

Supporting Document - EOY 2007-08 Test data Efiling

Please Note: The term "TEST" Efiling, implies that the submission is done on HMRC "TEST" site. The HMRC "TEST" site mirrors the "LIVE" site, and is a service provided by HMRC to help Software Developers in Testing submissions.

Following are the steps to be followed to conduct EOY 2007-08 TEST data Efiling :

Step 1 :

Download the P35, and P14 XLS with sample test data for EOY , from the EfileReady Developer Test site.

Step 2 :

Save the P35 XLS as .CSV file . Save the P14 XLS as .CSV file.

Step 3 :

Create an account in EfileReady Developer Test site, if you do not have one.

Step 4 :

Signin into your account in EfileReady Developer Test site.

Step 5 :

From the menu options, Employer/Setup->HMRC Efile setup , please set the Efile setup to the **first option**, "I would like to use your Agent credentials for my Efiling". This option will default the credentials to Efileready TEST credentials, for the submission.

Step 6 :

Further go to Upload CSV Data-> Upload P14, P35 EOY CSV Files and Status->Upload P14 and P35 CSV File option.

Step 7 :

Enter any reference name in the "User Ref" field. Browse "select" the P14 .CSV file. Browse "select" the P35 .CSV file. Click on "Upload" button.

Step 8 :

After the file is uploaded successfully, and has passed validation, the page will display an appropriate message , with a round button in the centre. Click on the button to check the contents of the uploaded batch . If the data validation has failed, the relevant "Error messages" will be displayed.

Step 8 :

Go to the E-Filing/Status->E-File P14, P35 EOY Uploaded Data and Status-> E-File P14, P35 Uploaded data option. Select the "batch" to Efile.

Step 9 :

Re-enter your "Signin" password, in the Declaration page.
Click on "Confirm", to proceed. Click on the "Red-button" to trigger the Efiling on the "Test" site.

Step 10 :

Check the status of Efiling through the option E-Filing/Status->E-File P14, P35 EOY Uploaded Data and Status>P14,P35 Efiled Status. The process may take a couple of seconds. Check the Certificate after the "Efiled STATUS" is displayed as "COMPLETED".