

### **1.** Accessing Integrations

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

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	File	Setup Setup	Reporting	Window			
	≡	Chart of Accounts	External Sources				
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# CASTAWAY

## **2.** Create or Open a Mapping File Choose to create a New Mapping File or open a previous Mapping File. External Sources - Xero Mapping File New Mapping File **Open Mapping 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. Connect to Xero & select the Xero file Xero Organisation List Online 1. Click Online to start the Xero login process 2. Enter your Xero logon details 3. Click Allow Access

- 4. Select the Xero Organisation & Click Connect
- 5. Copy the Xero authentication code
- 6. Paste the Xero authentication code into the Xero Authentication screen and click OK
- 7. Select your Xero Organisation & Click Load File Data





## **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:

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Using drag & drop, you can map:

- one Xero account to an existing Castaway account
- will the construction of t
- 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.

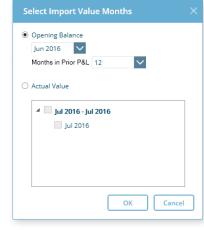
#### **5.** Import Values (Opening Balances)

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

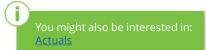
1. Click the Import Values button to launch the Select Import Value Months screen



2. Select the **Opening Balance** month from the drop-down list and set the number of months data required in the prior Profit & Loss



**Note:** If you have enabled Actuals in your **Castaway** file, you can import Actuals data from **Xero** for one month or multiple months.



CASTAWAY

3. Click OK to save the mapping file, save any changes to the Castaway Chart of Accounts and

import the selected

opening data