

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
- 169 Personal Property Sale (Gain)
- 235 Personal Property Sale (Loss)
- 170 Personal Property Sale Proceeds
- 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

## MyMNConservator Transaction Import Instructions

- 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
- 241 Late Fee
- 208 Medical - Ambulance/Transport
- 209 Medical - Dental
- 210 Medical - Doctor/Hospital
- 211 Medical - Prescriptions
- 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
- 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.**