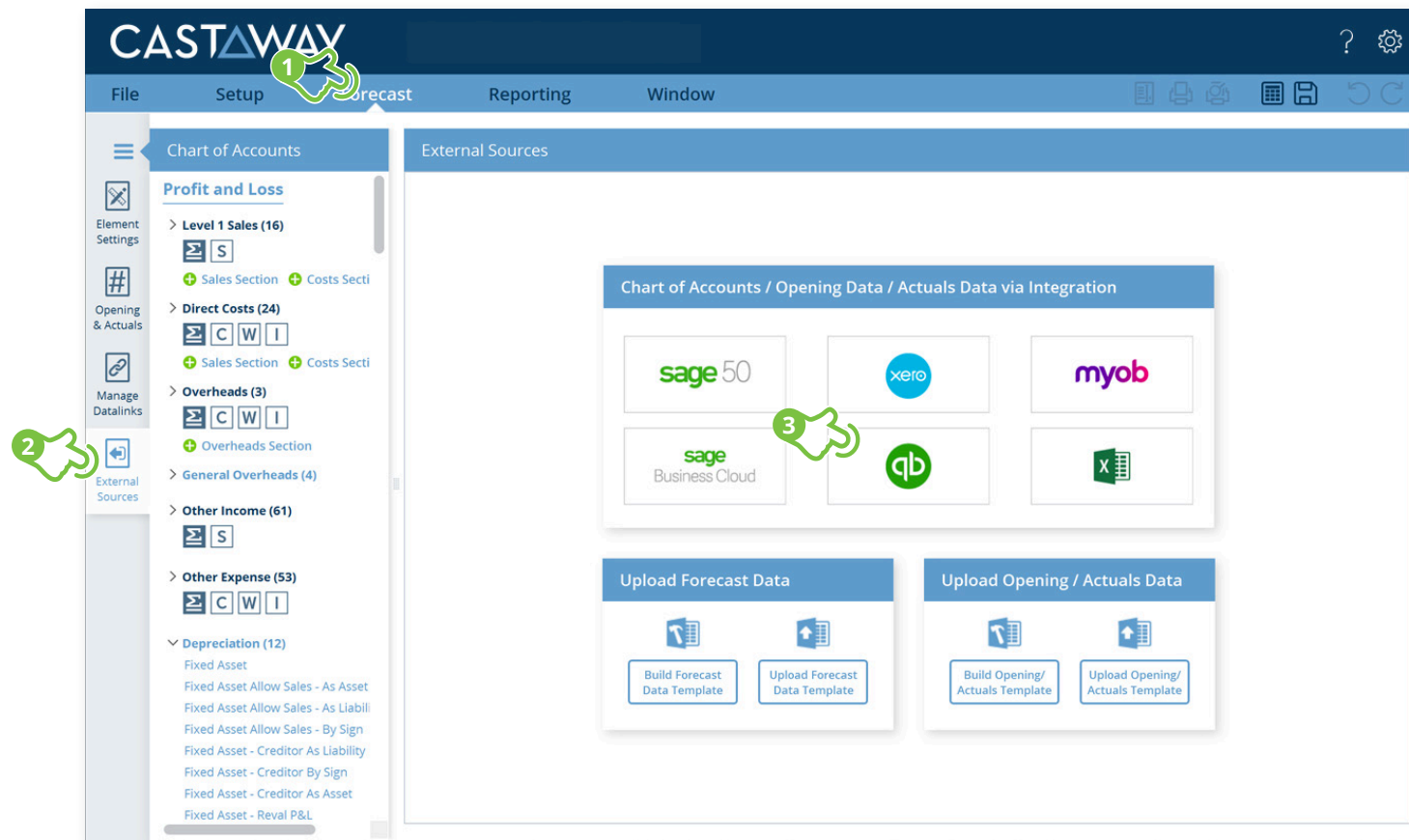


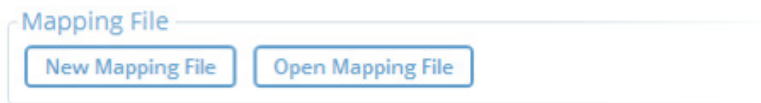
## 1. Accessing Integrations

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

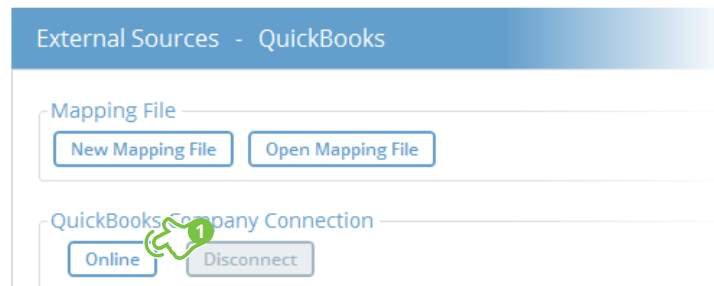


## 2. Create or Open a Mapping File

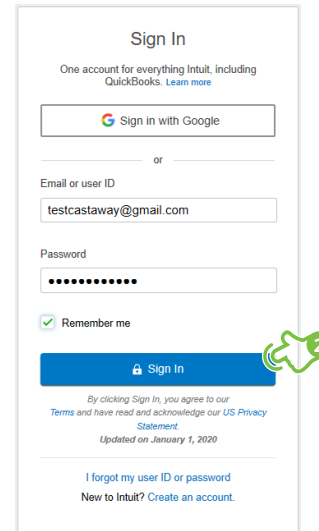
Choose to create a **New Mapping File** or open a previous **Mapping File**.



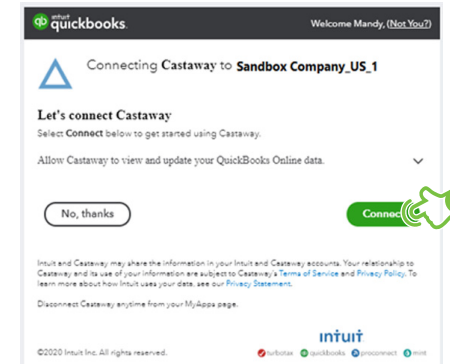
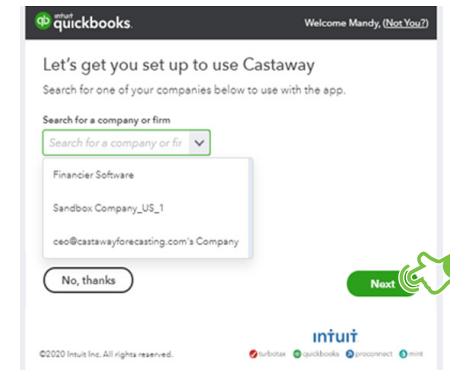
## 3. Select the QuickBooks file



1. Once the Mapping File has been identified, Click **Online** to start the **QuickBooks** login process.
2. Enter login details to the Screencast application and click on **sign in**.



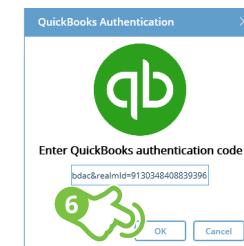
3. Select the **QuickBooks** company file and click **Next**.



4. Click **Connect** on the **QuickBooks** access screen.



5. Copy the **QuickBooks** authentication code.



6. Enter/Paste the **QuickBooks** authentication code into the **QuickBooks** Authentication

## 4. Select the number of months

Once the Mapping File has been identified, You need to select the number of months you want to import from **QuickBooks**. Click on **Load File Data** to upload **QuickBooks** data in Castaway.

**Tip:** The current month will be included in the called periods as well

Mapping File

QuickBooks Company Connection

**Company Information**

Company Name: Sandbox Company\_US\_1

Address:

City:

State:

Country: US

Postal Code:

Company Email: andyarian@castawayforecasting.com

Company Phone:

My Company mapping file.pxim Load 12 months

## 5. Map the QuickBooks accounts to Castaway

The **QuickBooks** data screen appears with the **QuickBooks** accounts across 5 tabs:

Each tab shows the number of accounts in 3 categories:

**(M)apped**

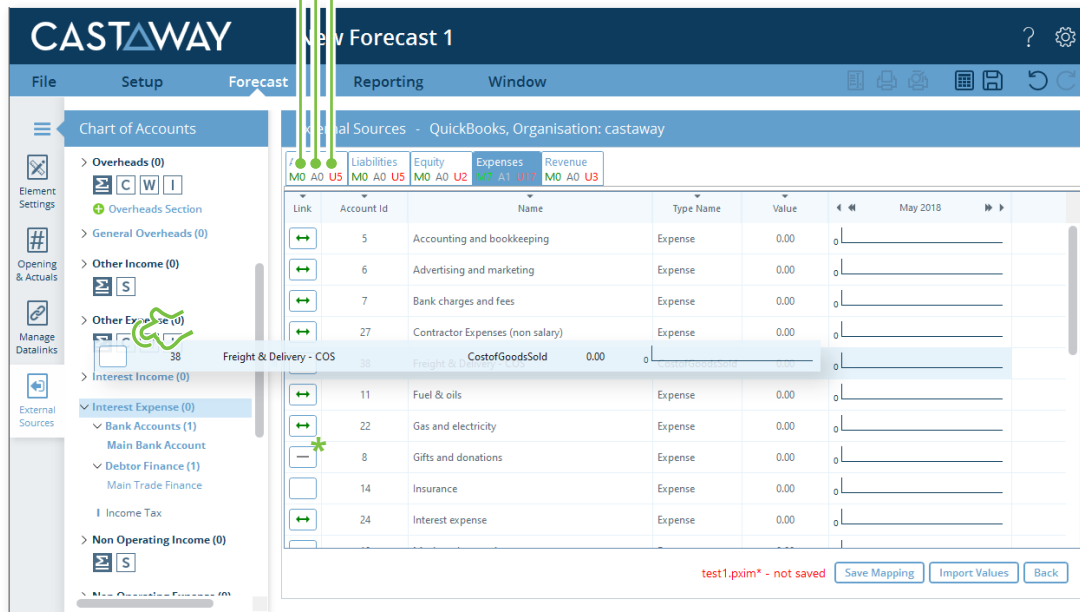
Accounts successfully mapped

**(A)rchived**

Accounts purposely not mapped

**(U)nmapped**

Accounts not yet mapped



**Tip:** By clicking on save mapping any new updates to mapping will be saved even if you do not finish the import process

Using drag & drop, you can map:

- ✓ One **QuickBooks** account to an existing **Castaway** account
- ✓ Multiple **QuickBooks** accounts to an existing **Castaway** account
- ✓ One **QuickBooks** account to a new **Castaway** account
- ✓ Multiple **QuickBooks** accounts to a new **Castaway** account
- ✓ Multiple **QuickBooks** accounts to multiple new **Castaway** accounts

**Note:** A Mapping File (\*.pxim file extension) records how the **QuickBooks** 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 **QuickBooks**.

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

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

**New:** Drag & drop the **QuickBooks** account(s) over an 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 and it will show a line.

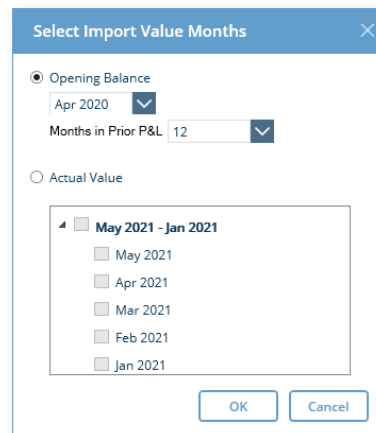
## 6. Import Values (Opening Balances)

Once the **QuickBooks** accounts have been mapped you can import opening balance sheet and prior Profit & Loss data from the **QuickBooks** 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 Profit & Loss



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 **QuickBooks** for one month or multiple months.



You might also be interested in: [Actuals](#)