

### The Public Trustee

### **Unclaimed Money**



# Validation Instructions



Before attempting to run your file through the validator ensure you have converted your file to a .csv refer to the "How to save as a .csv file" Instruction Guide.

#### Download and install the validation software from the Public Trustee's website:

Website: http://www.pt.gld.gov.au/other-services/unclaimedmoney/unclaimed-money-fags/

Direct download link:

http://www.pt.gld.gov.au/media/1307/validator.zip

Lodging
Lodging - How do I lodge unclaimed money?
Please contact the Unclaimed Money Unit on 07 3213 9443 or email <u>unclaimedmoney@pt.qld.gov.au</u> who will be able to assist with your lodgement enquiry.
Validation software Please click on this link to download the validation software.
Lodging - What unclaimed money must be lodged with The Public Trustee?
Lodging - What is not unclaimed money collected by The Public Trustee?
Lodging - Who do I make the cheque out to?
Money Finders - Do I need to register as a Recovery Agent with The Public Trustee of Queensland?

<u>S</u>ave

Click on It is recommended to save the zip file to your desktop

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Save As						? 🗙
Save <u>i</u> n:	🞯 Desktop		*	G 🕸 📂 [	•	
CO Recent	My Documents My Computer My Network Pla	ces				
Desktop						
My Documents						
My Computer						
<b></b>	File <u>n</u> ame:	validator.zip		*		<u>S</u> ave
My Network	Save as <u>t</u> ype:	Compressed (zipped) Folder		~		Cancel

## When downloaded the "Download complete" window should appear

Download complete	
Download Complete	
validator.zip from www.pt.qld.gov.au	
(**************************************	
Downloaded: 1.35MB in 1 sec	
Download to: C:\Documents and Setting\validator.zip	
Transfer rate: 1.35MB/Sec	
Close this dialog box when download completes	
<u>Open</u> Open <u>F</u> older	Close
Click on	



You will need to "extract" the file from the zip folder.

Do this by clicking on Extract all files on the left hand side

Follow the prompts to extract the file



Extraction Wizard	
Select a Destination Files inside the ZIP choose.	archive will be extracted to the location you
	Select a folder to extract files to. Files will be extracted to this <u>d</u> irectory: Browse Browse Extracting
	< <u>B</u> ack <u>N</u> ext > Cancel
	Select Browse
Select a dest	tination.
Select the pla item(s). Ther	ce where you want to extract the selected a click the OK button.
E Desktop	, Documents Computer Network Places
To view any s	ubfolders, click a plus sign above.
Make New I	Folder OK Cancel

Select the file location you want to extract to – Desktop is recommended

Select

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	· · · · · · · · · · · · · · · · · · ·
Select a Destination Files inside the ZIP choose.	n 'archive will be extracted to the location you
	Select a folder to extract files to. Files will be extracted to this <u>directory:</u> Browse Browse Extracting
	< <u>B</u> ack <u>N</u> ext > Cancel
No	ow select
Extraction Wizard	X
Extraction Complete Files have been suc	ccessfully extracted from the ZIP archive.
	Files have been successfully extracted to the following directory:
	C:\Documents and Settings\springb\Desktop To see your extracted files, check the box below: ✓ <u>Show extracted files</u> Press finish to continue.
	C:\Documents and Settings\springb\Desktop To see your extracted files, check the box below: Show extracted files Press finish to continue. < <u>Back</u> Finish Cancel
Na Ten Finish	C:\Documents and Settings\springb\Desktop To see your extracted files, check the box below: Show extracted files Press finish to continue. Cancel Cow select Finish Cancel Sow selected a window shou
Na Pen Finish	C:\Documents and Settings\springb\Desktop To see your extracted files; Press finish to continue. C Back Finish Cancel DW select Finish is selected a window shou appear

### You need to look for the install file



### Double click on the icon

Open Fi	le - Securi	ty Warning	×
The pu run thi	ıblisher cou s software?	Id not be verified. Are you sure you want to	
- <b>1</b> 2	Name:	VLUDFCSVSetup.msi	
187	Publisher:	Unknown Publisher	
	Туре:	Windows Installer Package	
	From:		
		<u>R</u> un Cancel	
🗹 Al <u>w</u> a	iys ask before	opening this file	
<b>(</b>	This file doe publisher, Y <u>How can Lo</u>	es not have a valid digital signature that verifies its You should only run software from publishers you trust. decide what software to run?	





🔂 VLUDFCSVSetup
Select Installation Folder
The installer will install VLUDFCSVSetup to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
<u>F</u> older:
C:\Program Files\PTO\VLUDFCSVSetup\ Browse
Disk Cost
Cancel < <u>B</u> ack <u>N</u> ext >
Select Next>
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🛃 VLUDFCSVSetup	
Confirm Installation	
The installer is ready to install VLUDFCSVSetup on your computer. Click "Next" to start the installation.	
Cancel < <u>B</u> ack	<u>N</u> ext >





Windows 7 or above Users Please read this page to open validator correctly. This will allow the application to be run on the Windows 7 or above PC.

For users of Microsoft Windows 7 or above, the following procedure is required to run the Unclaimed Monies Validator

- Navigate to the location where the unclaimed monies validator is installed (usually <u>C:\Program Files</u> (x86)\PTO\Vludfcsvsetup)
- Right mouse click on PTQ.UFValidator.vludfcsv.exe and choose "Run as administrator" as seen in below screenshot.

		Open				-
Organize 🔻 🛅 Ope	n New 🕄 🚱	Run as administrator				
Favorites	Name	Pin to Taskbar	modified 2009 2:21 PM	Type Application extens	Size 16 KB	-
Downloads     Solution     Solution	🚳 LINC.) 🚳 LINC.)	Pin to Start Menu Restore previous versions	5/2010 1:06 PM (2009 2:21 PM	Application extens Application extens	256 KB 28 KB	
Libraries	🚳 LinqB	Send to	./2009 12:47 ▶ 2/2001 9:12 PM	Application extens OLB File	63 KB 612 KB	
Music     Pictures	<ul> <li>novap</li> <li>Office</li> <li>PREVI</li> </ul>	Cut Copy	2010 10:20 AM 1/2009 11:57 1/2008 3:53 PM	Application extens Application extens	440 KB 192 KB 12 KB	
Videos	NTQ.L	Create shortcut Delete	5/2010 1:11 PM	Application extens	68 KB	
🖳 Computer	S PTQ.L	Rename	5/2010 11:32	Application extens	16 KB	П
📭 Network	PTQ.L	Properties	5/2010 11:32	Application extens Application	44 KB 240 KB	
	PTQ.UFVali	dator.VLUDFCSV.exe.config	11/04/2012 11:26	CONFIG File	1 KB	

3. The next prompt is a popup "User Account Control" as seen below - select **Yes**.



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## If you are NOT running Windows 7 or above, look for the validator icon on your desktop



### Double click on the icon to open the validator

Unclaimed Funds File Validator	
Unclaimed Funds Type	Plans for <u>)</u> ife
File Path C:\Temp\Unsecured\Validat	or\ufload file.csv
⊻iew Log <u>O</u> K	<u> </u>

To run a .csv file through the validator click on the \_\_\_\_ icon

This will open a new window

Open		? 🗙
Look <u>i</u> n:	🞯 Desktop 💽 🔶 📾 📸 📰 -	
📁 Recent	Hy Documents My Computer My Network Places	
Desktop		
My Documents	aa Test File.csv	
My Computer		
<b>S</b>		>
My Network Places	File name: aa Test File.csv	<u>O</u> pen
1 13000	Files of type:	Cancel

Browse through your computer to find your saved .csv file

Once selected click

Ensure the pathway to your file is correct



When you are satisfied click

When the file is processed by the validator you will received one of two messages.

Your file will either pass or fail valdation.

If your file **Passed Validation** you will receive the following message

View Log File	$\mathbf{X}$
File Passed Validation. Number of Errors Encountered is 0. D	o you want to view the log file?
( <u>Y</u> es <u>N</u> o	]
<u>Yes</u> <u>N</u> o	]

As your file has passed there is no need to view the log file, however you may wish to view and print the log file for your records

If your file Failed Validation you will get the following message

View Log File	$\mathbf{X}$
File Failed Validation. Number of Errors Encountered is 14. Do you want to view the log file?	
Yes No	]

To find out what caused your file to fail validation click on <u>Yes</u> to view the log file.

A new notepad document will open

VLDUFCSV_UBM_20130417_110346_3554_2013180.log - Notepad
File Edit Format Yiew Help
Type = Unclaimed Moneys File Path = C:\Desktop\aa Test File.csv Start Time Stamp = 17/04/2013 11:03:46 AM
Line 2, Field 2: [Sender organisation Name] = ''. Error: The field at position 2 is missing and is required Line 2, Field 3: [Reporting Period End Date (dd/mm/yyyy)] = ''. Error: The field at position 3 is missing a Line 2, Field 3: [Reporting Period End Date (dd/mm/yyyy)] = ''. Error: Invalid Date. Date must be in DD/MM/ Line 2, Field 4: [Total Original Amount] = ''. Error: Numeric field at position 4 is missing and is required Line 2, Field 4: [Total Original Amount] = ''. Error: Numeric field value expected for field Total Original Line 2, Field 5: [Total Advertising Paid] = ''. Error: Numeric field value expected for field Total original Line 2, Field 5: [Total Advertising Paid] = ''. Error: Numeric field value expected for field Total adverti Line 2, Field 6: [Total Advertising Paid] = ''. Error: Numeric field value expected for field Total adverti Line 2, Field 6: [Total Advertising Paid] = ''. Error: Numeric field value expected for field Total adverti Line 2, Field 6: [Total Amount being Paid] = ''. Error: Numeric field value expected for field Total Adverti Line 2, Field 7: [Number of Unclaimed Register entries] = ''. Error: Numeric field value expected for field Total Amount Line 2, Field 7: [Number of Unclaimed Register entries] = ''. Error: Numeric field value expected for field Line 2, Field 7: [Number of Unclaimed Register entries] = ''. Error: Numeric field walue expected for fielc Line 2, Field 7: [Number of Unclaimed Register entries] = ''. Error: Numeric field must be greater than 0 Line 2, Field 8: [Date file created (dd/mm/yyyy)] = ''. Error: Invalid Date. Date must be in DD/MM/CCYY For
Finish Time Stamp = 17/04/2013 11:03:46 AM Number of Lines Processed = 3 File Failed Validation. Number of Errors Encountered is 14.

The log file will indicate where the errors are located.

Refer to the "How to create a .csv file" guide again when making your changes.

Ensure you delete the .csv file that contains errors and make the relevant changes in the .xls or .xlsx file

Make sure you have a .xls or .xlsx version of your data **before** deleting your .csv file.