



# The Public Trustee

## Unclaimed Money



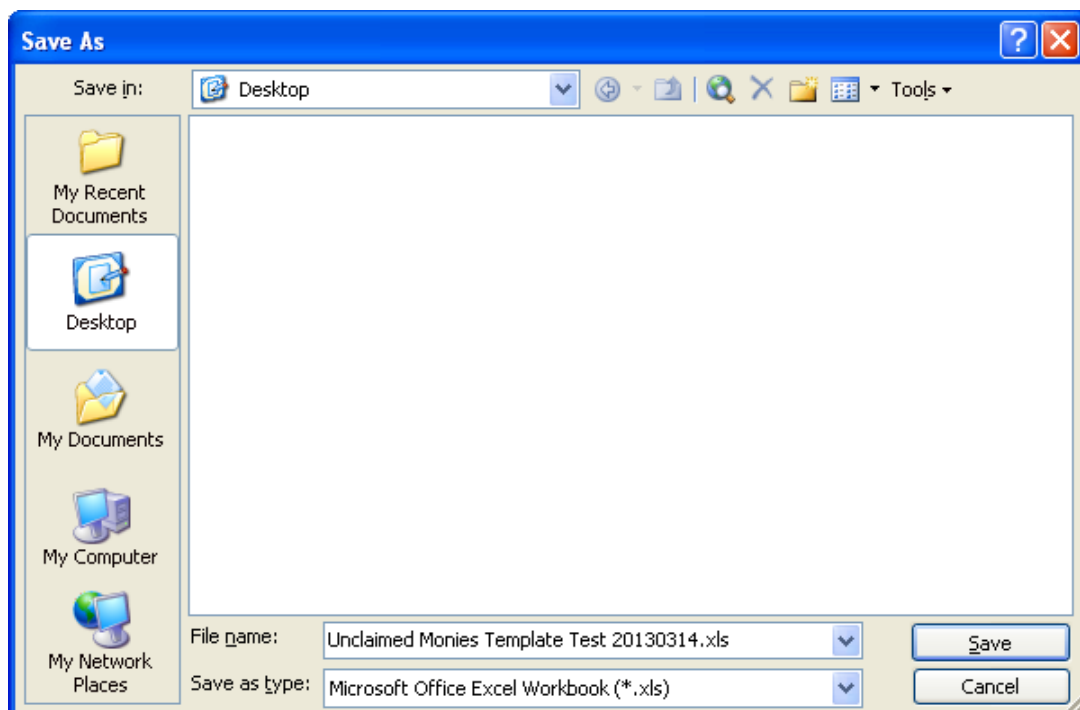
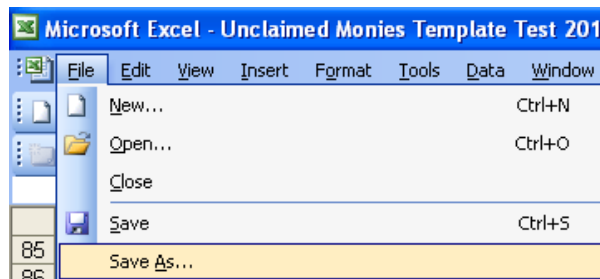
Saving as a .csv  
Instructions



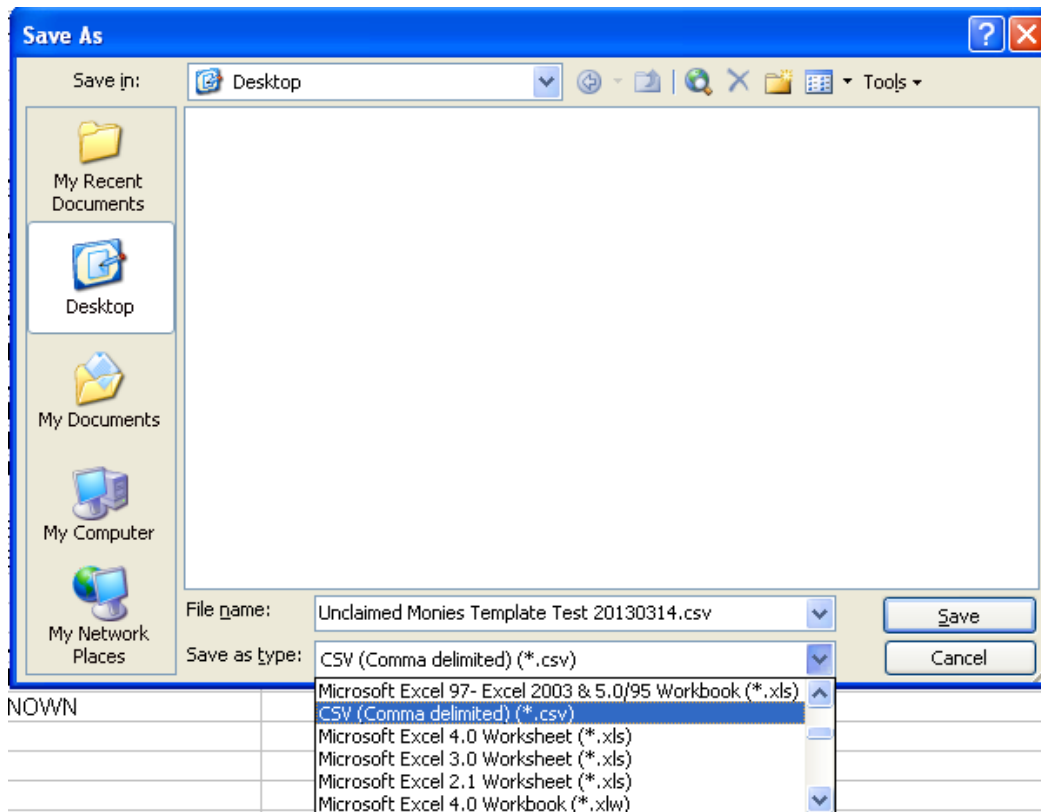
Before saving as a .csv file ensure you save your file as a .xls or .xlsx file

Go to "file"

Select "save as"

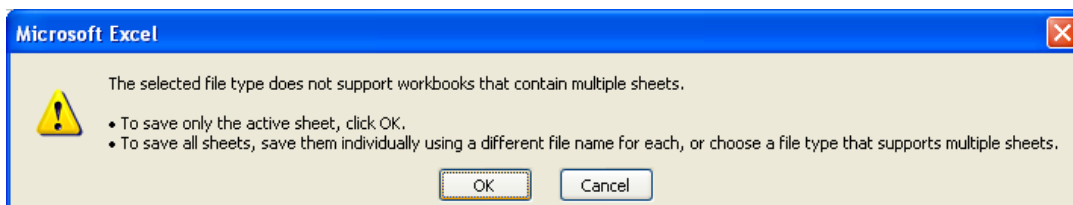


Change "save as type" to "csv comma delimited"

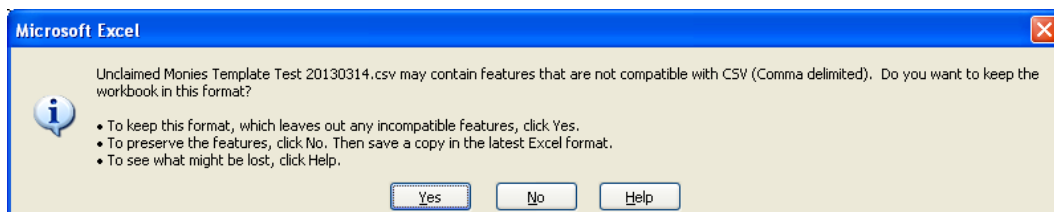


Press "Save"

Press "OK"

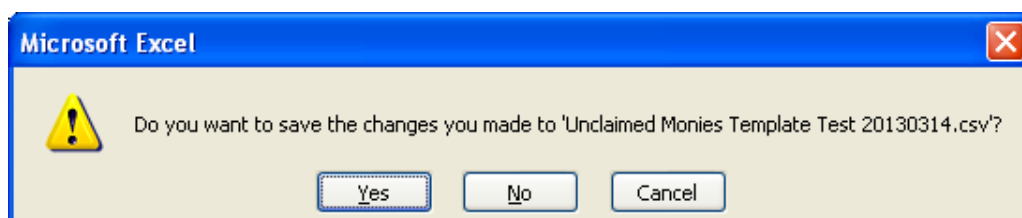


Press "Yes"



Close Excel

When asked do you want to save press "No"





## IMPORTANT – PLEASE READ !!

Once a .csv file has been saved it **cannot** be changed, edited or altered. Making changes or resaving the .csv file will cause the file to **fail** validation.

When closing Microsoft Excel you will be automatically asked if you want to save, at this step you must select 'No' or "Do not Save".  
If you select 'Yes' or "Save" at this point you are then 're-saving' the spreadsheet. This will result in your file **failing** validation

If your file then fails validation ensure you delete the .csv file and then make your changes in your .xls or .xlsx file.

Once changes are made follow the above process again from start to finish until you have a .csv file that passes validation.