

ClearTax GST FTP Magnet

Version 1.0

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1. Purpose

The purpose of this document is to provide techno-functional overview of how ClearTax FTP Magnet works.

2. Introduction to FTP Magnet

ClearTax GST has state-of-the-art restful APIs that can be used to send data from ERP to ClearTax. The customer can consume these APIs and push data to ClearTax on real time or scheduled basis. Some customers may not be able to consume the APIs directly in the ERP for reasons like:

1. No in-house IT team to customise the ERP.
2. Cost of development may be too high.
3. Time required for integration may be more.

In such case, the customer can use the FTP route to send data from ERP to ClearTax with the help of ClearTax FTP Magnet.

What is ClearTax FTP Magnet?

FTP Magnet is a middleware application between the customer's FTP server and ClearTax GST application. The customer can export data from ERP to their own FTP server. The FTP Magnet will pull these files from the FTP server and will upload them to ClearTax GST application.

Features

PAN level /Multi-GSTIN import

FTP Magnet can upload documents to PAN level / multiple GSTINs in a user account.

GSTIN level import

FTP Magnet can also upload documents to GSTIN level if you do not want a PAN level import.

Supports ClearTax as well as Custom Template

FTP Magnet is compatible with ClearTax GST template as well as custom templates which have been already mapped in your ClearTax GST account.

Email Notifications

In case if an upload failed, the FTP Magnet will send a failure notification email.
We can configure Multiple email ID's for the notification.

3. Onboarding

To use ClearTax FTP Magnet, we will require some preliminary information as discussed below:

3.1 FTP server Configuration

The FTP Magnet is compatible with FTP, FTPS and SFTP protocols. Using the FTP server configuration details, the FTP Magnet connects to the FTP server. In order to ensure that connections can be established at all times, it is recommended to keep the server switched on.

3.2 FTP User Credentials

The files in the FTP can only be accessed by logging into the FTP directory with the FTP user credentials. The FTP user assigned for this integration should have both read and write permissions for the designated directory and sub-directories.

3.3 Directory Structure

The directories in the FTP server act as a data source to the FTP Magnet as well as a way to segregate successful and failed uploads. Following is the required directory structure:

```
ClearTax/
|— Source
|— Uploaded
|— Success
|— Failed
```

Here, “ClearTax” is the designated directory in the FTP server which will have 4 more subdirectories as explained below.

1. The “Source” subdirectory will be the primary data source where the ERP exports the files. The FTP Magnet will pull documents from this directory for uploading to ClearTax.
2. Once the file has been received by ClearTax we will move the file to the Uploaded folder, **Note:** if the file has been moved to uploaded folder it doesn't mean it's successfully uploaded. The file will be validated and will be moved to Success folder only if succeed or will be moved to Failed folder.
3. Failure notification will be sent to the registered Email ID with the reason for failure.

Note - Directory and subdirectory names are configurable.

3.4 Template Name

Template name helps us to identify the data type of the documents. ClearTax provides its own templates and also supports to map client template with it.

Note : To download the template click on the link given in ClearTax Template Name column.

- **ClearTax template GSTR 1**

#	ClearTax Template Name	Data Type
1	Sales Invoices and Bill of Supply	GSTR1_INVOICE
2	Sales Credit Debit Notes	GSTR1_CDN
3	Sales Advance Receipts	GSTR1_ADVANCE_PAYMENT

- **ClearTax template GSTR 2**

#	ClearTax Template Name	Data Type
1	Purchase Invoices and Bill of Supply	GSTR2_PURCHASE_INVOICE
2	Purchase Credit Debit Notes	GSTR2_CDN
3	Purchase Advance Payments	GSTR2_ADVANCE_PAYMENT

3.5 File Naming Convention

ClearTax allows a user to manage multiple GSTINs and Businesses from the same user account. At the time of uploading data to ClearTax, it is important to specify which PAN/GSTIN that particular document belongs to.

While exporting data from the ERP to the FTP server, the customer will have to use the below file naming convention. This is very crucial as the identity of the Business and GSTIN depends on the filename.

Example:

1. With return period.

PAN_TemplateName_092019_FILENAMEWithDateTimeStamp.XLSX
GSTIN_TemplateName_092019_FILENAMEWithDateTimeStamp.XLSX

Example:

AEKPV7203E_Sales Invoices and Bill of Supply_092019_invoices16052019015401.XLSX
29AEKPV7203E1Z9_Sales Invoices and Bill of Supply_092019_invoices16052019015402.XLSX

Note:

If return period is mentioned in the filename then all documents will be uploaded into specified return period otherwise return period will be calculated automatically based on document date by ClearTax portal.

2. Without return period

PAN_TemplateName_FILENAMEWithDateTimeStamp.XLSX
GSTIN_TemplateName_FILENAMEWithDateTimeStamp.XLSX

Example:

AEKPV7203E_Sales Invoices and Bill of Supply_invoices16052019015401.XLSX
29AEKPV7203E1Z9_Sales Invoices and Bill of Supply_invoices16052019015402.XLSX

Note:

1. ClearTax supports XLSX, XLS and CSV formats/extensions.
2. For CSV files user delimiter other than (,) if the same has been already used in data.
3. Hyphen (-) cannot be used as separator in the filename. ClearTax recommends to use underscore (_) as file separator.

3.5 Failure Notifications

The customer can provide an email address to receive failure notifications.

While trying to upload a file to ClearTax, if the FTP Magnet gets an error response from ClearTax, it sends out a failure notification to the email address provided for such type of communication. This can be helpful for the business user to check the file from the “Failed” directory and review the data in it and try uploading again.

4. Notes

- There should not be duplicate PAN/GSTIN in your ClearTax GST account.