



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.
 - 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.
 - 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*.

Map Credit Card Transaction Download File

Download file is being mapped for use with

Map:
First row of data

Columns:

Transaction date

Check number

Description

Outgo category

Debit

Credit or Amount

Status/Type

Row	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	Transaction Date	Post Date	Description	Category	Type	Amount	Memo
2	09/30/2022	09/30/2022	AUTOMATIC PAYMENT - THANK		Payment	408.37	
3	09/28/2022	09/30/2022	COMFORT INNS	Travel	Sale	-169.31	
4	09/28/2022	09/29/2022	AMZN Mktp US*1U3EE6WTO	Shopping	Sale	-75.09	
5	09/27/2022	09/28/2022	Amazon.com*1U11P0QX2	Shopping	Sale	-286.19	
6	09/27/2022	09/28/2022	AMZN Mktp US*1U2386730	Shopping	Sale	-180.19	
7	09/27/2022	09/28/2022	Amazon.com*1U5RF6UF1	Shopping	Sale	-61.47	
8	09/21/2022	09/22/2022	Amazon Prime*1U5ZR83I1	Bills & Utilities	Sale	-15.89	
9	09/21/2022	09/21/2022	Amazon.com*1M5XJ9QH2	Shopping	Sale	-101.82	
10	09/19/2022	09/20/2022	NETFLIX.COM	Bills & Utilities	Sale	-15.49	
11	09/18/2022	09/19/2022	AMZN Mktp US*1M0033TM2	Shopping	Sale	-57.55	
12	09/16/2022	09/18/2022	SQ*STOMPING GROUND GEN...	Food & Drink	Sale	-41.15	
13	09/16/2022	09/18/2022	AMZN Mktp US*1M01S1E10	Shopping	Sale	-158.99	
14	09/16/2022	09/18/2022	AMZN Mktp US*1M52C8H41	Shopping	Sale	-156.24	
15	09/16/2022	09/18/2022	SAM DIAL LLC	Shopping	Sale	-323.70	
16	09/16/2022	09/18/2022	ID LIQUOR STORE #303	Bills & Utilities	Sale	-218.20	
17	09/16/2022	09/18/2022	AMZN Mktp US*1M0NW7EZ0	Shopping	Sale	-158.99	
18	09/14/2022	09/16/2022	THE HOME DEPOT 1808	Home	Sale	-111.76	
19	09/13/2022	09/15/2022	ERNIES STEAKHOUSE	Food & Drink	Sale	-40.95	
20	09/14/2022	09/15/2022	WAL-MART #2006	Groceries	Sale	-139.56	
21	09/13/2022	09/15/2022	THE HOME DEPOT 1808	Home	Sale	-1630.94	
22	09/12/2022	09/13/2022	FR THE EVERYTHING RET	Personal	Sale	-44.00	

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.