

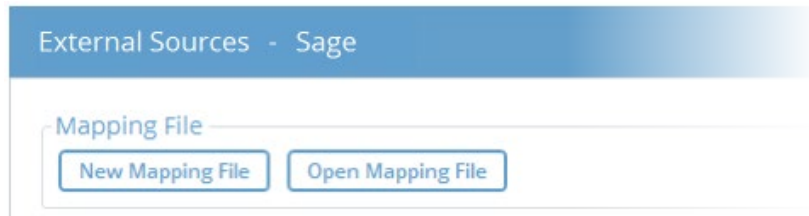
## 1. Accessing Integrations

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

The screenshot displays the CASTAWAY Sage Integration interface. The top navigation bar includes 'File', 'Setup', 'Forecast', 'Reporting', and 'Window'. The 'Forecast' menu is highlighted with a green callout '1'. The left sidebar shows a 'Chart of Accounts' tree with categories like 'Profit and Loss', 'Sales', 'Direct Costs', 'Overheads', 'General Overheads', 'Other Income', 'Other Expense', and 'Depreciation'. The 'External Sources' icon in the sidebar is highlighted with a green callout '2'. The main content area, titled 'External Sources', features a section 'Chart of Accounts / Opening Data / Actuals Data via Integration' with buttons for 'myob', 'xero', and 'sage 50'. The 'sage 50' button is highlighted with a green callout '3'. Below this are two sections: 'Upload Forecast Data' and 'Upload Opening / Actuals Data', each containing 'Build' and 'Upload' buttons for templates.

## 2. Create or Open a Mapping File

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



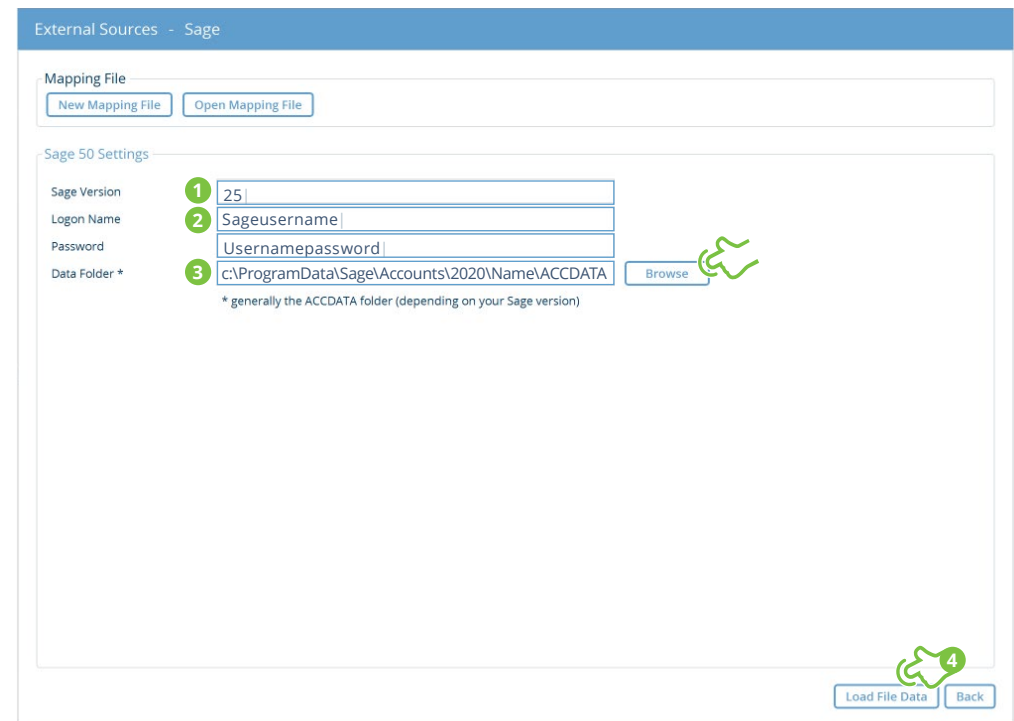
## 3. Select the Sage file



1. Enter your **Sage** version number\*
2. Enter your **Sage** logon details
3. Click the **Browse** button and select your **Sage** Data Folder location or alternatively you can enter the location manually
4. Click **Load File Data**

! If any one of these steps is incomplete the you may get a connection error. If this happens check your details in each step and try again.

\* If you do not know your **Sage** version number or file path see the last of this guide page for instructions on how to find it.



**Tip:** As the mapping file is separate to the main Castaway file you should always save a mapping file. We recommend saving the **Mapping File** in the same folder location as the **Castaway** file.

## 4. Map the Sage accounts to Castaway

The **Sage** data screen appears with the **Sage** accounts across 5 tabs:  
Each tab shows the number of accounts in 3 categories:

**(M)apped**

Accounts successfully mapped

**(A)rchived**

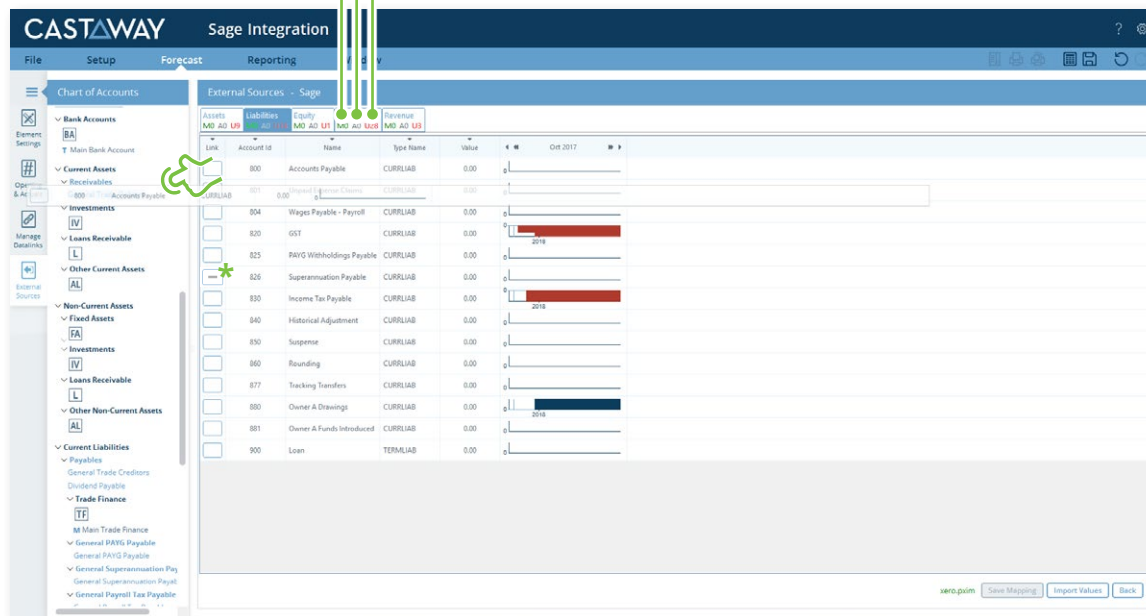
Accounts purposely not mapped

**(U)nmapped**

Accounts not yet mapped

Using drag & drop, you can map:

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



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

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

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

**New:** Drag & drop the **Sage** 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.

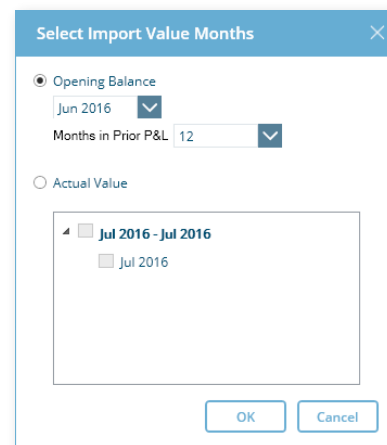
## 5. Import Values (Opening Balances)

Once the **Sage** accounts have been mapped you can import opening balance sheet and prior Profit & Loss data from the **Sage** 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 **Sage** for one month or multiple months.

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

## \* Finding your Sage Information

1. On starting **Sage**, you will be shown a file list with your **Sage** files. Choose the file that you will be importing to **Castaway** & open it.
2. Enter your **Sage** logon details
3. Click **Help > About** from the top navigation menu
4. Locate the **Program Details** section
5. The **Sage** version number is the first two numbers of the **Version Number**
6. The **Sage Data Folder** is labeled **Data Directory**

### Sage 50 Settings

Sage Version: 25

Logon Name: \_\_\_\_\_

Password: \_\_\_\_\_

Data Folder: C:\ProgramData\Sage\Accounts\2019\

**Sage 50 Accounts Professional - simple test forecast**

File Edit View Modules Settings Tools Favourites WebLinks Help

Home  
Help centre  
Add-Ons

Customers  
Quotations  
Sales orders  
Invoices and credits

Suppliers  
Purchase orders

Products and services

Bank accounts  
Nominal codes  
VAT  
Transactions

Fixed assets  
Departments  
Projects

Diary

Remote Support  
Send to Support  
Save File  
Print  
Refresh

Information collated: 29/ 01/ 2020 08:47:47

**4** **Program Details**

**5** Version Number 25.1.128.0

SBD Desktop Version 15.0.57.0

Report Designer Version 4.0.164.0

Updates Installed Update 1

Internet Submissions Module Version N/A

Program Directory C:\Program Files (x86)\Sage\Accounts\

**6** Data Directory C:\ProgramData\Sage\Accounts\2019\COMPANY.002\ACCDATA

Settings Directory C:\ProgramData\Sage\Accounts\

**Configuration Information**

Financial Year January 2020 - December 2020

Lock Date 1/ 01/ 2020

VAT Scheme Standard Vat

Last Month End Procedure Run N/A

Last Backup Date 10/ 01/ 2020

Last Restore Date N/A

Last Check Data Date 10/ 01/ 2020

Last Check Data Summary Errors 0  
Warnings 0  
Comments 0

Clear Audit Trail Date N/A

Clear Stock Date N/A

Budget Method Standard

Automatic Updates On

Next Update Reminder N/A

Licence Info  
Serial Number  
Activation Key  
Variant  
Users  
Companies  
Account Number  
Licence Type  
Other Applications

Data Information  
Transactions  
Headers  
Splits  
Usages  
Last Transactions  
Invoices & Orders  
Invoices  
Last Invoice Number  
Sales Orders  
Last Sales Order  
Purchase Orders  
Last Purchase Order  
Records  
Customer Records  
Supplier Records