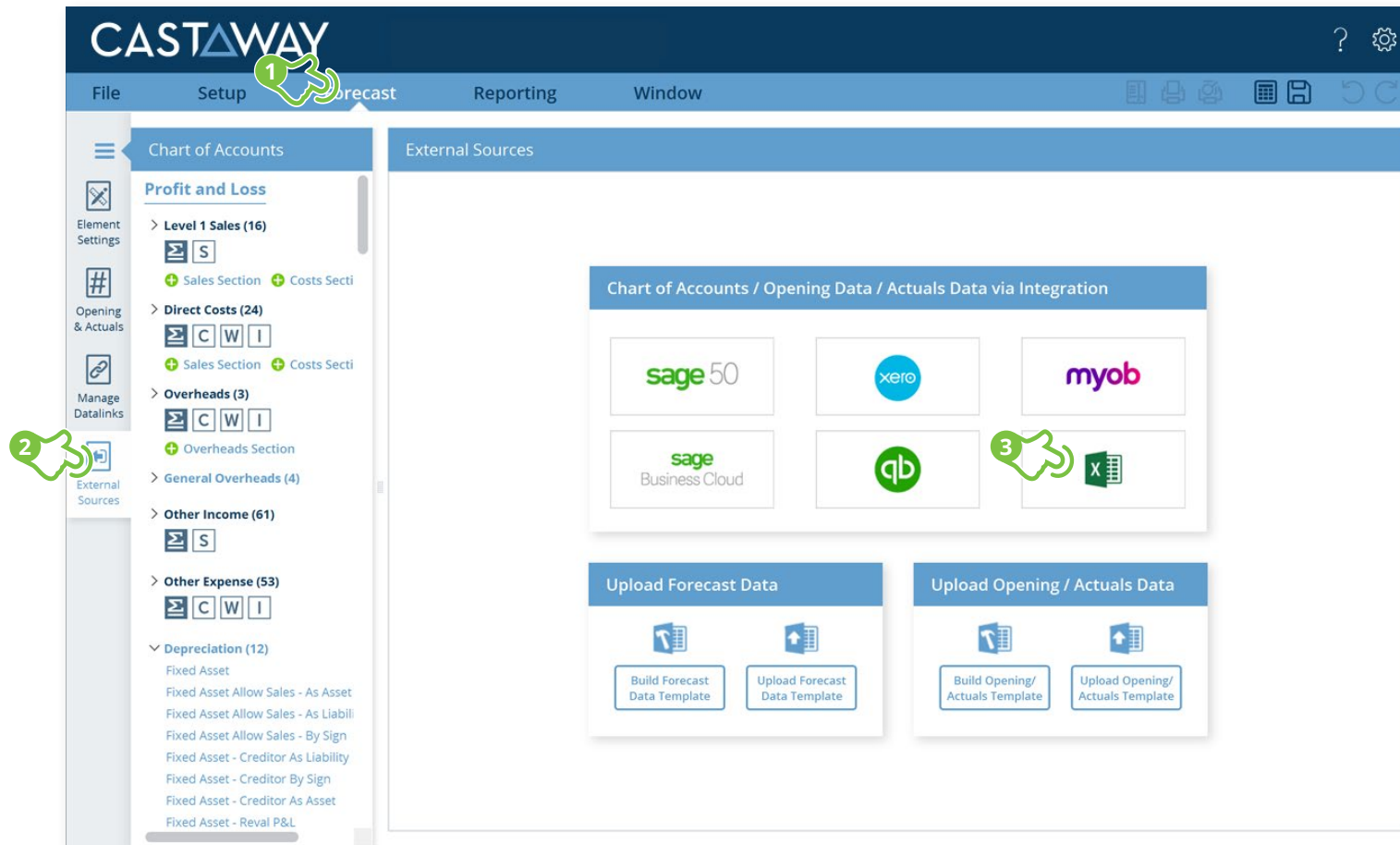


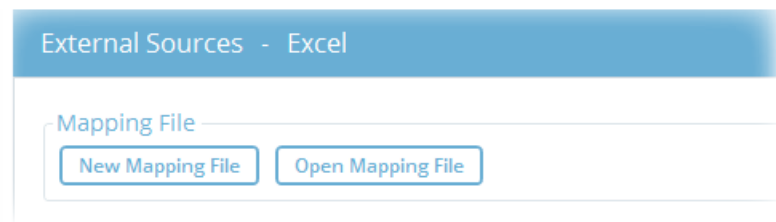
1. Accessing Integrations

Open Integrations by going to **Forecast > External Sources** and clicking on the **Excel** logo.



2. Create or Open a Mapping File

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

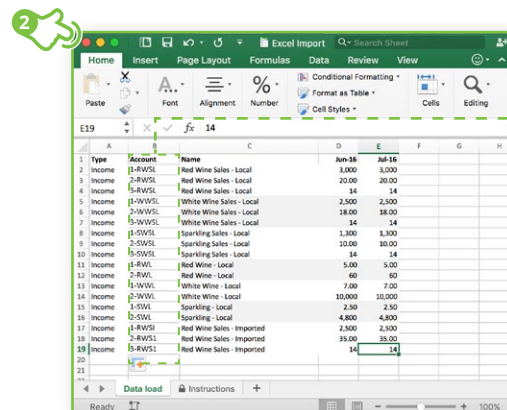
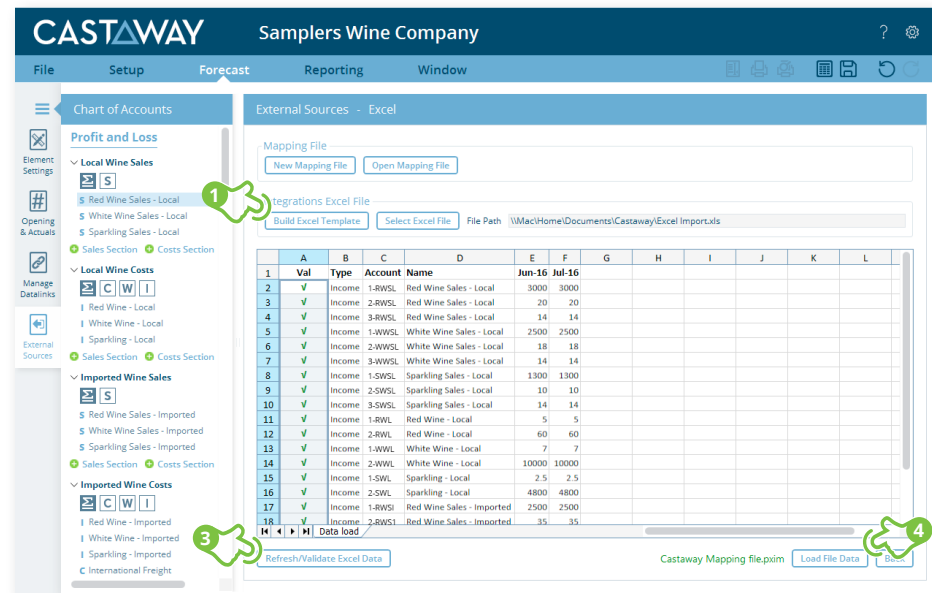


Tip: We recommend saving the **Mapping File** in the same folder location as the **Castaway** file.

3. Select the Excel Integration file

You need to use an Excel import template to bring in data from Excel. To create one :

1. Click on **Build Excel Template** and save it. The template will open up in **Excel**
2. Add the values based on the instructions sheet in the template and save the file
3. In **Castaway**, click on **Refresh/validate Excel data** to update the saved changes in the screen
4. Click **Load File Data** to start the Excel integration process



Note: A unique Account ID needs to be present to save the mapping file correctly.

Tip: The data needs to have a valid green tick to load the file data.

4. Map the Excel accounts to Castaway

The Excel data screen shows the Excel accounts list across 6 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 Excel account to an existing Castaway account
- ✓ multiple Excel accounts to an existing Castaway account
- ✓ one Excel account to a new Castaway account
- ✓ multiple Excel accounts to a new Castaway account
- ✓ multiple Excel accounts to multiple new Castaway accounts

Link	Account Id	Name	Type Name	Value
✓	1-RWSL	Red Wine Sales - Local	Income	3,000.00
✓	2-RWSL	White Wine Sales - Local	Income	2,500.00
✓	3-RWSL	Sparkling Sales - Local	Income	20.00
✓	1-WWSL	White Wine Sales - Local	Income	14.00
*	2-WWSL	White Wine Sales - Local	Income	2,500.00
✓	3-WWSL	White Wine Sales - Local	Income	18.00
✓	1-SWSL	Sparkling Sales - Local	Income	14.00
✓	2-SWSL	Sparkling Sales - Local	Income	1,300.00
✓	3-SWSL	Sparkling Sales - Local	Income	10.00
✓	1-RWL	Red Wine - Local	Income	60.00
✓	2-RWL	Red Wine - Local	Income	5.00
✓	1-WWL	White Wine - Local	Income	7.00
✓	2-WWL	White Wine - Local	Income	10,000.00

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

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

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

New: Drag & drop the Excel account(s) over the element button.

Archive: Shows an account has been considered but doesn't need to be mapped. *To do this **Click** the button in the link column and it will show a line.

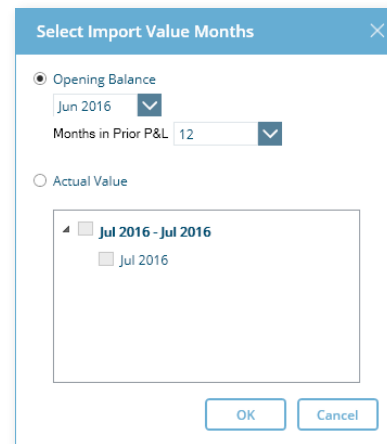
5. Import Values (Opening Balances)

Once the Excel accounts have been mapped you can import opening balance sheet and prior Profit & Loss data from the Excel 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 P&L



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 Excel for one month or multiple months.

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