

# **ELECTRONIC FUNDS TRANSFER BULK FILER SETUP GUIDE**

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# EDD Electronic Funds Transfer (EFT) Program Bulk Filer

A bulk filer is a payroll agent or payroll service who uses the electronic funds transfer (EFT) Automated Clearing House (ACH) Debit method to electronically pay the *Payroll Tax Deposit* (DE 88) to the Employment Development Department (EDD) on behalf of multiple taxpayers. This publication provides instructions for payroll agents and detailed information for formatting files to submit bulk DE 88 payments using the EDD e-Services for Business and First Data's bulk filers' solution.

For additional assistance, contact the EDD Taxpayer Assistance Center at 888-745-3886.

## I. Enroll and Log In to Use e-Services for Business

To use e-Services for Business, you must register and create a username and password. Payroll agents can establish their own username and password to make EFT payments on behalf of their clients.

The EDD has created online video tutorials to assist you with registering for e-Services for Business. Refer to “Tutorial #1: I want to enroll for a username and password to use e-Services for Business” on the EDD website at [www.edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business\\_Tutorials.htm](http://www.edd.ca.gov/Payroll_Taxes/e-Services_for_Business_Tutorials.htm).

Before enrolling in e-Services for Business, review the browser requirements, helpful tips, and password rules as most enrollment problems are caused by selecting an invalid password.

Enroll and create a username and password in e-Services for Business using the following steps:

1. Go to the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov).
2. Select the “e-Services for Business” link under “Employer Services.”
3. Select “Enroll.”
4. Enter all of the required information and select “Continue.”
5. Choose your security questions and answers. Then select “Continue.”
6. Print your enrollment summary. Then select “Enroll.”
7. After you successfully enroll, the EDD will send an email with a link to verify your email address. Select the link to complete the enrollment process. **The link expires in 24 hours.** If you do not select the link within 24 hours you will need to restart the enrollment process.
8. When you select the link in your email, you will be taken to the “Enrollment Verification” page with a link to the “Employer Services Online” page.
9. Select the “Employer Services Online” link, then select “e-Services for Business.” Select “Log In” and enter your new username and password to login.

Reporting agents, payroll services organizations, and bulk filers may add access to your clients’ accounts after you have completed the e-Services for Business authorization process. This will allow you to view and manage your clients’ accounts, file returns and reports, make payments, register a new business, and more.

Complete the e-Services for Business authorization process by completing the following steps:

1. When you log in for the first time, select “Existing Customer” on the “Main” screen. Then select “Next.”
2. Read the “Getting Started” page. Then select “Next.”
3. At the “Enrollment Type” screen, select “Employer Representative/Agent” from the drop-down menu. Then select “Next.”
4. At the “Enrollment” screen, enter your own information and not your client’s. You may use your Social Security number (SSN) or the Federal Employer Identification Number (FEIN) for your business. Then select “Next.”

5. At the “Agent Information” screen, enter your own information and not your client’s. Then select “Next.”
6. Review your enrollment request information. Then select “Submit.”
7. Select “OK” when asked, “Are you sure you want to submit this request?”

#### **A. Forgot Your Username?**

- Access the e-Services for Business “Login” page on the EDD website.
- Select “Forgot username?”
- Enter your first name, last name, email address, and either the last four (4) digits of your Social Security number or four-digit PIN, complete the security check, and then select “Submit.”
- Answer the security questions.

You will then receive an email with a link to confirm your email address. Select the link to complete the username recovery process. **The link expires in 24 hours.** If you do not respond to the email **within 24 hours**, you will need to restart the username recovery process.

#### **B. Forgot Your Password?**

- Access the e-Services for Business “Login” page on the EDD website.
- Select “Forgot password?”
- Enter username, first name, last name, email address, and either the last four (4) digits of your Social Security Number or four-digit PIN, complete the security check, and then select “Submit.”
- Answer security questions.

You will then receive an email with a link to confirm your email address. Select the link to complete the password reset process. **The link expires in 24 hours.** If you do not respond to the email **within 24 hours**, you will need to restart the password reset process.

For additional information on enrollment for e-Services for Business, go to [www.edd.ca.gov/Payroll\\_Taxes/e-Services\\_for\\_Business](http://www.edd.ca.gov/Payroll_Taxes/e-Services_for_Business).

## **II. Add/Edit/Delete Bank Information**

#### **A. View My Profile**

- Within e-Services for Business, the “My Profile” link located **at the top right** of the “My Accounts” screen redirects the user to their Employer Services Online profile to update their contact information. For these updates to be reflected in e-Services for Business, the user must return to e-Services for Business.
- Within e-Services for Business, the “My Profile” button located **to the left** of the Alerts section on the “My Accounts” screen allows a user to manage payment sources (add and/or delete shared bank accounts) and cancel online access.

## **B. How to Add a Bank Account for a Specific Employer Account**

- Begin by logging into e-Services for Business.
- On the "My Accounts" screen, select "My Accounts" or "Other Accounts" to locate the employer account."
- On the "Summary" tab, select the "Employment Tax" hyperlink for the employer you wish to add a bank account.
- On the employer's "Account" screen, select "Settings."
- On the "Account Settings" screen, select "Change" next to Default Payment Source.
- On the "Select Payment Source" screen, select "Add."
- Enter the bank account information in the required fields.  
**Note:** You can choose to use the default name or create your own to describe this payment source.
- Select "Save."

## **C. How to Delete a Bank Account for a Specific Employer Account**

- Begin by logging into e-Services for Business.
- On the "My Accounts" screen, select the "My Profile" button to the left of the Alerts section.
- On the "Profile" screen, select "Manage Payment Sources" under "I Want To."
- On the "Payment Source" screen, select the bank account hyperlink you want to delete.
- Select "Cease" to the left of the Bank Account section.
- Select "Yes" when asked, "Are you sure you want to cease this payment source?"

## **D. How to Add a Shared Bank Account**

- Begin by logging into e-Services for Business.
- On the "My Accounts" screen, select the "My Profile" button to the left of the Alerts section.
- On the "Profile" screen, select "Manage Payment Sources" under "I Want To."
  1. If you would like to add a shared bank account to your "My Accounts", select "Add" in the My Accounts section.
  2. If you would like to add a shared bank account to your "Other Accounts," select "Add" in the Other Accounts section.
- Enter the bank account information in the required fields.  
**Note:** You can choose to use the default name or create your own to describe this payment source.
- Select "Save."

### III. Payment Options

There are two payment options in e-Services for Business:

- Direct Entry
- Attach a Bulk Payment File

The above payment options do not require EFT registration; therefore, you do not need to complete the *Electronic Funds Transfer New Enrollment Request* (DE 26) for each of your client's accounts.

The Direct Entry option allows you to enter a single payment or multiple payments for your client's account on the screen. You can setup bank information in the "Account Payment Sources" panel. The bank information will populate automatically when you make payments. You may use multiple bank accounts to initiate EFT payments.

The Attach a Bulk Payment File option allows reporting agents or payroll services organizations to initiate EFT payments for multiple taxpayers. Bulk filers can transmit DE 88 deposits online using either the Comma Separated Value (CSV) or the eXtensible Markup Language (XML) file format.

### IV. Make Payments via Direct Entry Option

To use this payment option, for single payment or multiple payments, you must have access to your clients' accounts. In order for an EFT payment to settle the next day, the payment must be submitted **before** 3 p.m., Pacific Time (PT).

**Note:** If you have an ACH debit block on your bank account, you must inform your bank of the EDD company identification number, 2282533055, to avoid your tax payment being rejected.

#### A. Make a Payment

- Begin by logging into e-Services for Business.
- On the "My Accounts" screen, select "My Accounts" or "Other Accounts."
- Select the "Employment Tax" hyperlink for the account you want to make a payment.
- Select the "Make a Payment" link in the "I Want To..." section.
- Select a payment method.
- Select the "Period" for which you will pay tax.
- Enter the payment information in the required fields.

**Note:** The default bank account information on file for the employer account is displayed. To enter a new bank account, select "New" under "Payment Source."

- Select "Submit."
- Select "OK" to authorize the payment transaction.
- Print the confirmation.



- Select “OK” to close the confirmation window.
- To view your payment, select the “Recent Items” tab.

## **B. Make Multiple Payments**

- Begin by logging into e-Services for Business.
- On the “My Accounts” screen, select the “My Accounts” or “Other Accounts.”
- Select “Make Multiple Payments” in the “I Want To” section.
- Select “All” from the “Show” dropdown menu to see all accounts in “My Accounts” or “Other Accounts.”
- Select the “Period” hyperlink for the employer account you want to pay.
- On the “Period” screen, select “Make a Payment” under “I Want To.”
- Select a payment method.
- Enter the payment information in the required fields.

**Note:** The default bank account information on file for the employer account is displayed. To enter a new bank account, select “New” under “Payment Source.”

- Select “Submit.”
- Select “OK” to authorize the payment transaction.
- Print the confirmation.
- Select “OK” to close the confirmation window.
- Select the “Make Multiple Payments” link to return to the “Make Multiple Payments” screen.
- Continue this process until all payments have been made.

## **C. To View the Status of a Payment**

- Begin by logging into e-Services for Business.
- From the “My Accounts” screen, select “My Accounts” or “Other Accounts”.
- Select the “Employment Tax” hyperlink for the employer account in which you want to view a payment status.
- Select the “Recent Items” tab.

**Note:** To view the status of a payment that was submitted using the “Make Multiple Payments” option under “I Want To” then at the “My Accounts” screen, select the “My Accounts” “Recent Items” tab.

## D. How to Cancel a Pending Payment

Payments that have not settled can be canceled before 3 p.m., PT, the business day before the payment settlement date.

- Begin by logging into e-Services for Business.
- From the “My Accounts” screen, select “My Accounts” or “Other Accounts.”
- Select the “Employment Tax” hyperlink for the employer account for which you want to cancel a payment.
- Select the “Recent Items” tab.

**Note:** To cancel a payment that was submitted using the “Make Multiple Payments” option under “I Want To,” go to the “My Accounts” screen and select “My Accounts” and then the “Recent Items” tab.

- Select the payment you want to cancel.
- Select the “Withdraw” link on the “Payment” screen.
- Select “Yes” when asked, “Are you sure you want to withdraw this request?”

## V. Attach a Bulk Payment File Option

When logged into e-Services for Business, attach a bulk payment file using the following steps:

1. From the “My Accounts” screen, select “Attach a Bulk Payment File” from the “I Want To...” section.
2. Select the type of file to attach. To transmit DE 88 deposits as a file attachment, you can use either of the following formats:
  - CSV
  - XML
3. Select “Add Attachment.”
4. Enter a brief file description.
5. Select “Choose File” to locate and open/attach the bulk payment file, and then select “Save.”
6. Make corrections, if an error message is received.
7. Select “Next.”
8. Select “Submit” to transmit the file.
9. Select “OK” when asked, “Are you sure you want to submit this request?”
10. Print the confirmation.
11. Select “OK” to close the confirmation window.

## VI. Instructions for CSV File

Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the format shown in the table below:

Field Name	Length	Format	Position (Column)
Employer Account Number	8	Numeric	1
Pay Date (Payroll Date)	8	MMDDYYYY	2
Bank Debit Date	8	MMDDYYYY	3
Deposit Schedule: M: Monthly N: Next-Day Q: Quarterly S: Semiweekly	1	Alpha – Must select one (M, N, Q, S).	4
Bank Routing Number	9	Numeric	5
Bank Accounting Number	n/a	Numeric	6
Bank Account Type C: Checking S: Savings	1	C or S	7
UI Amount	n/a	Dollar Amounts = 52.00 (Example) Zero Dollar Amounts = 0.00 or 0	8
ETT Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	9
SDI Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	10
PIT Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	11
Penalty Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	12
Interest Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	13

### Important

All the tax payment fields and columns must be filled. Dollar amounts (except for zero dollar amounts) must include a decimal point. For example:

- Dollar amounts must be formatted as 52.00.
- Zero dollar amounts can be formatted as 0.00 or 0.

**Note:** To keep leading zeros visible in Microsoft Excel, you will need to format the cell as “Text” or “Custom.”

If the payment file is created in:

- Microsoft Excel, save the file in a CSV type format (\*.csv).
- Microsoft Word or Microsoft Notepad, save the file in plain text format (\*.txt), then rename to \*.csv.

## Sample CSV File Layouts

- Sample 1, using decimal points for zero dollar amounts:  
12345678,12302010,12312010,M,121000358,12345,C,50.00,0.00,15.15,100.88,0.00,0.00
- Sample 2, using no decimals for zero dollar amounts:  
12345678,12302010,12312010,M,121000358,12345,C,50.00,0,15.15,100.88,0,0

## VII. XML File Format

The EDD uses the same XML payment schema as the Federal/State Employment Taxes (FSET) program. A separate XML file must be created for each tax type code. The tax type codes are based on your deposit schedule and are included in the DE 88 ACH Debit Data Element Rules table shown below.

### A. DE 88 ACH Debit Data Elements Rules

Schema Tag Name	Description	Field Type	Field Size	Required	Comments
ReturnDataState	This is a unique value supplied by transmitter to identify each return.	N/A	N/A	Mandatory	Must be <ReturnDataState xsi:schemaLocation="http://www.irs.gov/efile ReturnDataState.xsd" xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
Return Data State.ContentLocation	Use by transmitter to identify the file.	String	N/A	Mandatory	
ReturnDataState.ReturnHeaderState.ReturnType	Type of return being submitted.	String	N/A	Mandatory	Must be State Payment.
ReturnDataState.StatePayment.PaymentInstrument.PaymentMethodType	Type of payment being submitted.	String	3	Mandatory	Must be DBT.
ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.RoutingTransitNumber	Bank ABA routing number.	N	9	Mandatory	
ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.BankAccountNumber	Employer's bank account number.	AN	1-17	Mandatory	
ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.AccountType	"1" for checking or "2" for savings.	N	1	Mandatory	Must be 1 or 2.
ReturnDataState.StatePayment.PaymentAmount.PaymentAmountTotal	Total amount to be paid with this submission.	N	4-11	Mandatory	

**A. DE 88 ACH Debit Data Elements Rules (continued)**

<b>Schema Tag Name</b>	<b>Description</b>	<b>Field Type</b>	<b>Field Size</b>	<b>Required</b>	<b>Comments</b>
ReturnDataState.StatePayment.OriginationDate	Date this payment was originated.	Date Type	10	Mandatory	YYYY-MM-DD
ReturnDataState.StatePayment.RequestedSettlementDate	Date funds will be debited from bank account.	Date Type	10	Mandatory	Must be 2-90 days in the future from current date. YYYY-MM-DD
ReturnDataState.StatePayment.PayrollDate	Date of payroll.	Date Type	10	Mandatory	YYYY-MM-DD
ReturnDataState.StatePayment.TaxPayment.Taxpayer.StateEIN.TypeStateEIN	Defines the State Employer Identification Number type.	String	N/A	Mandatory	Must be Withholding Account No.
ReturnDataState.StatePayment.TaxPayment.Taxpayer.StateEIN.StateEINValue	Defines the State Employer Identification Number.	N	8	Mandatory	
ReturnDataState.StatePayment.TaxPayment.Taxpayer.TaxPayerName	Tax Payer Name or Company Name.	String	1-22	Mandatory	
ReturnDataState.StatePayment.TaxPayment.TaxTypeCode.StateTaxTypeCode	Tax type codes.	N	5	Mandatory	01100=Semiweekly SDI/PIT, 01101=Monthly SDI/PIT, 01102=Next-Day SDI/PIT, 01104=Quarterly SDI/PIT, 01300=Quarterly UI/ETT, 01301=DIVP/0.00 20000=Self Assessed Penalty & Interest
ReturnDataState.StatePayment.TaxPayment.SubCategoryAmounts.SubCategoryAmount	Amount of deposit for each fund.	N	4-11	Mandatory	Need two occurrences for each of the types above.

## B. Sample of DE 88 ACH Debit Payment XML File

```
<ReturnDataState xsi:schemaLocation="http://www.irs.gov/efile ReturnDataState.xsd"
xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <ContentLocation>text</ContentLocation>
  <ReturnHeaderState>
    <ReturnType>StatePayment</ReturnType>
  </ReturnHeaderState>
  <StatePayment>
    <PaymentInstrument>
      <PaymentMethodType>DBT</PaymentMethodType>
    <ACHDebit>
      <RoutingTransitNumber>121212122</RoutingTransitNumber>
      <BankAccountNumber>11111111</BankAccountNumber>
      <AccountType>1</AccountType>
    </ACHDebit>
  </PaymentInstrument>
  <PaymentAmount>
    <PaymentAmountTotal>0.02</PaymentAmountTotal>
  </PaymentAmount>
  <OriginationDate>2013-02-26</OriginationDate>
  <RequestedSettlementDate>2013-02-28</RequestedSettlementDate>
  <PayrollDate>2013-02-15</PayrollDate>
  <TaxPayment>
    <Taxpayer>
      <StateEIN>
        <TypeStateEIN>WithholdingAccountNo</TypeStateEIN>
        <StateEINValue>12345678</StateEINValue>
      </StateEIN>
      <TaxPayerName>ABC COMPANY</TaxPayerName>
    </Taxpayer>
    <TaxTypeCode>
      <StateTaxTypeCode>01104</StateTaxTypeCode>
    </TaxTypeCode>
    <SubCategoryAmounts>
      <SubCategoryAmount>0.01</SubCategoryAmount>
    </SubCategoryAmounts>
    <SubCategoryAmounts>
      <SubCategoryAmount>0.01</SubCategoryAmount>
    </SubCategoryAmounts>
  </TaxPayment>
</StatePayment>
</ReturnDataState>
```

## VIII. Common Errors for Bulk Payment

The following is a schema sample of a DE 88 ACH Debit Payment XML file:

- Invalid Account Number: Cannot find account.
- Invalid Field: Payroll date cannot be more than five months in the future.
- Invalid Field: Requested settlement date must be within 90 days of today's date.
- Invalid Field: Account must be subject to all funds being paid (Unemployment Insurance [UI], Disability Insurance [DI], Employment Training Tax [ETT], and Personal Income Tax [PIT]).
- Invalid Field: Request settlement date cannot be next business day when submitted after 3 p.m., PT.
- Invalid Field: Requested settlement date cannot be today or in the past.
- Invalid Field: Requested settlement date cannot be a weekend or bank holiday.
- Invalid Field: Payroll date cannot be more than the 12 months in the past.
- Invalid Bank Account: Missing.
- Invalid Total: Sub-category amounts must total the payment amount total (only applies to XML file format).
- Duplicate File: This file has already been submitted.

# **State Data Collector Program Vendor; The First Data Bulk Filers' Solution**



## I. Register to Use the First Data Bulk Filers' Solution

In order to use the First Data's bulk filers' solution, payroll agents must register with First Data and create their own unique bulk filer username. In addition, each of your clients must be registered as an employer with the EDD, assigned an employer payroll tax account number, and enrolled in the ACH Debit method (by submitting a completed *Electronic Funds Transfer [EFT] New Enrollment Request*, DE 26, before a payment will be accepted.

## II. Login and Registration

### A. New Bulk Filers

You **must** register on the First Data's bulk filers' solution website before starting the bulk filing process.

To begin, visit [www.govone.com/PAYCAL](http://www.govone.com/PAYCAL), select the California Employment Development Department (EDD) box, and then select "Bulk Filers." On the "Bulk Filer Login" page, select "Register" and complete the following steps:

1. Enter your company name, address, and phone number.
2. Create a username, using 6-10 characters which must include letters and numbers with no special characters.
3. Create a password using a minimum of eight characters that contain at least one uppercase letter, one lowercase letter, one number, and one special character (!@#\$\$%^&\*). The password is **case sensitive**.
4. Enter your contact name, email address, and direct phone number. The email address is required to:
  - Retrieve the password.
  - Retrieve the bulk filer username.
5. Select three security questions and enter your answers.
6. Type the letters in the box.
7. Select "Create Profile."

### B. Returning Bulk Filers

You are required to enter your username and password every time to access the Bulk Filer Option. After you log in, the "File History" page will appear.

#### Forgot Your Bulk Filer Username?

If you have forgotten your username, visit [www.govone.com/PAYCAL](http://www.govone.com/PAYCAL), select "Bulk Filers," and then select "Forgot Username" under "Returning User."

Enter your email address, type the letters in the box, and then select "Submit." You will receive an email with your username.

## D. Forgot Your Password?

Complete the following steps to access your account and create a new password:

- Go to **www.govone.com/PAYCAL**, select “Bulk Filers,” and select “Forgot Password.”
- Enter your username and select “Next.”
- Your chosen security questions will appear.
  - Enter your answers. Select “Continue.”
- Enter and re-enter a new password.
  - Create a password using a minimum of eight characters that contain at least one uppercase letter, one lowercase letter, one number, and one special character (!@#%\$%^&\*).
  - Select “Submit.”
  - After your password has been updated, you will receive the following message: “Your password has been successfully changed.”
- You will be notified via email that your password has been changed.

**Note:** Your account will automatically be locked out after three unsuccessful login attempts. For assistance, contact First Data customer service at 800-554-7500.

## E. Account Profile

You may update your account profile information at any time by following these steps:

- Begin by logging into **www.govone.com/PAYCAL**.
- From the top of the “File History” page, select the “Account Profile” link.
- Update your information in the appropriate field.

Keep your updated information secured.

## III. File History

The “File History” page is the landing page; this is the first page displayed after you successfully log in. Your file history can be viewed by selecting “File History” at the top of the page or by selecting “Upload File.” The file history will appear at the bottom of the page.

The “File History” page lists the last five files submitted. Previously submitted files can be viewed by using the page number selector at the bottom of the page.

- See details and the status of files submitted by selecting the “View” link.
- Only payments made through the Bulk Filer Option appear on this page. Payments made by other methods (e.g., Web, phone, One-Time Pay [OTP] payment option) will not appear in the file history.
- This page allows the correction of records within a file (Upload status only).
- This page allows the deletion of a file (Upload status only).

The following table shows the file status and description possibilities on the “File History” page:

<b>File Status</b>	<b>Description</b>
Uploaded	File has been successfully uploaded and is available for editing and/or submission. This status is displayed when the file is uploaded by the bulk filer using the options: <ul style="list-style-type: none"> <li>• Upload a New File.</li> <li>• Upload Payments in Grid.</li> </ul>
Submitted	File has been submitted and can no longer be edited.
Processing	This status is displayed once the payments are generated (A confirmation number is assigned to each payment in the file).
Completed with success	File has been uploaded, submitted, and all payments processed successfully.
Completed with failure	File has been uploaded and submitted, but one or more payments failed.
Duplicate	This status is displayed if the file was previously uploaded.
Rejected	File was rejected due to a failure of the processing rules.
Error	An internal error occurred on the file.

#### **IV. Make Payments Using the Upload Payments in Grid Function**

The Upload Payments in Grid function allows you to make payments for each of your client’s accounts using a grid which can then be uploaded in bulk form. The grid provides a standard format for entering payroll information. There is no limit to the number of payments that can be submitted per file.

Each of your clients must be registered with the EDD, have an employer payroll tax account number, and be enrolled in the ACH Debit method before a payment can be accepted.

Make payments using the Upload Payments in Grid function by completing the following steps:

1. Visit **www.govone.com/PAYCAL**, select the “Bulk Filers” link, and log in.
2. Select “Upload Payments in Grid” at the top of any page.

3. Choose the agency and tax type.

- Select “EDD” as the agency for the upload from the drop-down menu.
- Select one of the tax types from the drop-down menu. The drop-down menu has six options:
  - Semi-Weekly
  - Monthly
  - Next Bank Day
  - Quarterly
  - Quarterly Unemployment Insurance and Employment Training Tax
  - Self-Assessed Penalty and Interest
- Select “Next” and the “Enter Payments” page will appear.

4. Input the payments needed for each client.

- Create a file name with a maximum of 20 characters (before the file extension). The file name must begin with an alpha character (e.g., abc070209).
- In the “EDD Employer Identification Number” field, enter the EDD employer payroll tax account number (without dashes) and security code.
- Input the pay date, bank debit date, and payment amounts.
- Review the entered payroll information.
- Another row may be added by selecting the “+ Add Row” link.
- A row can be deleted by selecting the “Delete Row” link.
- After adding all the payments in the grid, select “Confirm” and “Yes” to upload the file. The system only validates the values entered in the respective fields and will display an error or warning message as applicable. Correct payment information, if necessary.
- Select “Continue.”

5. View Upload File Details and Edit Uploaded Payment

- Select the “View” hyperlink from the “File History” page and the “File Details” page will appear.
  - The “Bulk Filer File Upload - File Details” page shows the file upload status; the total records submitted, accepted, or errored out; agency; file name; upload time and date; submission date and time; total records accepted; total records errored out; file status; and view details.

**NOTE:** Payments cannot be modified online once a file has been submitted. Bulk filers can contact First Data Customer Service at 800-554-7500 before 3 p.m., PT, to cancel a payment for a next-day debit.

- Review the payment status of your file on the “File History” screen.
- The file status should show “Uploaded.”
- Select the “Click here” hyperlink next to “To view error log” on the top right side of the screen.

- Enter agency account number and select “Search.”
- Select the “arrow” button for the file you want to view.
- Review the file detail and modify or correct the amount(s), if necessary.  
**NOTE:** Only records or files with “Uploaded” status can be edited or deleted. Payments cannot be edited once submitted. If the uploaded file has an error (e.g., incorrect payment amount), then you will need to correct the record and re-upload the entire file.
- After correcting errors in the file, select “Submit File” at the bottom of the “Bulk Filer File Upload - File Details” page and “Yes” to confirm.

#### 6. Submit File

- Select the “Submit File” button.
- Select “Yes” to confirm the submission of the file for processing.
- To cancel the file submission, select “No.”
- Select the “Continue” button.
- When you select “Submit File,” you will be redirected to the “File History” page. The “File History” page will update the status of your file with a submission date and time, and the file status will display “Submitted.”

#### **Important:**

To successfully generate a payment, you must complete the transaction in this order:

1. Upload the file.
2. Submit the file.

Payments **completed** before 3 p.m., PT, settle the next business day.

The payment status possibilities on the “File History and Bulk Filer Upload – File Detail” page are shown on the table below with their description and the actions allowed.

<b>File Status/Payment Status</b>	<b>Description</b>	<b>Actions Allowed to Perform</b>
Uploaded	This status is displayed when the file is uploaded by the bulk filer using the options: <ul style="list-style-type: none"> <li>• Upload New File.</li> <li>• Upload Payments in Grid.</li> </ul>	Edit the payment from the file. Delete a payment from the file. View payment details.
Submitted	This status is displayed when the bulk filer submits the file.	View payment details.
Processed	File has been uploaded and submitted.	View payment details.
Duplicate	This status is displayed if the file was previously uploaded.	View payment details.
Deleted	This status is displayed if the file is cancel/delete by user.	View payment details.
Rejected	This status is displayed if the file could not be processed.	View payment details.
Completed with failure	This status is displayed if the file was processed but one or more payments failed.	View payment details.
Completed with success	This status is displayed when the file is processed with no errors.	View payment details.

## V. Upload and Submit Payment Files Using the File Importing Function

The file importing function provides a method to upload payment files. This process consists of creating or selecting a file importing definition, then uploading and submitting a payment file.

File definitions are templates for letting the system know how the information will be formatted. File definitions must be created before a bulk file can be processed. They are reusable and may be used for future or additional payments. File definitions can be either delimited or fixed.

### A. Delimited File Format Definition.

A delimited file is a flat text file that uses a separator (like commas, dashes, or semi-colons) to differentiate the individual data values. Each record line represents a specific payment.

#### 1. Create a Delimited File Upload Definition.

If a file definition doesn't exist, one must be created before beginning the upload file process.

If your browser has a pop-up window block feature, you must disable it for this session.

- Go to [www.govone.com/PAYCAL](http://www.govone.com/PAYCAL), select the “Bulk Filers” link, and log in.
- Select “Upload File” at the top of the page.
- Select “Manage File Definition” and Create File Definition page will display.
- Enter a file upload definition name.

- Enter a file upload description.
- Select the file type, “Delimited.”
- Select the state agency: “California Employment Development Department.”
- Select the field delimiter you used when creating the file you will be uploading (i.e.: comma, dash, semi-colon, or tab).
- Select a date format.
- Select “Continue” and the “File Upload Definition – Field Properties” page will display.
- Enter the numeric order (position number) of the fields as they appear in the file you created. See the following position number examples that match the field positions shown in step 1.

Field Name	Position Number
Tax type	1
Agency account number	2
Security code	3
Payment date	4
Bank debit date	5
Amount 1 (State Disability Insurance [SDI], Unemployment Insurance [UI] or penalty amount.)	6
Amount 2 (Personal Income Tax [PIT], Employment Training Tax [ETT] or interest amount.)	7

- Select “Save Definition” and File Upload Definition – Confirmation page will display.
- You may edit the information by selecting the icon in the “View Details” column on each section, or select “Upload File” to return to the “Bulk Filer File Upload” page. The new file definition will appear on the file definitions list.

## 2. Edit a Delimited File Upload Definition

The only thing that may be edited on a delimited file is the position number.

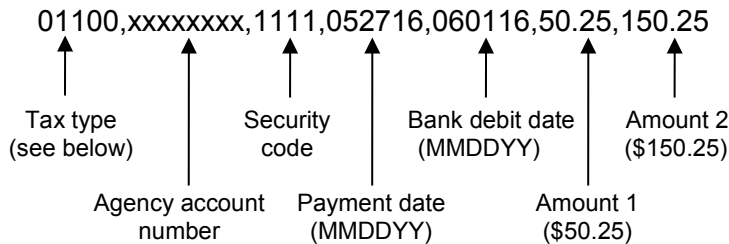
- Select “Upload File” at the top of the “Bulk Filer File Upload” screen.
- Select the name of the file definition you want to edit, and then select “Manage File Definition.” The “Create File Definition Detail” page will display.
- Select the icon in the “View Details” column associated with the file definition (name) you want to change.
- Select “Edit Definition” and edit the information as needed.
- Select “Save Definition.”

### 3. Delete a Delimited File Upload Definition

- Select “Upload File” at the top of the “Bulk Filer File Upload” screen.
- Select the name of the file definition you want to delete and select “Manage File Definition.” The Create File Definition Detail page will display.
- Select the icon in the “View Details” column associated with the file definition (name) you want to delete.
- Select “Delete Definition.” The file definition **cannot** be recovered if deleted.

### 4. Create a Delimited Payment File.

- Open a new document on your computer using Microsoft Notepad or Microsoft Word.
- Enter the data according to the field position (see table in step 1) of your delimited file type, separated by a field delimiter (e.g., comma). See example below.



- Use one of the following tax type codes in your data:

<b>TAX TYPE CODES</b>	
<u><b>Code:</b></u>	<u><b>Description:</b></u>
State Disability Insurance (SDI) and Personal income Tax (PIT): 01100 01101 01102 01104	Semi-weekly deposits Monthly deposits Next-Day deposits Quarterly SDI/PIT deposits
Unemployment Insurance (UI) and Employment Training Tax (ETT): 01300	Quarterly UI/ETT payment
Penalty and Interest (P and I) Code: 20000	Self-assessed penalty and interest payments

**Important:** All tax payments **must** include a decimal point. For example, a tax payment of \$50.25 should be entered as 50.25.

Only the tax type codes listed above will be accepted. Any invalid tax type codes **will not** be accepted and/or edited. Users must upload a new file with the acceptable tax type code or use the “Upload a Payment in Grid” option.



- For each additional payment or account number, go to the next line and enter the data. See below for an example:

01100,xxxxxxxx,1111,052716,060116,50.25,150.25  
01300,xxxxxxxx,1111,063016,060116,25.30,200.25

- Save the file in a plain text format (\*.txt).  
**NOTE:** The file name should include alphanumeric characters (e.g., abc123.txt).

## 5. Upload and Submit a Delimited Payment File.

- Select “Upload File” on top of the “Bulk Filer File Upload” screen.
- Select a delimited file definition.
- Select “Browse” to choose the file to upload.  
**NOTE:** The file must be in a plain text format (\*.txt) using alphanumeric characters (e.g.: abc123.txt).
- Select “Upload.”
- The uploaded file should appear in the “File History” page. This can take an average of 15 to 30 minutes depending on the file size. Payments **completed** before 3 p.m., PT, settle the next business day.
- Select “View” from the “File History” page and the “Bulk Filer File Upload – File Details” page will appear.
- The “Bulk Filer File Upload – File Details” page shows file upload status; number of records uploaded, accepted, or errored out; total dollar amount; agency; file uploaded by; and time and date of upload.
- At the bottom of the “Bulk Filer File Upload – File Details” page, select “Submit File” to complete the transaction.
- Select “File History” at the top of the page to check the status of the file.
- To view the confirmation number, select “View” on the “File History” page, enter the EDD employer payroll tax account number, and select “Search.”
- The confirmation number and payment information will appear at the bottom of the “Bulk Filer File Upload – File Details” page. When the file is submitted, the payment file may **not** be edited or modified.

## 6. Review and Correct Files with Errors

A file that contains errors cannot be submitted. You must edit and correct the file before it can be submitted.

- To view any uploaded files with errors, select “View” in the “File History” page.
- To view the errors, select the “Click here” hyperlink next to “To view error log” on the top right side of the screen. See Section VII. Common Errors of this guide for more information.
- Select the payment line that contains an error to display that record. A “View/Modify Payment Details” page will display.
- Make any changes and select “Save Changes.” Repeat this step to correct all records that contain errors.
- To delete the payment, select “Delete Payment.”

- At the bottom of the “Bulk Filer File Upload – File Details” page, select “Submit File” to complete the transaction.
- Select “File History” at the top of the page to check the status of the file.
- To view the confirmation number, select “View” on the “File History” page, enter your EDD payroll tax account number and select “Search.”
- The confirmation number and payment information will appear at the bottom of the “Bulk Filer File Upload – File Details” page. When the file is submitted, the payment file may **not** be edited or modified.

## B. Fixed File Format Definition.

### 1. Create a Fixed Payment File

A fixed file is a text file that contains a specific format for individual data values. For each field name there is a fixed position and length.

- Open a new document on your computer using Microsoft Notepad or Microsoft Word.
- Enter your data according to the field position (see table in step 2) of your fixed file type. Do **not** use anything (e.g., comma) to separate the data. See the example below:

```
01101xxxxxxx123405291606021600000025.2500000150.00
```

Using the example data above, this is the field position order:

```
Tax Type (Position number: 1; length: 5) – 01101
Agency Account Number (Position number: 6; length: 8) – xxxxxxxx
Security Code (Position number: 14; length: 4) – 1234
Payment Date (Position number: 18; length: 6) – 052916
Bank Debit Date (Position number: 24; length: 6) – 060216
Amount 1 (Position number: 30; length: 11) ($25.25) – 00000025.25
Amount 2 (Position number: 41; length: 11) (150.00) – 00000150.00
```

**NOTE:** Amounts must include zeros as placeholders.

**NOTE:** View in “Print Layout.” The date format is MMDDYY.

- For each additional payment or account number, go to the next line and enter the data. See the example below:

```
01300xxxxxxx123406301606021600000050.5500000040.45
01102xxxxxxx111105291606021600000020.7500000105.00
01104xxxxxxx432105291606021600000015.2500000350.00
```

- Save the file in a plain text format (\*.txt).  
**NOTE:** The file name should include alphanumeric characters (e.g.: abc123.txt).

### 2. Edit a Fixed File Upload Definition

- Select “Upload File” at the top of the “Payment Inquiry” screen.
- Select the name of the file definition you want to edit, and then select “Manage File Definition.” The “Create File Definition Detail” page will display.
- Select the icon in the “View Details” column associated with the file you want to change. The associated “Edit File Upload Definition” page will display.

- Select “Edit Definition” and edit the information as needed.
- Select “Save Definition.”

### 3. Delete a Fixed File Upload Definition

- Select “Upload File” at the top of the “Payment Inquiry” screen.
- Select the name of the file definition you want to delete and select “Manage File Definition.” The “Create File Definition Detail” page will display.
- Select the icon in the “View Details” column associated with the file you want to delete
- Select “Delete Definition.” The file definition **cannot** be recovered if deleted.

### 4. Create a Fixed File Upload Definition.

If a file definition has previously been saved, select it from the drop-down menu. Otherwise, follow these steps to create a new file definition.

If your browser has a pop-up window block feature, you must disable it for this session.

- Go to [www.govone.com/PAYCAL](http://www.govone.com/PAYCAL), select the “Bulk Filers” link, and log in.
- Select “Upload File” at the top of the “File History” page.
- Select “Manage File Definition” and the “Create File Definition” page will display.
- Enter a file upload definition name.
- Enter a file upload description.
- Select the file type: “Fixed” (a “Fixed” file is a file where a field length is the same in each record).
- Select the state agency: “California Employment Development Department.”
- Select “Continue” and the “File Upload Definition – Field Properties” page will appear.
- Enter the position number that corresponds to the file created in Step 1. See the example below:

Field Name	Position Number	Length
Tax type	1	5
Agency account number	6	8
Security code	14	4
Payment date	18	6
Bank debit date	24	6
Amount 1 (State Disability Insurance [SDI], Unemployment Insurance [UI] or penalty amount.)	30	11
Amount 2 (Personal Income Tax [PIT], Employment Training Tax [ETT] or interest amount.)	41	11

- Select “Save Definition.”
- Select “Close” on the pop-up window that confirms your file definition was saved.
- You will be taken to the “Create File Definition” screen. You may edit detail information by selecting the icon below the “View Details” link on each section, or select “Upload File” to return to the “Bulk Filer File Upload – Filed Details” page. The new file definition will appear in the file definitions list.

## 5. Upload and Submit a Fixed Payment File.

- Select “Upload File” from the top of the “Create File Definition” screen.
- Select a fixed file definition from the drop-down menu.
- Select “Choose File” and select the file to be imported.  
**NOTE:** The file must be in a plain text format (\*.txt), as created in step 1.
- Select “Upload.”
- The uploaded file should appear in the “File History” page. This can take an average of 15 to 30 minutes, depending on the file size. Payments **completed** before 3 p.m., PT, settle the next business day.
- Select “View” from the “File History” page and the “Bulk Filer File Upload – File Details” page will appear.
- The “Bulk Filer File Upload – File Details” page shows file upload status; number of records uploaded, accepted, or errored out; total dollar amount; agency; file uploaded by; and time and date of upload.
- At the bottom of the “Bulk Filer File Upload – File Details” page, select the “Submit File” to complete the transaction.
- Select “File History” at the top of the page to check the status of the file.
- To view the confirmation number, select “View” on the “File History” page, enter the EDD employer payroll tax account number of the payment, and select “Search.”
- The confirmation number and payment information will appear on the bottom of the “Bulk Filer File Upload – File Details” page. Once the payment file is submitted, the payment file may **not** be edited or modified.

## 6. Reviewing and Correcting Files with Errors

- To view any files uploaded with errors, select “View” on the “File History” page.
- To view the errors, select the “Click here” hyperlink next to “To view error log” on the top right side of the screen. See Section VII. Common Errors of this guide for more information.
- To display the detailed record, select the payment line that contains an error. A “View/Modify Payment Details” page will display.
- Make any changes and select “Save Changes.” Repeat this step to correct all records that contain errors.
- To delete the payment, select “Delete Payment.”

## VI. Payment Inquiry

The “Payment Inquiry” page allows you to locate payments by search criteria and provides search filters to locate a specific transaction. Multiple search filters can be applied at the same time.

- Go to **www.govone.com/PAYCAL**, select the “Bulk Filers” link, and log in.
- Select “Payment Inquiry” at the top of the “File History” page.
- Select “California Employment Development Department” from the Agency drop-down menu.
- Enter payment information in the search fields and select “Search.”
- Search results and status will appear in the table.
- Select the “View/Cancel” button on the result to view payment details.
- You may select “Export to File” to export the search payment inquiries in order to keep a record of a specific payment.  
**NOTE:** Only payments submitted through the bulk filer solution can be viewed. Other payment methods will not appear in the inquiry.

The payment status and corresponding description and actions allowed on the “Payment Inquiry” page are shown on the table below:

Payment Status	Description	Actions Allowed to Perform
Submitted	The payment is scheduled for a debit during the next day. The payment may still be canceled if performed prior to 3 p.m., PT, of the banking day before the debit date.	View payment details.
Scheduled	The payment is scheduled for debit in the future and may still be canceled.	View payment details.
In-Process	The payment is processing on bulk filers’ solution and may no longer be canceled.	View payment details.
Paid	The payment was processed successfully.	View payment details.
Canceled	The payment is canceled by the user.	View payment details.
Rejected	The payment was processed on the ACH network but was rejected.	View payment details.

## VII. Common Errors

### A. Error Messages

If you receive an error message, you may not proceed to the next step if the error is not corrected (this applies to both the "Upload a New File" and "Upload Payments in Grid" functions). The following are the possible error messages:

- **"Tax type entered is invalid. This payment cannot be fixed or corrected."**  
You must enter the correct tax type code.
- **"Employer account number is not in the EFT database."**  
An invalid employer account number cannot be accepted. Contact the EDD Taxpayer Assistance Center at 888-745-3886 for assistance.
- **"Invalid pay date."**  
The pay date cannot be older than 12 months or greater than five months from the current business day.
- **"Invalid bank account debit date."**  
Choose a date within 90 days from today or use the calendar icon to select a valid debit date.
- **"Invalid quarter end date entered."**  
For quarterly UI, ETT, DI, and PIT, the allowed pay dates are 03/31/YYYY, 06/30/YYYY, 09/30/YYYY, or 12/31/YYYY.
- **"Since daily cut off time (3 pm PT) passed, Debit Date should be > Tomorrow date."**  
Enter a debit date of the next business day or later.
- **"The bank account debit date is a weekend or holiday."**  
Choose a bank debit date that is not a weekend or holiday.

### B. Warning Messages

This warning message applies to the "Upload a New File" function. These messages notify the user when unexpected information has been entered.

- **"PIT amount should be greater than DI amount."**  
If this is correct, proceed to next step. If not, enter the correct amounts.
- **"UI amount should be greater than ETT amount."**  
If this is correct, proceed to next step. If not, enter the correct amounts.
- **"Penalty amount should be greater than Interest amount."**  
If this is correct, proceed to next step. If not, enter the correct amounts.

### **C. Duplicate Payments**

Duplicate payments are found after a payment file is submitted. The following message will appear in the error log payment details:

- A new payment file must be created to resubmit the file. The payment information on the new payment file cannot be identical to a previously submitted tax payment file. A new payment file must be created to resubmit the file or you may use other EFT payment methods (e.g., One-Time Pay payment option, Web Payer, phone) to submit duplicate/identical payment information.

### **D. Special Characters in the Upload Tax Payments Function**

Special characters (e.g., +, -, \*, #, %, \$, etc.) should not be included in the tax payment amount fields (SDI, PIT, UI, ETT, penalty, interest). The use of the special characters in the tax payment amount fields will automatically convert the payment amounts to \$0.00 and can cause *significantly* inaccurate payment amounts in your tax payment file.