Import Income and Expense Transactions

Transferring Transactions from other Financial Accounting Software

Part 1: Setting Up Income and Expense Categories

In order to successfully transfer information from another accounting software package into CAMPER, the categories of income and expenses MUST have the exact same names. Refer to the CAMPER Chart of Accounts list (on the public website) of the income and expense categories recognized in CAMPER. You must use ONLY these approved categories. Failure to use the exact category names will result in the inability to import the information into CAMPER.

Part 2: Creating Import Files

Export your income and expense entries from you financial accounting software to a CSV (comma separated value) file. You will need to consult the instructions for your software program to determine how to do this.

> **Note:**
> The conservator account program requires that you import income files separately from expense files. If your financial accounting software exports both income and expense to one file, you will need to separate that single file into two files: one file containing the income data and one file containing the expense data.

If necessary, create headers (column names) in the CSV file to match the headers in CAMPER. Below are screen shots to assist in creating appropriate headers:

CAMPER Headers:

Type	Num	Category	Date (MM/dd/yyyy)	Name	Memo	Amount

CSV File Headers:

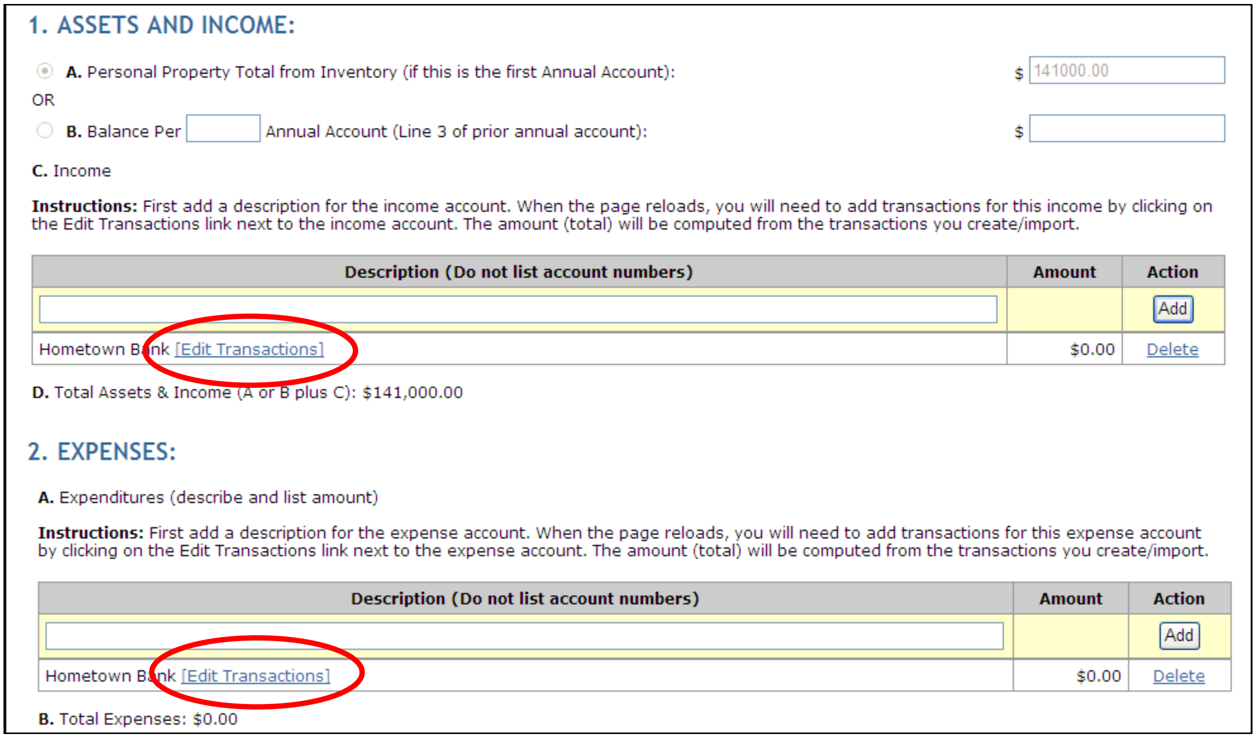
A	B	C	D	E	F	G
Type	**Num**	**Date**	**Name**	**Category**	**Memo**	**Amount**
Deposit		2/12/2007	Central Bank	Investment: interest		1.84
Deposit		3/12/2007	Central Bank	Investment: interest		1.35

> **Note:**
> The columns do not need to be in the same order. However, the column headers for the CSV file MUST have the same names as the headers in CAMPER.

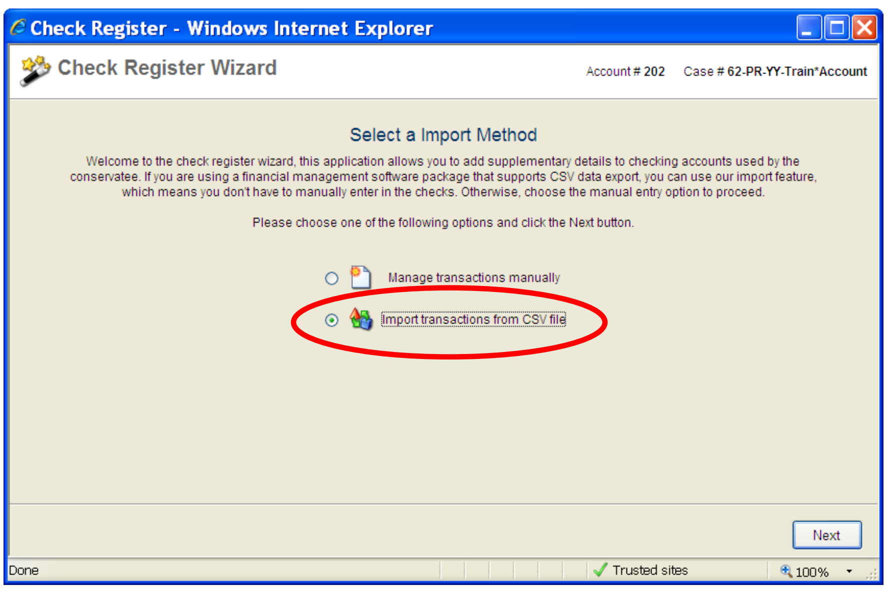
Perform any necessary data clean up to ensure that the correct data will be imported into CAMPER.

Part 3: Importing Files

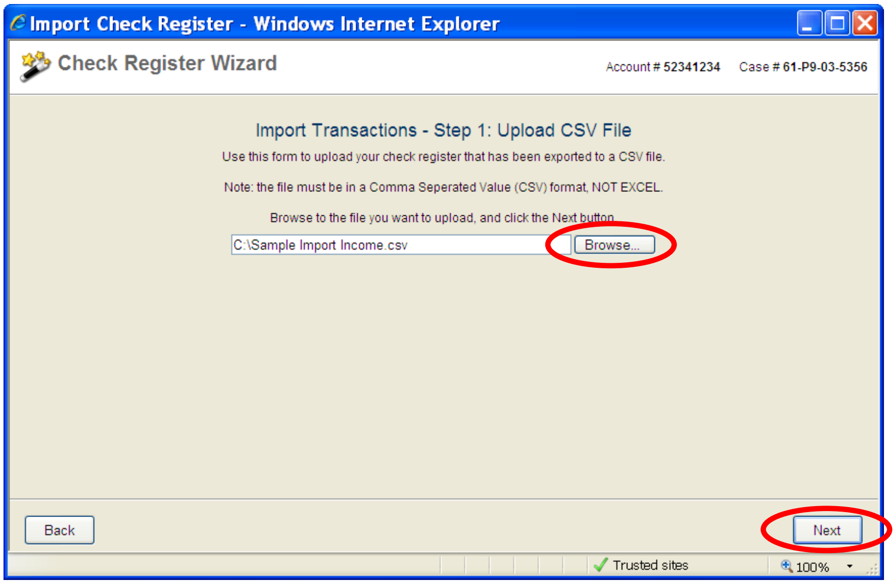
1. Select **Edit Transaction** for an income or expense account to which you want to import transactions.



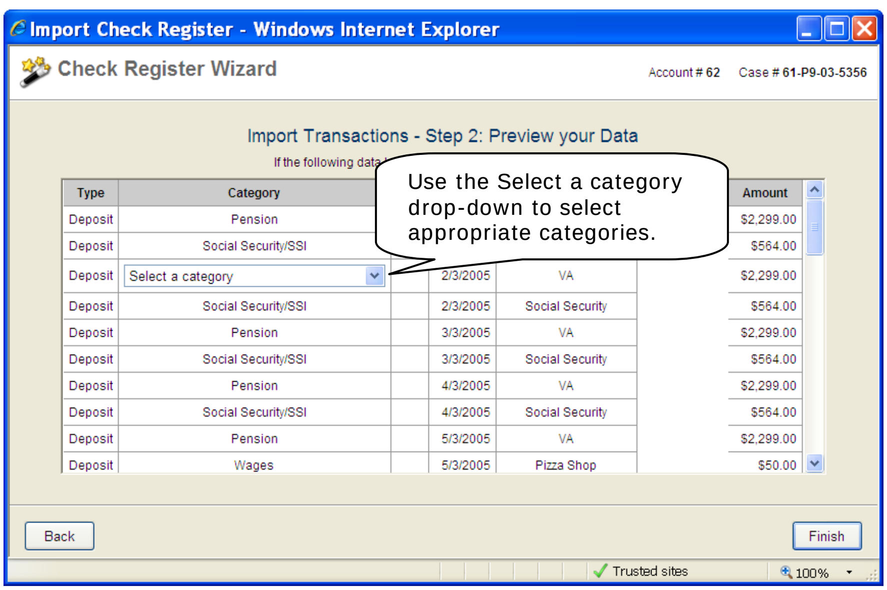
2. From the Select Import Method Screen, select **Import Transactions from CSV file**.



3. From the Import Transactions screen, click **Browse** and find the file you want to import. After the import file is selected, click **Next** and the import will begin.



4. Review the imported transactions to determine whether the correct items were imported.
   a. If categories do not match, select an appropriate category from the **Select a category** drop-down.
   b. If categories do not match, you may also click the **Back** button to undo the import.



5. After verifying the imported transactions are correct, click **Finish** to complete the import.

Chart of Accounts for Conservatorship Annual Income and Expense Reports

Refer to the CAMPER Chart of Accounts Categories document posted on the public website.

Chart of Accounts Incompatibility Issues

CAMPER was tested to be as compatible as possible with various commercial accounting software programs. However, you may experience an incompatibility issue with some accounting software programs when attempting to set up income and expense categories in the format required for CAMPER. Most likely the issue is that the software program will not accept a colon and/or a forward slash in the account name.

The suggested work around, when using software programs that do not accept a character in CAMPER's chart of account categories, is as follows:

- Set up income and expense categories as closely as possible to the required chart of categories required by the Court.
- Then, after exporting the file to a csv format, use Microsoft Excel (or a similar program) to do a find and replace to change the category name you used to the correct category name for importing into CAMPER.