

Transaction File Map

The transaction files that you can download from your bank or credit union and credit card websites can be used in You Need A Cash Plan to help with:

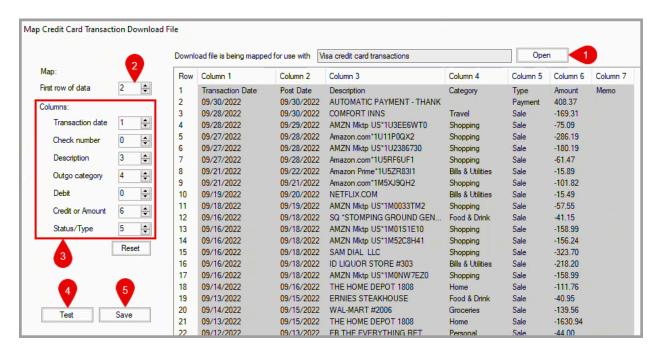
- balancing checking account statements
- adding new credit card transactions
- reconciling credit card statements

The formats of the transaction files from different websites are not the same. Before you can use a download file, you create a transaction file map which identifies the rows and columns in a transaction file that are used by the program.

To start creating a map for:

- Your cash plan's checking account:
 - Download a sample transaction file (.CSV) from your bank or credit union website.
 - o On the Cash Plan page:
 - Open the Sliders menu
 - Click on *Checking account*
 - In the *Checking Account* slider, click on the *Map transaction file* button.
- A credit card:
 - Download a sample transaction file (.CSV) from the credit card company's website.
 - o On the Cash Plan page:

- If needed, in the *Cash Plan* right-click on *Credit card* payments to expand the group
- Right-click on the credit card for which a map is being created to open the pop-up menu
- Click on Map transaction file.



In the Map ... Transaction Download File window:

- 1. Click on the *Open* button to locate and open the sample download transaction file. If the file does not display correctly, open the file in a spreadsheet program to use as a reference.
- 2. Select the row number for the First row of data.
- 3. Select the *Columns:* for each of the needed columns that are present in the transaction file. If the sample file has only one amount column instead of both a *Debit* and *Credit* column, select the amount column as the *Credit or Amount* column.
- 4. Click on the *Test* button to verify that the row and column numbers are mapped correctly.
- 5. Click on the Save button to save the map and exit the window.