

## CSV Template Instructions

Uploading multiple income and expense transactions with the .csv template file.

**\*Please note. You are NOT required to use the CSV upload function. Transactions may be manually added under the Income & Expense tab in MyMNConservator.**

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. **Column A: Transaction Date (Required).**  
Enter the date the transaction cleared. Do not change the date format. For example, use 4/25/2014.
  - b. **Column B: Description (Required).**  
Enter a brief description of the transaction, not to exceed 25 characters.
  - c. **Column C: Amount (Required)**  
Enter the amount of the transaction. This amount must always be entered as a positive number. Do not add extra characters (commas, dollar signs, etc.).
  - d. **Column D: IsExpense (Required)**  
Is this an expense? Enter yes or no.
  - e. **Column E: IsIncome (Required)**  
Is this an income transaction? Enter yes or no.
  - f. **Column F: Category**  
You may include the category description from the list below but this field is not required.
  - g. **Column G: TransactionCategoryIS (Required)**  
You must enter the three digit number from the list of Transaction Categories below. Do not include extra characters.

### *Income Categories*

157 Asset Appreciation  
158 Assets Omitted from Inventory/Account  
254 Business Income  
256 Contract for Deed Payment  
242 Court Order Repayment  
235 CAAP Audit Income Adjustment  
242 Court Order Repayment  
159 Disability Benefits  
243 Distribution from Trust  
251 Farm Income  
160 Gifts Received  
161 Inheritance  
162 Investment - Annuity  
163 Investment - Dividends  
164 Investment - Interest  
165 Investment - Other

253 Joint Account Holder Income  
166 Long Term Care  
167 Miscellaneous Income  
168 Pension  
244 Per Capita  
171 Real Estate Sale Proceeds  
172 Refund  
173 Rental Income  
255 Reverse Mortgage Payment  
174 Social Security/SSI  
175 Support Income  
177 VA Benefits  
178 Wages  
252 Worker's Compensation

*Expense Categories*

179 Asset Depreciation  
260 Association Dues  
180 Automobile - Gasoline  
181 Automobile - Maintenance  
182 Automobile - Payment  
183 Bank Service Charges  
184 Bond Premium  
264 Business Expense  
185 Care Facility  
186 Charitable Donation  
187 Clothing  
265 Debt Omitted from Inventory/Account  
250 Debt Interest  
188 Education  
189 Entertainment  
257 Farm Expense  
190 Fees - Accountant  
191 Fees - Attorney  
192 Fees - Court  
193 Fees - Guardian/Conservator  
236 Fees - Late  
194 Fees - Other Fees  
195 Fees - Realtor/Appraisal  
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  
263 Joint Account Holder Expense  
262 Lien Payments  
208 Medical - Ambulance/Transport  
209 Medical - Dental  
210 Medical - Doctor/Hospital  
212 Medical – Equipment  
259 Medical - Hearing  
240 Medical – Prescription  
258 Medical - Vision  
213 Miscellaneous Expense **\*Do not enter more than 12 Miscellaneous Expenses per annual accounting period. Instead, use the appropriate categories from this list.**  
238 Mortgage  
214 Personal Needs  
217 Pet Care  
261 Postage & Shipping  
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  
245 Transfer to Trust  
229 Transportation  
230 Travel  
231 Utilities - Garbage  
232 Utilities - Gas & Electric  
233 Utilities - Telephone/Internet/Cable  
234 Utilities - Water/Sewer

**h. Column H: Account**

This field is not required. You may include a brief account description, not to exceed 25 characters.

**i. Column I: AccountNumber (Required)**

You must enter the financial account number that is associated with the transaction. This number must EXACTLY match the number of a financial account that you have already entered into MyMNConservator. If you are unsure of the exact numbers you entered, you

may click “Export Accounts” while on the Financial Accounts tab in your annual report to view a complete list of account numbers.

j. **Column J: Payment Type**

This field is not required.

k. **Column K: TransactionPaymentTypeID**

This field is not required. However, if your *expense* transactions include various payment types, it is recommended that you enter the following:

For *checks*, enter the number **1**

For *EFT/Debit*, enter the number **2**

For Cash, enter the number **4**

For Depreciation, enter the number **5**

l. **Column L: CheckNumber**

If the expense was paid by check, include the check number in this column. Do not add additional characters.

m. **Column M: MortgagedRealEstate**

This field is not required. Real Estate must be manually entered under the Real Estate tab in MyMNConservator.

n. **Column N: MortgagedRealEstateReportId**

This field is not required. Real Estate must be manually entered under the Real Estate tab in MyMNConservator.

o. **Column O: SoldProperty**

This field is not required. Personal Property must be manually entered under the Personal Property tab in MyMNConservator.

p. **Column P: SoldPropertyId**

This field is not required. Personal Property must be manually entered under the Personal Property tab in MyMNConservator.

q. **Column Q: Amended**

This field is not required. Leave blank.

r. **Column R: TrustName**

This field is not required. Leave blank.

3. Save the changes to the file. The file must be saved as a .csv file and the .csv extension in the file name.
4. Upload the file to MyMNConservator using the .csv upload button

## **Tips & Troubleshooting**

If you are unable to successfully upload your .csv file, please review the following to help resolve the issue.

- Use the latest .csv template. The link is available in your annual report in MyMNConservator.
- Do not change the format of the spreadsheet. For example, do not change the number format or add or delete any columns.

- Do not use negative dollar amounts or dollar signs.
- Do not exceed the max number of characters allowed.
- Verify that account numbers exactly match the account numbers previously added to MyMNConservator.
- If after attempting to upload a .csv file, you receive the message “Successfully imported xxx transactions”, DO NOT upload the same file again or you will have duplicate transactions. To view your uploaded transactions, click on the appropriate financial account under the Income & Expense tab.
- Do not enter more than 12 Miscellaneous Expenses per annual accounting period. Instead, use the appropriate categories from the list.
- For an example of a completed .csv file, please see [www.mncourts.gov/conservators](http://www.mncourts.gov/conservators)