

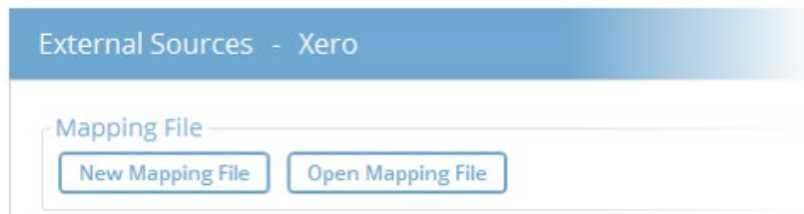
## 1. Accessing Integrations

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

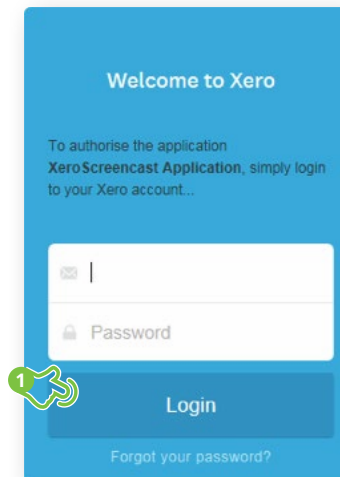
The screenshot displays the CASTAWAY software interface for 'Samplers Wine Company'. The top navigation bar includes 'File', 'Setup', 'Forecast', 'Reporting', and 'Window'. A green callout '1' points to the 'Forecast' menu. The left sidebar contains various tool icons, with a green callout '2' pointing to the 'External Sources' icon. The main content area is titled 'External Sources' and features a section 'Chart of Accounts / Opening Data / Actuals Data via Integration'. This section contains three integration options: 'myob' (MYOB AccountRight), 'xero', and 'Microsoft Excel'. A green callout '3' points to the 'Launch' button under the Xero logo. Below these options are two sections: 'Upload Forecast Data' and 'Upload Opening / Actuals Data', each with 'Build' and 'Upload' buttons for their respective templates.

## 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.



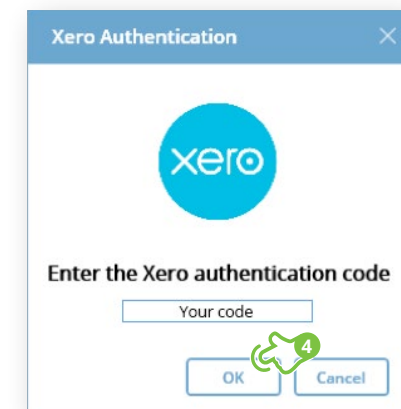
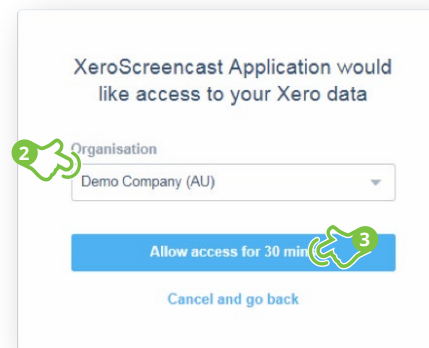
## 3. Select the number of months

Once the Mapping File has been identified, You need to select the number of months you want to import from **Xero**.

## 4. Select the Xero file

Click **Load File Data** to start the **Xero** login process:

1. Enter logon details to the Screencast application
2. Select the **Xero** Organisation you want to work with
3. Click **Allow access for 30 mins**
4. Copy the **Xero authentication code** then paste the **Xero authentication code** into the **Xero Authentication** screen and click **OK**.

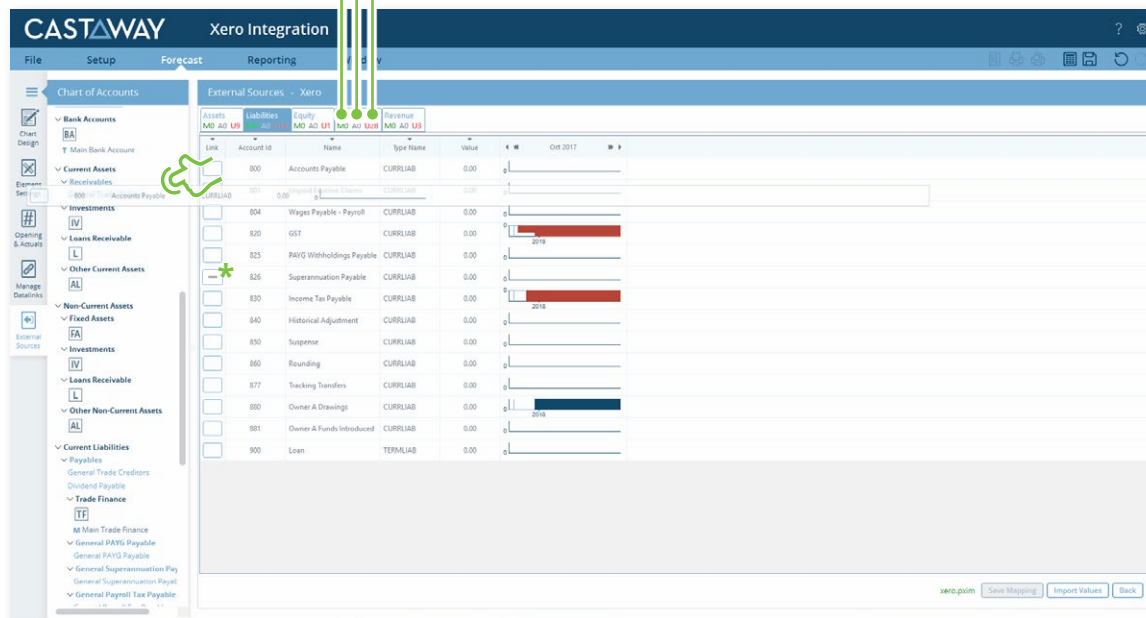


## 5. Map the Xero accounts to Castaway

The **Xero** data screen appears with the **Xero** 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

- Using drag & drop, you can map:
- ✓ one **Xero** account to an existing **Castaway** account
  - ✓ multiple **Xero** accounts to an existing **Castaway** account
  - ✓ one **Xero** account to a new **Castaway** account
  - ✓ multiple **Xero** accounts to a new **Castaway** account
  - ✓ multiple **Xero** accounts to multiple new **Castaway** accounts



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

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

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

**New:** Drag & drop the **Xero** 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 and it will show a line.

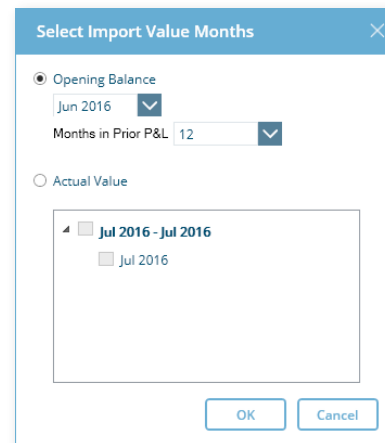
## 5. Import Values (Opening Balances)

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

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