

**SFTP Setup in eFileReady for
using eFileReady-provided
SFTP services**

User Guidance



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About this Guidance

This guidance provides a detailed procedure about how to create SFTP account in eFileReady , upload files to eFileReady SFTP location and harness the HMRC Efiling capabilities of eFileReady.

1. Background

SFTP (Secure File Transfer Protocol) is an extension of FTP that uses secure shell (SSH) protocol to secure the transfer of files.

This guide is only for users who do not have their own SFTP server, but want to use SFTP mode to transfer files to eFileReady. Such users can create SFTP account in eFileReady, and further drop eFiling data into their SFTP account. Typically, eFileReady will pick the files from this SFTP location, pre-validate them for HMRC XML Schema data conformance and Business rules, and further deliver the data to HMRC.

Any user of eFileReady, can create SFTP account within their account . This means you, as a user , can send HMRC E-filing data for services such as CIS, RTI etc. and receive responses with 'HMRC IRMark Digital Receipt' details in a secure way . You can also get notifications and file processing Status updates through Email .

2. Pre-requisites

- To use eFileReady SFTP services you must have an account in eFileReady. You must signup with eFileReady and complete the activation process and the Signin process.
- Further, to efile data to HMRC, you must enter the HMRC E-filing credentials in the 'E-filing Credentials Setup' section of your eFileReady account.

3. How to configure ' eFileReady SFTP ' Setup

' eFileReady SFTP ' Setup is a one-time setup to create an SFTP account in eFileReady. For this, log in to your account, and continue with the Welcome page. You will then land on the

'Employer Details' page. Click on the 'eFileReady SFTP SETUP > CIS' link

The screenshot displays a web form titled 'Request SFTP'. It is divided into two main sections: 'SFTP Details' and 'Contact Details'.

SFTP Details Section:

- At the top right of this section is a purple button labeled 'Request SFTP Credentials' with a download icon.
- Below this are six input fields, each with a red asterisk indicating it is required:
 - SFTP Server Hostname / IP *
 - SFTP Login User ID *
 - Input Folder Name *
 - Output Folder Name *
 - Enter SFTP Login Password *
 - Re-enter SFTP Login Password *
- At the bottom right of this section is another purple button labeled 'Request SFTP Credentials' with a download icon.

Contact Details Section:

- This section contains several labels for input fields:
 - Contact Person Name
 - System Administrator Email
 - 1st Operator's Email *
 - 2nd Operator's Email
 - 3rd Operator's Email
 - 4th Operator's Email
 - 5th Operator's Email
- There are five input fields corresponding to the operator emails. A yellow circular help icon with a question mark is located to the right of the '1st Operator's Email' field.

Fig 3 Request SFTP Page

Click on 'Request SFTP Credentials' , the fields SFTP Server Name, SFTP Login User ID, Input Folder Name, Output Folder Name will be auto-populated with values. These fields are non-editable and generated by eFileReady. These are the details which you must use later to connect to eFileReady SFTP server.

'Input Folder Name' is the folder where in you will drop the CIS CSV

files.

'Output Folder Name', is the folder where in eFileReady will drop the Status responses (in JSON format) .

Fill in the SFTP Login Password of your choice and re-enter the Password for confirmation purposes. Fill in the Email details , that is the Emails to which eFileReady will send response details with JSON attachments.

Click on 'Save' and wait , eFileReady will create SFTP account with the given details, and connect to your SFTP account. You will get an instant message on the page about the connection. eFileReady SFTP account is ready for use now.

To upload files using SFTP you will need an SFTP client software service provider to connect to eFileReady SFTP server. There are lots of SFTP clients, both freeware and licensed, available across different operating systems. Popular freeware SFTP clients in Windows are FileZilla, WinSCP, psftp (from PUTTY) and CoreFTP. When you choose your software you should make sure that it supports username/password. Those for UNIX/LINUX include the OpenSSH suite.

4. When will the files be processed

eFileReady has the following two strategies to pick the files dropped in 'Input Folder' for processing :

- 1) "Done" file strategy
- 2) "No Done" file strategy

eFileReady uses "Done" File strategy, as default, for accepting files through SFTP channel. That is, your CSV file will be consumed or accepted instantly only if 'done' file exists. The 'done' file would just be an empty file, only used to indicate that the data file is ready to be taken for processing.

For e.g if 'CIS300_10.csv' is the name of the file to be transferred to

eFileReady, then the associated 'done' file would be named as 'CIS300_10.csv.done'. So, you must first drop the CSV file 'CIS300_10.csv' in the 'Input Folder'. Then drop the associated 'done' file, that is 'CIS300_10.csv.done' into the 'Input Folder'.

Alternatively, you can make use of the "No Done" file strategy, if it is inconvenient for you or the Third-party software to implement the "done" file creation along with data file. In this strategy, it is important to know the timings, when the file will be picked up for processing. Please check the section "Time limits for SFTP processing" for more information.

In general, for this case, you can drop the CSV files alone, before 8.00pm. eFileReady will pick them all late evening, and process them. That is, the file processing will not happen instantly, but will happen at a fixed time in the evening.

5. Time limits for SFTP processing

00:00 Hrs to 21:59 Hrs: "Done" file strategy will be active, i.e., the files are processed instantly soon after the "done" file is made available along with the CSV file.

22:00 Hrs to 23:59Hrs: "No Done" file strategy will be active, i.e., the files with no "done" file will be processed. However, there is a time constraint which is, files must be uploaded on or before 20:00Hrs for processing.

For example,

a) if we consider CIS300_11.csv is uploaded to the 'Input Folder' @19:30Hrs, this file will be picked up at 22:00 Hrs when the "No Done" file strategy will be active.

b) If we consider CIS300_12.csv is uploaded to the 'Input Folder' @20:10Hrs this file will not be picked up at 22:00Hrs as the time limit of 20:00 has crossed. This file will be picked up for processing the following day @22:00Hrs.

6. CIS Test sample Email screenshots

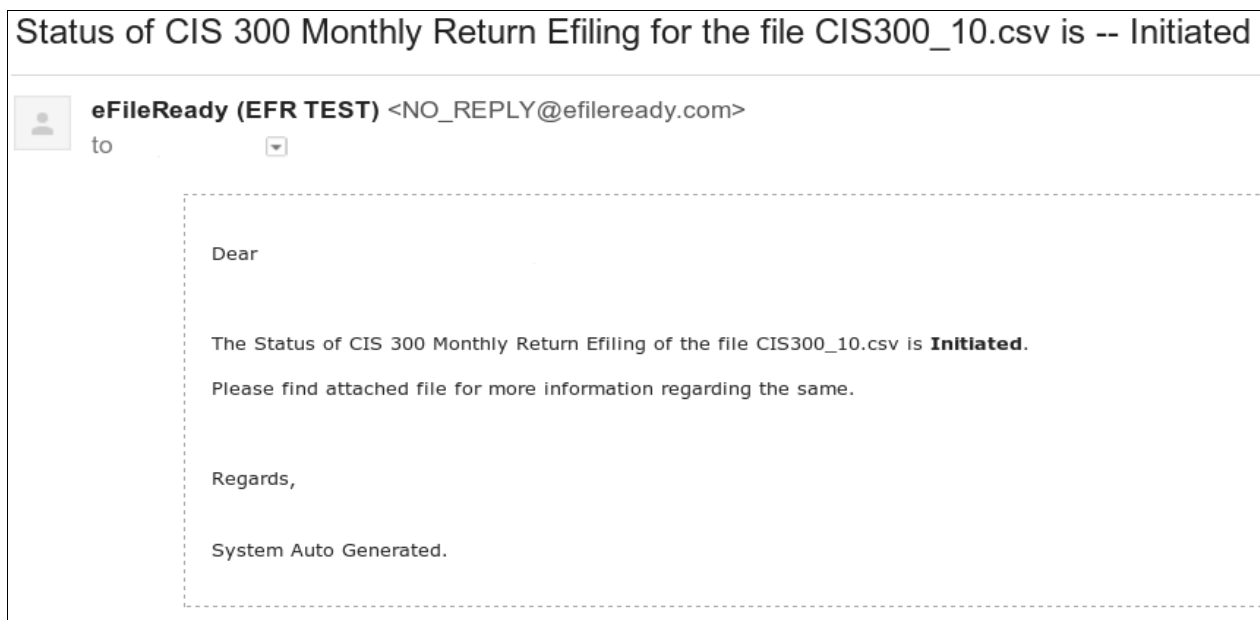


Fig 6 CIS Status - Initiated

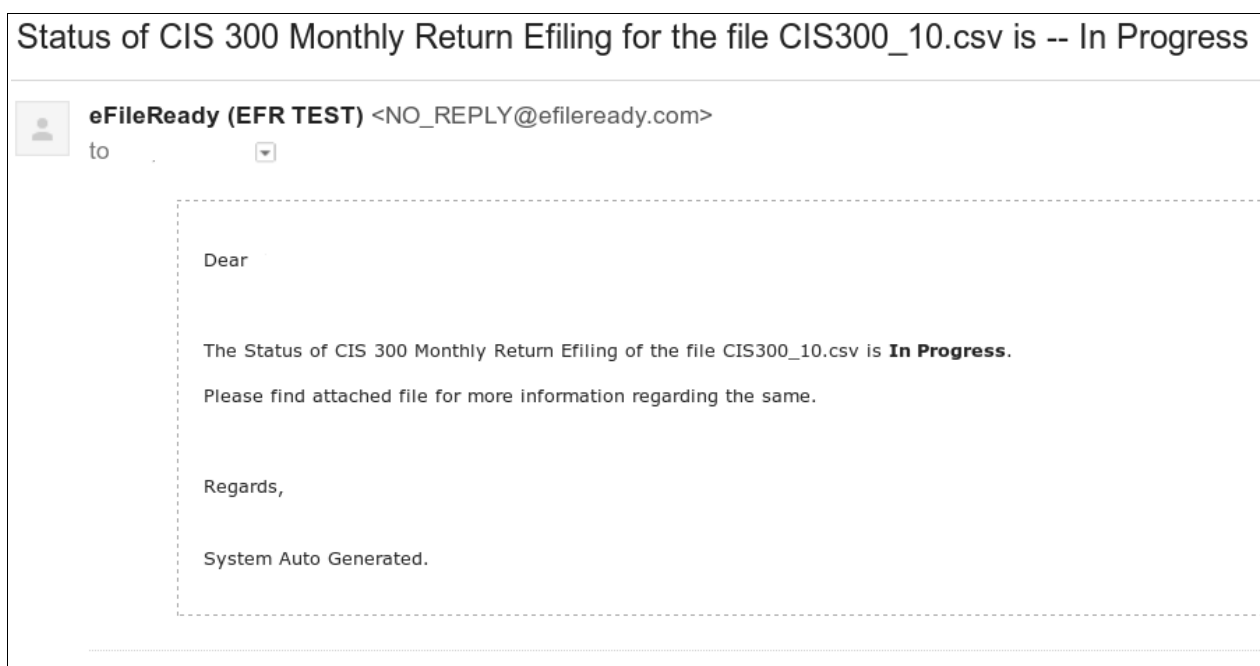


Fig 6.1 CIS Status – In Progress

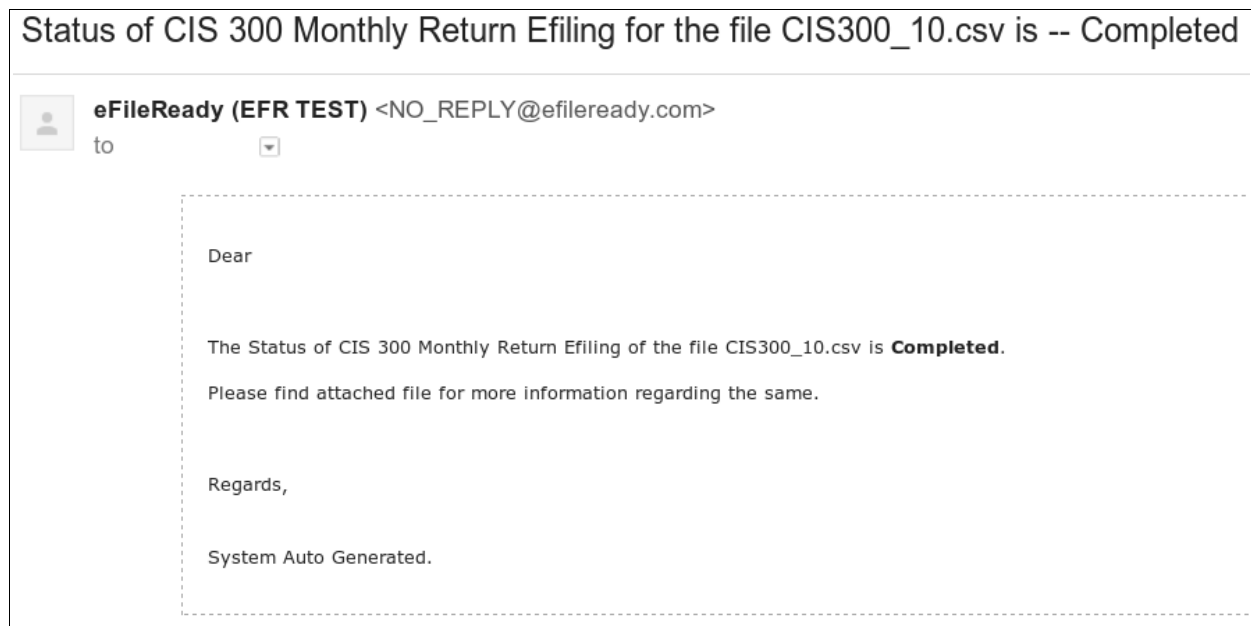


Fig 6.2 CIS Status – Completed

7. CIS300 Monthly Return Test JSON samples

```
{
  "correlationId": "2200AA26ABDA0E095D5836304C7227AA",
  "statusCode": "initiated",
  "stage": "",
  "status": "Data processing is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "2200AA26ABDA0E095D5836304C7227AA",
  "statusCode": "in_progress",
  "stage": "submission_initiated",
  "status": "Data submission is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "2200AA26ABDA0E095D5836304C7227AA",
  "statusCode": "completed",
  "status": "Data processing is completed without any errors.",
  "providerId": "HMRC",
  "providerRefId": "B6C9B18F795241D69CEC81E9B920C232",
  "providerMessage": "HMRC has received the IR-CIS-CIS300MR
document ref: 123/R015 at 22.01 on 06/09/2017. The associated
IRmark was: 3AOOWP2STBUH4JHURJ3NU5PH27DHCV2H. We
advise you to keep this receipt in both electronic and hardcopy
versions for your records. You may wish to use them to identify your
submission in the future."
}
```

8. CIS Verification Test JSON samples

```
{
  "correlationId": "6A281391B5CDF594048DFB81BF98B0D6",
  "statusCode": "initiated",
  "stage": "",
  "status": "Data processing is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "6A281391B5CDF594048DFB81BF98B0D6",
  "statusCode": "in_progress",
  "stage": "submission_initiated",
  "status": "Data submission is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "6A281391B5CDF594048DFB81BF98B0D6",
  "statusCode": "completed",
  "status": "Data processing is completed without any errors.",
  "providerId": "HMRC",
  "providerRefId": "A67F3F286A0249008FEFF3BA636816A5",
  "providerMessage": "HMRC has received the IR-CIS-VERIFY
document ref: 123/R015 at 07.38 on 06/09/2017. The associated
IRmark was: UVNYRCF2ICIKNFHVEPYSEFX26ZT4EDKGP. We
advise you to keep this receipt in both electronic and hardcopy
versions for your records. You may wish to use them to identify your
submission in the future.",
  "responseDetails": {
    "contractorName": "J J SERVICES",
```

```
"contractorUtr": "4325648151",
"contractorAoRef": "123PP87654321",
"subcontractors": [
  {
    "name": "John Smith",
    "utr": "2234567890",
    "worksRef": null,
    "crn": "",
    "nationalInsuranceNumber": "YW000003A",
    "partnerDetails": "",
    "matchStatus": "matched",
    "taxTreatment": "net",
    "verificationNumber": "V5678912345"
  },
  {
    "name": "Fred George Bingham",
    "utr": "9345678901",
    "worksRef": null,
    "crn": "",
    "nationalInsuranceNumber": "",
    "partnerDetails": "",
    "matchStatus": "unmatched",
    "taxTreatment": "unmatched",
    "verificationNumber": "V5678912345A"
  },
  {
    "name": "Christopher Andrew Biggins",
    "utr": "7234567892",
    "worksRef": null,
```

```
"crn": "",
"nationalInsuranceNumber": "YW000011A",
"partnerDetails": "Happy Plumbers / 6456789012",
"matchStatus": "matched",
"taxTreatment": "gross",
"verificationNumber": "V5678912345"
},
{
"name": "Denby Roofing",
"utr": "2567890123",
"worksRef": null,
"crn": "",
"nationalInsuranceNumber": "",
"partnerDetails": "",
"matchStatus": "unmatched",
"taxTreatment": "unmatched",
"verificationNumber": "V5678912345B"
}
]
}
}
```

9. RTI FPS Test sample Email screenshots

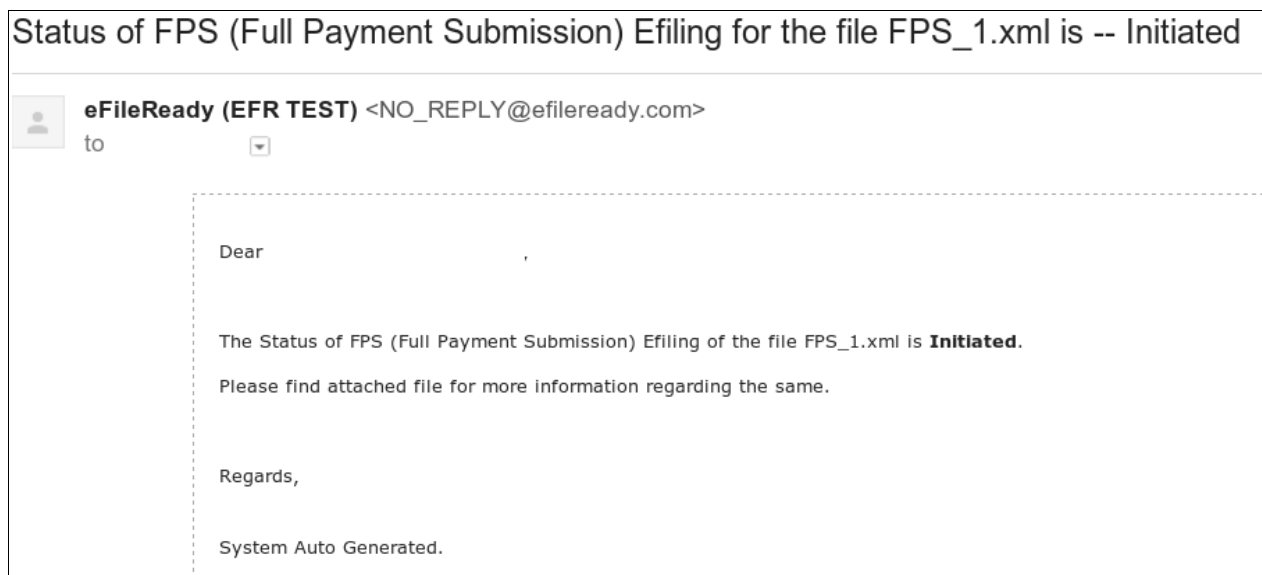


Fig 9 RTI FPS Status – Initiated

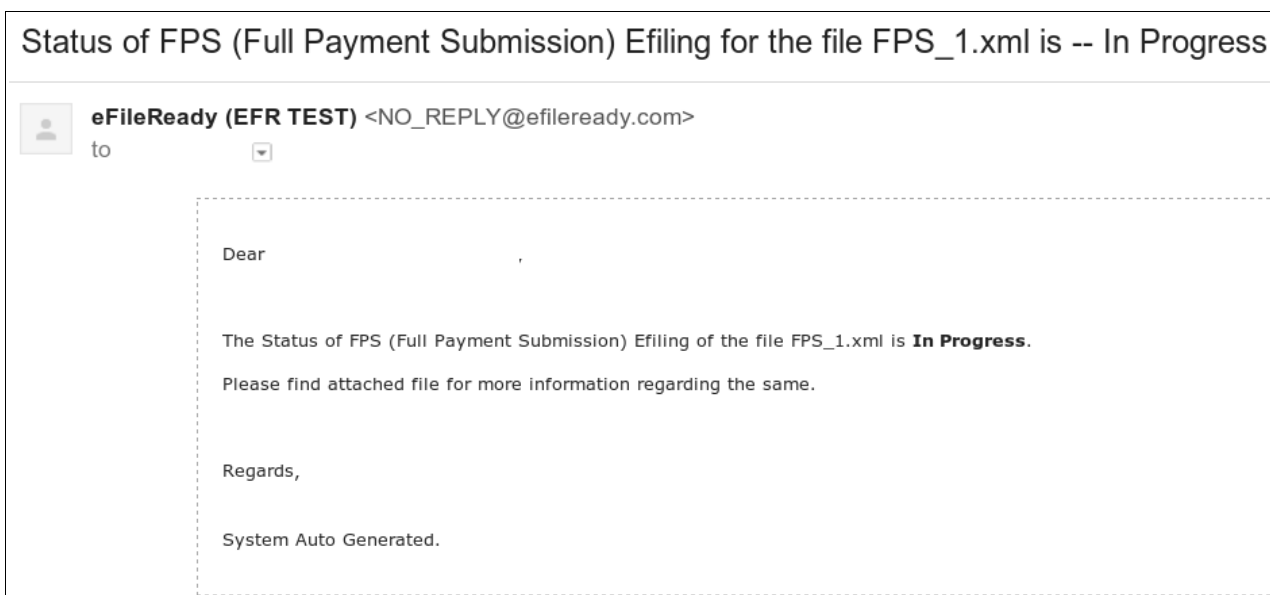


Fig 9.1 RTI FPS Status – In Progress

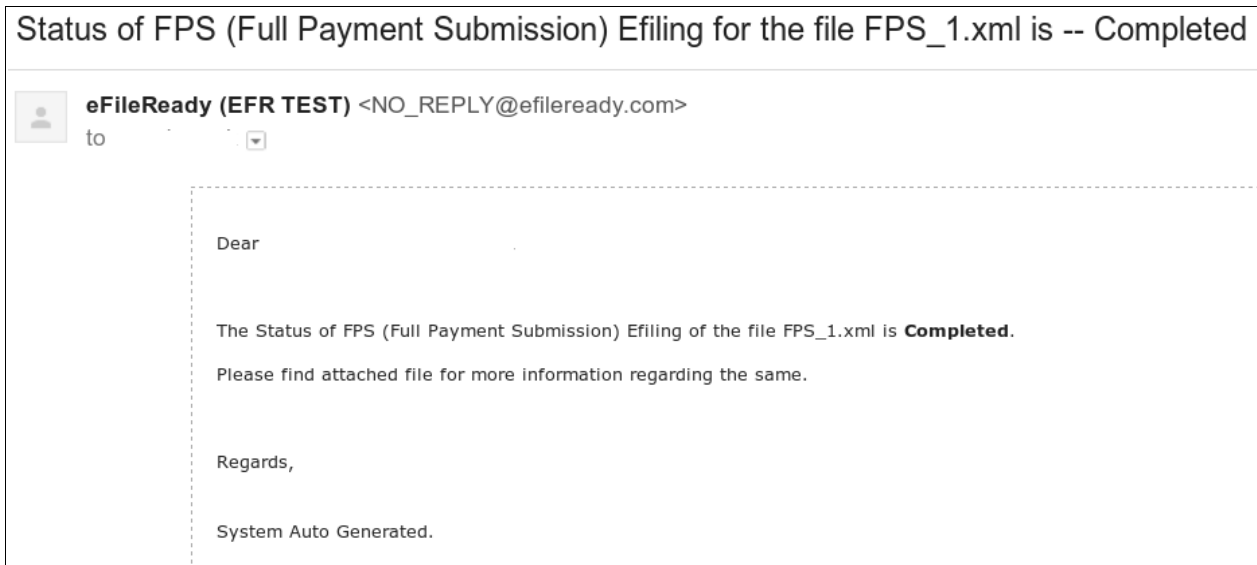


Fig 9.2 RTI FPS Status – Completed

10. RTI FPS Test JSON samples

```
{
  "correlationId": "F389C495AC33797E038642D5C5B72E52",
  "statusCode": "initiated",
  "stage": "",
  "status": "Data processing is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "F389C495AC33797E038642D5C5B72E52",
  "statusCode": "in_progress",
  "stage": "submission_initiated",
  "status": "Data submission is initiated.",
  "successTimestamp": null
}
{
  "correlationId": "F389C495AC33797E038642D5C5B72E52",
  "statusCode": "completed",
  "status": "Data processing is completed without any errors.",
  "providerId": "HMRC",
  "providerRefId": "060D375FD7CA476F84D0A49F274DCAE4",
  "providerMessage": "HMRC has received the HMRC-PAYE-RTI-FPS document ref: 548/A548 at 07.57 on 01/03/2018. The associated IRmark was: YYSR2MAELBFQRB67M4E47747H4BN6TEW. We strongly recommend that you keep this receipt electronically, and we advise that you also keep your submission electronically for your records. They are evidence of the information that you submitted to HMRC.Thank you for your submission"
}
```