

# Contents

<b>User Instructions for G-Porter v1.1.953.14 onwards.....</b>	<b>2</b>
Installation.....	2
Using G-Porter .....	2
<b>Windows Interface .....</b>	<b>3</b>
Configuration Screen – Charity Details .....	4
Configuration Screen – Gateway Login.....	5
A note on compression.....	6
Configuration – Main Donations File Format.....	7
Configuration – “Other Income” Format .....	8
Configuration – Small Donations Format .....	8
Configuration – Connected Charities.....	9
Configuration – Overclaim Adjustment.....	10
Configuration – Output Folders .....	11
Configuration – Proxy Server Details .....	12
Example Test Submission .....	12
<b>Command Line.....</b>	<b>13</b>
Configuration File .....	14
Top level .....	15
Gateway .....	15
Notes .....	16
Charity.....	17
DonorFileFormat.....	18
OtherIncomeFormat .....	20
SmallDonationsFormat .....	20
ConnectedCharityFormat .....	21
OverclaimFormat .....	21
GPorter .....	22
<b>Gateway Communication Process .....</b>	<b>22</b>
<b>Output Files .....</b>	<b>23</b>
Submission XML .....	23
Receipt XML.....	23
Error XML .....	23
Log .....	23
Other Files.....	23
CorrelationID .....	23
Rejected Donation Entries .....	24
Debug Information .....	24
<b>Error Messages.....</b>	<b>24</b>
Command Line Errors.....	24
Configuration File Errors .....	25
Extracted Donation File Errors .....	26
Postcodes.....	27
Armed Forces .....	27
Other Errors.....	27
Extracted ‘Other Income’ File Errors .....	28
Extracted Small Donations File Errors .....	28
Extracted Connected Charities File Errors.....	29
Extracted Overclaim Adjustment File Errors.....	29
<b>More Information .....</b>	<b>30</b>

## **User Instructions for G-Porter v1.1.953.14 onwards**

This document details the installation and use of the tool to upload data from one or more extracted CSV files to the Charities Online Government Gateway.

Creating a comma separated extract file from a database is quite a straightforward process. Converting it to a valid XML file for submission involves considerably more work and that is what this tool does. The validation for the message is quite strict and the error messages that come back from the Gateway are not always easy to interpret. G-Porter captures the errors from the extract before they get to the submission and provides messages that are easy to understand and correct.

### ***Installation***

The application consists of the main application executable GPorter.exe and some supporting files. It requires the Dot.Net v2.0 framework to be installed on the computer.

It does not make use of any databases or the Windows registry which makes it easy to install on any Windows server or client machine. It does, however, require write permissions to the output folders.

The configuration details are placed in a file GPorterConfig.xml that by default lives in the same folder as GPorter.exe

Extract the files to a folder and start the GPorter.exe file by double clicking on it. This opens an easy to use Windows interface. You can use this to submit the small sample extracts in the Input folder to the test server. You can then venture further by examining the configuration settings and create your own extract file.

### ***Using G-Porter***

There are two ways in which the G-Porter tool can be used

1. Via the Windows user interface.
2. Passing command line parameters to GPorter.exe

The first method is the easiest as it makes updating the configuration file simple and you can easily see what is going on. Running GPorter.exe without passing in any command line arguments launches the user interface. The easiest way to do this is to double click on the file from Windows Explorer.

This method updates the GPorterConfig.xml file that is also used by default in the second method.

The second method enables the tool to be seamlessly integrated into a submission process called from a controlling program. To use this method, command line parameters must be passed to GPorter.exe

See the command line section for more detailed technical information about all the parameters and the process.

## Windows Interface

This is the start screen and once the configuration is complete, the configuration should not need to be changed.

It is used to read in and validate one or more comma separated files extracted from a database. A message is then constructed and then sent to a Gateway server. The unlicensed version will only allow submission to the test server. Obtain a licence from the website ([www.maxmygift.co.uk](http://www.maxmygift.co.uk)) to unlock submission to the live Gateway.

G-Porter can also restart a submission that timed out because the Gateway did not respond with a receipt within the number of attempts specified. This is done by loading the CorrelationID file that is created if timeout occurs. The CorrelationID is obtained at the first acknowledgement from the Gateway. See the Gateway Communication Process section below.

See the quick start guide for more about initial tests.

*Note: amending the created submission file will NOT affect what is sent to the Gateway since this is held in memory.*

## Configuration Screen – Charity Details

Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml

Charity | Online Login | Donation File Format | Other Income Format | Small Donations Format | Connected Charities | Overclaims Format | Output Folders | Proxy Server

**Details to identify the Charity**

Charity Name: Test Charity

Charity Reference: AB12345

Regulator: Charity Commission for England and Wales

Regulator Name:

Regulator Number: 123456

**Claimant** ☒ Authorised Official ☐ Trustee

Title: Mr

Forename: A

Surname: Smith

Telephone: 0168 5646489

Postcode: PH5 8JK

OK Cancel

The details are self explanatory.

The regulator number is the number assigned to the charity by the relevant regulator.  
Regulator Name is only used if the charity's regulator is not in the drop down list of regulators.

The claimant can either be an individual authorised by the charity as the official responsible for the reclaim submission or a trustee with that responsibility.

G-Porter does not support claims from multiple charities by an independent agent.

## Configuration Screen – Gateway Login

Configuration File = D:\Apps\GAMAZ\Code\GPorter\bin\Release\GPorterConfig.xml

Charity Online Login Donation File Format Other Income Format Small Donations Format Connected Charities Overclaims Format Output Folders Proxy Server

Submission Destination Remote test service  
https://secure.dev.gateway.gov.uk/submission

XML Message Version Automatic selection

Charities Online Gateway User ID

Charities Online Gateway Password

Maximum Poll Attempts 20 Stop checking for a response after this many tries

☐ Compress Submission  
Compressing the submission file means it takes less time to submit large files.  
This is useful when the connection is slow, but the file is not human-readable.

Licence Code (required for live submissions)

Check Licence Code

OK Cancel

There are three possible destinations for the submission.

1. Remote test server
2. Local test server
3. Live server

The live server is only available for the fully licensed tool.

The remote test server is maintained by HMRC and requires no further configuration.

The local test server requires the local test service to be downloaded and installed from the HMRC website. Details and installation instructions can be found at the following web address.

<http://www.hmrc.gov.uk/softwaredevelopers/Its-techpack.htm>

The XML Message Version should normally be set to “Automatic selection” so that the message format sent is determined by the application using the computer’s system date. Version 1 that allows more lenient postcode validation is used in the live system up to and including 5/4/2015. Version 2 is used from 6/4/2015 onwards and insists on a valid postcode for a UK address.

The Gateway user ID and password are those obtained by registering with the Charities Online web service. They are only required for submission to the live server and are otherwise ignored.

The item “maximum poll attempts” provides a way to stop the submission process after a number of attempts. If the maximum number of attempts is reached, the tool will create a file containing the CorrelationID used to restart the submission process at a later time.

The Licence code for the full version can be obtained from the [www.maxmygift.co.uk](http://www.maxmygift.co.uk) website.

**A note on compression**

In August 2013 the software development team at HMRC issued the following:

“Compressing <Claim> data – We recommend that any software expected to be used for making submissions that exceed 1Mb, utilise the option to include compressed claim data. Submitting larger files with uncompressed claim data will result in increasingly slow processing times through the service.”

Checking the “Compress Submission” box applies the compression as above – that is all you need to do and is recommended for all but the smallest live submissions to the Government Gateway.

The (minor) downside of compression is that the submission is no longer readable. A solution is to run G-Porter without compression to get the uncompressed submission in the output folder, but don't submit it. You can then run G-Porter again with compression enabled to send the message to the Gateway.

## Configuration – Main Donations File Format

Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml

Charity | Online Login | **Donation File Format** | Other Income Format | Small Donations Format | Connected Charities | Overclaims Format | Output Folders | Proxy Server

Select the type for each column in the donation extract file ☒ First row is header

Column	Type	Example Values
1	Ignore	
2	Title	
3	Forename	
4	Surname	
5	HouseNum	
6	Address	
7	PostCode	
8	GiftDate	
9	Amount	
10	IsSponsored	

Load a donations CSV extract  Fill example values

Reject if donation line exceeds

**Note: the 'Ignore' column is useful for linking validation failure rows to the data source.**

This screen tells the tool what each of the columns in the main donations extract map to.

The best way to use this is to create the extract first then browse to it and load in a row. Use the drop down boxes to match the data type to the example values column read in.

The extract file should not contain any blank lines otherwise the column count will be zero and any matched types will be lost. If this happens, click on the Cancel button so that the changes are not saved to the configuration file.

If the check box “First row is header” is ticked then the first line in the extract file is ignored and will not be checked. It will, however be the first row in the reject rows file.

The available column types are as shown in the screen print and can be arranged in any order. The “Ignore” column tells G-Porter to ignore a column which is useful if the column contains the ID from the original database and the row is rejected. Multiple columns can be marked as “Ignore”

It is recommended that you include ID columns from the original source database as this makes it very easy to match any data that is rejected to the source and can be automated if G-Porter is used via the command line rather than via the user interface.

The “reject if donation line exceeds” field is a check that there are no excessively large donations just as a sanity check. In most cases it will not be used unless you have suspicions about the quality of the source data.

G-Porter does not support aggregated claims since the total claim amount cannot exceed £1000 if any claims are aggregated.

## Configuration – “Other Income” Format

Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml

Charity | Online Login | Donation File Format | **Other Income Format** | Small Donations Format | Connected Charities | Overclaims Format | Output Folders | Proxy Server

Select the type for each column in the "Other Income" extract file ☐ First row is header

	Column	Type	Example Values
	1	Ignore	
	2	Payer	
	3	IncomeDate	
	4	GrossAmount	
▶	5	Payer	

Load an "Other Income" CSV extract file to set the columns and fill example values

## Configuration – Small Donations Format

Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml

Charity | Online Login | Donation File Format | Other Income Format | **Small Donations Format** | Connected Charities | Overclaims Format | Output Folders | Proxy Server

Select the type for each column in the small donations extract file ☐ First row is header

	Column	Type	Example Values
	1	Ignore	
	2	BuildingName	
	3	AddressFirstLine	
	4	Postcode	
	5	DonationsTotal	
▶	6	DonationsEndDate	

Load a small donations CSV extract file to set the columns and fill example values

Reject if small donations line exceeds



## G-Porter User Guide

Small donations are limited to £5,000 per community building as at the time of writing. G-Porter will use the amount configured to reject rows that are in excess of the limit but it cannot ensure the limit is not exceeded if more than one submission is made in a tax year.

Small donations not associated with community buildings should be entered in a row without any values in the “BuildingName”, “AddressFirstLine” or “Postcode”. If there are no connected charities these columns can be left out.

More information about the GASDS can be found on the HMRC website  
<http://www.hmrc.gov.uk/charities/gasds/index.htm>

The Donations Act 2012 can be read at  
<http://www.legislation.gov.uk/ukpga/2012/23/contents/enacted>

It is recommended that you read this carefully before submitting claims under GASDS.

## Configuration – Connected Charities

Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml

Charity Online Login Donation File Format Other Income Format Small Donations Format **Connected Charities** Overclaims Format Output Folders Proxy Server

Select the type for each column in the connected charities extract file ☐ First row is header

	Column	Type	Example Values
	1	Ignore	
	2	CharityName	
▶	3	CharityHMRCReference	

Load a connected charities CSV extract file to set the columns and fill example values

Connected charities have the effect of reducing the amount of any claim under the Gift Aid Small Donations Scheme (GASDS) since the limit for a community building is shared amongst the connected charities.

## Configuration – Overclaim Adjustment

Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml

Charity | Online Login | Donation File Format | Other Income Format | Small Donations Format | Connected Charities | **Overclaims Format** | Output Folders | Proxy Server

Select the type for each column in the overclaim adjustment extract file ☐ First row is header

	Column	Type	Example Values
	1	MainDonationOverclaim	
	2	GASDSOverclaim	
▶	3	MainDonationOverclaim	

Load an overclaim adjustment CSV extract file to set the columns and fill example values

OK Cancel

The overclaim adjustment is a means of informing HMRC that there was an error in a previous submission in the main donations or in the Gift Aid Small Donations Scheme. It must also be accompanied by a reason i.e. an explanation as to the nature of the error so that HMRC can make the appropriate adjustments to their records.

The file will consist of just one row containing data. Other rows are rejected.

## Configuration – Output Folders

The screenshot shows a Windows-style configuration window titled "Configuration File = D:\temp\GPorter\GPorter\GPorterConfig.xml". It has a tabbed interface with the following tabs: Charity, Online Login, Donation File Format, Other Income Format, Small Donations Format, Connected Charities, Overclaims Format, Output Folders (selected), and Proxy Server. The "Output Folders" tab contains the section "Gateway communication files." with two settings:

- Folder location for rejection, submission, receipt and log files: D:\temp\GPorter\GPorter\Output (with a "Browse" button)
- Folder location for all other communication output (debug): D:\temp\GPorter\GPorter\Debug (with a "Browse" button)

At the bottom right of the window are "OK" and "Cancel" buttons.

Use this tab to set the folders that the submission, receipt and log file will be written to along with any rows from the donation extract file that are rejected.

The folder for other output is optional and will hold the files sent and received from the HMRC Gateway.

## Configuration – Proxy Server Details

The screenshot shows the 'Proxy Server' tab in the G-Porter Configuration window. The title bar indicates the configuration file is 'D:\temp\GPorter\GPorter\GPorterConfig.xml'. The tab bar includes: Charity, Online Login, Donation File Format, Other Income Format, Small Donations Format, Connected Charities, Overclaims Format, Output Folders, and Proxy Server. The main content area has a heading: 'Ignore this page unless you are connecting to the Internet via a proxy server.' Below this is a checkbox 'Use proxy server'. A 'Proxy details' section contains a 'Server address and port' text box with examples 'MyProxyServer:8080' and '192.168.1.1:8080'. It also has 'Domain', 'Username', and 'Password' text boxes. A note states: 'If proxy server login credentials are not specified, the normal windows login will be used.' At the bottom right are 'OK' and 'Cancel' buttons.

If the tool is used on a computer that is separated from the Internet by a proxy server, use this tab to set the name and port of the proxy server.

You can also specify the domain, username and password, but if not given, the Windows logon credentials are used.

### Example Test Submission

The Input folder contains some example (fictitious) extract files that can be used as a first test.

See the quick start guide for more details.

## Command Line

Using a command line process, the tool can be seamlessly integrated into an existing system so that the user is not aware that there is a separate process.

The executable GPorter.exe accepts a number of command line arguments that tell it what actions to perform. The arguments can be passed to the executable in any order and mostly consist of a number of type and value pairs.

Parameter	Description
-r {ReclaimDate}	The reclaim date. All the donations must be on or before this date. If not passed in, the default is Today. Example: GPorter.exe -r 2013-08-01
-d {DonationsFile}	The extracted comma separated main donations file that is parsed and submitted to the Gateway. Example: -d "D:/Extracted/2013/Donation05.csv"
-c {ConfigFile}	The configuration file used to pass charity and other details to GPorter. If not supplied the program assumes the file is in the same folder as GPorter.exe and is called GPorterConfig.xml. This is the file updated via the Windows interface. Example: -c "D:/apps/GPorterCfg.xml"
-i {CorrelationID}	Only used if the maximum number of polls to the Gateway is exceeded and we terminate the process. Passing in this instead of the donations file parameter restarts the polling again. Example: -i EEA6F9B140A84D7B836E2E24878CF73A
-oi {OtherIncomeFile}	The file containing details of "Other Income" such as building society interest, royalties, estate income etc. Example: -oi "D:/Extracted/2013/OtherIncome.csv"
-sd {SmallDonations}	File containing small donations an associated community buildings. Example: -sd "D:/Extracted/2013/SmallDonations.csv"
-cc {ConnectedCharities}	File containing a list of connected charities. These only affect the small donations claim. Example: -cc "D:/Extracted/2013/ConnectedCharities.csv"
-adj {Overclaim}	File containing details of a previous overclaim being notified to HMRC. Example: -cc "D:/Extracted/2013/OverclaimAdjustment.csv"

-s	Silent. Don't write anything to the console. The log file is still produced.
-createonly	Create the message, but don't continue to send to the Gateway server.

A typical call might be

GPorter.exe -d "D:/Extracted/2013/Donation05.csv" -r 2014-04-05

The call can be wrapped in a batch file or any other calling application.

## Configuration File

The configuration file takes the form of an XML file. The file can be edited manually, but it is easier to let the Windows interface update it.

```
<!-- Configuration file for Elegate Solutions G-Porter. -->
<Config>
  <Gateway>
    <UserID />
    <Password />
    <EndPoint>Local</EndPoint>
    <CompressSubmission>Y</CompressSubmission>
    <MaxSubmissionPoll>20</MaxSubmissionPoll>
    <OutputFolder>D:\temp\GPorter\GPorter\Output</OutputFolder>
  </Gateway>
  <Proxy>
    <UseProxy>N</UseProxy>
    <URL />
    <UserName />
    <Domain />
    <Password />
  </Proxy>
  <Schema>
    <Version>Auto</Version>
  </Schema>
  <Charity>
    <Name>Test Charity</Name>
    <Reference>AB12345</Reference>
    <Regulator>CCEW</Regulator>
    <RegulatorOther />
    <RegulatorNumber>123456</RegulatorNumber>
    <Administrator>AuthOfficial</Administrator>
    <AuthorisedOfficial>
      <Title>Mr</Title>
      <Forename>A</Forename>
      <Surname>Smith</Surname>
    </AuthorisedOfficial>
    <TrusteeName />
    <Phone>0168 5646489</Phone>
    <PostCode>PH5 8JK</PostCode>
  </Charity>
  <DonorFileFormat>
    <ColumnOrder>
      <Col>Ignore</Col>
      <Col>Title</Col>
      <Col>Forename</Col>
      <Col>Surname</Col>
      <Col>HouseNum</Col>
      <Col>Address</Col>
      <Col>Postcode</Col>
      <Col>GiftDate</Col>
      <Col>Amount</Col>
      <Col>IsSponsored</Col>
      <Col>IsOverseas</Col>
      <Col>Ignore</Col>
    </ColumnOrder>
    <IsFirstRowHeader>Y</IsFirstRowHeader>
    <MaximumDonation />
  </DonorFileFormat>
  <OtherIncomeFormat>
```

## G-Porter User Guide

```
<ColumnOrder>
  <Col>Ignore</Col>
  <Col>Payer</Col>
  <Col>IncomeDate</Col>
  <Col>GrossAmount</Col>
  <Col>TaxDeducted</Col>
</ColumnOrder>
<IsFirstRowHeader>Y</IsFirstRowHeader>
</OtherIncomeFormat>
<SmallDonationsFormat>
  <ColumnOrder>
    <Col>Ignore</Col>
    <Col>BuildingName</Col>
    <Col>AddressFirstLine</Col>
    <Col>Postcode</Col>
    <Col>DonationsTotal</Col>
    <Col>DonationsEndDate</Col>
  </ColumnOrder>
  <IsFirstRowHeader>Y</IsFirstRowHeader>
  <GASDSLlimit>5000.00</GASDSLlimit>
</SmallDonationsFormat>
<ConnectedCharityFormat>
  <ColumnOrder>
    <Col>Ignore</Col>
    <Col>CharityName</Col>
    <Col>CharityHMRCReference</Col>
  </ColumnOrder>
  <IsFirstRowHeader>Y</IsFirstRowHeader>
</ConnectedCharityFormat>
<OverclaimFormat>
  <ColumnOrder>
    <Col>MainDonationOverclaim</Col>
    <Col>GASDSOverclaim</Col>
    <Col>Reason</Col>
  </ColumnOrder>
  <IsFirstRowHeader>Y</IsFirstRowHeader>
</OverclaimFormat>
<GPorter>
  <DebugFolder>D:\temp\GPorter\GPorter\Debug</DebugFolder>
  <Licence />
</GPorter>
</Config>
```

The actual values need to be tailored for the individual charity.

## Top level

Node	Values	Description
Config		Enveloping node
Gateway		Section containing Gateway related values
Proxy		Section containing credentials for a proxy server.
Schema		Section containing the XML message schema version used.
Charity		The details for the charity
DonorFileFormat		Description of the extracted main donation CSV file
OtherIncomeFormat		Description of the extracted other income CSV file
SmallDonationsFormat		Description of the extracted small donations CSV file
ConnectedCharityFormat		Description of the extracted connected charities CSV file
OverclaimFormat		Description of the extracted overclaim adjustment CSV file
GPorter		Application related

## Gateway

```
<Config>
  <Gateway>
```

Node	Values	Description
UserID		The user ID assigned for logging in to the Charities Online Gateway. You need to register on the Gateway to get this.
Password		The password needed to log on to the Gateway. This is the plain text password so the configuration file should be in a secure location. The actual password is not transmitted, but an encrypted hashcode of it is sent over a secure connection.
EndPoint	Test Local Live	The server that GPorter.exe connects to. <b>Test</b> The test server at the Gateway. <b>Local</b> A test server hosted locally. <b>Live</b> The live submission service (need licence from Elegate Solutions Ltd before this can be used) (note 1)
CompressSubmission	Y N	If “Y” the message sent to the Gateway is compressed. This is necessary where there are a large number of donations being reclaimed as there is an overall limit of just over 20Mb for the message size. In practice this is getting near to the 500,000 donation limit, however a smaller file is transmitted quicker.
MaxSubmissionPoll	Integer	The number of times the application attempts to get a response from the Gateway. A value of 15 or more is recommended as the Gateway may get busy at certain times e.g. end January (the Gateway is used for other services, not just Charities Online).
OutputFolder	Directory path	The full or relative path of the folder that the output will be sent to. It will contain <ul style="list-style-type: none"> <li>Submitted XML message</li> <li>XML receipt from the Gateway</li> <li>A log of transactions</li> </ul>

## Notes

1. An unlicensed copy of G-Porter will only connect to the Test Gateway server or a local test server. If either of these are used, the Gateway username and password are not used (values are assigned by the application along with the test charity reference).



**Charity**

&lt;Config&gt;

&lt;Charity&gt;

<b>Node</b>	<b>Values</b>	<b>Description</b>
Name	Text	The name of the charity as known by HMRC.
Reference	AA00000	The charity reference is one or two letters followed by up to 5 numbers
Regulator	CCEW CCNI OSCR Other None	Charity Commission for England and Wales Charity Commission for Northern Ireland Office of the Scottish Charity Regulator Some other regulator (given in RegulatorOther) The charity is not registered
RegulatorOther	Text	Only used if Regulator is “Other”
RegulatorNumber	Text	The number assigned by the above regulator to the Charity
Administrator	AuthOfficial Trustee	Whether the administrator is a trustee or authorised official
Authorised Official	Text	The details of the authorised official (needed if AuthOfficialOrTrustee is “AuthOfficial” <ul style="list-style-type: none"> <li>Title (max 4 chars)</li> <li>Forename (max 35 chars)</li> <li>Surname (max 35 chars)</li> </ul>
TrusteeName	Text	The name of the trustee (needed if AuthOfficialOrTrustee is “Trustee” (Max 160 chars)
Phone	Text	The contact telephone number for the trustee / authorised official
Postcode	Valid postcode	The postcode for the trustee / authorised official

It is assumed that the payment of the reclaim amount from HMRC will be transferred directly into the Charity’s bank account rather than indirectly via a third party.

## DonorFileFormat

&lt;Config&gt;

&lt;DonorFileFormat&gt;

ColumnOrder	This contains a list of <Col> nodes that dictate the <b>order</b> of the fields in the extracted donation CSV file. The valid fields in <Col> are detailed in the section below.
MaximumDonation	If entered, any donation amount greater than this value is rejected. It is a failsafe and probably not needed if the integrity of the data is assured.
IsFirstRowHeader	If entered and has the value “Y”, the first row of the donor csv file is treated as a header and not part of the message sent to HMRC.

The column values are mandatory unless otherwise indicated and are

<Col> value	Associated donation CSV file column
Title	The title of the donor. This is optional and is a maximum of 4 characters.
Forename	The forename of the donor (max 35 chars)
Surname	The surname of the donor (max 35 chars)
HouseNum	The number or name of the house where the donor lives (max 40 chars)
Address	The address (only used if both the HouseNum and Postcode are not supplied) (max 40 chars)
Postcode	The complete, valid UK postcode for the donor for a UK resident. The row is rejected if the pattern matching fails.
GiftDate	The date when the gift was made. Preferably in yyyy-mm-dd format to avoid ambiguity.
Amount	The amount of the gift. This is validated against the MaximumDonation field if the latter has been set and must be at least £0.01.
IsSponsored	An optional column that if the value is “Y” treats the Amount as the total sponsorship money collected by the donor. Separate documentation is needed to back up the claim (but not submitted).
IsOverseas	An optional column that if the value is “Y” treats the address as a non-UK resident address and the postcode field is not validated in accordance with UK postcode rules.

Ignore	<p>A special optional place marker to indicate that the column position is not read in. It can be used to indicate any information that should be ignored.</p> <p>The intention is that it could be used to hold an index into the source database table(s). It is the only &lt;Col&gt; value that can be repeated.</p> <p>For example, if the donation extract file is the result of a join between a database table and a donor details table, the index values from both tables could be included in the extract. If the row in the extract is rejected you can then tie the record back to the original source.</p>
--------	---

## OtherIncomeFormat

&lt;Config&gt;

&lt;OtherIncomeFormat&gt;

ColumnOrder	As for DonorFileFormat
IsFirstRowHeader	As for DonorFileFormat

The column values are mandatory unless otherwise indicated and are

<Col> value	Associated donation CSV file column
Payer	The payer of the “other income”. This is a maximum of 40 characters.
IncomeDate	The date when the “other income”. Preferably in yyyy-mm-dd format to avoid ambiguity in different international formats.
GrossAmount	The amount of income (at least £0.01)
TaxDeducted	Tax that has been deducted on the income (at least £0.01).
Ignore	As for DonorFileFormat

## SmallDonationsFormat

&lt;Config&gt;

&lt;SmallDonationsFormat&gt;

ColumnOrder	As above
GASDSLlimit	The test used for maximum small donations total for a community building. If the amount is more than this, the row is rejected. The limit at time of writing is £5000
IsFirstRowHeader	As above

The column values are mandatory unless otherwise indicated and are

<Col> value	Associated donation CSV file column
BuildingName	If there are no community buildings and the reclaim is just for small donations to the main charity, this is optional This is the name of the community building (max 160 chars).
AddressFirstLine	Required if BuildingName is present else optional. The first line of the address of the community building (max 40 chars)
Postcode	The complete, valid UK postcode for the donor. Note that residents outside the UK are not supported. The row is rejected if the pattern matching fails.
DonationsTotal	The total small donations. The maximum in a tax year is £5000 at the time of writing (at least £0.01).

<b>&lt;Col&gt; value</b>	<b>Associated donation CSV file column</b>
DonationsEndDate	Optional. If not given, the tax year that includes the reclaim date is assumed. The earliest date is one in the previous tax year or 6/4/2013 if later.
Ignore	As for DonorFileFormat

**Note**

Multiple rows with the same building name will NOT be collated. G-Porter assumes that the amounts are total

**ConnectedCharityFormat**

<Config>  
<ConnectedCharityFormat>

ColumnOrder	As above
IsFirstRowHeader	As above

The column values are mandatory unless otherwise indicated and are

<b>&lt;Col&gt; value</b>	<b>Associated donation CSV file column</b>
CharityName	The name of the connected charity (max 160 chars)
CharityHMRCReference	The reference of the connected charity is one or two letters followed by up to 5 numbers
Ignore	As for DonorFileFormat

**OverclaimFormat**

<Config>  
<OverclaimFormat>

ColumnOrder	As above
IsFirstRowHeader	As above

The column values are mandatory unless otherwise indicated and are

<b>&lt;Col&gt; value</b>	<b>Associated donation CSV file column</b>
MainDonationOverclaim	The amount by which a previous main donation reclaim has been overpaid. This is optional. The amount can be zero.
GASDSOverclaim	The amount by which a previous Gift Aid Small Donation reclaim has been overpaid. This is optional. The amount can be zero.
Reason	The reason for any adjustment must be given.
Ignore	As for DonorFileFormat

**GPorter**

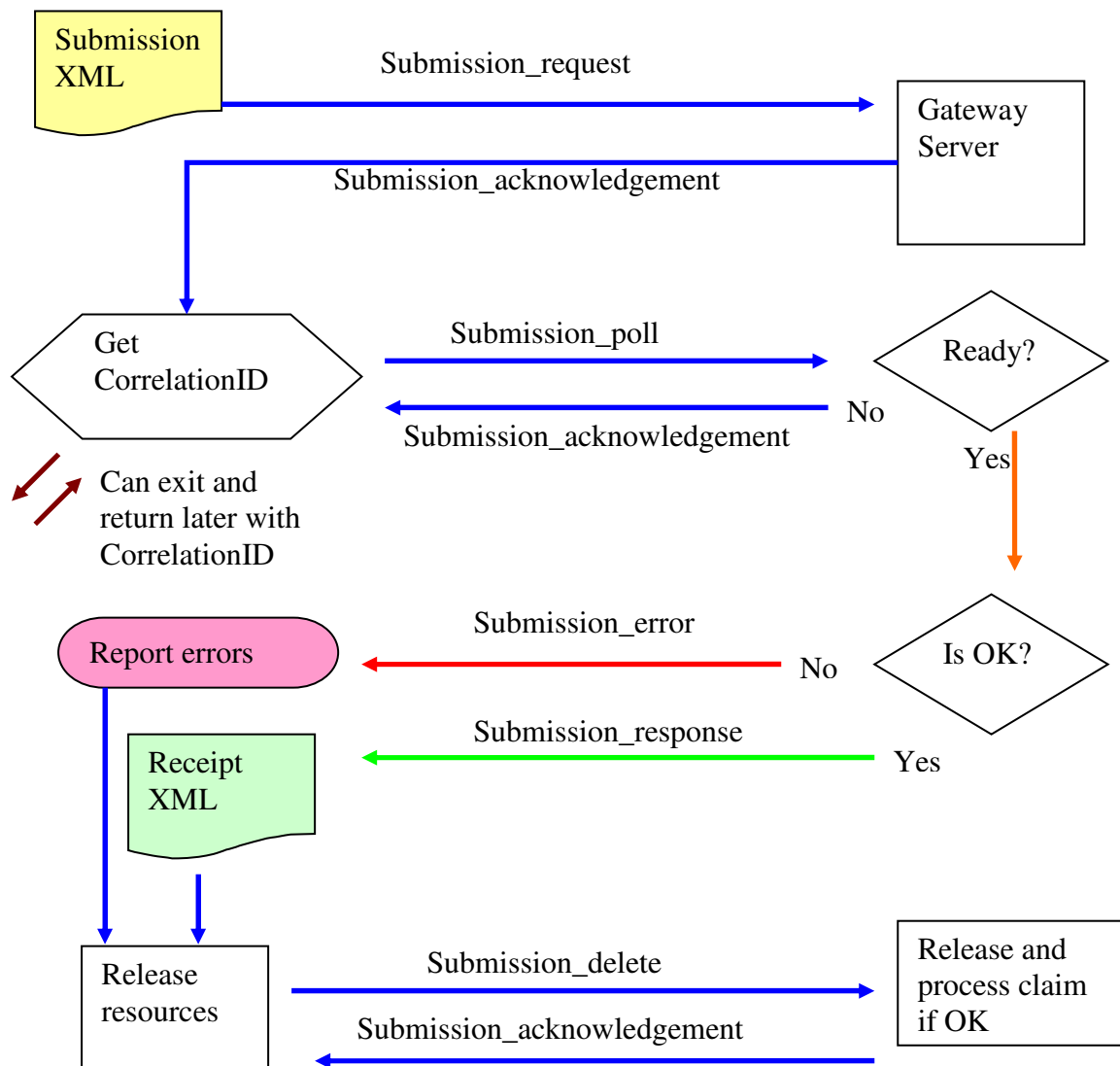
&lt;Config&gt;

&lt;GPorter&gt;

Node	Values	Description
DebugFolder	Directory path	The folder that, if specified, is where the messages sent to and received from the Gateway are stored. The contents of this may be needed if there is a problem with the submission.
Licence	Text	The licence code issued by Elegate Solutions Ltd that unlocks the ability to send reclaims to the live Gateway service rather than just to the test one.

**Gateway Communication Process**

This is an aid to understanding the messages found in the Debug folder if a folder is specified.



## Output Files

Under normal circumstances there are three files produced in the folder indicated by the OutputFolder node in the configuration file.

The naming convention for all of the files is a date followed by a type where the date is the reclaim date. The reclaim date defaults to the submission date if not explicitly set as a command line parameter.

yyyy-MM-dd\_{type}.XML

### ***Submission XML***

This is the message containing the donation information sent to the Gateway. Keep the file as a record of the submission.

e.g. "2014-04-05\_Submission.xml"

### ***Receipt XML***

This is the electronic receipt returned on successful submission. Keep as a record of the submission.

e.g. "2014-04-05\_Receipt.xml"

### ***Error XML***

The validation applied by G-Porter should be sufficient to avoid getting errors reported from the Gateway. If this does occur please let us know by emailing [info@maxmygift.co.uk](mailto:info@maxmygift.co.uk).

### ***Log***

This is a record of the processes that the application has performed during the submission process. It will include any errors generated when reading the configuration file.

e.g. "2014-04-05\_Log.txt"

### ***Other Files***

There are two other files that might be written to the output folder.

### **CorrelationID**

If the number of poll requests exceeds the value in the "MaxSubmissionPoll" node in the configuration file, the process will stop and a file is written giving this ID.

e.g. "2014-04-05\_CorrelationID.txt"

The content of the file is the unique CorrelationID needed to restart the poll process. This must be sent to the application as a command line argument ("-i").

The Gateway acknowledgement after each submission tells the application how long to wait between each poll request and this may vary dependent on the load on the Gateway server. It is typically a wait of 10 seconds each time. The Gateway software support team recommend that the number of polls be at least 15, but it would do no harm to have a much larger number. The larger the number, the less chance that the process will need restarting.

## Rejected Donation Entries

If any of the entries in the extracted CSV file fails the validation when the file is parsed, that entry is written to a file with the same name as the source CSV file but with the suffix “\_Failed.csv” and it is written to the output folder.

e.g. if the extracted file is “2014Extracted.csv”, the rejected rows file will be “2014Extracted\_Failed.csv”

The reason for the rejection is appended as an extra column so that it can be manually corrected and possibly resubmitted at a later date.

If the source file contains a header row this will always be rejected unless the “IsFirstRowHeader” is set to “Y” (because at the very least it will reject the amount column value).

## Debug Information

If the “DebugFolder” node is filled with a valid folder path, the application will write out all the messages that are passed back and forth with the Gateway.

## Error Messages

Error messages can appear at various stages although it is hoped that they are never seen in the live system. In all the following, the numbers enclosed in curly braces { } are replaced by appropriate text.

### Command Line Errors

Event	Message
At least one extract file (“-d”, “-oi”, “-sd”, “-adj”) and the “-i” correlation ID parameters must be present.	One of an extract file and the CorrelationID are required
“-d” given but main donations extract filename not found	The donations CSV file '{0}' could not be found.
“-oi” given but other income extract filename not found	The other income CSV file '{0}' could not be found.
“-sd” given but small donations extract filename not found	The small donations CSV file '{0}' could not be found.
“-cc” given but Connected Charities extract filename not found	The connected ch CSV file '{0}' could not be found.
“-adj” given but overclaim adjustment extract filename not found	The overclaim adjustment CSV file '{0}' could not be found.
The “-r” reclaim date is not a recognised date	The value given for the reclaim date [{0}] is not valid
The “-r” reclaim date must not be later than today.	The value given for the reclaim date [{0}] is in the future
Sanity check. The reclaim date must not be more than a year from the current system date.	The value given for the reclaim date [{0}] is more than a year ago



## Configuration File Errors

Any errors raised from here are included in the log file.

Event	Message
Either the “-c” configuration file was specified but not found or the default “GPorterConfig.xml” could not be found in the application folder.	The file [{0}] could not be found
An unexpected node was found in the configuration file	The config node [{0}/{1}] is not expected
Could not locate the top level node “Config”	The configuration file must start with 'Config' as the first node
The licence code needed to communicate with the live Gateway is for a different charity reference to that in the Reference node.	The licence is for charity reference '{0}', but this is charity '{1}'
The licence is not specified but the endpoint is “Live”	The Licence is a trial one so submissions cannot be made to the live Gateway
Invalid licence	The config node [{0}/{1}] is not a valid licence
The licence is valid, but not for GPorter.	The config node [{0}/{1}] is not a licence for GPorter
The specified folder does not exist	The config node [{0}/{1}] is not an existing folder [{2}]
The “Col” value is duplicated. Only the “Ignore” column may be duplicated.	The config node [{0}/{1}] is duplicate value '{2}'
A “Y/N” node has an invalid value	The config node [{0}/{1}] must be 'Y' or 'N', not [{2}]
A numeric node is not an integer. Used for “MaxSubmissionPoll”	The config node [{0}/{1}] must be an integer number, not [{2}]
The numeric node “MaximumDonation” must be a positive number	The config node [{0}/{1}] must be a positive number, not [{2}]
A numeric node is not a number	The config node [{0}/{1}] must be a number, not [{2}]
Invalid “EndPoint”	The config node [{0}/{1}] must be one of 'Test', 'Live' or 'Local', not [{2}]
Invalid “Regulator”	The config node [{0}/{1}] must be one of 'CCEW', 'CCNI', 'OSCR', 'Other' or 'None', not [{2}]
Invalid “Administrator”	The config node [{0}/{1}] must be 'AuthOfficial' or 'Trustee', not [{2}]
Invalid “Reference”	The config node [{0}/{1}] must be a valid charity reference, not [{2}]
The specified node is too long	The config node [{0}/{1}] is too long ({2} characters). The limit is {3}.
The specified node contains characters that would fail in the submission.	The config node [{0}/{1}] contains illegal characters
Invalid UK postcode	The config node [{0}/{1}] value ='{2}' is not a valid postcode

**Extracted Donation File Errors**

These are appended as a column in the rejected row file.

<b>Event</b>	<b>Message</b>
The forename is missing	forename is required
The surname is missing	surname is required
There is no house name/number or address. This is irrespective of the presence of the postcode	house name and/or address are required
The XML schema version 2 (used on or after 6/4/2015) is active and there is no postcode and the IsOverseas indicator is not set	postcode is required for UK address
The extracted file has more columns than have been specified in the configuration file.	More columns in line than are defined in configuration settings
The address is longer than 40 characters	Address longer than max (40), is {0}
Invalid characters in address	invalid address
Invalid characters in amount column	amount is not a number
Value in amount column is less than £0.01	amount must be at least £0.01
Value in amount is higher than the “MaximumDonation” node in the configuration file	Amount greater than configured limit of {0:c}
Forename is longer than 35 characters	Forename longer than max (35), is {0}
Invalid characters in forename	Invalid forename
Unrecognised date	Invalid Date
Date is after the reclaim date	Date is after the reclaim date [{0:d}]
The date is more than five years ago	Date more than 5 years ago
The House number (or name) field is longer than 40 characters	House number longer than max (40), is {0}
Invalid characters in house number	Invalid house number
The sponsor indicator contains something other than “Y”, “Yes”, “1”, “N”, “No”, “0” (not case sensitive)	Invalid sponsor indicator (use 'Y')
The overseas indicator contains something other than “Y”, “Yes”, “1”, “N”, “No”, “0” (not case sensitive)	Invalid overseas indicator (use ‘Y’)
Not a valid UK postcode (see technical note).	Invalid postcode
More than 35 characters in surname field	Surname longer than max (35), is {0}
Invalid characters in surname field	Invalid surname

Event	Message
Title field is longer than 4 characters	Title longer than max (4), is {0}
Invalid characters in title field	Invalid title
Limit of 500,000 rows exceeded	Number of donations exceeds 500,000

## Postcodes

One of the most difficult areas when dealing with raw data from a database are postcodes. The XML message can only contain valid UK postcodes unless the overseas indicator is set.

The regular expression used to validate the postcode is

```
"(GIR 0AA)|((( [A-Z] [0-9] [0-9] ?)|(( [A-Z] [A-HJ-Y] [0-9] [0-9] ?)|(( [A-Z] [0-9] [A-Z])|([A-Z] [A-HJ-Y] [0-9] ?[A-Z])))) [0-9] [A-Z] {2})"
```

What this means in plain English is that the postcode must be in two halves separated by a space, all in upper case. The second half must be a number followed by two letters.

The first half can be one of:

- The letters “GIR”
- A letter followed by two numbers
- Two letters followed by one or two numbers (the second letter cannot be “I” or “Z”)
- A letter followed by a number then another letter
- Two letters (the second letter cannot be “I” or “Z”) followed by a number and another letter
- Three letters (the second letter cannot be “I” or “Z”)

This is very precise and the tool tries to match what it is given with what is required.

It will convert any lowercase letters to upper case.

It will remove any spaces in the wrong place and insert one to separate the last three characters.

## Armed Forces

If some of the donors are members of the armed forces, the entry in the postcode might be “BFPO” followed by a number. This is not a valid postcode, but there is a mapping from “BFPO” codes to standard postcodes. At the time of writing this is located at

<https://www.gov.uk/government/publications/british-forces-post-office-locations>

G-Porter can load a comma separated file “BFPO\_Map.csv” that will automatically apply the conversion. This file may need updating from time to time. Any unrecognised “BFPO” codes are rejected as invalid postcodes.

If you would rather not automatically apply the mapping, just remove the “BFPO\_Map.csv” file from the same folder as “GPorter.exe” and all “BFPO” codes are rejected.

## Other Errors

The validation process is designed to capture as many issues as possible before the message is sent to the Gateway. It is possible that an error message may be raised by the Gateway, possibly due to external factors.

**Extracted 'Other Income' File Errors**

These are appended as a column in the rejected row file.

Event	Message
Limit of 2,000 rows in the file exceeded.	Number of other income entries exceeds 2,000
There are more columns in the extract file than were described in the configuration file	more columns than are defined in config file
The gross amount of the income is missing	no gross amount
The tax deducted is missing	no tax deducted amount
Income date is missing	no income date
Payer information is missing	no payer
Gross amount not recognised as a number	gross amount is not a number
Gross amount too little	gross amount must be at least £0.01
Income date not recognised as a date	invalid date
Income date is after the reclaim date	date is after the reclaim date [{0:d}]
Income date is more than 5 years ago	date more than 5 years ago
Payer name too long	payer longer than max (40), is {0}
Illegal characters in payer name	invalid other income payer
Tax deducted not recognised as a number	tax is not a number
Tax deducted less than £0.01	tax must be at least £0.01

**Extracted Small Donations File Errors**

These are appended as a column in the rejected row file.

Event	Message
Number of rows read in exceeds 1,000	Number of community building entries exceeds 1,000
There are more columns in the extract file than were described in the configuration file	more columns than are defined in config file
No small donation amount given	no donation amount
If any of "BuildingName", "AddressFirstLine" or "Postcode" are present then they must all be filled.	building name required
	first line of address required

Event	Message
If none are filled, the small donation is not associated with any community building.	postcode required
Address first line longer than 40 characters	building address first line longer than max (40), is {0}
Invalid characters in address	invalid building address
Name length longer than 160 characters	building name longer than max (160), is {0}
Invalid characters in name	invalid building name
Donations total is not a number	donation is not a number
If an amount is given it must be at least £0.01	donations total must be at least £0.01
The donations total is more than the limit defined (£5,000 in any tax year at time of writing)	donations total exceed limit ({0:f2})
Date not recognised	invalid date
Date given is after the reclaim date	date is after the reclaim date [{0:d}]
The date of the small donation is before the earliest allowed. This is the later of 6/4/2013 and the previous tax year	date is before {0:d}
Postcode does not match UK pattern check	invalid postcode

### ***Extracted Connected Charities File Errors***

These are appended as a column in the rejected row file.

Event	Message
Number of rows read in exceeds 1,000	Number of connected charity entries exceeds 1,000
There are more columns in the extract file than were described in the configuration file	more columns than are defined in config file
Charity name not given	no charity name
HMRC charity reference not given	no charity reference
The charity reference is not valid (even after converting to upper case and removing spaces)	invalid HMRC charity reference
Charity name exceeds 160 characters	charity name longer than max (160), is {0}
Invalid characters in charity name	invalid charity name

### ***Extracted Overclaim Adjustment File Errors***

These are appended as a column in the rejected row file.

Event	Message
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<b>Event</b>	<b>Message</b>
There are more columns in the extract file than were described in the configuration file	more columns than are defined in config file
Neither main overclaim or GASDS overclaim is greater than zero.	no overclaim amount
The reason was not given	no information given about the overclaim
Main donation entry not recognised as a number	donation amount overclaimed is not a number
Main donation entry is less than zero	donation amount overclaimed is not positive
GASDS entry not recognised as a number	GASDS amount overclaimed is not a number
GASDS entry is less than zero	GASDS amount overclaimed is not positive

## More Information

If you would like more information please contact Elegate Solutions Ltd using email [info@maxmygift.co.uk](mailto:info@maxmygift.co.uk)