

# ONESOURCE TAX INFORMATION REPORTING

## SETTING UP SFTP WITH PGP OR GPG AND USING THE AUTO TRANSFER FEATURE

Document Version 3

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# ABOUT SETTING UP SFTP WITH PGP OR GPG AND USING THE AUTO TRANSFER FEATURE

The files you want to import into ONESOURCE Tax Information Reporting can be transmitted to the secure, multi-tier Thomson Reuters Data Center over a regular Internet connection with HTTPS or via SFTP with PGP or GPG. SFTP is a network protocol for securely transferring, accessing and managing files. PGP and GPG are encryption solutions that use public or private keys (called PGP or GPG keys) to ensure files remain encrypted throughout the transmission process and while the files are in your SFTP **Inbound** and **Outbound** folders. All other non-SFTP protocols (including FTP) are disabled in the ONESOURCE Tax Information Reporting network.

After you set up SFTP, you can set up the ONESOURCE Tax Information Reporting Auto Transfer feature for use. The Auto Transfer feature streamlines your file transfer and import process because it directs ONESOURCE Tax Information Reporting to automatically retrieve and load the files placed in your SFTP **Inbound** folder at the half hour of every hour.

## BEFORE YOU BEGIN

Before you can transmit files via SFTP with PGP or GPG, you will need to:

- Work with your Client Service Manager (CSM) to set up your SFTP account on the ONESOURCE Tax Information Reporting SFTP server.
- Decide how you want to authenticate your ONESOURCE Tax Information Reporting users to the ONESOURCE Tax Information Reporting SFTP server. See [Authenticating Users \(page 2\)](#) for details.
- Obtain a PGP or GPG encryption solution.
- Obtain a SFTP product. The SFTP product can be any software or sever that is capable of transferring files via SFTP. After you install your SFTP product, you will need to set the following additional protocols:

PROTOCOL	SETTING
DNS/Hostname	sftp.ecomply.thomson.com
Port	22

- Provide your CSM with your PGP or GPG public key. Your CSM will need to provide you with the ONESOURCE Tax Information Reporting public key. Your public PGP or GPG key is used to encrypt your files before ONESOURCE Tax Information Reporting transfers them to your SFTP **Outbound** folder. The ONESOURCE Tax Information Reporting public key is used to encrypt files before they are transmitted to the Thomson Reuters Data Center.

Your CSM will provide you with other details (such as the site information and your user ID and password) necessary to use SFTP with PGP or GPG.

## AUTHENTICATING USERS

While working with your CSM to set up your SFTP account, you should decide how you want to authenticate ONESOURCE Tax Information Reporting users to the ONESOURCE Tax Information Reporting SFTP server. You can choose one of the following authentication methods:

- The Client SFTP ID and password method
- The SFTP authorized key file method

### Client SFTP ID and Password

With this method, a client SFTP ID and password are assigned to you when your SFTP account is set up.

### SFTP Authorized Key File

A SFTP authorized key file (\*.pub) provides secure access to the ONESOURCE Tax Information Reporting SFTP server by identifying the machines and servers with keys rather than login credentials. The \*.pub file includes signatures that identify each machine and server that will access the ONESOURCE Tax Information Reporting server. After your SFTP authorized key file is associated with your SFTP account, the machines and servers that have a key listed in the key file connect automatically to the ONESOURCE Tax Information Reporting SFTP server.

To set up access using a SFTP authorized key file, create one SFTP authorized key file that lists all of the authorized keys for the users and/or servers that need access to the ONESOURCE Tax Information Reporting SFTP server. Send the key file to your CSM. Your CSM will then associate your SFTP authorized key file with your SFTP account.



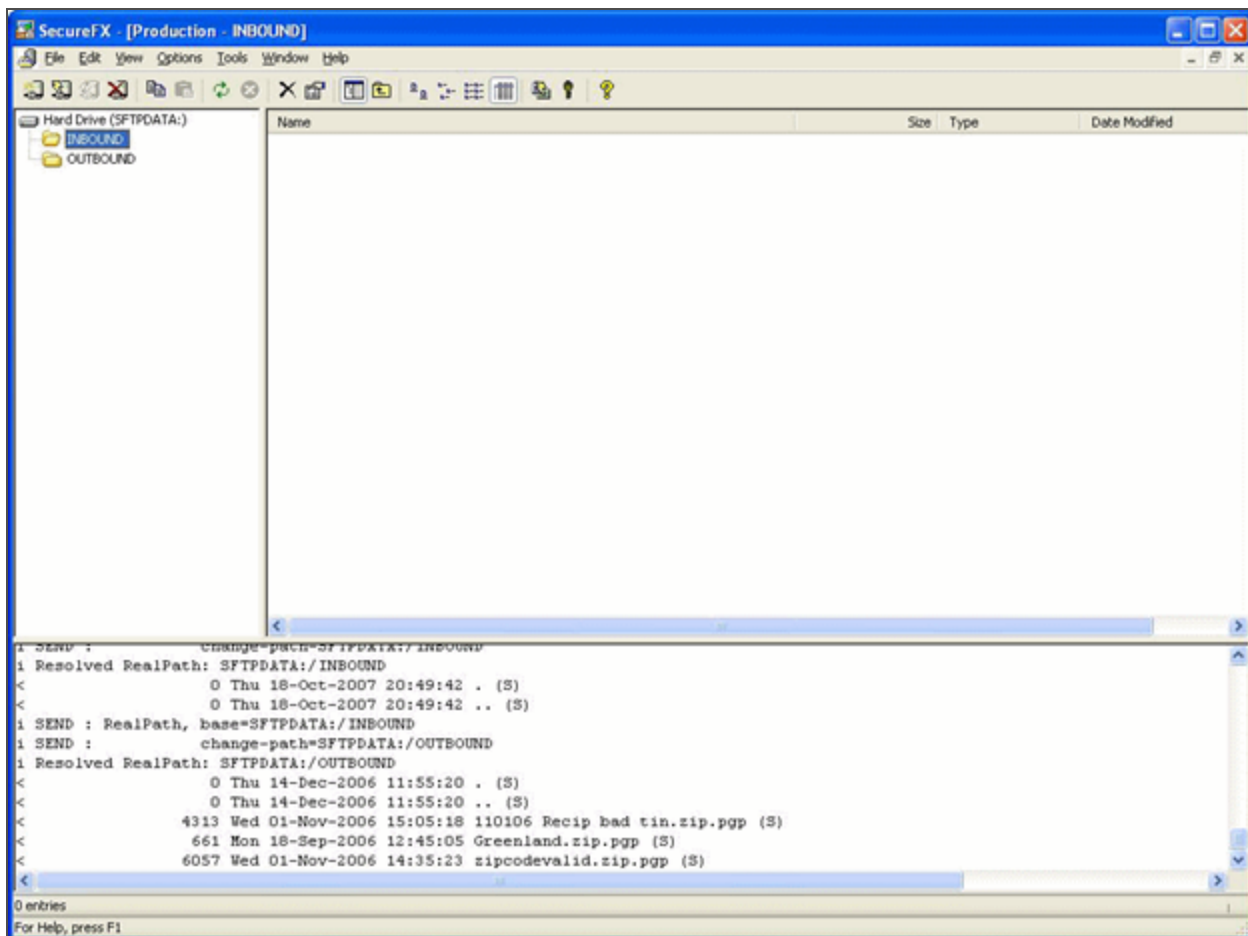
ONESOURCE Tax Information Reporting supports only one \*.pub file per SFTP account. One \*.pub file can have many server or machine signatures. If you have servers or machines in different locations, be sure to include each server or machine that you want to authorize in one \*.pub file.

## AFTER YOU SET UP YOUR SFTP PRODUCT

After you set up your SFTP product, you should have an **Inbound** and **Outbound** folder in place. The **Inbound** folder is where you place files that you want to transfer to ONESOURCE Tax Information Reporting. If you plan to use the Auto Transfer feature, ONESOURCE Tax Information Reporting will automatically retrieve the files in this folder and begin to process them according to the file settings.

The **Outbound** folder is where you retrieve files that were transferred from ONESOURCE Tax Information Reporting or files that were rejected during the Auto Transfer process.

The following graphic shows an example of the **Inbound** and **Outbound** folders for a SFTP product:



Before transmitting files, use a Microsoft(R) Windows(R) compatible compression utility (such as WinZip(R)) to compress the files that you want to transfer then encrypt the compressed files with your public PGP or GPG key.



# SETTING UP AND USING THE AUTO TRANSFER FEATURE

When you use SFTP, you have the option to set up and use the Auto Transfer feature. The Auto Transfer feature directs ONESOURCE Tax Information Reporting to automatically retrieve and load the files placed in your SFTP **Inbound** folder at the half hour of every hour. During the setup process for the Auto Transfer feature, you indicate that you want ONESOURCE Tax Information Reporting to process files as recipient imports, form imports or as Affordable Care Act (ACA) imports. You can also indicate that you want to transfer a file to your CSM. See [Setting Up an Auto Transfer Profile ID in the Options Module \(page 5\)](#) for details.

You can send output files generated in ONESOURCE Tax Information Reporting to the **Outbound** folder. Files sent to the **Outbound** folder are queued immediately to transfer to your SFTP **Outbound** folder. Files in the **Outbound** folder are transferred at the half hour of every hour.



You can use the Auto Transfer feature for your Production and Test accounts.

## SETTING UP AN AUTO TRANSFER PROFILE ID IN THE OPTIONS MODULE

An Auto Transfer Profile ID is a code that identifies the type of information included in your file. You can set up Auto Transfer Profile IDs to identify recipient imports, form imports and ACA reporting imports. A recipient, form or withholding map must be applied to an Auto Transfer Profile ID for imports that include recipient, form or withholding information.

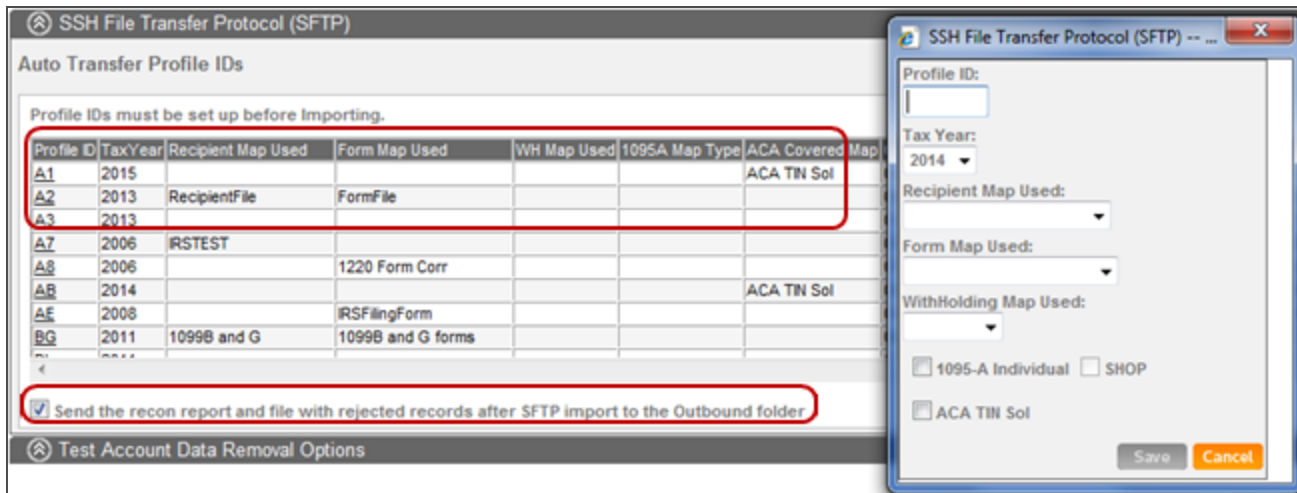


Profile IDs do not roll from tax year to tax year. You must set up a profile ID for each tax year you will use SFTP.

The graphic below shows three Auto Transfer Profile IDs: A1, A2 and A3.

- The A1 profile ID is intended for use with ACA SSN Solicitation imports. The graphic shows that the **ACA TIN Sol** form field map is associated with this profile ID.
- The A2 profile ID is intended for use with recipient and form imports. The graphic shows that the **RecipientFile** recipient field map and the **FormFile** form field map are associated with this profile ID.
- The A3 profile ID is intended for transfer purposes only. It is not associated with any maps.

The graphic also shows that the **Send the recon report and file with rejected records after SFTP import to the Outbound folder** check box is selected. When this check box is selected, the reconciliation report that is generated after import is automatically encrypted and sent to the **Outbound** folder. The reconciliation report includes the records that were rejected during import.



To set up your auto transfer profile IDs in the Options module:

1. Click the **Options** module.
2. Click **Other** from the Side Menu.
3. Open the **SSH File Transfer Protocol (SFTP)** section.
4. Click **New**.
5. Complete one of the following, if applicable:
  - Select a recipient map to apply to the profile ID from the **Recipient Map Used** drop-down list.
  - Select a form map to apply to the profile ID from the **Form Map Used** drop-down list.
  - Select a withholding map to apply to the profile ID from the **Withholding Map Used** drop-down list.
  - If you want to transfer a non-import file, continue with step 7.
  - If you want to transfer an ACA file, continue with step 6.
6. If you want to transfer ACA files, complete one of the following:

- Select the **1095-A Individual** check box if the import file includes information on individuals enrolled in qualified health plans (QHPs).
- Select the **SHOP** check box if the import file includes information from the Small Business Health Options Program (SHOP).
- Select the **ACA TIN Sol** check box if the import file includes primary and dependent information from ACA SSN Solicitations.

7. Click **Save**. The SSH File Transfer Protocol (SFTP) popup window closes. The new auto transfer profile ID is added to the **Auto Transfer Profile IDs** grid.

## PREPARING FILES FOR AUTO TRANSFER TO ONESOURCE TAX INFORMATION REPORTING



Your source file must have a .dat, .txt, .DAT or .TXT file extension for ONESOURCE Tax Information Reporting to accept it for transfer. If your source file does not have one of these extensions, you must rename it before transferring the file.

Before transferring files, use a file compression utility to compress the files that you want to transfer then encrypt the compressed file with your public PGP or GPG key. Rename the encrypted file as follows:

**X.Y.**Filename.zip.pgp

(where **X** is your ONESOURCE Tax Information Reporting account code and **Y** is the auto transfer profile ID)



Your file name requires the .pgp file extension even if you use the GPG encryption protocol.

You can transfer your files to either your Production or Test account by applying the correct account code in the file name. You can find your account code on the first page when you launch ONESOURCE Tax Information Reporting. The account code for your Test account is typically the account code for your Production account with a T added to the end of the code.

The following file name example uses 652C as the account code for a Production account:

652C.A3.20141099MISC.zip.pgp

The following file name example uses 652CT as the account code for a Test account:

652CT.A3.20141099MISC.zip.pgp



# FILE TRANSFER EXAMPLES

See the following for examples of different file transfers:

- [Non-Import File Transfer Example \(page 9\)](#)
- [Recipient Import and Form Import File Transfer Example \(page 10\)](#)
- [Form Import File Transfer Example \(page 10\)](#)
- [Withholding Import File Transfer Example \(page 11\)](#)
- [ACA Reporting Import File Transfer Examples \(page 11\)](#)

## NON-IMPORT FILE TRANSFER EXAMPLE

You want to transfer a non-import file named 20141099MISC.txt. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for non-import transfers is A3. The A3 Auto Transfer Profile ID does not use a recipient or a form map.

1. Create a .zip file that includes the 20141099MISC.txt file. Save the file as 20141099MISC.zip.
2. Encrypt the 20141099MISC.zip file then rename it to 20141099MISC.zip.pgp.
3. Rename the file to 652C.A3.20141099MISC.zip.pgp.
4. Place the 652C.A3.20141099MISC.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A3.20141099MISC.zip.pgp file then transfers it to your account.



Since the A3 Auto Transfer Profile ID is designed for non-import transfers, you can locate the file by creating a **Secure FTP Job Status** view in the **Status Reports** section of the Main Import page in the **Import** module.

## RECIPIENT IMPORT AND FORM IMPORT FILE TRANSFER EXAMPLE

You want to transfer a file for a recipient and form import named 20141099DIV.txt. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for recipient import and form import transfers is A2. The A2 Auto Transfer Profile ID uses the **RecipientFile** recipient map and the **FormFile** form map.

1. Create a .zip file that includes the 20141099DIV.txt file. Save the file as 20141099DIV.zip.
2. Encrypt the 20141099DIV.zip file then rename it to 20141099DIV.zip.pgp.
3. Rename the file to 652C.A2.20141099DIV.zip.pgp.
4. Place the 652C.A2.20141099DIV.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A2.20141099DIV.zip.pgp file, transfers it to your account then processes it first as a recipient import using the **RecipientFile** map. After the recipient import is complete, ONESOURCE Tax Information Reporting processes the file as a form import using the **FormFile** map.



You can view your import status by accessing the **Import Job Status** view located in the **Import** module. You can refresh the view as often as you need to see any changes in status as the import progresses.

## FORM IMPORT FILE TRANSFER EXAMPLE

You want to transfer a file for a form import named 20141099OID.txt. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for form import transfers is A1. The A1 Auto Transfer Profile ID uses the **CustomIDWithout** form map.

1. Create a .zip file that includes the 20141099OID.txt file. Save the file as 20141099OID.zip.
2. Encrypt the 20141099OID.zip file then rename it to 20141099OID.zip.pgp.
3. Rename the file to 652C.A1.20141099OID.zip.pgp.
4. Place the 652C.A1.20141099OID.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A1.20141099OID.zip.pgp file, transfers it to your account then processes it as a form import using the **CustomIDWithout** map.



You can view your import status by accessing the **Import Job Status** view located in the **Import** module. You can refresh the view as often as you need to see any changes in status as the import progresses.

## WITHHOLDING IMPORT FILE TRANSFER EXAMPLE

You want to transfer a file for a withholding import named 2014945.txt. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for recipient import and form import transfers is A4. The A4 Auto Transfer Profile ID uses the **945Liability** withholding map.

1. Create a .zip file that contains the 2014945.txt file then save the file as 2014945.zip.
2. Encrypt the 2014945.zip file then rename it to 2014945.zip.pgp.
3. Rename the file as 652C.A4.2014945.zip.pgp.
4. Place the 652C.A4.2014945.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A4.20141099DIV.zip.pgp file, transfers it to your account then processes it using the **945Liability** map.



You can view your import status by accessing the **Import Job Status** view located in the **Import** module. You can refresh the view as often as you need to see changes in the status as the import progresses to completion.

## ACA REPORTING IMPORT FILE TRANSFER EXAMPLES

### Monthly 1095-A Individual Import File Transfer Example

You want to transfer a file named Jan2015Individual.txt. The file includes the January monthly information on individuals enrolled in a QHP that receive Form 1095-A at year end. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for this type of ACA reporting import is A5. The A5 Auto Transfer Profile ID has the **1095-A Individual** check box selected on the Secure FTP-Webpage Dialog box, but it does not require a recipient or form map for import.

1. Create a .zip file that includes the Jan2015Individual.txt file. Save the file as Jan2015Individual.zip.
2. Encrypt the Jan2015Individual.zip file then rename it to Jan2015Individual.zip.pgp.
3. Rename the file to 652C.A5.Jan2015Individual.zip.pgp.

4. Place the 652C.A5.Jan2015Individual.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A5.Jan2015Individual.zip.pgp file then transfers it to your account.



You can view your import status by accessing the **Secure FTP Job Status** view in the **Status Reports** section of the Main Import page in the **Import** module. You can refresh the view as often as you need to see changes in the status as the import progresses to completion.

## Monthly 1095-A SHOP Import File Transfer Example

You want to transfer a file named Jan2015SHOP.txt. The file includes the January monthly information on individuals enrolled in a SHOP that receive Form 1095-A at year end. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for this type of ACA reporting import is A6. The A6 Auto Transfer Profile ID has the **SHOP** check box selected on the Secure FTP-Webpage Dialog box, but it does not require a recipient or form map for import.

1. Create a .zip file that includes the Jan2015SHOP.txt file. Save the file as Jan2015SHOP.zip.
2. Encrypt the Jan2015SHOP.zip file then rename it to Jan2015SHOP.zip.pgp.
3. Rename the file to 652C.A6.Jan2015SHOP.zip.pgp.
4. Place the 652C.A6.Jan2015SHOP.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A6.Jan2015SHOP.zip.pgp file then transfers it to your account.



You can view your import status by accessing the **Secure FTP Job Status** view in the **Status Reports** section of the Main Import page in the **Import** module. You can refresh the view as often as you need to see changes in the status as the import progresses to completion.

## ACA TIN Solicitation Import File Transfer Example

You want to transfer a file named ACACovered\_26993.txt. The file includes the primary and dependent information collected from an ACA TIN solicitation. Your ONESOURCE Tax Information Reporting account code is 652C and the Auto Transfer Profile ID that you set up for this type of ACA reporting import is A7. The A7 Auto Transfer Profile ID has the **ACA TIN Sol** check box selected on the Secure FTP-Webpage Dialog box, but it does not require a recipient or form map for import.

1. Create a .zip file that includes the ACACovered\_26993.txt file. Save the file as ACACovered\_26993.zip.
2. Encrypt the ACACovered\_26993.zip file then rename it to ACACovered\_26993.zip.pgp.
3. Rename the file to 652C.A7.ACACovered\_26993.zip.pgp.
4. Place the 652C.A7.ACACovered\_26993.zip.pgp file in your SFTP **Inbound** folder.
5. ONESOURCE Tax Information Reporting retrieves the 652C.A7.ACACovered\_26993.zip.pgp file then transfers it to your account.



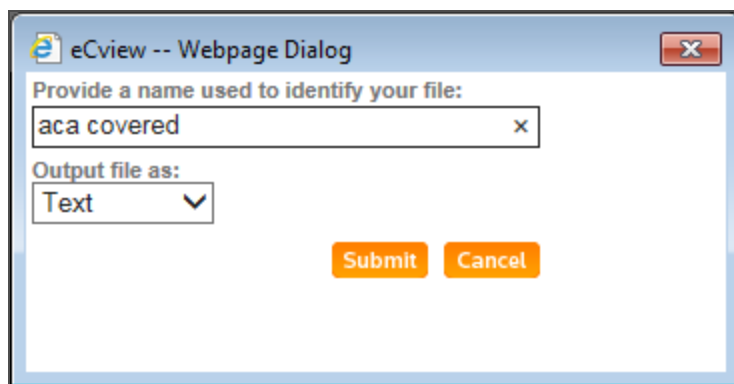
You can view your import status by accessing the **Secure FTP Job Status** view in the **Status Reports** section of the Main Import page in the **Import** module. You can refresh the view as often as you need to see changes in the status as the import progresses to completion.



# FILE NAMING CONVENTIONS FOR OUTPUT FILES TRANSMITTED VIA SFTP WITH PGP OR GPG

When you export a view as a report and use SFTP with PGP or GPG, ONESOURCE Tax Information Reporting appends the batch ID to the file name of the report and to the compressed and encrypted file that is transmitted to your SFTP **Outbound** folder. For example, complete the following steps to export the **aca covered** report from ONESOURCE Tax Information Reporting:

1. On the Views & Reports-Webpage Dialog page, begin the export process by entering **aca covered** in the **Provide a name used to identify your file** field, select **Text** from the **Output file as** drop-down list then click **Submit**.

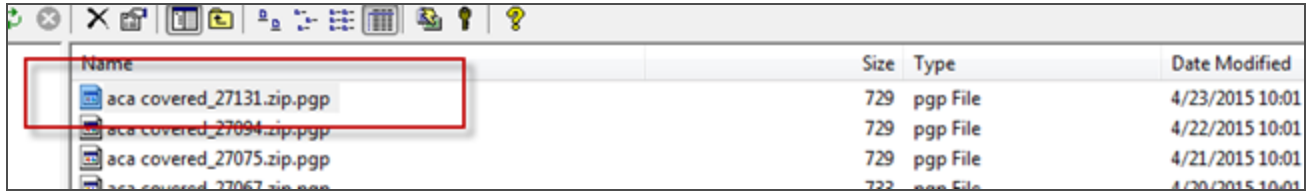


The screenshot shows a dialog box titled "eCview -- Webpage Dialog". It has a text input field labeled "Provide a name used to identify your file:" containing the text "aca covered". Below it is a dropdown menu labeled "Output file as:" with "Text" selected. At the bottom of the dialog are two buttons: "Submit" and "Cancel".

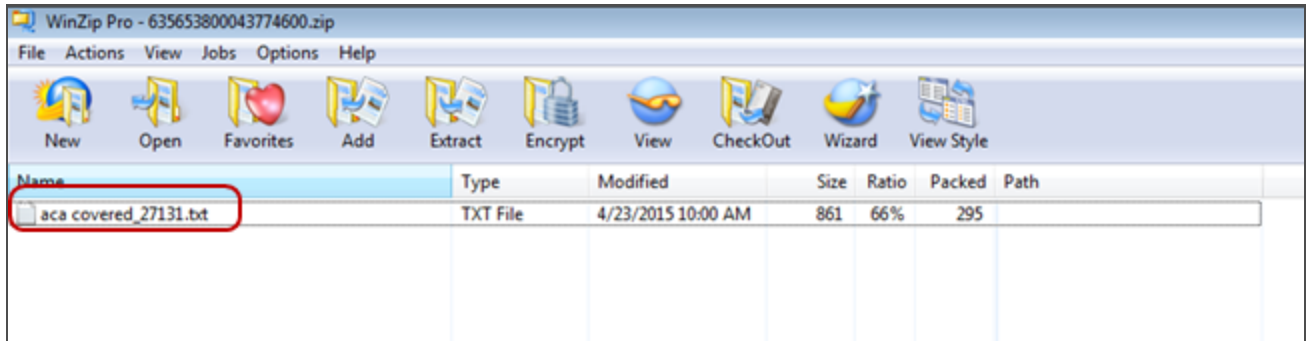
2. From the Main Views & Reports page, select **Downloads** from the Side Menu to download the file. On the Files Available for Download page, select the **Secure FTP** check box to indicate that you want to transfer a compressed and encrypted version of the file to your SFTP **Outbound** folder. Notice that the batch ID is 27131 and that the file name in the **Defined** field is **aca covered**.

3	^	27136	Compliance	aca covered	
4	X	27136	Form	1095A form listing	04/23/2015 12:00:05 PM
5	X	27131	Compliance	aca covered	04/23/2015 10:00:03 AM
6	X	27096	Form	1095A form listing	04/22/2015 12:00:03 PM

3. Click **Submit** to transfer the file to your SFTP **Outbound** folder. After the file is transferred, access your SFTP **Outbound** folder. Notice that the file name now includes the file name you provided when you began the export process and the batch ID. The file extension also shows that the file is compressed and encrypted.



- 4. After opening your file compression utility to extract the file, notice that the file name includes the file name you entered in step 1 and the batch ID.



- 5. After the file is extracted, you can rename the file to exclude the batch ID, if you want.

# COMMON ERRORS

Occasionally, you may encounter an error when using SFTP with PGP or GPG. Review the errors listed below for assistance.

ONESOURCE Tax Information Reporting places all error files in your **Outbound** folder. The file name will be appended with the Error\_ prefix (for example, Error\_X.Y.FileName.zip.pgp). To find out why your transfer failed, access the **Secure FTP Job Status** view located in the **Status Reports** section of the Main Import page in the **Import** module.

## INVALID PROFILE NAME

If you named the transferred file with an invalid profile name, ONESOURCE Tax Information Reporting will not process the file. ONESOURCE Tax Information Reporting will reject the file and place the file in your **Outbound** folder. The file name will be Error\_ProfileId\_X.Y.FileName.zip.pgp (where X is your ONESOURCE Tax Information Reporting account code and Y is the auto transfer profile ID).

**Example:** A PGP file name of 652D.WP.SourceFilename.zip.pgp. will have an error file name of Error\_ProfileId\_652D.WP.SourceFilename.zip.pgp in the **Outbound** folder.

## ACCOUNT CODES DO NOT MATCH

If the account code associated with the file name does not match your account code, ONESOURCE Tax Information Reporting will not process the file. ONESOURCE Tax Information Reporting will reject the file and place the file in your **Outbound** folder. The file name will be Error\_AcctCd\_X.Y.FileName.zip.pgp where X is your ONESOURCE Tax Information Reporting account code and Y is the auto transfer profile ID.



You will not see this error in your **Secure FTP Job Status** view because ONESOURCE Tax Information Reporting cannot determine the account code.

**Example:** A PGP file name of PGP file name: 899D.1A.1095Ctemplate.zip.pgp will have an error file name of Error\_AcctCd\_899D.1A.1095Ctemplate.zip.pgp in your **Outbound** folder.

## MORE THAN ONE FILE INCLUDED IN THE ZIP FILE

We allow only one file per zipped file. If you zipped more than one file in your zipped file, ONESOURCE Tax Information Reporting will not process the file. ONESOURCE Tax Information Reporting will reject the file and place the file in your **Outbound** folder. The file name will be MultipleFilesInZip\_N\_zip.pgp where N is the file sequence number recorded in the ONESOURCE Tax Information Reporting application:

**Example:** A PGP file name of 652D.A1.sourcefilename2.zip will have an error file name of MultipleFilesInZip\_635792154435763461.zip.pgp in your **Outbound** folder.

## INVALID ZIP IN PGP FILE

If you encrypted your source file before it was zipped or if the file was zipped with an incompatible zip process, your transferred file will be rejected with an InvalidZipFile error. The rejected file will be zipped by ONESOURCE Tax Information Reporting and the file name will be replaced with a series of numbers. This file will be sent back to your **Outbound** folder with the error code appended at the beginning of the file name, and an internal ID.

**Example:** A PGP file name of 652D.A1.sourcefilename3.zip will have an error file name of InvalidZipFile\_635792163567909408.zip.pgp in your **Outbound** folder.

## INVALID PGP FILE

When you encrypt your file with invalid keys, your file will be rejected. ONESOURCE Tax Information Reporting will place the rejected file into your **Outbound** folder. The file name will be InvalidPGPFile\_N\_zip.pgp where N is the file sequence number recorded in the ONESOURCE Tax Information Reporting application. Make sure to re-encrypt the file with the correct encryption key before you transfer the file again.

You can access the Secure FTP Job Status page in the **Import** module to review the status of all your jobs. The Secure FTP Job status page includes all of the inbound and outbound jobs for the specified date range.

**Example:** A PGP file name of 652D.A1.sourcefilename4.zip.pgp will have an error file name of InvalidPGPFile\_635792182766103336.zip.pgp in your **Outbound** folder.

Secure FTP Job Status							
Type your Begin Date:		12/13/2013		End Date:		12/18/2013	
<a href="#">Display</a>							
Batch ID	Batch Type	Started	Ended	Status	SFTP File Name	Outbound File Name	Source File
11074	SFTP_Outbound	12/18/2013 10:33:07 AM	12/18/2013 10:33:11 AM	Batch Complete	Fidel12Print1030.dat		Fidel12Print1030.dat
11072	SFTP_Outbound	12/18/2013 10:31:02 AM	12/18/2013 10:31:05 AM	Batch Complete	schdeuidefatlestat.dat		schdeuidefatlestat.dat
11034	SFTP_Outbound	12/17/2013 10:33:06 AM	12/17/2013 10:33:10 AM	Batch Complete	Fidel12Print1030.dat		Fidel12Print1030.dat
11032	SFTP_Outbound	12/17/2013 10:31:05 AM	12/17/2013 10:31:09 AM	Batch Complete	schdeuidefatlestat.dat		schdeuidefatlestat.dat
10995	SFTP_Outbound	12/16/2013 10:33:12 AM	12/16/2013 10:33:15 AM	Batch Complete	Fidel12Print1030.dat		Fidel12Print1030.dat
10993	SFTP_Outbound	12/16/2013 10:31:04 AM	12/16/2013 10:31:08 AM	Batch Complete	schdeuidefatlestat.dat		schdeuidefatlestat.dat
10938	SFTP_Outbound	12/13/2013 10:33:04 AM	12/13/2013 10:33:08 AM	Batch Complete	Fidel12Print1030.dat		Fidel12Print1030.dat
10937	SFTP_Outbound	12/13/2013 10:31:05 AM	12/13/2013 10:31:06 AM	Batch Complete	schdeuidefatlestat.dat		schdeuidefatlestat.dat
7550	SFTP_Inbound			File encrypted with invalid PGP Key	652D.3G.test100_2.zip.pgp	InvalidPGPFile_635206221896922596.zip.pgp	3G
7549	SFTP_Inbound			File encrypted with invalid PGP Key	652D.3G.test100.zip.pgp	InvalidPGPFile_635206221896454590.zip.pgp	3G
7332	SFTP_Inbound			Invalid file extension	652D.3G.2013fingTESTexcel.zip.pgp	InvalidExtension_635203909811530156.zip.pgp	3G

## INVALID EXTENSION

ONESOURCE Tax Information Reporting does not accept a source file for SFTP transfer if it does not have a .dat, .txt, .DAT or .TXT extension. If your source file does not have one of these extensions, rename it before zipping the file. If you zipped and transferred a source file without one of these extensions, the file is rejected with an **Invalid File Extension** error status, and the rejected file is appended with InvalidExtension at the beginning of the rejected file name and is returned to the **Outbound** folder.

**Example:** A PGP file name of 652D.A1.sourcefilename1.zip.pgp will have an error file name of InvalidExtension\_635792146299706821.zip.pgp in your **Outbound** folder.