

To get started, go to **Forecast > External Sources** and click on the **Launch** button under the **Excel** icon.

Click on the **Build Excel Template** button to begin building the Excel Import Template. Name and save your Excel Import Template file. This will launch your Excel Import Template file with a default view of the Data load sheet.

	A	B	C	D	E	F
1	Type	Account	Name	Jun-17	Jul-17	Aug-17
2						
3						
4						

Type

Specify the type of account by entering one of the following:

Profit & Loss	Balance Sheet	Other
Income	Asset	Driver
Expense	Liability	Ignore (for excluded accounts)
	Equity	

Account

Enter in a unique identifier for each account you want to import so that Castaway remembers where each line is mapped to. If it's left blank, no mapping file will be saved. The account ID can be as simple as 1,2,3!

Name

Enter or copy & paste the name of your accounts in this free form space.

Months

In the header, enter in the period of Actuals data you would like to import in the following format: **DD/MM/YYYY**

Under the Months columns, enter or copy & paste your dollar values for the respective months. The values can be left blank, have 0 or negative values but must not have alpha values or symbols.

Check!

If you have mistyped something, check the Excel work area in Castaway. The validation must have a green tick for you to proceed. Otherwise, the error cell will have a red border.

A	B	C	D
Type	Account	Name	Jul-18
Income	1	Income - sales & Service	\$22,272.73
Income	2	Income - Professional Fee	\$0.00
Income	3	Miscellaneous Income	\$1,070.00
Income	4	Freight Collected	\$10.91
Ignore	0	Late Fees Collected	\$0.00
Ignore	0	Total Income	\$23,353.64

Excel view (filled correctly)

A	B	C	D	E
1	Val	Type	Account Name	Jul-18
2	X	Income	1 Income - sales & Service	22272.73
3	X	Income	2 Income - Professional Fee	0.00
4	X	Income	3 Miscellaneous Income	1070
5	✓	Income	4 Freight Collected	10.91
6	✓	Ignore	0 Late Fees Collected	0

Castaway Validation (with errors)

External Sources - Excel

Income	Expense	Asset	Liability	Equity	Driver
M0 A0 U4	M0 A0 U3	M0 A0 U0	M0 A0 U0	M0 A0 U0	M0 A0 U0
Link	Account Id	Name	Type Name	Value	Jul 2018
<input type="checkbox"/>	1	Income - sales & Service	Income	22,272.73	
<input type="checkbox"/>	2	Income - Professional Fee	Income	0.00	
<input type="checkbox"/>	3	Miscellaneous Income	Income	1,070.00	
<input type="checkbox"/>	4	Freight Collected	Income	10.91	

Castaway External Sources view (after import)

Now you're ready to map your accounts to your forecast.