

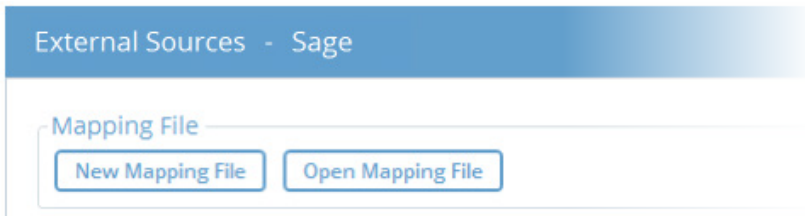
1. Accessing Integrations

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

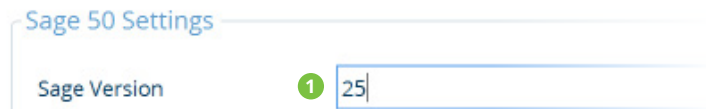
The screenshot shows the CASTAWAY Sage Integration interface. The top navigation bar includes 'File', 'Setup', 'Forecast', 'Reporting', and 'Window'. The 'Forecast' menu is open, and the 'External Sources' option is selected. The sidebar on the left shows a tree view of account types, with 'External Sources' highlighted. The main content area is titled 'External Sources' and contains a section 'Chart of Accounts / Opening Data / Actuals Data via Integration'. This section features a grid of integration options: Sage 50, Xero, Myob, Sage Business Cloud, and QB. Below this grid are two sections: 'Upload Forecast Data' and 'Upload Opening / Actuals Data'. The 'Upload Forecast Data' section has two buttons: 'Build Forecast Data Template' and 'Upload Forecast Data Template'. The 'Upload Opening / Actuals Data' section has two buttons: 'Build Opening/Actuals Template' and 'Upload Opening/Actuals Template'. A green hand icon with the number '1' points to the 'Forecast' menu, and another green hand icon with the number '2' points to the 'External Sources' option in the sidebar. A third green hand icon with the number '3' points to the Sage 50 integration button.

2. Create or Open a Mapping File

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



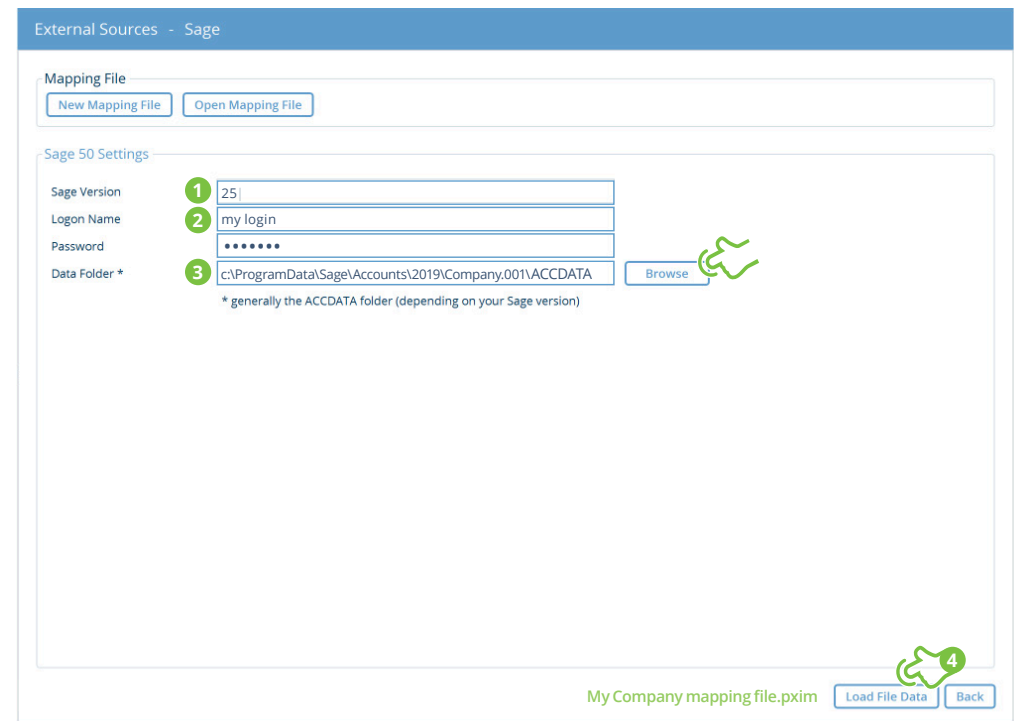
3. Select the Sage file



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, then you may get a connection error. If this happens check your details and try again.

* If you do not know your **Sage** version number or file path see the last page 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

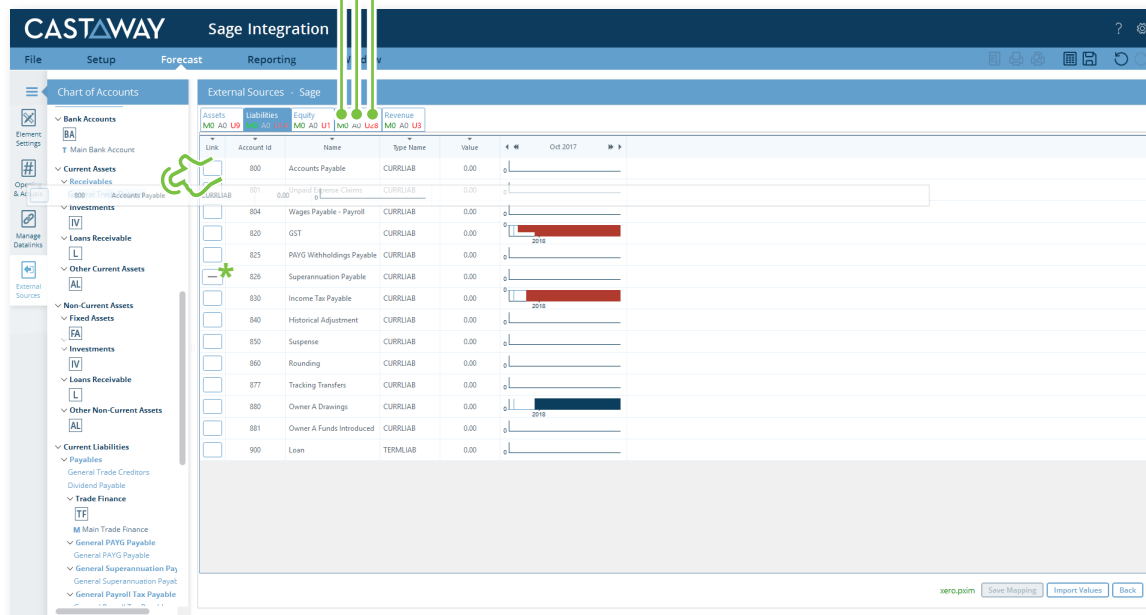
Accounts purposely not mapped

(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.

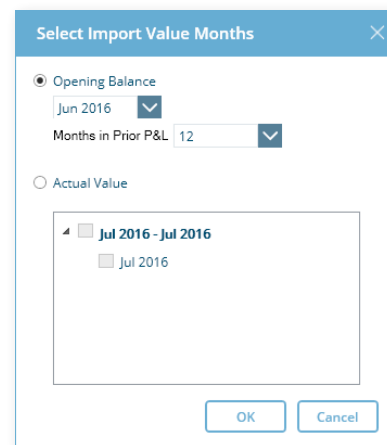
5. Import Values (Opening Balances)

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

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 Information
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