

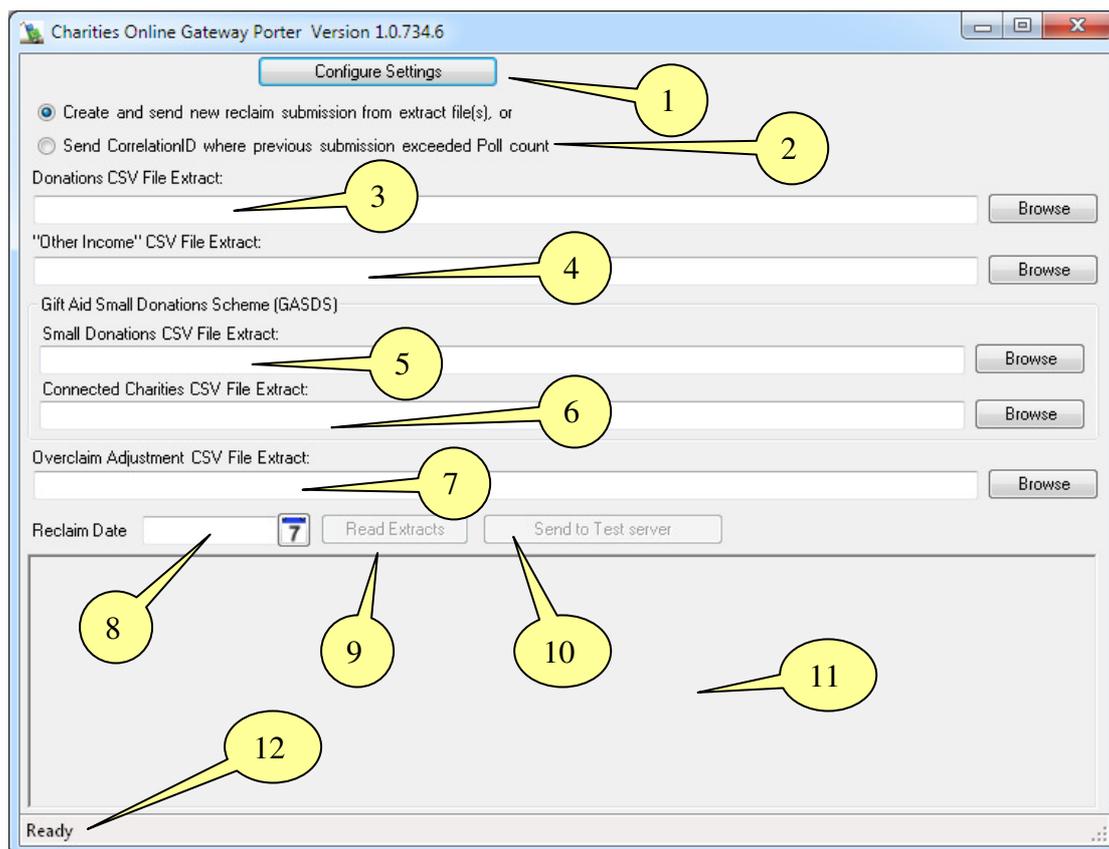
## Introduction

The purpose of this document is to provide a quick guide to setting up the Gateway Porter tool for evaluation and subsequent adoption. The tool is supplied in a zipped file containing the following:

- ReadMe.txt
- GPorter.exe - the tool
- GPorterConfig.xml - configuration file
- RunGPorter.bat - example using the command line interface
- Docs folder - contains guides and licence agreement
- Input folder - contains example extracts
- Output folder - where the main created output is saved by GPorter
- Debug folder - where communication messages are saved by GPorter

## Main Screen

The tool is all set up with example files that can be used in the initial test. After unzipping the files to a folder in the computer, preserving the folder structure, double click on the GPorter.exe file to launch the Windows interface.

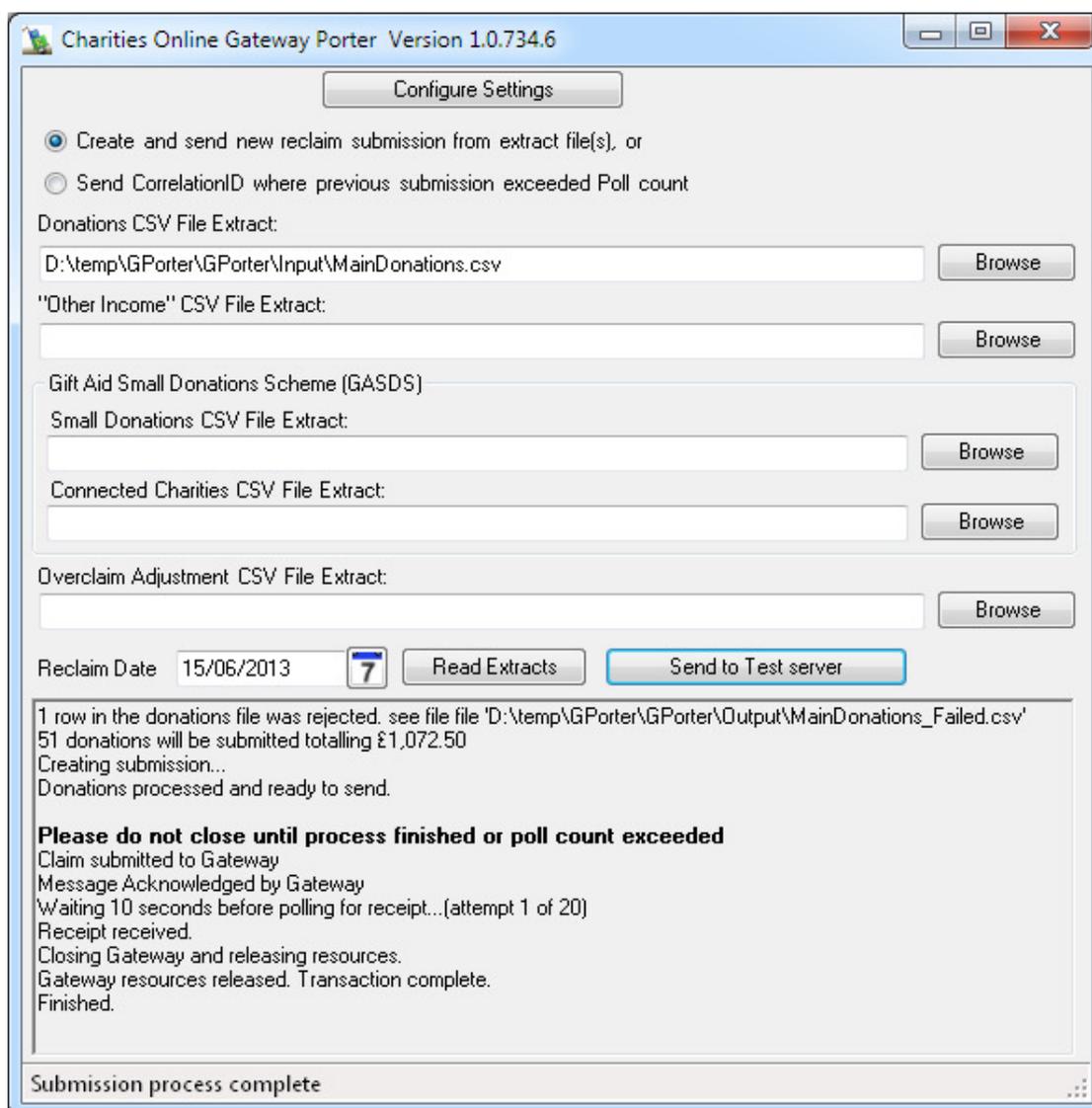


1. Button to launch configuration settings.
2. Choose whether to
  - a. create a new submission from one or more comma separated data extract files (normal use) or
  - b. restart a submission that was started but failed to complete within the number of attempts.
3. File path and name for the main donations file with browse button for easy location. Or the file path and name of the CorrelationID file (depends on 2 above).
4. File path and name for the 'other income' (investment interest, royalties, estate income) file with browse button.
5. File path and name for the small donations from community buildings file with browse button.
6. File path and name for the 'connected charities' file with browse button. Connected charities reduce the reclaim on small donations.
7. File path and name for the overclaim adjustment file (probably rarely used) with browse button.
8. Date of the reclaim (all gifts up to and including this date are included in reclaim).
9. When at least one of the file paths and the reclaim date is entered, this button is enabled.
10. Once the reclaim message has been created, this button is enabled.
11. Area displaying progress of file extract parsing and message creation.
12. Status information.

## First Test

This is the most basic test.

1. Select the create new reclaim radio button (the default)
2. Use the donations browse button to navigate to the "MainDonations.csv" file in the input folder.
3. Set the reclaim date (clicking on the [7] button displays a calendar at the current date)
4. Click the "Read Extracts" button.
5. The file is parsed and any rejections written to output folder
6. Click the "Send to Test server" button
7. Test complete. Examine the contents of the output and debug folders.



One row in the donations file was rejected as it contains a header row. If you look at the contents of the MainDonations.csv file in notepad or similar text editor you will notice that

- It has a header row. This is not required and as it contains no valid data it will always be rejected.
- The first column has ID values from a database. The configuration for this column has been set to “ignore” as it is not information that will form part of the submission message. It is, however, very useful since if any data row is rejected, the entire row is written to the failed file and this ID could be used to locate the original source.
- Dates are in the ISO format yyyy-mm-dd so that there is no misinterpretation of UK vs US or other nationality date formats. If the file is edited using Excel or similar spreadsheet, change the format of the cells to this format before exporting to csv. GPorter will interpret other date formats, but the result will depend on the international settings on the computer.

## Second Test

Example files are included in the Input folder for the other extract types. These are less often used and in particular the GASDS reclaim might only be performed at the end of the tax year. The limit on gifts reclaimed through GASDS at the time of writing is £5000 per community building per year. There is a (configurable) check on this amount for a single reclaim submission, but there is no way the tool can cross check multiple submissions in the tax year.

The screenshot shows the 'Charities Online Gateway Porter Version 1.0.734.6' window. At the top, there is a 'Configure Settings' button. Below it, two radio buttons are present: the first is selected, labeled 'Create and send new reclaim submission from extract file(s), or', and the second is 'Send CorrelationID where previous submission exceeded Poll count'. There are five 'Browse' buttons for selecting CSV files: 'Donations CSV File Extract' (D:\temp\GPorter\GPorter\Input\MainDonations.csv), '"Other Income" CSV File Extract' (D:\temp\GPorter\GPorter\Input\OtherIncome.csv), 'Gift Aid Small Donations Scheme (GASDS) Small Donations CSV File Extract' (D:\temp\GPorter\GPorter\Input\SmallDonations.csv), 'Connected Charities CSV File Extract' (D:\temp\GPorter\GPorter\Input\ConnectedCharities.csv), and 'Overclaim Adjustment CSV File Extract' (D:\temp\GPorter\GPorter\Input\OverPayAdj.csv). A 'Reclaim Date' field is set to '15/06/2013' with a calendar icon, and a '7' is displayed in a box. There are 'Read Extracts' and 'Send to Test server' buttons. The main text area shows a log of the submission process, including rejected rows and successful submissions. At the bottom, a status bar indicates 'Submission process complete'.

1 row in the donations file was rejected. see file file 'D:\temp\GPorter\GPorter\Output\MainDonations\_Failed.csv'

1 row in the Other Income file was rejected. see file file 'D:\temp\GPorter\GPorter\Output\OtherIncome\_Failed.csv'

1 row in the GASDS file was rejected. see file file 'D:\temp\GPorter\GPorter\Output\SmallDonations\_Failed.csv'

1 row in the connected charities file was rejected. see file file 'D:\temp\GPorter\GPorter\Output\ConnectedCharities\_Failed.csv'

1 row in the overclaim adjustment file was rejected. see file file 'D:\temp\GPorter\GPorter\Output\OverPayAdj\_Failed.csv'

51 donations will be submitted totalling £1,072.50

7 'Other Income' items with gross amount £65,251.33, tax deducted £9,515.87 will be submitted

5 small donation entries will be submitted totalling £8,996.39

Adjustment of £485.25 will be made for previous main overclaim

Adjustment of £51.36 will be made for previous Small Donations overclaim

Creating submission...

Donations processed and ready to send.

**Please do not close until process finished or poll count exceeded**

Claim submitted to Gateway

Message Acknowledged by Gateway

Waiting 10 seconds before polling for receipt...(attempt 1 of 20)

Receipt received.

Closing Gateway and releasing resources.

Gateway resources released. Transaction complete.

Finished.

Submission process complete

### ***Points of Note***

- The SmallDonations file contains a row without building details. This is assumed to be the main GASDS claim for the charity unconnected with a separate community building. If there are no community buildings, this would be the only row.

## **Console Only Test**

GPorter has been written so that it can also be controlled completely using command level parameters.

Double click on the RunGPorter.bat file to submit all the files as in the second test. The command line is (all on one line)

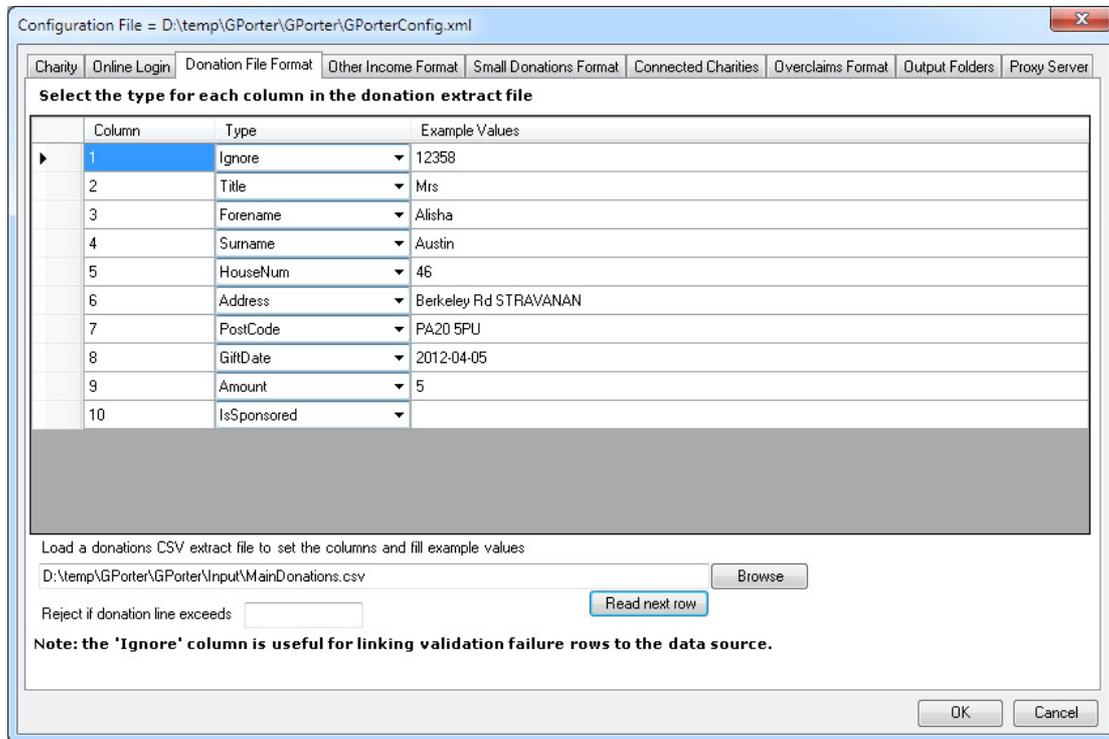
```
GPorter.exe -r 2013-06-13 -d "Input\MainDonations.csv" -oi  
"Input\OtherIncome.csv" -sd "Input\SmallDonations.csv" -cc  
"Input\ConnectedCharities.csv" -adj "Input\OverPayAdj.csv"
```

### ***Points of Note***

- The paths in the batch file are relative to the GPorter.exe file, but they could have been full paths.
- The Windows interface always displays the full paths to make it easier to see what is happening, but it will work with relative paths.
- The only difference between the submission file created in this and the second test is the TransactionID which is unique in every submission.

## Next Steps

The next step is to create your own extract and look at the config settings, the most important of these is the file format as this can be tailored to your own extract if the columns differ.



## Finally

Full documentation can be found in the User Guide.

If you have any questions please email them to

[info@maxmygift.co.uk](mailto:info@maxmygift.co.uk)