

# TRANSFERRING TRANSACTIONS FROM OTHER FINANCIAL ACCOUNTING SOFTWARE

## PART 1: SETTING UP INCOME AND EXPENSE CATEGORIES

In order to successfully transfer information from another accounting software package to the Court's account filing program, the categories of income and expenses **MUST** have the exact same names. At the end of these instructions, you will find a list of the income and expense categories used by the Court's account filing program. You must use **ONLY** these approved categories. Failure to use the exact category names will result in the inability to import the information into the Court's account filing program.

## PART 2: CREATING IMPORT FILES

Export your income and expense entries from your financial accounting software to a CSV (comma separated value) file. You will need to consult the instructions for your software program to determine how to do this.

**NOTE:** The conservator account program requires that you import income files separately from expense files. If your financial accounting software exports both income and expense to one file, you will need to separate that single file into two files: one file containing the income data and one file containing the expense data.

If necessary, create headers (column names) in the CSV file to match the headers in the Court's account filing program. Below are screen shots to assist in creating appropriate headers:

Court's Account Headers:

| Type | Num | Category | Date<br>(MM/dd/yyyy) | Name | Memo | Amount |
|------|-----|----------|----------------------|------|------|--------|
|------|-----|----------|----------------------|------|------|--------|

CSV File Headers:

| A       | B   | C         | D            | E                    | F    | G      |
|---------|-----|-----------|--------------|----------------------|------|--------|
| Type    | Num | Date      | Name         | Category             | Memo | Amount |
| Deposit |     | 2/12/2007 | Central Bank | Investment: interest |      | 1.84   |
| Deposit |     | 3/12/2007 | Central Bank | Investment: interest |      | 1.35   |

**NOTE:** The columns do not need to be in the same order. However, the column headers for the CSV file **MUST** have the same names as the headers in the Court's account filing program.

Perform any necessary data clean up to ensure that the correct data will be imported to the Court's account filing program.

### PART 3: IMPORTING FILES

Select “Edit Transaction” for an income or expense account to which you want to import transactions.

#### 1. ASSETS AND INCOME:

**A. Personal Property Total from Inventory** (if this is the first Annual Account): \$ 141000.00

OR

**B. Balance Per**  Annual Account (Line 3 of prior annual account): \$

**C. Income**

**Instructions:** First add a description for the income account. When the page reloads, you will need to add transactions for this income by clicking on the Edit Transactions link next to the income account. The amount (total) will be computed from the transactions you create/import.

| Description (Do not list account numbers)         | Amount | Action                             |
|---|--------|------------------------------------|
| <input type="text"/>                              |        | <input type="button" value="Add"/> |
| Hometown Bank <a href="#">[Edit Transactions]</a> | \$0.00 | <a href="#">Delete</a>             |

**D. Total Assets & Income** (A or B plus C): \$141,000.00

#### 2. EXPENSES:

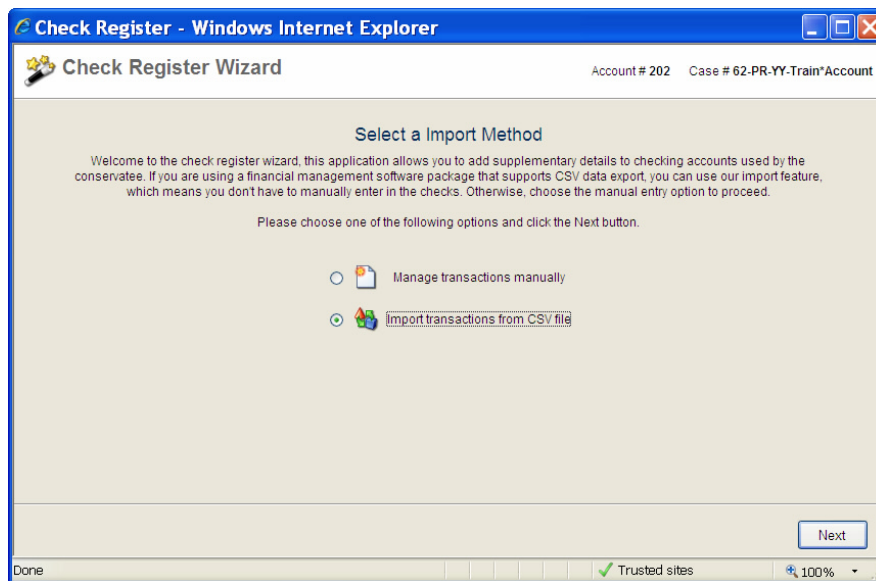
**A. Expenditures** (describe and list amount)

**Instructions:** First add a description for the expense account. When the page reloads, you will need to add transactions for this expense account by clicking on the Edit Transactions link next to the expense account. The amount (total) will be computed from the transactions you create/import.

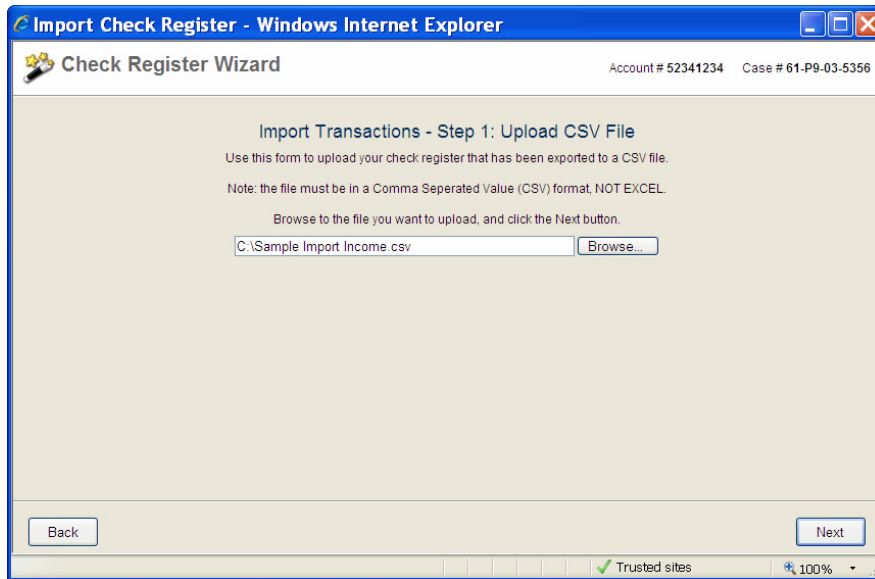
| Description (Do not list account numbers)         | Amount | Action                             |
|---|--------|------------------------------------|
| <input type="text"/>                              |        | <input type="button" value="Add"/> |
| Hometown Bank <a href="#">[Edit Transactions]</a> | \$0.00 | <a href="#">Delete</a>             |

**B. Total Expenses:** \$0.00

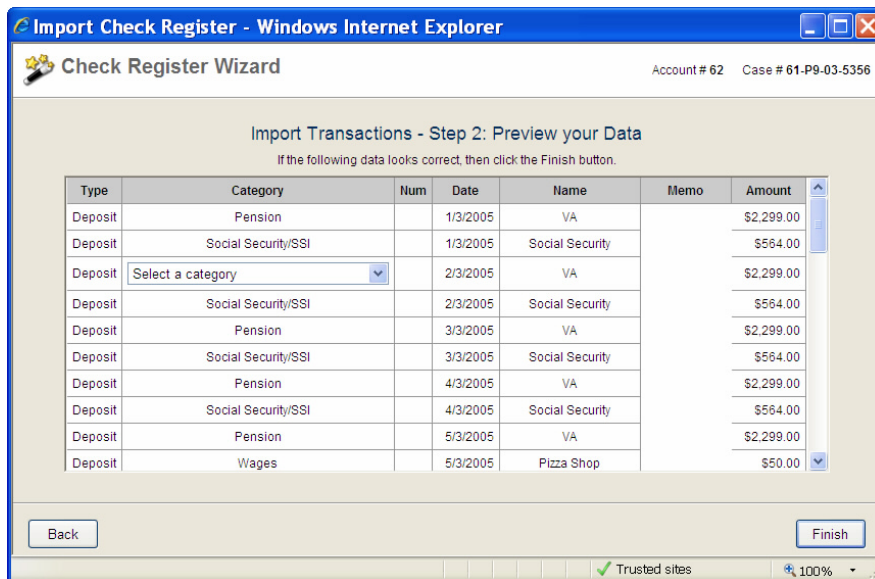
From the Select Import Method Screen, select “Import Transactions from CSV file”



From the Import Transactions screen, click on “Browse” and find the file you want to import. After the import file is selected, click on the “Next” button and the import will begin.



Review the imported transactions to determine whether the correct items were imported. If categories do not match, you will need to select an appropriate category by using the “Select a Category” drop down menu. You can undo the import, by clicking the “Back” button.



Use this drop down menu to select appropriate categories. Click on the “Finish” button to complete the import.

**CHART OF ACCOUNTS  
FOR  
CONSERVATORSHIP ANNUAL INCOME & EXPENSE REPORTS**

**INCOME ACCOUNTS**

Assets Omitted from Inventory/Account  
Asset Appreciation  
Gifts Received  
Investment: Annuity  
Investment: Dividends  
Investment: Interest  
Miscellaneous Income  
Other Investment  
Pension  
Personal Property Acquired  
Personal Property Sale (Gain)  
Real Estate Sale Proceeds  
Refund  
Social Security/SSI  
Support Income  
Transfer From  
Wages

**CHART OF ACCOUNTS  
FOR  
CONSERVATORSHIP ANNUAL INCOME & EXPENSE REPORTS**

**EXPENSE ACCOUNTS**

Asset Depreciation  
Automobile: Gasoline  
Automobile: Maintenance  
Bank Service Charges  
Bond Premium  
Care Facility  
Charitable Donation  
Clothing  
Fees: Accountant  
Fees: Attorney  
Fees: Court  
Fees: Guardian/Conservator  
Fees: Other Fees  
Fees: Realtor/Appraiser  
Food: Dining Out  
Food: Groceries  
Funeral  
Gifts Given  
Household: Laundry/Dry Cleaning  
Household: Maintenance/Repairs  
Household: Other Household  
Insurance: Auto  
Insurance: Home/Renter  
Insurance: Medical  
Insurance: Other Insurance  
Medical: Ambulance/Transport  
Medical: Dental  
Medical: Doctor/Hospital  
Medical: Prescriptions  
Miscellaneous Expense  
Personal Needs  
Personal Property (Loss)  
Personal Property Purchase  
Rent/Mortgage  
Services: Cleaning  
Services: Personal Care  
Subscriptions & Dues  
Support Payments  
Taxes: Federal  
Taxes: Other Taxes

(continued next page → )

## EXPENSE ACCOUNTS

Taxes: Real Estate

Taxes: State

Transfer To

Transportation

Utilities: Garbage

Utilities: Gas & Electric

Utilities: Telephone/Internet/Cable

Utilities: Water/Sewer

**CHART OF ACCOUNTS  
FOR  
CONSERVATORSHIP ANNUAL INCOME & EXPENSE REPORTS**

**Chart of Accounts Incompatibility issues:**

The Court's program was tested to be as compatible as possible with various commercial accounting software programs. However, you may experience an incompatibility issue with some accounting software programs when attempting to set up income and expense categories in the format required for the Court's program. Most likely the issue is that the software program will not accept a colon and/or a forward slash in the account name.

The suggested work around, when using software programs that do not accept a character in the Court's chart of categories, is as follows: Set up income and expense categories as closely as possible to the required chart of categories required by the Court. Then, after exporting the file to a csv format, use Microsoft Excel (or a similar program) to do a find and replace to change the category name you used to the correct category name for importing to the Court's program.