# 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.

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### 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 Efiling 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

#### **3.1** Action 1 : Log in to eFileReady application.

'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

DEMO	IMITED
Network House, Arundel Road, Uxbridg	e, Middlesex, UBB 2RR, United Kingdom.
Tel. No.: 020 8731 9981	E-Mail: democo@democo.com
Employer's PAYE Ref.: 067 / V30456	Acc. Office Ref.: 067 / 067PA00045678
View / Edit Manage System Users	Setup MTD Authorisation
	Enable Support Request

Figure 3.1 eFileready SFTP setup

#### 3.2 Action 2 : Request SFTP credentials

Click on 'Request SFTP Credentials', the fields SFTP Server Host Name, SFTP Login User ID, Input Folder Name, Output Folder Name will be auto-populated with values. These fields are noneditable and generated by eFileReady. Please note down these details carefully. These are the details which you must use later to connect to eFileReady SFTP server using SFTP-client software.

'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.

	(*) = required
SFTP Details	& Request SFTP Credentials
SFTP Server Hostname / IP *	
SFTP Login User ID *	
Input Folder Name *	
Output Folder Name *	
Enter SFTP Login Password *	0
Re-enter SFTP Login Password *	
	& Request SFTP Credentials



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.

After successfully setting up eFileReady CIS SFTP credentials, a page will be displayed as shown in Figure 3.2.2

CETO D . "	
SFTP Details	
SFTP Server Hostname / IP	demoSFTP.efileready.co m
SFTP Login User ID	9AKB5TMG3CFSD
Input Folder Name	Inbox
Output Folder Name	Outbox
SFTP Login Password	***
Contact Details	
Contact Person Name	Redford Robert
System Administrator Email	demo@demo.com
1st Operator's Email	demo1@mail.com
2nd Operator's Email	demo2@mail.com
3rd Operator's Email	demo3@mail.com
4th Operator's Email	demo4@mail.com
5th Operator's Email	demo5@mail.com
Contact Tel. No. 1 Contact Tel. No. 2	020 1234 5678 020 1234 5678
contact ren No. 2	

Figure 3.2.2 SFTP Details

#### **3.3** Action 3 : Download SFTP configuration file for FileZilla

To upload files using SFTP you will need an SFTP client software service provider to connect to eFileReady SFTP server. Following are the instructions to connect FileZilla client software to eFileReady SFTP server.

Click on "**Download SFTP Configuration for FileZilla**" button. An XML format configuration file will be downloaded immediately. eFileReady provides the configuration file for each of the FTP users. This file can be directly imported to FileZilla to configure SFTP.



Figure 3.3.1 Download SFTP Configuration for FileZilla

#### **3.4** Action 4: Download and install FileZilla

We recommend you to download the latest version of FileZilla. Click on the link below to download the latest version.

https://filezilla-project.org/download.php?show\_all=1

Once downloaded, proceed to install FileZilla.

### **3.5** Action 5 : Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.

1. Go to *File*  $\rightarrow$  *Import* 

ile	Edit	View	Transfer	Server	Bookmarks	Help
	Site M	lanager				CTRL+S
	Сору	current	connectio	n to Site	Manager	
	New t	ab				CTRL+T
	Close	tab				CTRL+W
_	Export	t				
I	Impor	t				
1	Show	files cu	rrently beir	ng edited		CTRL+E
	Exit					CTRL+Q

Figure 3.5.1 Import

2. Browse the configuration file. Select the eFileReady configuration XML file. *Click "Open"* → *Click "OK"* 

z		Select file to im	port settings fi	om			
Look in	: 📃 Desktop	)	~	0 d	10		
C.	NIL .						
Recent places		FileReady_configura	ation.xml				
		'51 bytes					
Desktop							
Libraries							
This PC							- 1
Network		Transmission and	8x 1700				
	File name:	eFileReady_co	nfiguration xml		~	L	Open
	Files of type:	XML files (* xml	1)		V		Cancel

Figure 3.5.2 Open configuration file



Figure 3.5.3 Import settings

Once the import process is completed, an "Import Successful" message will be displayed. The eFileReady SFTP site will be created. Now proceed to establish the SFTP connection to eFileReady.

#### 3.6 Action 6 : Establish SFTP connection

1. Go to *File*  $\rightarrow$  *Site Manager*.

File	Edit	View	Transfer	Server	Bookmarks	Help	New
	Site M	anager				Ctr	I+S
	Copy	current	connectio	n to Site	Manager		
	New ta	ab				Ctr	I+T
	Close	tab				Ctrl	+W
	Export						
	Impor	t					
	Show	files cu	rrently beir	ng edited	l	Ctr	I+E
	Exit					Ctrl	+Q

Figure 3.6.1 Site Manager

**2.** Select the eFileReady SFTP Server from the "**My Sites**" list. All the credentials will be automatically extracted from the configuration file.

**3.** Click on "**Connect**" to establish SFTP connection and transfer your files to eFileReady.

lect Entry:		General Adv	/anced	Transfer Settings	Charset
My Sites		Host:	ftp.eF	ileReady.com	Port:
		Protocol:	SFTP -	SSH File Transfer P	rotocol 🗸
		Logon Type:	Normal		Ŷ
		User:	u41223	3675	
		Password:	•••••	•••	
		Account:			
		Comments:			
New Site	New Folder				^
New Bookmark	Rename				
Delete	Сору				×

Figure 3.6.2 Establish SFTP connection

#### 3.7 Action 7 : Transfer CSV file to eFileReady server

Once the connection is established, you can transfer the CSV file from your local directory to the eFileReady SFTP server. To transfer, you'll need to drag and drop the file to the appropriate folder.

Follow the steps to upload files to eFileReady SFTP server

1. First, drag and drop the CSV file to the "inbox" folder( Refer Figure 3.7.1).

#### eFileReady SFTP Setup Guide

File Edit View Transfer Server Bookmarks Help	
Host: Username: Password:	Port: Quickconnect
Status. Calculating timezone on set or server	
Command: mtime "inbox" Response: 1536906684	
Status: Timezone offsets: Server: 0 seconds. Local: 19800 seconds.	nds. Difference: 19800 seconds.
Status: Directory listing successful	
Local site: /home/Desktop/Sample4/	Remote site: /
Desktop Sample4	
Filename ^ Filesize Filetype Last modified	Filename 🕈 Filesize Filetype Last modified Permissions Ow
<b>3</b> a	<b>N</b>
sample4.csv 435 csv-file 09/12/2018 0	🔚 inbox Directory 09/14/201 drwxr-xr-x 960
Sample4.cs 0 done file 09/12/2018 0	Directory 09/12/201 drwxr-xr-x 960
Selected 1 file. Total size: 435 bytes	2 directories
Server/Local file Direction Remote file	Size Priority Status
Queued files Failed transfers Successful transfers	
	🔒 🏧 Queue: empty 🔍 🔍

Figure 3.7.1 Drag and Drop file in inbox folder

**2.** Check the file transfer status from the information window of FileZilla( Refer Figure 3.7.2). If status is displayed as "Successful" you can continue with the following steps.

**3.** Drag and drop the "done" file to the "inbox" folder (The "done" file is an empty file used to indicate that the data file is ready to be taken for processing).

**4.** The system will automatically proceed for e-filing after the done file upload. You'll be further acknowledged with the e-filing status e-mail at each level of processing.

#### eFileReady SFTP Setup Guide

	Transfor Comun	Reelementes Helm							
File Edit View	Transfer Server	Bookmarks Help 8 🌸 🖤   🖃 📯 🍄 🛿							
Host:	Username:	Password:	•	Port:	Q	uickconnect			
Command: put "/h		le4/Sample4.csv" "Sample4		Sample4	.csv				
		ansferred 435 bytes in 2 se							
Local site: /home/	/Desktop/Sample4/		Rei	note site	: /				~
🗆 📁 Des 🔏	ktop ample4		÷	J <b>I</b> /					
Filename 🔨	Filesize Filetyp	e Last modified	File	ename 🖍	Filesize	Filetype	Last modified	Permission	ns Ow
🗯 u			1						
Sample4.csv	435 csv-file	09/12/2018 0	1	nbox		Directory	09/14/201	drwxr-xr-x	960
Sample4.cs	0 done-fi	le 09/12/2018 0	2	outbox		Directory	09/12/201	drwxr-xr-x	960
Selected 1 file. To	tal size: 435 bytes		2 d	irectories	5				
Server/Local file	Direction	Remote file	Si	ze Prior	ity Statu	5			
Queued files	Failed transfers	Successful transfers (1)							
	· · · · · · · · · · · · · · · · · · ·					9	Beel Queue: emp	tv 🌒	

Figure 3.7.2 Check file transfer status

### 4. File naming convention

Files transferred using SFTP must be CSV files (ending in ".csv"), or HMRC XML files (ending in ".xml"). You should only use the characters A-Z upper or lower case, numbers 0-9, hyphen and underscore for filenames. Spaces, any other special characters in filenames could cause issues in data transfer. We recommend using a consistent file naming scheme which creates a unique filename, for each new file uploaded.

### 5. When will the files be processed

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

- 4.1. "Done" file strategy
- 4.2. "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.

### 6. 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.

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# 7. CIS Test sample Email screenshots

eFileF	Ready (EFR TEST) <no_reply@efileready.com></no_reply@efileready.com>
to	
	Dear
	Dea
	The Status of CIS 300 Monthly Return Efiling of the file CIS300_10.csv is <b>Initiated</b> .
	Regards,
	System Auto Generated.

Figure 7.1 CIS Test Sample

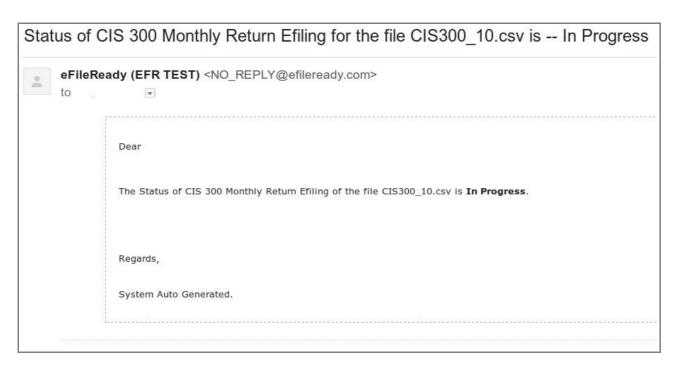


Figure 7.2 CIS eFiling in Progress

Stat	of CIS 300 Monthly Return Efiling for the file CIS300_10.csv is Completed
-	FileReady (EFR TEST) <no_reply@efileready.com></no_reply@efileready.com>
	Dear
	The Status of CIS 300 Monthly Return Efiling of the file CIS300_10.csv is <b>Completed</b> .
	Regards,
	System Auto Generated.

Figure 7.3 CIS eFiling Completed

### 8. 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: 3A00WP2STBUH4JHURJ3NU5PH27DHCV2H. 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."

}

## 9. 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: UVNYRCF2ICIKNFHVEPYSFX26ZT4EDKGP. 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.",

```
"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"
  }
]
```

# **10. RTI FPS Test sample Email screenshots**

Statu	s of FP	S (Full Payment Submission) Efiling for the file FPS_1.xml is Initiated
in the second se	eFileRead	ly (EFR TEST) <no_reply@efileready.com></no_reply@efileready.com>
		Dear ,
		The Status of FPS (Full Payment Submission) Efiling of the file FPS_1.xml is <b>Initiated</b> .
		Regards,
		System Auto Generated.

#### Figure 10.1 FPS eFiling initiated

Status of FPS (Full Payment Submission) Efiling for the file FPS_1.xml is In Progress			
eFileRead	dy (EFR TEST) <no_reply@efileready.com> ᠃</no_reply@efileready.com>		
	Dear ,		
	The Status of FPS (Full Payment Submission) Efiling of the file FPS_1.xml is <b>In Progress</b> .		
	Regards,		
	System Auto Generated.		

#### Figure 10.2 FPS eFiling In Progress

Status of FF	PS (Full Payment Submission) Efiling for the file FPS_1.xml is Completed
eFileRead	dy (EFR TEST) <no_reply@efileready.com></no_reply@efileready.com>
	Dear
	The Status of FPS (Full Payment Submission) Efiling of the file FPS_1.xml is <b>Completed</b> .
	Regards,
	System Auto Generated.

Figure 10.3 FPS eFiling Completed

# 11. 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" }