'File', 'Setup', 'Forecast', 'Reporting', and 'Window'. The 'Forecast' menu is expanded, showing 'Chart of Accounts' and 'External Sources'. The 'External Sources' section is active, displaying three integration options: 'myob' (MYOB AccountRight), 'xero', and 'Excel'. Each option has a 'Launch' button. A green callout '3' points to the 'Launch' button under the Excel logo. The left sidebar contains various menu items like 'Chart Design', 'Element Settings', 'Opening & Actuals', 'Manage Datalinks', and 'External Sources'. A green callout '2' points to the 'External Sources' menu item. The main content area is titled 'Chart of Accounts / Opening Data / Actuals Data via Integration' and contains two sections: 'Upload Forecast Data' and 'Upload Opening / Actuals Data'. Each section has two buttons: 'Build [Data] Template' and 'Upload [Data] Template'.

## 2. Create or Open a Mapping File

Choose to create a **New Mapping File** or open a previous **Mapping File**.

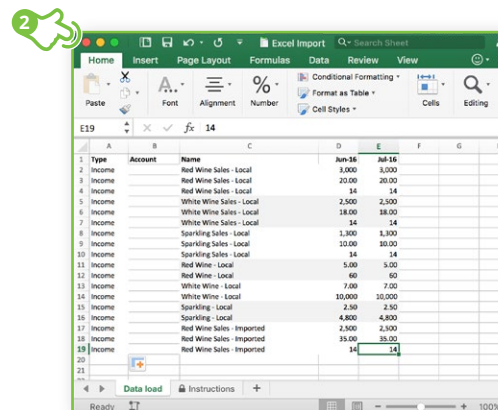
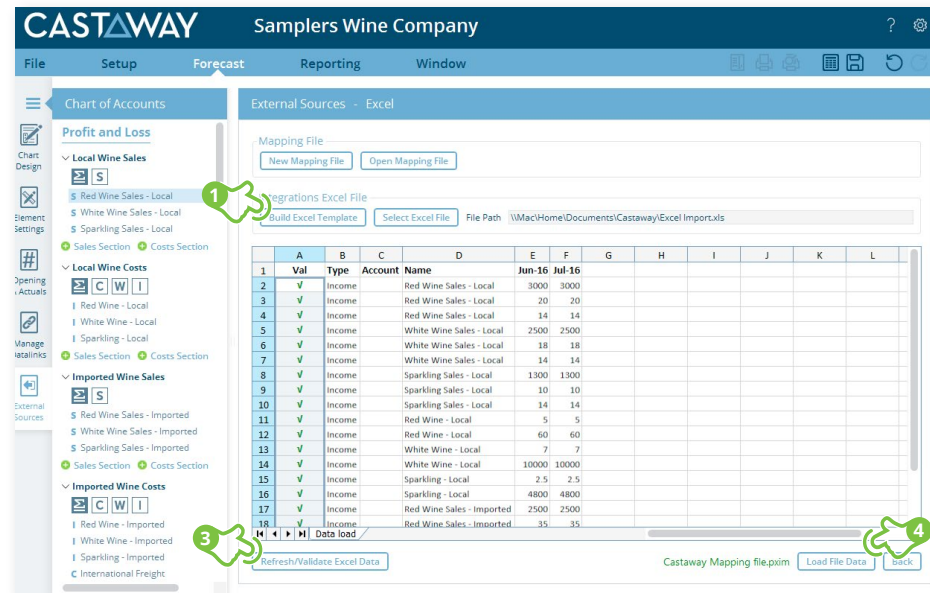


**Tip:** We recommend saving the **Mapping File** in the same folder location as the **Castaway** file.

## 3. Select the Excel Integration file

You need to use an Excel import template to bring in data from Excel. To create one :

1. Click on **Build Excel Template** and save it. The template will open up in **Excel**
2. Add the values based on the instructions sheet in the template and save the file
3. In **Castaway**, click on **Refresh/validate Excel data** to update the saved changes in the screen
4. Click **Load File Data** to start the Excel integration process



**Tip:** The data needs to have a valid green tick to load the file data.

## 4. Map the Excel accounts to Castaway

The Excel data screen shows the Excel accounts list across 6 tabs. Each tab shows the number of accounts in 3 categories:

**(M)apped**

Accounts successfully mapped

**(A)rchived**

Accounts purposely not mapped

**(U)nmapped**

Accounts not yet mapped

Using drag & drop, you can map:

- ✓ one Excel account to an existing Castaway account
- ✓ multiple Excel accounts to an existing Castaway account
- ✓ one Excel account to a new Castaway account
- ✓ multiple Excel accounts to a new Castaway account
- ✓ multiple Excel accounts to multiple new Castaway account

Link	Account Id	Name	Type Name	Value
<input checked="" type="checkbox"/>	M1 A0 U17	Red Wine Sales - Local	Income	3,000.00
<input checked="" type="checkbox"/>	M0 A0 U0	White Wine Sales - Local	Income	2,500.00
<input checked="" type="checkbox"/>	M0 A0 U0	Red Wine Sales - Local	Income	20.00
<input type="checkbox"/>		Red Wine Sales - Local	Income	14.00
<input checked="" type="checkbox"/>		White Wine Sales - Local	Income	2,500.00
<input type="checkbox"/>		White Wine Sales - Local	Income	18.00
<input type="checkbox"/>		White Wine Sales - Local	Income	14.00
<input type="checkbox"/>		Sparkling Sales - Local	Income	1,300.00
<input type="checkbox"/>		Sparkling Sales - Local	Income	10.00
<input type="checkbox"/>		Sparkling Sales - Local	Income	14.00
<input type="checkbox"/>		Red Wine - Local	Income	5.00
<input type="checkbox"/>		Red Wine - Local	Income	60.00
<input type="checkbox"/>		White Wine - Local	Income	7.00
<input type="checkbox"/>		White Wine - Local	Income	10,000.00

**Note:** A Mapping File (\*.pxim file extension) records how the excel Chart of Accounts maps across to the Castaway Chart of Accounts. Mapping Files can be used and updated every time you want to import data into Castaway from excel.

Drag & drop the account(s) to the Castaway Chart of Accounts:

**Existing:** Drag & drop the Excel account(s) over the account name.

**New:** Drag & drop the Excel account(s) over the element button.

**Archive:** Shows an account has been considered but does not need to be mapped to Castaway.

\*Click the button in the Link column it will show a line.

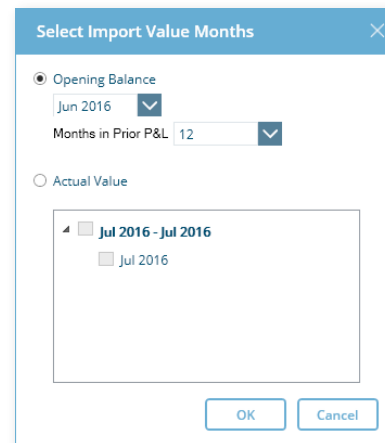
## 5. Import Values (Opening Balances)

Once the Excel accounts have been mapped you can import opening balance sheet and prior Profit & Loss data from the Excel file.

1. Click the **Import Values** button to launch the Select Import Value Months screen




2. Select the **Opening Balance** month from the drop-down list and set the number of months data required in the Prior P&L



3. Click **OK** to save the mapping file, save any changes to the **Castaway** Chart of Accounts and import the selected opening data

**Note:** If you have enabled Actuals in your **Castaway** file, you can import Actuals data from Excel for one month or multiple months.

 You might also be interested in: **Actuals**