Using the .csv template file to upload Income and Expenses

1. Download the .csv template from the help section.

2. Open the file and enter the income and expense data for all required columns.

  a. TransactionDate

  b. Description

  c. Amount

  d. IsExpense (Enter yes or no)

  e. IsIncome (Enter yes or no)

  f. TransactionCategoryId (Enter the three digit number from the list of Transaction Categories below.)

Income Categories

157	Asset Appreciation
158	Assets Omitted from Inventory/Account
242	Court Order Repayment
159	Disability Benefits
243	Distribution from Trust
160	Gifts Received
161	Inheritance
162	Investment - Annuity
163	Investment - Dividends
164	Investment - Interest
165	Investment - Other
166	Long Term Care
167	Miscellaneous Income
168	Pension
244	Per Capita
235	Personal Property Disposed
171	Real Estate Sale Proceeds
172	Refund
173	Rental Income
174	Social Security/SSI
175	Support Income
176	Transfer From
177	VA Benefits
178	Wages

Expense Categories

179	Asset Depreciation
180	Automobile - Gasoline
181	Automobile - Maintenance
182	Automobile - Payment
183	Bank Service Charges
184	Bond Premium
185	Care Facility
186	Charitable Donation
187	Clothing
188	Education
189	Entertainment
190	Fees - Accountant
191	Fees - Attorney
192	Fees - Court
193	Fees - Guardian/Conservator
236	Fees - Late
194	Fees - Other Fees
195	Fees - Realtor/Appraiser
196	Food - Dining Out
197	Food - Groceries

198 Funeral

199 Gifts Given

200 Hobby

201 Household - Laundry/Dry Cleaning

202 Household - Maintenance/Repairs

203 Household - Other Household

204 Insurance - Auto

205 Insurance - Home/Renter

206 Insurance - Medical

207 Insurance - Other Insurance

208 Medical - Ambulance/Transport

209 Medical - Dental

210 Medical - Doctor/Hospital

240 Medical - Prescriptions

212 Medical: Equipment

213 Miscellaneous Expense

238 Mortgage

214 Personal Needs

216 Personal Property - Purchase

217 Pet Care

218 Preexisting Debt

239 Rent

220 Services - Cleaning

221 Services - Personal Care

222 Subscriptions & Dues

223 Support Payments

224 Taxes - Federal

225 Taxes - Other Taxes

226 Taxes - Real Estate

227 Taxes - State

228 Transfer To

245 Transfer to Trust

229 Transportation

230 Travel

231 Utilities - Garbage

232 Utilities - Gas & Electric

233 Utilities - Telephone/Internet/Cable

234 Utilities - Water/Sewer

g. AccountNumber (Enter the account number. This number needs to match the number of an account that you have already entered into MyMNConservator.)

h. If the expense was paid with a check, include the check number.

3. Save the changes to the file. The file must be saved as a .csv file and have the .csv extension in the file name.

4. Upload the file to MyMNConservator using the .csv upload button.