CSV Template Instructions

Upload 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. **TRANSFERS BETWEEN FINANCIAL ACCOUNTS MUST BE REPORTED MANUALLY AND SHOULD NOT BE INCLUDED ON YOUR .CSV UPLOAD.**

    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 Ordered Repayment
    235 Personal Property Disposed
    159 Disability Benefits
    243 Distribution from Trust
    267 Draw from HELOC
    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
268 Line of Credit Advance
266 Loan/Note Payment
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
269 Unemployment
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
272 Daycare
265 Debt Omitted from Inventory/Account
250 Debt Interest
271 Dependent Care
273 Draw from HELOC
188 Education
189 Entertainment
257 Farm Expense
190 Fees - Accountant/Agent
191 Fees - Attorney
192 Fees - Court
193 Fees - Guardian/Conservator
236 Fees - Late
194 Fees - Other Fees
195 Fees - Realtor/Appraisal
277 Fees - Storage
275 Fitness/Exercise
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
276 Line of Credit Advance
208 Medical - Ambulance/Transport
274 Medical - Counseling/Therapy
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 than12 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/Copying
239 Rent
270 Room and Board
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
278 Transfer to ABLE
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