

QRG – Working with Receivables in MyMNConservator (MMC)

Adding Receivables

1. Click the **Receivables** tab.
2. Click **Add Receivable**.

SARAH PROTECTEDPERSON INVENTORY REPORT Period: 10/25/2022 60 Days To File Last Updated No Updates

CASE NUMBER: [REDACTED] **1**

[Previous CAMPER Data](#)

Financial Accounts **Receivables** Personal Property Real Estate Review & Submit

Is Sarah ProtectedPerson due funds from other sources due to court orders, contracts or loans/promissory notes? Does Sarah ProtectedPerson have a separate account for personal spending? Is Sarah ProtectedPerson a beneficiary of a trust? Help is On [Turn Off](#)

Does Sarah ProtectedPerson receive Social Security, Veterans Administration funds or railroad pension and the conservator is NOT the representative payee/fiduciary? (If the conservator IS the representative payee/fiduciary, include the account on the financial accounts tab, NOT on this tab.) Does Sarah ProtectedPerson have an ABL account and the conservator is NOT the administrator? (If the conservator IS the administrator, include the ABL account on the financial accounts tab, NOT on this tab.)

If the value is unknown, then select the check box to indicate this.

Yes: No:

Quick Reference Guide Proceed To Personal Property

Files:
There are currently no files uploaded.

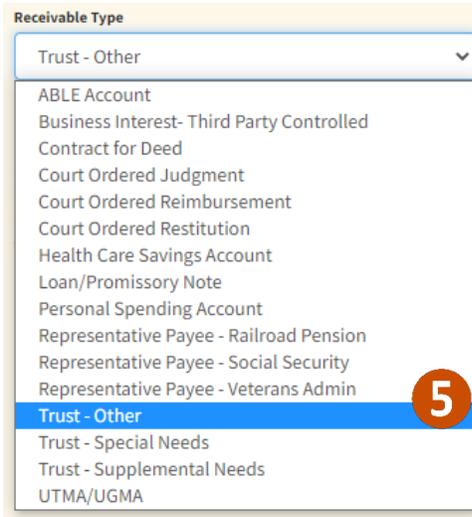
Receivable

2 Upload a File

Add Receivable Export Receivables

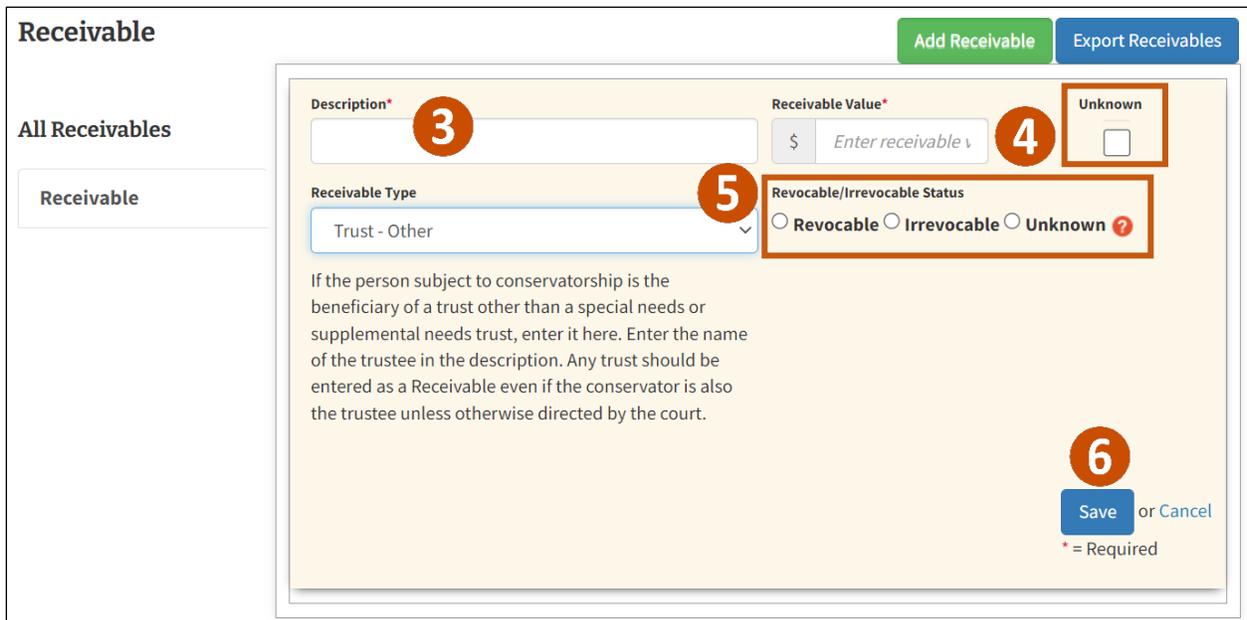
QRG – Working with Receivables in MyMNConservator (MMC)

3. Enter the **Description** of the receivable (individual receivable types have guidance on how to name the receivable), for instance the conservator’s name or an asset.
4. Enter the **Receivable Value**. If the value is not known, check **Unknown**.
5. Select the **Receivable Type** from the dropdown. If selecting Trust – Other, choose the Revocable/Irrevocable/Unknown Status.



 See the Receivable Type Descriptions list in Appendix H of the [MMC Manual for Conservators](#) from the MyMNConservator page on the mncourts.gov website for assistance with choosing a type.

6. Click **Save**.



QRG – Working with Receivables in MyMNConservator (MMC)

Updating Receivables

1. Click the **Receivables** tab.
2. Select the receivable that needs to be updated.
3. Update the **Description**, **Value** (if known), or **Receivables Type**.
4. Click **Yes** to report any receivables that have been fully paid/settled/closed during this reporting period.

Has the obligation been fully paid/settled/closed? Yes No **4**

Explanation*

Paid in full to Jane Doe. |

5. Click **Save**. **1**

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

Files:
There are currently no files uploaded. [Upload a File](#)

John Doe Loan/Promissory Note [Add Receivable](#) [Export Receivables](#)

All Receivables **2**

- John Doe
Loan/Promissory Note
- Joey Doe, Trustee
Trust - Special Needs

Description* John Doe **Receivable Value*** \$ 1000.00 **Unknown**

Receivable Type Loan/Promissory Note **3**

If the person subject to conservatorship is entitled to repayment under a formal or informal loan agreement or promissory note, enter it here. Identify the name of the person that owes the money in the description. If this is a written agreement, upload a copy of that agreement to the report.

Has the obligation been fully paid/settled/closed? Yes No **4**

5 [Save](#) or [Cancel](#)
* = Required