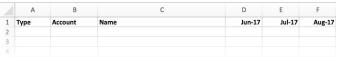
Info Sheet Excel Import Template



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.



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

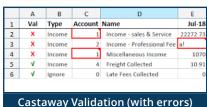
In the header, enter in the period of Actuals data you would like to import in the following format: **DD/MM/YYYY**

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.







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