

# MyMN Conservator (MMC)

## Changes to Debt Transactions and Transfers

### Effective November 12, 2014

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#### Overview

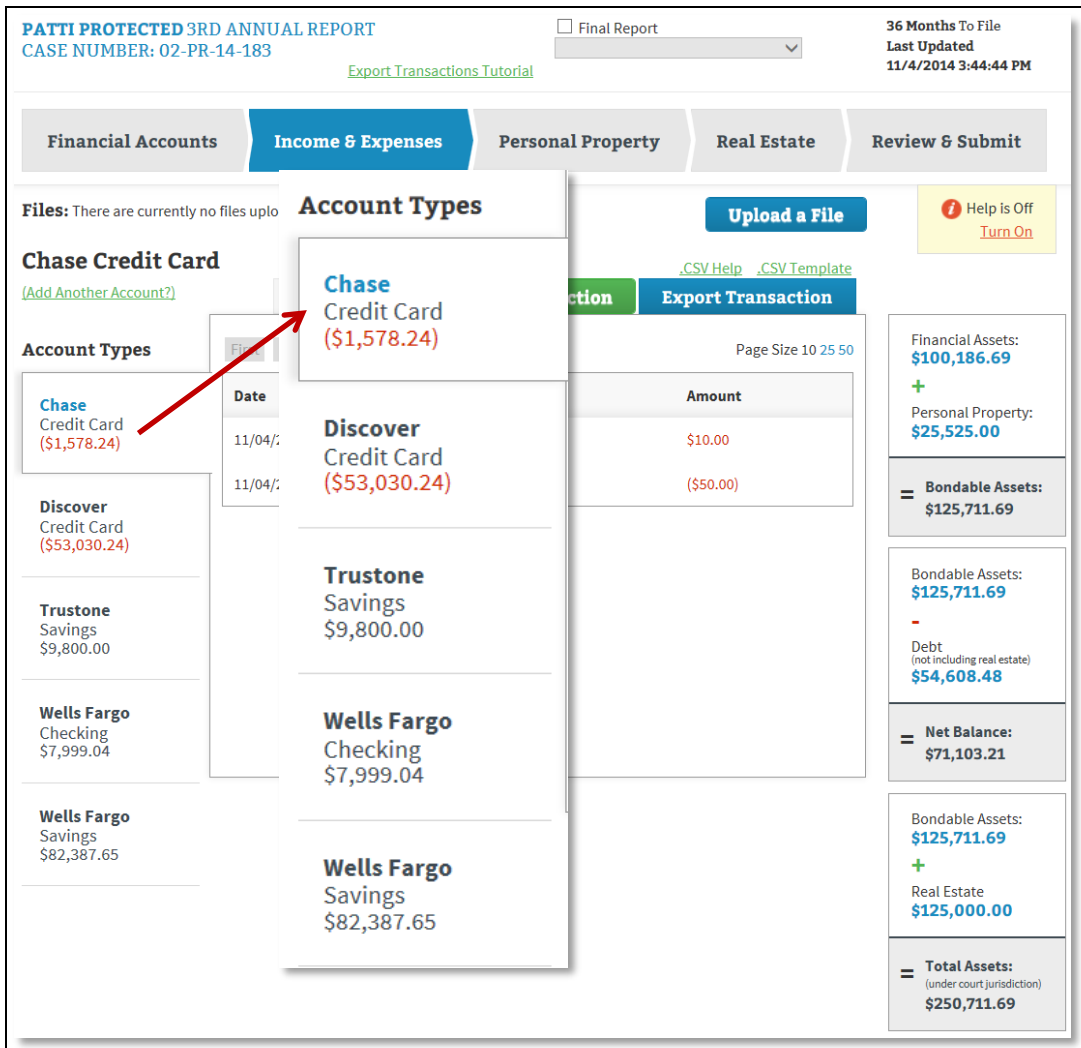
We have made changes to the Income & Expense tab of My MN Conservator. These changes enhance current features and improve performance of the application.

#### Major Changes

- Debt transactions are now managed on the Income & Expense tab.
- Debt payment transfers are now documented on the Income & Expense tab.
- All other transfers between financial accounts are now documented on the Income & Expense tab.

#### Entering Transactions for Debt Accounts

1. From the Income & Expense tab, under Account Types, click the debt account you are working on.



**PATTI PROTECTED 3RD ANNUAL REPORT**  
CASE NUMBER: 02-PR-14-183

Final Report  36 Months To File  
Last Updated 11/4/2014 3:44:44 PM

[Export Transactions Tutorial](#)

Financial Accounts | **Income & Expenses** | Personal Property | Real Estate | Review & Submit

Files: There are currently no files uplo **Account Types** [Upload a File](#) [Help is Off Turn On](#)

**Chase Credit Card**  
(Add Another Account?)

**Account Types**

Account Name	Balance
Chase Credit Card	(\$1,578.24)
Discover Credit Card	(\$53,030.24)
Trustone Savings	\$9,800.00
Wells Fargo Checking	\$7,999.04
Wells Fargo Savings	\$82,387.65

**Transaction** [.CSV Help](#) [.CSV Template](#) [Export Transaction](#)

Date	Amount
11/04/:	\$10.00
11/04/:	(\$50.00)

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Financial Assets: **\$100,186.69**  
+  
Personal Property: **\$25,525.00**  
**= Bondable Assets: \$125,711.69**

Bondable Assets: **\$125,711.69**  
-  
Debt (not including real estate) **\$54,608.48**  
**= Net Balance: \$71,103.21**

Bondable Assets: **\$125,711.69**  
+  
Real Estate **\$125,000.00**  
**= Total Assets: (under court jurisdiction) \$250,711.69**

- To enter a charge or expense:
  1. Click **Add Transaction** and enter an expense transaction similar to how you would with any financial account.
  2. Check **Expense**.
  3. Use the payment type **Debit or EFT** and select an appropriate category.
  4. Click **Save**.

**Chase Credit Card** [.CSV Help](#) [.CSV Template](#)  
[\(Add Another Account?\)](#) [.CSV Upload](#) **Add Transaction** **Export Transaction**

**Account Types** First Previous **1** Next Last of 1 pages Page Size 10 25 50

**Chase**  
Credit Card  
(\$1,578.24)

**Discover**  
Credit Card  
(\$53,030.24)

**Trustone**  
Savings  
\$9,800.00

**Wells Fargo**  
Checking  
\$7,999.04

Date\* 11/05/2014 Description\* Target Amount\* \$150

Income  Expense  Transfer Payment Type\* Debit Or EFT

Category\* Food - Groceries

Account\* Chase (Credit Card) \$1,578.24 **Save** or **Cancel**  
\* = Required

11/04/2014	test	\$10.00
11/04/2014	test	(\$50.00)

- To enter debt interest:
  1. Click **Add Transaction** and enter an expense transaction similar to how you would with any financial account.
  2. Check **Expense**.
  3. Use the payment type **Debit or EFT** and select the Category **Debt – Interest**.
  4. Click **Save**.

**Chase Credit Card** [.CSV Help](#) [.CSV Template](#)  
[\(Add Another Account?\)](#) [.CSV Upload](#) **Add Transaction** **Export Transaction**

**Account Types** First Previous **1** Next Last of 1 pages Page Size 10 25 50

**Chase**  
Credit Card  
(\$1,578.24)

**Discover**  
Credit Card  
(\$53,030.24)

**Trustone**  
Savings  
\$9,800.00

**Wells Fargo**  
Checking  
\$7,999.04

Date\* 11/05/2014 Description\* Oct - Interest Amount\* \$21.68

Income  Expense  Transfer Payment Type\* Debit Or EFT

Category\* Debt - Interest

Account\* Chase (Credit Card) \$1,578.24 **Save** or **Cancel**  
\* = Required

11/04/2014	test	\$10.00
11/04/2014	test	(\$50.00)

- To enter a return for purchases on a credit card:
  1. Click **Add Transaction** and enter an income transaction similar to how you would with any financial account.
  2. Check **Income**.
  3. Select the Category **Refund**.
  4. Click **Save**.

### Chase Credit Card

[\(Add Another Account?\)](#)

[.CSV Help](#)
[.CSV Template](#)

.CSV Upload
Add Transaction
Export Transaction

**Account Types**

**Chase**  
Credit Card  
(\$1,578.24)

**Discover**  
Credit Card  
(\$53,030.24)

**Trustone**  
Savings  
\$9,800.00

**Wells Fargo**  
Checking  
\$7,999.04

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Date*	Description*	Amount*
<input type="text" value="11/05/2014"/>	<input type="text" value="Return Kohl's shirt"/>	<input type="text" value="\$29.99"/>
<input checked="" type="checkbox"/> Income <input type="checkbox"/> Expense <input type="checkbox"/> Transfer		
Category* <input type="text" value="Refund"/>		
Use for tax, insurance, or other type of refund.		
Account* <input type="text" value="Chase (Credit Card) \$1,578.24"/>		
<span style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px;">Save</span> or Cancel		* = Required
11/04/2014	test	\$10.00
11/04/2014	test	(\$50.00)

## Making Payments to Debt Accounts

1. From the Income & Expense tab, click the financial account you wish to make the debt payment *from*.
2. Click **Add Transaction**.
3. In the Description field, enter the payee.
4. Enter the payment amount.
5. Check **Transfer**.
6. From the **To Account** drop-down, select the debt account.
7. Click **Save**.

Wells Fargo Checking

[.CSV Help](#) [.CSV Template](#)

(Add Another Account?)

**Account Types**

**Chase**  
Credit Card  
(\$1,578.24)

**Discover**  
Credit Card  
(\$53,030.24)

**Trustone**  
Savings  
\$9,800.00

**Wells Fargo**  
Checking  
\$7,999.04

**Wells Fargo**  
Savings  
\$82,387.65

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Date\*
Description\*
Amount\*

Income  
 Expense  
 Transfer

Payment Type\*

Account\*

To Account\*

or Cancel  
\* = Required

Date	Description	Amount
11/04/2014	Discover Debt - Payment	(\$200.00)
11/04/2014	Transfer To	\$500.00
11/04/2014	Gift for LaVonn	(\$999.00)
11/04/2014	Transfer To	\$2,000.00
11/04/2014	Transfer To	\$5,000.00

## Transfers between Accounts:

**\*Note that transfers are now made under the Income & Expense tab**

1. From the Income & Expense tab, click the account you wish to transfer *from*.
2. Click **Add Transaction**.
3. Check **Transfer**.
  - a. The Description will automatically indicate **Transfer From**. You do not have to change the default.
4. Enter the amount to transfer.
5. Select the payment type **Debit or EFT**.
6. From the To Account drop-down, select the appropriate account you wish to transfer *to*.
7. Click **Save**.

### Wells Fargo Checking

[\(Add Another Account?\)](#)

[.CSV Help](#) [.CSV Template](#)

.CSV Upload

Add Transaction

Export Transaction

**Account Types**

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**Discover**  
Credit Card  
(\$4,850.00)

**Wells Fargo**  
Checking  
\$7,340.38

**Wells Fargo**  
Savings  
\$19,586.24

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<b>Date*</b>	<b>Description*</b>	<b>Amount*</b>
11/06/2014	Transfer From	\$ 500
<input type="checkbox"/> Income <input type="checkbox"/> Expense <input checked="" type="checkbox"/> Transfer		
<b>Payment Type*</b>		
Debit Or EFT		
<b>Account*</b>		
Wells Fargo (Checking) \$7,340.38		
<b>To Account*</b>		<b>Save</b> or Cancel
Discover (Credit Card) \$4,850.00		* = Required

## Entering Split Transactions

A split transaction reflects more than one category for one income or expense entry. After entering the transaction for the full amount, perform the following the steps:

1. Click the transaction to be split.
2. Click **Split Between Categories**.

**Chase Credit Card**  
[.CSV Help](#) [.CSV Template](#)  
[\(Add Another Account?\)](#) [.CSV Upload](#) **Add Transaction** **Export Transaction**

**Account Types**  
 Chase Credit Card (\$1,578.24)  
 Discover Credit Card (\$53,030.24)  
 Trustone Savings \$9,800.00  
 Wells Fargo Checking \$18,999.04

First Previous **1** Next Last of 1 pages Page Size 10 25 50

Date	Description	Amount
11/04/2014	test	\$10.00

Date\* 11/04/2014 Description\* test Amount\* \$50.00  
 Income  Expense  Transfer  
 Payment Type\* Debit Or EFT  
 Category\* Food - Groceries  
**Split Between Categories**  
 Account\* Chase (Debt) \$1,578.24 **Save** or Cancel  
 \* = Required  
 Close | Delete

3. Enter the category and the amount to be split out from the original entry.
4. Click **Save Changes**.
  - a. For multiple splits, click **Add More**.

**Split Transaction Between Categories**

Description	Category	Amount*
test	Food - Groceries	-50.00
test		

[+ Add More](#) **Save Changes** or Cancel