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

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 - Perscriptions
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.