



Using the File transfer test facility

This document provides you with instructions on using the data transfer test facility to test your files to be submitted online via our portals to the ATO.

HELP AND SUPPORT

For support using this service, including password resets:

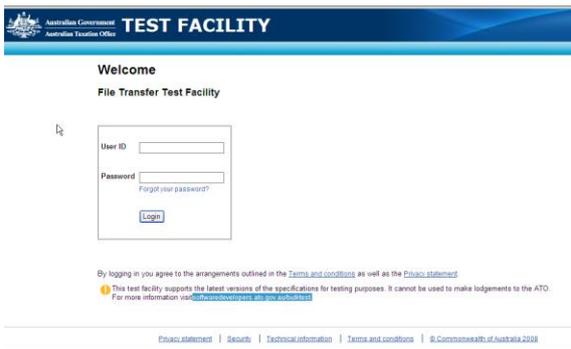
- visit softwaredevelopers.ato.gov.au/bde
- email DWSOperatingTeam@ato.gov.au
- phone (02) 621 64004 between 8.30am and 4.30pm, Monday to Friday AEDST

- must contain a combination of at least 3 of the following character sets:
 - uppercase characters (A-Z)
 - lowercase characters (a-z)
 - numeric characters (0-9), and/or
 - special or punctuation characters (#, !, \$, @, _, etc).
- **Note** - you cannot reuse your current or previous thirteen (13) passwords

These instructions assume you've registered for access to the test facility and been provided with your **User ID** and **Password**.

GETTING STARTED

1. Open your web browser and navigate to the following address:
<https://datatransfer.acc.ato.gov.au>
2. The **Welcome** page will be displayed.



3. Type in your **User ID** and **Password** provided to you after registration. Once completed select 

4. The first time you login you must change your password.



SETTING YOUR PASSWORD

Account passwords must:

- be at least nine (9) characters in length

5. Type your User ID and Password provided to you. Type your new password and then re-type your new password to confirm it. Once completed



select
Your password has now been changed.
If you do not want to change your

password select 



6. Each time you login the **Transaction history** screen will be displayed, listing files sent or received within the last 21

days.¹

Transaction History

Welcome Test User
Mailbox: Test_User

Refresh this screen to include most recent transactions.

Transaction history
Send data
Search
Change password
Help
Logout

Download	File name	Id	Created	Size (B)	Sent/Received	Downloads available
Download	84111122223FailedContent251000015344.txt	9351	2012-11-27 09:52:37.183	4,901	Received	2
Download	84111122223Warnings251000015331.txt	9346	2012-11-27 09:53:17.417	4,051	Received	2
Download	PAYGV10File3.txt	9345	2012-11-27 09:53:13.947	8,164	Sent	0
Download	PAYGV10File2.txt	9341	2012-11-27 09:52:49.927	8,164	Sent	0
Download	84111122223SuccessfulJ251000015315.txt	9339	2012-11-27 09:52:27.197	2,004	Received	2
Download	PAYGV10File1.txt	9335	2012-11-27 09:52:01.43	8,164	Sent	0

Items 1 - 6 of 6

Items per page: 5 10 25 50 100

Last update time: Tue Nov 27 09:54:59 UTC+1100 2012

TEST FILE

1. Select **Send data** located in the left hand menu.

Send data

Welcome Test User
Mailbox: Test_User

Transaction history
Send data
Search
Change password
Help
Logout

File name [Browse...](#)

[Send](#)

2. Select **Browse...** to locate your file and select **OK**.
3. Select **Send** to submit your file to the ATO where it will be checked for format compatibility and data quality.²
4. Once the transfer is completed, the **Transaction history** screen will be displayed.
5. The file will be validated in the background and when the validation is complete the report can be downloaded from the **Transaction history** screen.¹
6. Download a validation report confirming the data is in a valid format or detailing any errors found.

```

SUCCESSFUL VALIDATION REPORT
-----
Your file PAYG10L1.txt was sent to the Australian Taxation Office.
-----
Validation status:      Lodgment Successful
Compressed filenames: 80D90123.zip
Document name:         PAYG10L1.txt
ATO reference number:  1237894567899
Supplier ABR:          0123456789
Supplier name:         P & T ACCOUNTANTS
File type:             PAYG PAYMENT SUMMARY ANNUAL REPORT
Specification version number: 10.0
Type of report:        A
Run type:              P
Total record count:    5
Date/time file received: 12/05/2012 12:12:10L
File size:             1296
File sent by:         0111 Green
Reporting entity name and ABR or ABN:
-----
P & T COMPANY          23123456789
  
```

FREQUENTLY ASKED QUESTIONS

I have forgotten my password. How can I get into the system?

A: Simply request our [Bulk Data Transfer](#) support team to reset your password. Remember to include your username and to send from the same email address you registered with us.

How can I add new users to an existing mailbox?

A: Have the primary user email our support team and include the mailbox name as well as the name and email address of the new user(s).

The Download button has been greyed out. How can I access the file again?

A: A security function of our system only allows 2 downloads for a file. If this isn't enough for you, our support team will be happy to reset the download count for you. Please email us, remembering to include the mailbox name, name of the message and the ID of the message.

Can I remove a user from a mailbox?

A: Yes. Either the primary user or the user to be removed can email our support.



NOTES

- ¹ Reports you receive from us will include Success or Failed in the file name. This indicates whether the file has been processed successfully or not. It will also include your receipt number.
Select [Download](#) to open or save a detailed validation report.
- ² Monitor the progress of your upload by viewing the **Send data** progress bar. Do NOT refresh or close this window while the transfer is in progress.
- Always refresh your **Transaction history** screen to include the most up to date information.
- Compress your files to a zip format to reduce upload times.

- Upload times vary depending on the size of your file and connection speed.
- Select **Search** to search for files or reports
- Download a file from the **Transaction history** screen if  is enabled and **Download available** is greater than 0.
- Downloading the file will not remove it from the **Transaction history** screen.
- Maximum file size: 2GB compressed