**Whilst there are minimal changes for the 2020-21 financial year for VADC, the department encourages service providers to test their system changes before sending live data to the VADC. It is preferable that the vendor submits their test data through their nominated site.**

# **Objectives of the testing process**

* To confirm software can create a submission file in the correct format for reporting data to the VADC
* To demonstrate capability of error correction and re-submission
* To provide advice about submission of data, correction of errors and data quality

# **Service provider testing instructions**

* Please use your existing outlet code for testing.
* File name should be renamed to outlet code\_reporting period\_test.xml. For example, 999999999\_072020\_test.xml
* Upload your test files to MFT [*https://prs2-mft.prod.services/?Command=Login*](https://prs2-mft.prod.services/?Command=Login) into parent directory into your allocated folder. For example, VADC\_999. Please note, the first three digits of the folder must match the first three digits of the file.
* Estimated processing time is 20-40 minutes. Please note, processing times may vary.
* You will find your feedback validation report in the “pick up” folder.

# **Vendor testing instructions**

* Where unable to arrange testing through a service provider, please contact VADC\_data@dhhs.vic.gov.au to arrange your unique outlet ID and a testing window date/time.
* Please ensure to use your unique test outlet codes for all your test files. Please contact us if you do not know your unique outlet ID
* File name should be *outlet* *code\_reporting period\_test.xml*. For example, *999999999\_122020\_test.xml*
* Email test files to VADC\_data@dhhs.vic.gov.au
* The subject line of email should be “outlet code TEST 2020-21”. For example, “999999999 TEST 2020-21”.
* Only dummy data can be emailed. **Files that contain real client data must not be emailed.**
* Estimated processing time is 20-40 minutes. Please note, processing times may vary as your files will be handled manually.
* We will return your test file feedback validation report by email.

**We are here to help. Please contact us at** VADC\_data@dhhs.vic.gov.au **for assistance and further information.**