



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.

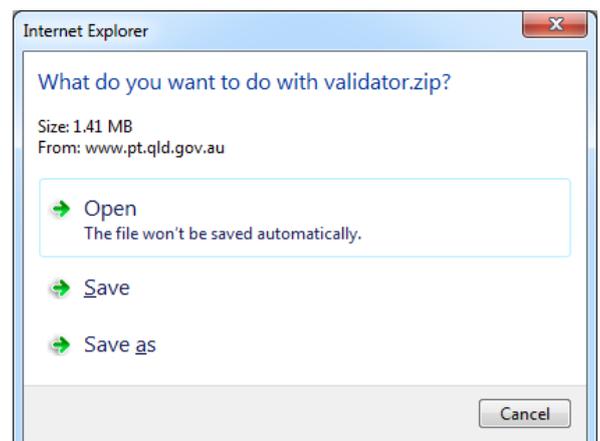
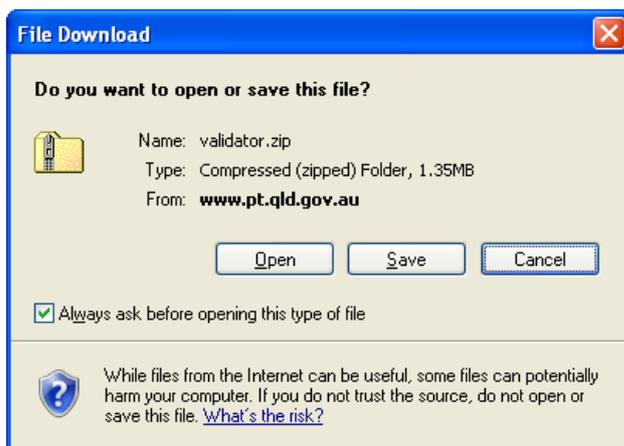
Download and install the validation software from the Public Trustee’s website:

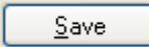
Website: <http://www.pt.qld.gov.au/other-services/unclaimed-money/unclaimed-money-faqs/>

Direct download link:

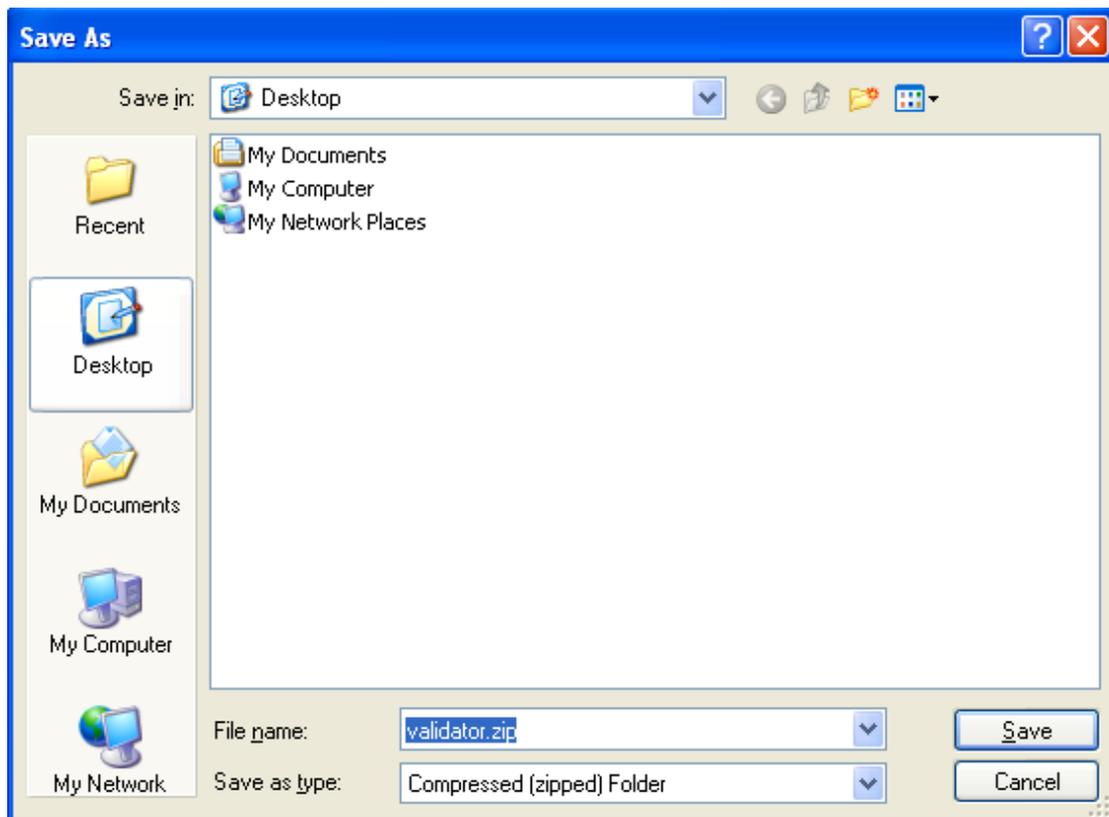
<http://www.pt.qld.gov.au/media/1307/validator.zip>

Lodging
Lodging - How do I lodge unclaimed money?
Please contact the Unclaimed Money Unit on 07 3213 9443 or email unclaimedmoney@pt.qld.gov.au 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?

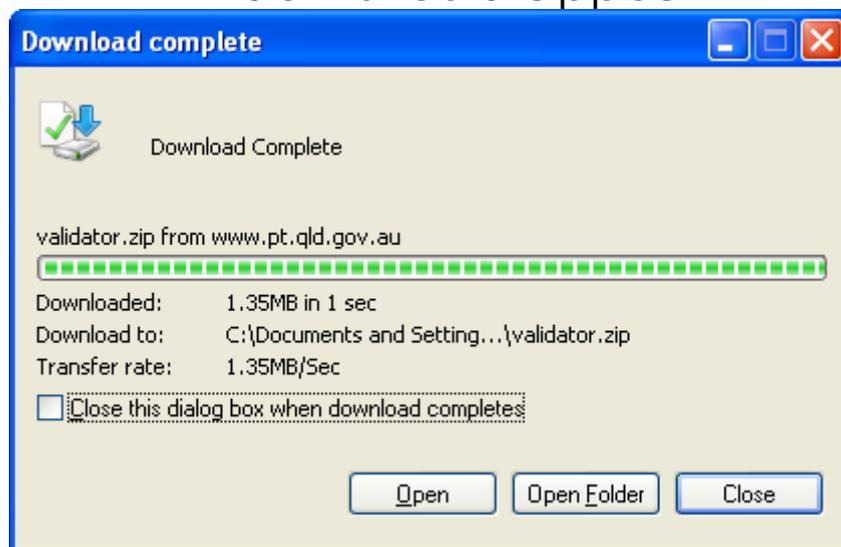


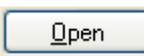
Click on 

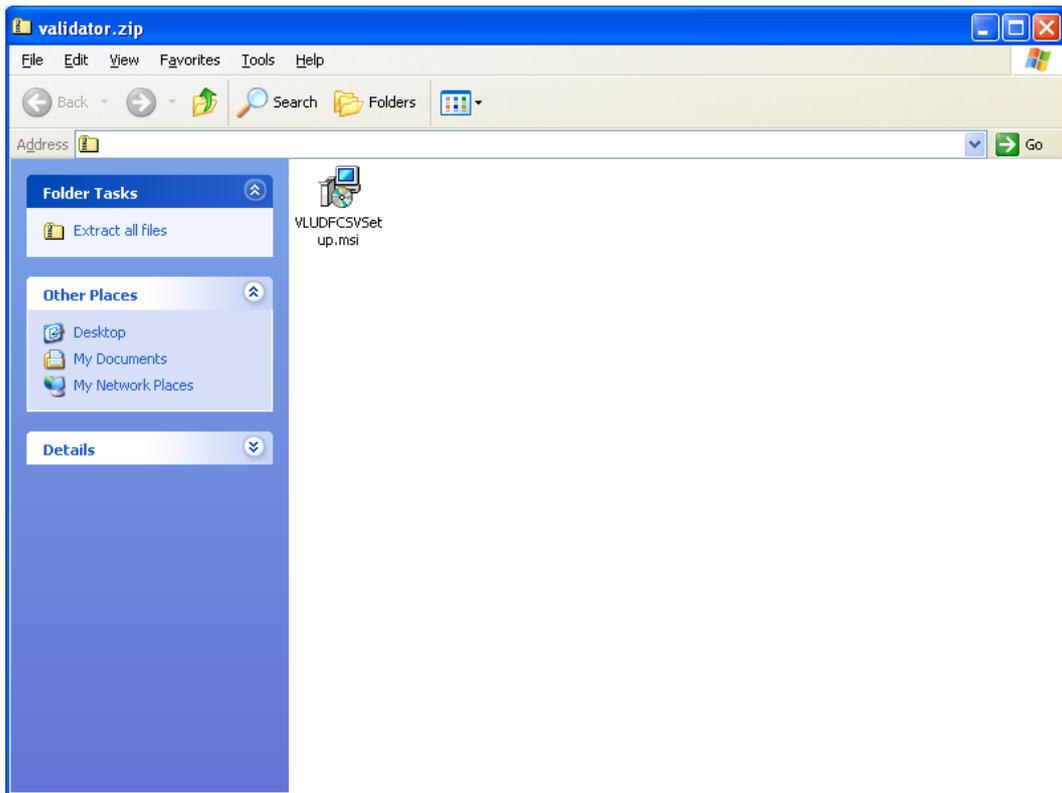
It is recommended to save the zip file to your desktop



When downloaded the “Download complete” window should appear



Click on 



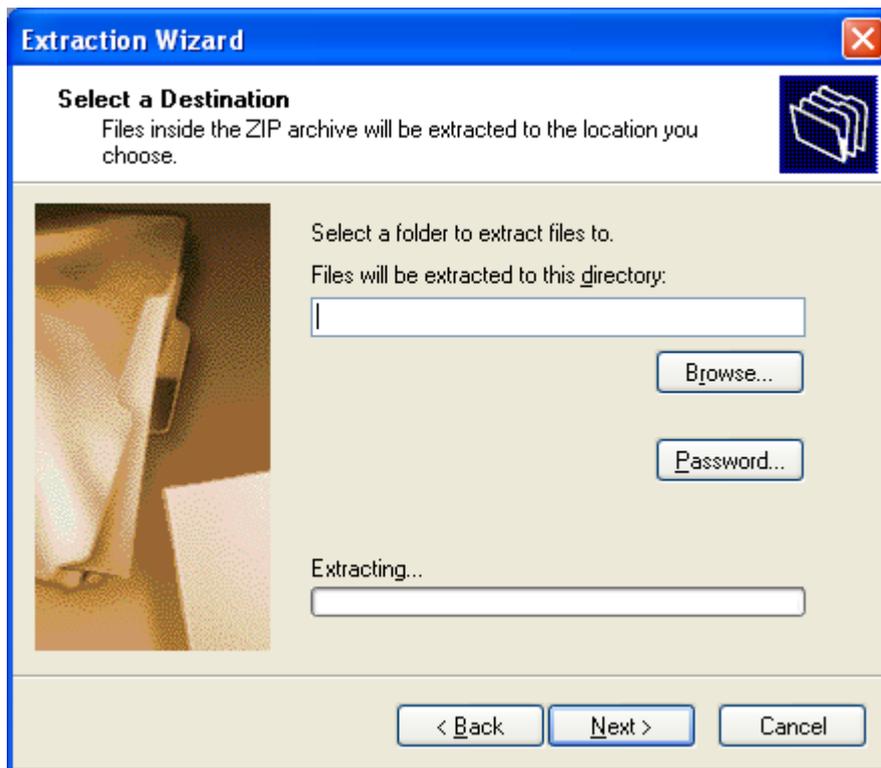
You will need to “extract” the file from the zip folder.

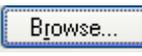
Do this by clicking on  **Extract all files** on the left hand side

Follow the prompts to extract the file



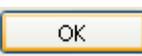
Select 

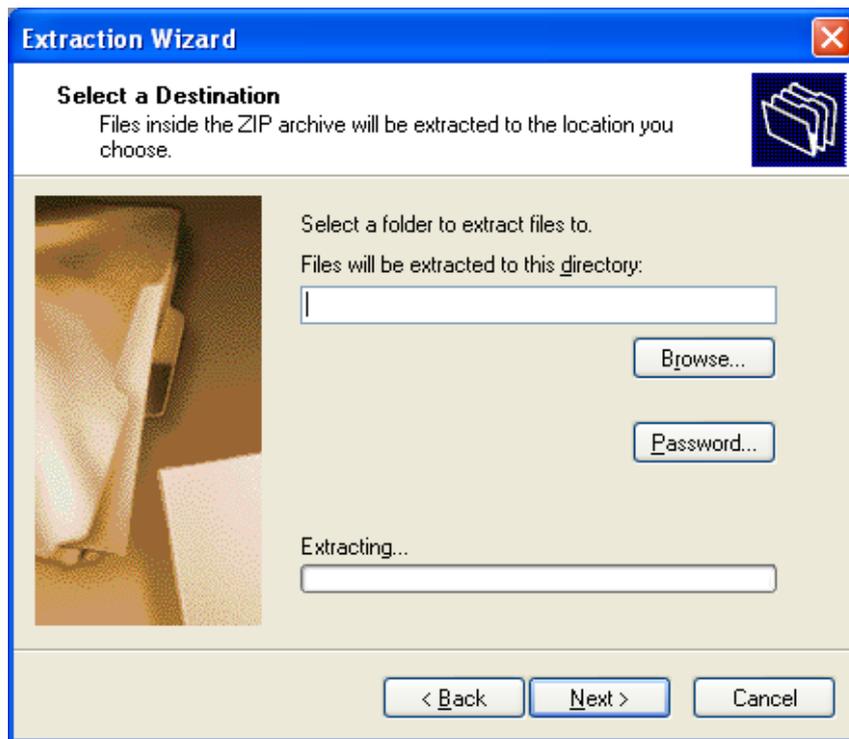


Select 

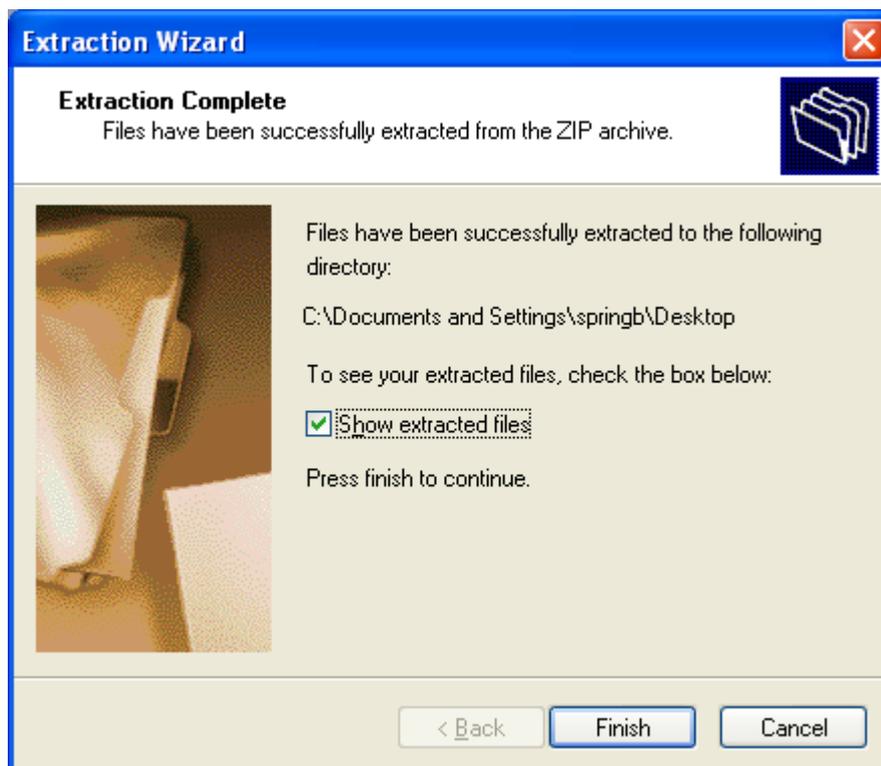


Select the file location you want to extract to –
Desktop is recommended

Select 



Now select 



Now select 

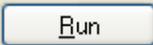
When  is selected a window should appear

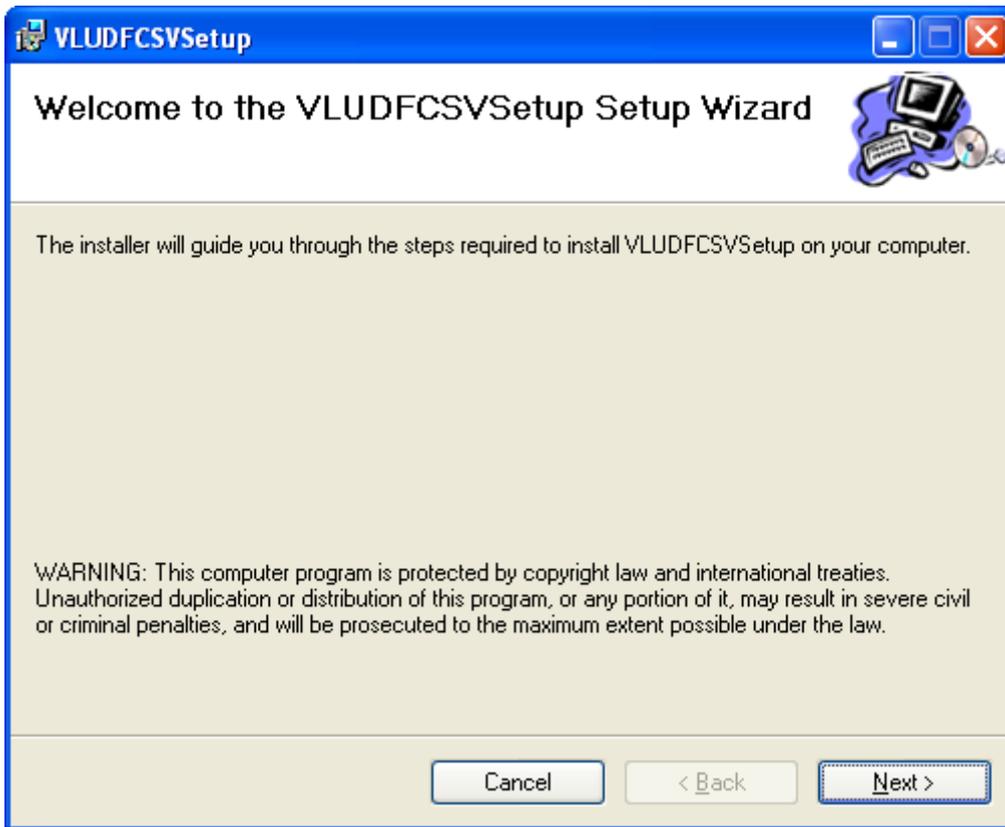
You need to look for the install file

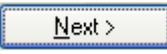


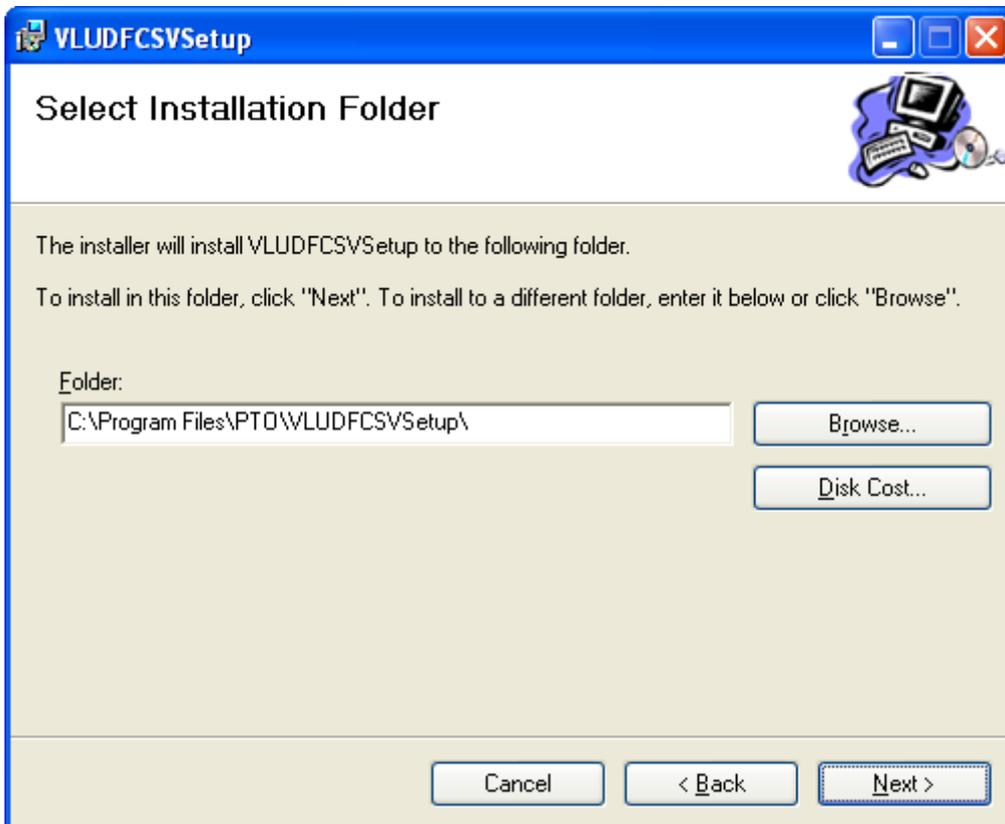
Double click on the icon

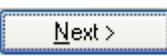


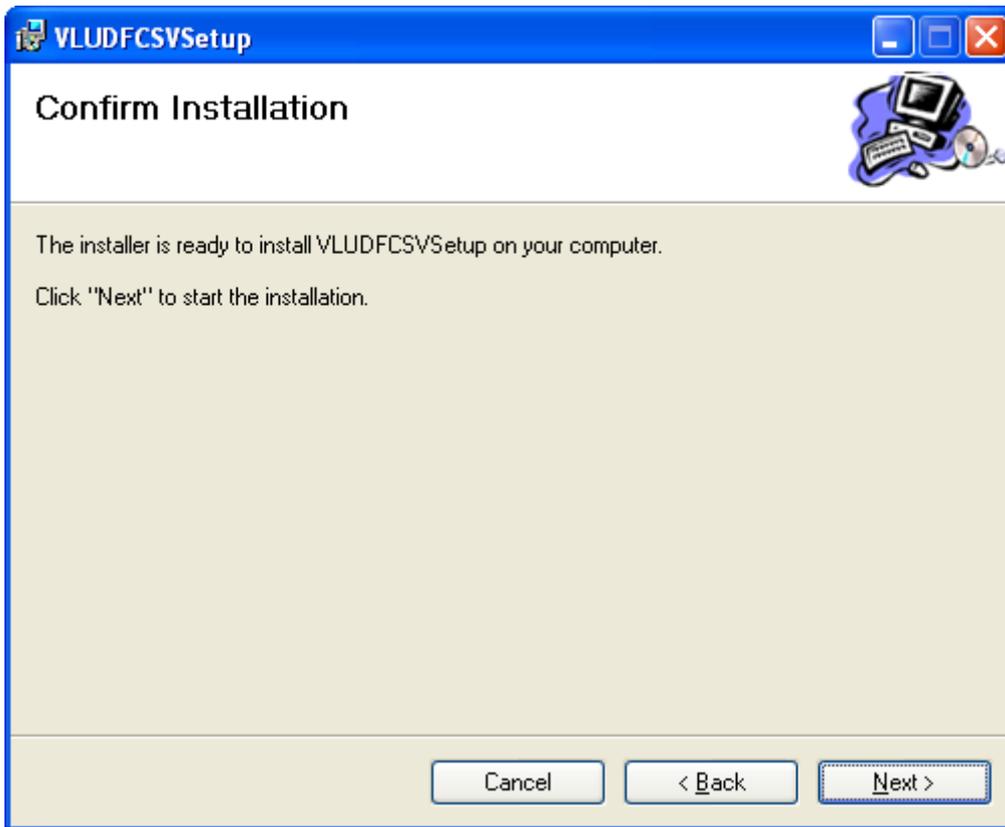
Select 

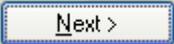


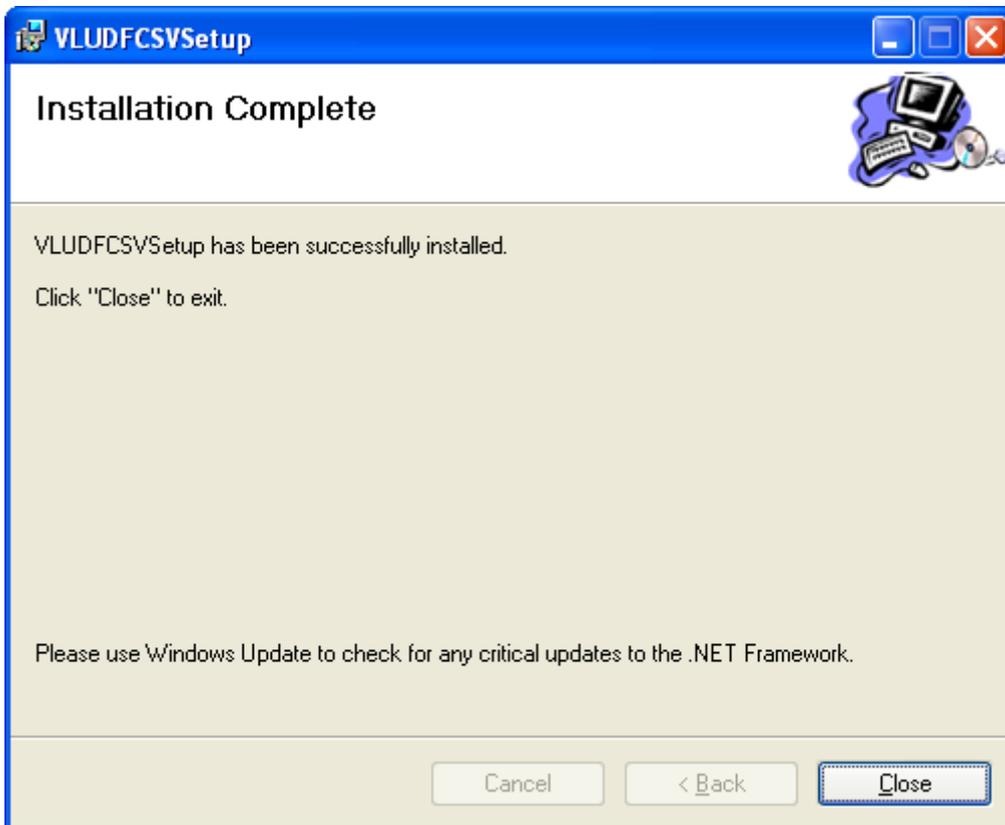
Select 

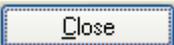


Select 



Select 



Select 

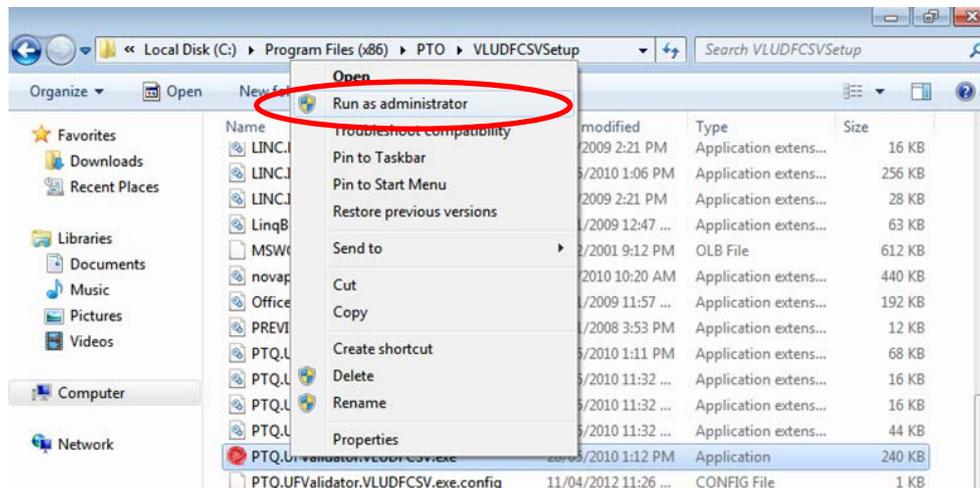


Windows 7 or above Users

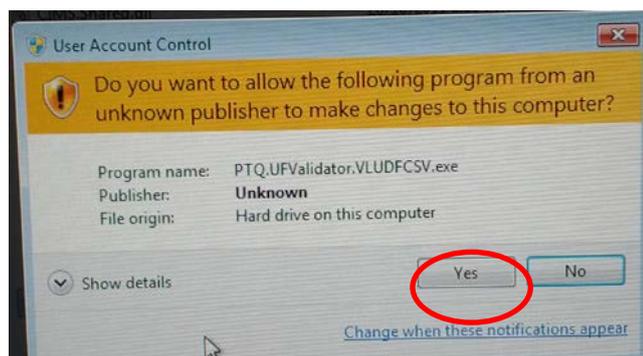
Please read this page to open validator correctly. This will allow the application to be run on the Windows 7 or above PC.

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

1. Navigate to the location where the unclaimed monies validator is installed (usually [C:\Program Files \(x86\)\PTO\VLUDFCSVSetup](#))
2. Right mouse click on PTQ.UFValidator.vludfcsv.exe and choose "Run as administrator" as seen in below screenshot.



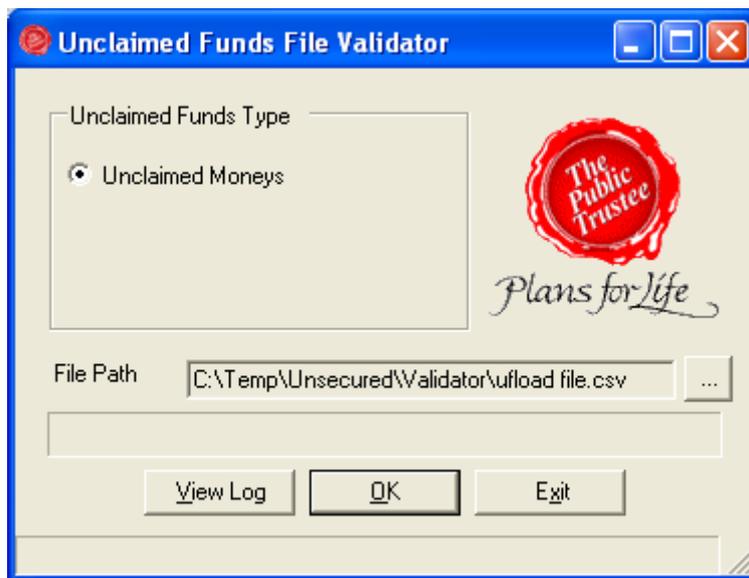
3. The next prompt is a popup "User Account Control" as seen below - select **Yes**.



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

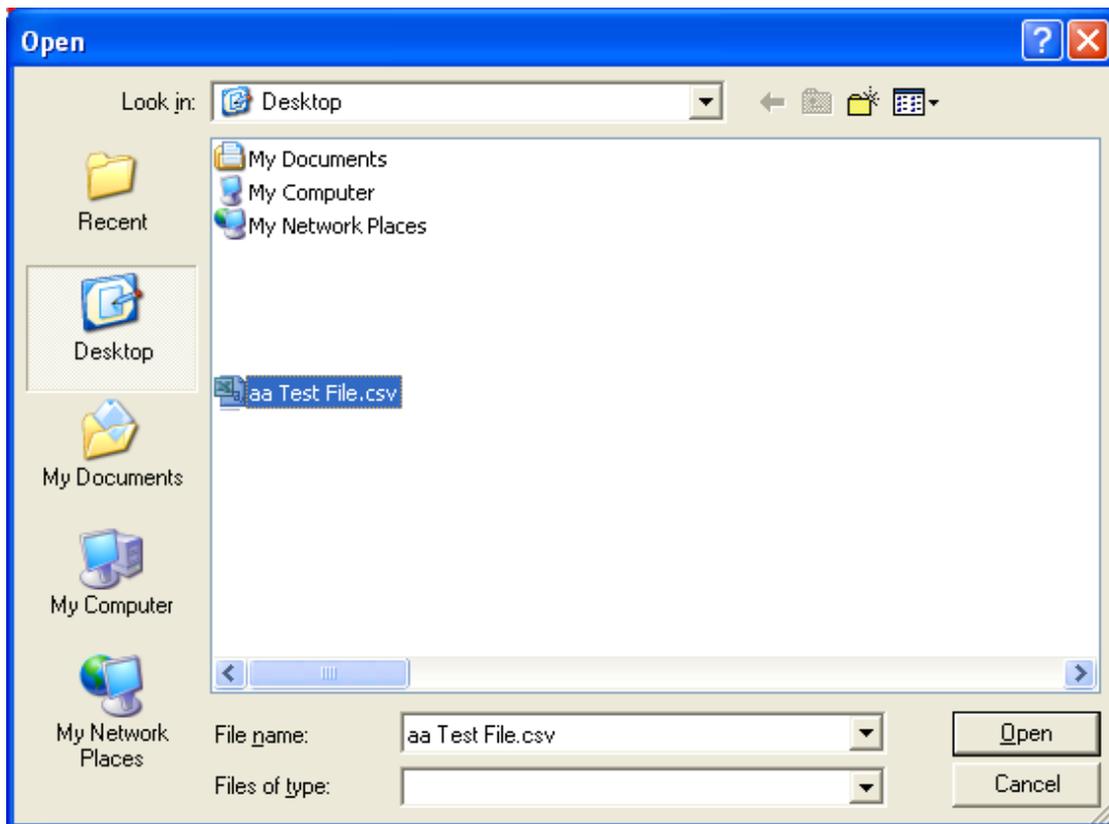


Double click on the icon to open the validator



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

This will open a new window



Browse through your computer to find your saved .csv file

Once selected click 

Ensure the pathway to your file is correct

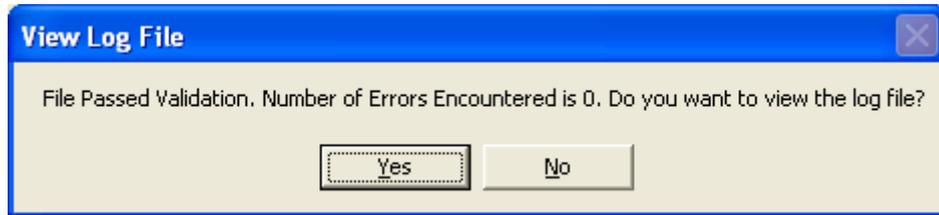


When you are satisfied click 

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

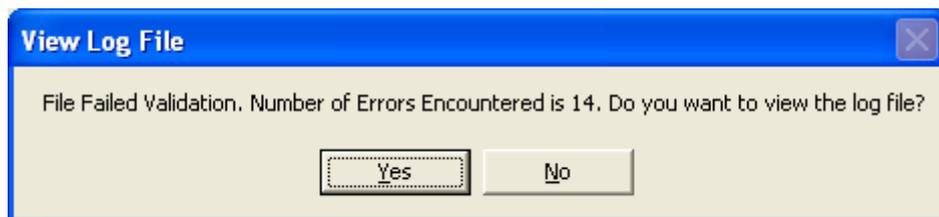
Your file will either pass or fail valdation.

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



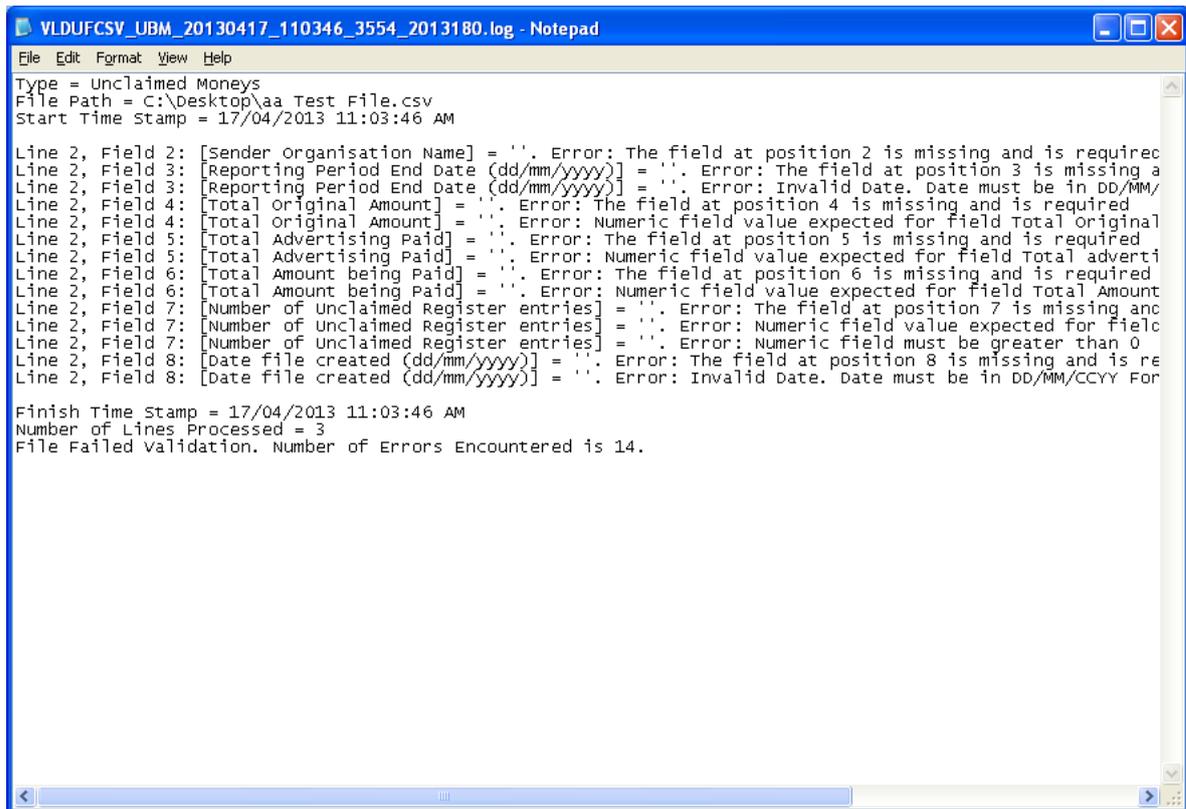
As your file has passed there is no need to view the log file, however you may wish to view and print the log file for your records

If your file **Failed Validation** you will get the following message



To find out what caused your file to fail validation click on to view the log file.

A new notepad document will open



```
VLDUFCSV_UBM_20130417_110346_3554_2013180.log - Notepad
File Edit Format View 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 and is required
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: The 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: The field at position 5 is missing and is required
Line 2, Field 5: [Total Advertising Paid] = ''. Error: Numeric field value expected for field Total adverti
Line 2, Field 6: [Total Amount being Paid] = ''. Error: The field at position 6 is missing and is required
Line 2, Field 6: [Total Amount being Paid] = ''. Error: Numeric field value expected for field Total Amount
Line 2, Field 7: [Number of Unclaimed Register entries] = ''. Error: The field at position 7 is missing and
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 must be greater than 0
Line 2, Field 8: [Date file created (dd/mm/yyyy)] = ''. Error: The field at position 8 is missing and is re
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.