# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>EDD Electronic Funds Transfer (EFT) Program – Bulk Filer</td>
<td>2</td>
</tr>
<tr>
<td>I. Enroll and Login to Use e-Services for Business</td>
<td>3</td>
</tr>
<tr>
<td>A. Forgot Your Username?</td>
<td>3</td>
</tr>
<tr>
<td>B. Forgot Your Password?</td>
<td>4</td>
</tr>
<tr>
<td>II. Add/Edit/Delete Bank Information</td>
<td>4</td>
</tr>
<tr>
<td>A. View My Profile</td>
<td>4</td>
</tr>
<tr>
<td>B. How to Add a Bank Account for a Specific Employer Account</td>
<td>4</td>
</tr>
<tr>
<td>C. How to Edit a Bank Account for a Specific Employer Account</td>
<td>4</td>
</tr>
<tr>
<td>D. How to Delete a Bank Account for a Specific Employer Account</td>
<td>5</td>
</tr>
<tr>
<td>E. How to Add a Shared Bank Account</td>
<td>5</td>
</tr>
<tr>
<td>F. How to Edit a Shared Bank Account</td>
<td>5</td>
</tr>
<tr>
<td>III. Payment Options</td>
<td>5</td>
</tr>
<tr>
<td>IV. Make Payments via Direct Entry Option</td>
<td>6</td>
</tr>
<tr>
<td>A. Make a Payment</td>
<td>6</td>
</tr>
<tr>
<td>B. Make Multiple Payments</td>
<td>5</td>
</tr>
<tr>
<td>C. To View the Status of a Payment</td>
<td>7</td>
</tr>
<tr>
<td>D. How to Cancel a Pending Payment</td>
<td>7</td>
</tr>
<tr>
<td>V. Attach a Bulk Payment File Option</td>
<td>7</td>
</tr>
<tr>
<td>VI. Instructions for CSV File</td>
<td>8</td>
</tr>
<tr>
<td>VII. XML File Format</td>
<td>9</td>
</tr>
<tr>
<td>A. DE 88 ACH Debit Data Elements Rules</td>
<td>9</td>
</tr>
<tr>
<td>B. Sample of DE 88 ACH Debit Payment XML File</td>
<td>11</td>
</tr>
<tr>
<td>VIII. Common Errors for Bulk Payment</td>
<td>12</td>
</tr>
</tbody>
</table>
State Data Collector Program – Vendor
Metavante’s Bulk Filer Solution

I. Register to Use Metavante’s Bulk Filer Solution ............................................................... 14

II. Login and Registration ................................................................................................. 14
    A. New Bulk Filers ........................................................................................................ 14
    B. Returning Bulk Filers .............................................................................................. 15
    C. Forgot Your Bulk Filer ID? ....................................................................................... 15
    D. Forgot Your Password? ............................................................................................ 15
    E. Account Profile ....................................................................................................... 15

III. File History .................................................................................................................. 16

IV. Make Payments Using the Upload Payments in Grid Function .................................... 17

V. Upload and Submit Payment Files Using the File Importing Function ......................... 20
    A. EDD Default Format File Definition (GovOne Bulk Filers) ......................................... 20
    B. Delimited File Format Definition ............................................................................. 21
    C. Fixed File Format Definition .................................................................................... 24

VI. Payment Inquiry ......................................................................................................... 27

VII. Export Payments to a File ......................................................................................... 28
    A. Export a File .......................................................................................................... 28
    B. Export Range of Payments ....................................................................................... 29

VIII. Common Errors ........................................................................................................ 30
Introduction

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.

Since 1993, the State of California has administered the EFT Program for state tax payments, where payroll agents were required to use software provided by the state’s data collector to make ACH Debit payments for their clients. In 2009, the State of California implemented a statewide contract with Citibank to provide a Web-based Bulk Filer Solution that eliminated the need for the software and modem method. This solution was developed by Metavante (State Data Collector). With this solution, each of the payroll agent’s clients must be enrolled in the EFT ACH Debit program before a payment can be accepted when using the Bulk Filer Solution.

In 2011, the EDD released an expanded e-Services for Business program. The upgraded e-Services for Business offers new advantages and features for reporting and submitting bulk EFT payments. This EDD online program allows payroll agents to manage their clients’ payroll tax accounts; file reports; make tax payments; register businesses; and access from multiple platforms and operating systems including tablets, smart phones, and more. Payroll agent’s clients do not need to be enrolled in an EFT ACH Debit program. Since the bank account information is entered online, no EFT Authorization Agreement (DE 26) is required.

This publication provides instructions for payroll agents and detailed information for formatting files to submit bulk EFT DE 88 payments using the EDD’s e-Services for Business and Metavante’s Bulk Filer Solution.

For additional assistance, call the e-Pay Unit at 916-654-9130, or e-mail the e-Pay Unit at taxeft@edd.ca.gov.
EDD Electronic Funds Transfer (EFT) Program
Bulk Filer
I. Enroll and Login to Use e-Services for Business

To use e-Services for Business, you must enroll in this program by creating 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 through e-Services for Business. Refer to the e-Services for Business online “Tutorial #2: I want to enroll for a username and password to use e-Services for Business.”

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

Enroll for e-Services for Business program using the following steps:

1. Visit the e-Services for Business website at https://eddservices.edd.ca.gov.
2. Select “e-Services for Business Login.”
3. Select “Enroll for a username and password.” Once you successfully enroll, an e-mail will be sent to you in order to verify your e-mail address. You must select the link within the e-mail to complete the enrollment process. The link expires in 24 hours. If you do not verify your e-mail address within 24 hours, you will need to restart the enrollment process on the next day.
4. Select the link on the e-mail. An “Enrollment Verification” page will display. The Enrollment Verification page will have links to open a new EDD employer account or you can continue on to e-Services for Business page.
5. On the e-Services for Business page, select “e-Services for Business Login” to enter your established username and password. On your first visit, you will need to complete the one-time authorization process to use e-Services for Business.
6. On the e-Services Authorization page, select “Agent/Employer Representative” as the type of enrollment. Only select “Employer” if you are enrolling as an employer for your own account.

You 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 business, and more.

A. Forgot Your Username?

- Access e-Services for Business Login page.
- Select “Forgot username?”
- Enter first name, last name, e-mail address, and the last four (4) digits of your Social Security Number.
- Answer security questions.
You will then receive an e-mail with a link to confirm your e-mail address. Select the link to complete the username recovery process. The link expires in 24 hours. If you do not respond to the e-mail **within 24 hours**, you will need to restart the username recovery process.

**B. Forgot Your Password?**

- Access e-Services for Business Login page.
- Select “Forgot password?”
- Enter username, first name, last name, e-mail address, and the last four (4) digits of your Social Security Number.
- Answer security questions.

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

For additional information on enrollment for e-Services for Business, refer to the FAQ – e-Services for Business – General Questions or [http://edd.ca.gov/payroll_taxes/faq_-_general_questions.htm](http://edd.ca.gov/payroll_taxes/faq_-_general_questions.htm).

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

**A. View My Profile**

The “View My Profile” from the “I Want To…” section allows you to view and edit your profile information, setup a payment source (add a bank account), add and/or edit a shared bank account, cancel online access, and/or third-party access.

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

1. On the “Accounts” tab, select “My Accounts” or “Other Accounts.”
2. Select the “Account ID” hyperlink for the employer account you want to add the banking information.
3. Select the “Setup” hyperlink next to “Payment Source” label.
4. Enter the bank account information on the required fields.
5. Select the “Save” button.

**C. How to Edit a Bank Account for Specific Employer Account**

1. On the “Accounts” tab, select “My Accounts” or “Other Accounts.”
2. Select the “Account ID” hyperlink for the employer account you want to update.
3. Select the “Edit” hyperlink next to “Payment Source” label.
4. Select the “Change” hyperlink from the “I Want To...” section.
5. Enter the bank account information on the required fields.
6. Select the “Save” button.
D. How to Delete a Bank Account for a Specific Employer Account
   1. On the “Accounts” tab, select the “My Accounts” or “Other Accounts.”
   2. Select the “Account ID” hyperlink on the employer account you want to delete the bank account.
   3. Select the “Edit” hyperlink next to “Payment Source” label.
   4. Select “Delete” from the “I Want To…” section.
   5. Select the “Confirm” button.

E. How to Add a Shared Bank Account
   1. Select “View My Profile” from the “I Want To…” section.
   2. Select the “Other Accounts” tab, then select the “Shared Payment Sources” sub-tab.
   3. Select “Add” tab displayed on menu bar.
   4. Enter the bank account information on the required fields.
   5. Select the “Save” button.

F. How to Edit a Shared Bank Account
   1. Select “View My Profile” from the “I Want To…” section.
   2. Select the “Other Accounts” tab, then select the “Shared Payment Sources” sub-tab.
   3. Select the hyperlink under the “Source Name” column for the account to edit.
   4. Select “Change” from the “I Want To…” section.
   5. Enter the bank account information on the required fields.
   6. Select the “Save” button.

III. Payment Options

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

- Direct Entry
- Attach a Bulk Payment File

Both payment options do not require EFT registration; therefore, you do not need to complete the EFT Authorization Agreement (DE 26) for each of your client’s account.

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 on the payment screen when you make payments. You may use multiple bank accounts to initiate EFT payments.

The Attach a Bulk Payment File option allows agents or payroll services to initiate EFT payments for multiple taxpayers. Bulk filers can transmit DE 88 deposits via 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 initiated and 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’s company identification number, 2282533055, to avoid your tax payment being rejected.

**A. Make a Payment**

1. On the “Accounts” tab, view the “My Accounts” or “Other Accounts.”
2. Select the “Account ID” hyperlink on the account you want to add a payment.
3. Select “Make a Payment” link in the “I Want To…” section.
4. Select a “Payment Method”.
5. Select the “Period” for which you will pay tax.
6. 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 payment source” under “Choose payment source.”
7. Select the “Submit” button.
8. Select “OK” to authorize the payment transaction.
9. Print the confirmation.
10. Select “OK” to close the confirmation window.
11. To view your payment, select the “Requests” tab and select the “Waiting to be Processed” sub-tab.

**B. Make Multiple Payments**

1. Navigate to “Home.” Select “Make Multiple Payments” from the “I Want To…” section.
2. On the “My Accounts” or “Other Accounts” tabs, select “Add Payment” hyperlink to the account you want to make a payment.
3. Select the “Period” hyperlink.
4. Enter the payment information in the required fields.
5. Select the “OK” button.
6. Select the “Submit Payments” button once all payments have been scheduled.
7. Select “OK” to authorize the payment transactions.
8. Print the confirmation.
9. Select “OK” to close the confirmation window.
10. To view your payments, on the “Accounts” tab, select the “Account ID” hyperlink. Then select the “Requests” tab and select the “Waiting to be Processed” sub-tab.
C. To View the Status of a Payment
   1. On the “Accounts” tab, view the “Other Accounts” sub-tab.
   2. Select the “Account ID” hyperlink for the employer account you want to view the status.
   3. Select the “Requests” tab.

D. How to Cancel a Pending Payment
   1. On the “Accounts” tab, view the “Other Accounts” sub-tab.
   2. Select the “Account ID” hyperlink for the employer account you want to view the status.
   3. Select the “Requests” tab and select the “Waiting to be Processed” sub-tab.
   4. Select the hyperlink under the “Title” column for the payment you want to cancel.
   5. Select “Withdraw” link in the “I Want To…” section.
   6. Select “OK” to confirm you want to withdraw or cancel the payment.

V. Attach a Bulk Payment File Option
   1. Navigate to “Home.” Select “Attach a Bulk Payment File” from the “I Want To…” section.
   2. Select “Add Attachment.”
   3. Select the type of file to attach. To transmit DE 88 deposits as a File Attachment, you can use either Comma Separated Value (CSV) or the eXtensible Markup Language (XML) file format. Enter a brief file description.
   4. Use the “Browse” button to locate and open/attach the bulk payment file and select “Save.”
   5. Make error corrections, if necessary. Complete required information.
   6. Submit the file. Immediate confirmation is received on a payment file processed successfully.
## VI. Instructions for CSV File

Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the field position layout in the table below:

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

### 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 (Comma delimited) (*.csv).
- Microsoft Word or Microsoft Notepad, save the file in plain text format (*.txt), then rename the type to *.csv.

### Sample CSV File Layouts

**Sample 1: Using decimal points**

```
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 Data Element Rules.

A. DE 88 ACH Debit Data Elements Rules

<table>
<thead>
<tr>
<th>Schema Tag Name</th>
<th>Description</th>
<th>Field Type</th>
<th>Field Size</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ReturnDataState</td>
<td>This is a unique value supplied by transmitter to identify each return.</td>
<td>N/A</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Must be &lt;ReturnDataState xsi:schemaLocation=&quot;http://www.irs.gov/efile ReturnDataState.xsd&quot; xmlns=&quot;http://www.irs.gov/efile&quot; xmlns:xsi=&quot;http://www.w3.org/2001/XMLSchema-instance&quot;&gt;</td>
</tr>
<tr>
<td>Return Data State.ContentLocation</td>
<td>Use by transmitter to identify the file.</td>
<td>String</td>
<td>N/A</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>ReturnDataState.ReturnHeaderState.ReturnType</td>
<td>Type of return being submitted.</td>
<td>String</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Must be State Payment.</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.PaymentInstrument.PaymentMethodType</td>
<td>Type of payment being submitted.</td>
<td>String</td>
<td>3</td>
<td>Mandatory</td>
<td>Must be DBT.</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.BankAccountNumber</td>
<td>Employer’s bank account number.</td>
<td>AN</td>
<td>1-17</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.AccountType</td>
<td>&quot;1&quot; for Checking or &quot;2&quot; for Savings.</td>
<td>N</td>
<td>1</td>
<td>Mandatory</td>
<td>Must be 1 or 2.</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.PaymentAmount.PaymentAmountTotal</td>
<td>Total amount to be paid with this submission.</td>
<td>N</td>
<td>4-11</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.OriginationDate</td>
<td>Date this payment was originated.</td>
<td>Date Type</td>
<td>10</td>
<td>Mandatory</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.RequestedSettlementDate</td>
<td>Date funds will be debited from bank account.</td>
<td>Date Type</td>
<td>10</td>
<td>Mandatory</td>
<td>Must be 2-90 days in the future from current date. YYYY-MM-DD</td>
</tr>
</tbody>
</table>

DE 154 Rev. 2 (4-13) (INTERNET)
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Description</th>
<th>Field Type</th>
<th>Field Size</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ReturnDataState.StatePayment.PayrollDate</td>
<td>Date of payroll.</td>
<td>Date Type</td>
<td>10</td>
<td>Mandatory</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.TaxPayment.StateEIN.TypeStateEIN</td>
<td>Defines the State Employer Identification Number Type.</td>
<td>String</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Must be Withholding Account No.</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.TaxPayment.StateEIN.StateEINValue</td>
<td>Defines the State Employer Identification Number.</td>
<td>N</td>
<td>8</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.TaxPayment.Taxpayer.Taxpayer.TaxpayerName</td>
<td>Tax Payer Name or Company Name.</td>
<td>String</td>
<td>1-22</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.TaxPayment.TaxTypeCode.StateTaxTypeCode</td>
<td>Tax Type Codes</td>
<td>N</td>
<td>5</td>
<td>Mandatory</td>
<td>01100=Semiweekly SDI/PIT, 01101=Monthly SDI/PIT, 01102=Next-Day SDI/PIT, 01104=Quarterly SDI/PIT, 01300=Quarterly UI/ETT, 20000=Self Assessed Penalty &amp; Interest</td>
</tr>
<tr>
<td>ReturnDataState.StatePayment.TaxPayment.SubCategoryAmounts.SubCategoryAmount</td>
<td>Amount of deposit for each fund.</td>
<td>N</td>
<td>4-11</td>
<td>Mandatory</td>
<td>Need two occurrences for each of the types above.</td>
</tr>
</tbody>
</table>
B. Sample of DE 88 ACH Debit Payment XML File

```xml
  <ReturnDataState xsi:schemaLocation="http://www.irs.gov/efile ReturnDataState.xsd">
    <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>
      </TaxPayment>
    </StatePayment>
  </ReturnDataState>
</MyNamespace>
```
VIII. Common Errors for Bulk Payment

- 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 (UI, DI, ETT, and 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 to Payment Amount Total (only applies to XML file format).
- Duplicate File: This file has already been submitted.
State Data Collector Program – Vendor

Metavante’s Bulk Filer Solution
I. Register to Use Metavante’s Bulk Filer Solution

In order to use Metavante’s Bulk Filer Solution, payroll agents must register with Metavante and create their own unique Bulk Filer ID to be used when sending their payment transactions. In addition, each of their clients must be registered as an employer with the EDD, assigned an employer account number, and enrolled in the EFT ACH Debit Program (by submitting a completed DE 26) before a payment will be accepted.

Let’s get started using Metavante’s Bulk Filer Solution!

- From the EDD e-Services for Business page, [https://eddservices.edd.ca.gov](https://eddservices.edd.ca.gov), select “Electronic Funds Transfer,” then select “Bulk Filer Solution” link for Reporting Agents.

  Or

- Go to [www.paycalifornia.com/edd](http://www.paycalifornia.com/edd), then select “Bulk Filers.”

II. Login and Registration

A. New Bulk Filers

- You must register on the Bulk Filer portal.

In order to view all payments made by your organization, all users must use the same Bulk Filer Identification (ID) and password.

- On Bulk Filer Login page, select “Click Here.”
  1. Enter your company name, address, and phone number.
  2. Create a Bulk Filer ID using 6-16 characters with no special characters. The Bulk Filer ID is case sensitive.
  3. Create a password using 8-12 characters with at least one number (0-9). The password is case sensitive and can contain alphanumeric and special characters.
  4. Select a security question and enter your answer.
  5. Enter your contact name, e-mail address, and direct phone number. The e-mail address is required to:
     - Retrieve the password.
     - Retrieve the Bulk Filer ID.

An e-mail notification will be sent to the Bulk Filer with the e-mail address on file in the Account Profile.

  6. Select “Create Profile.”

This profile will be reviewed and approved before payments can be submitted. Any future correspondence regarding your account will be conducted through e-mail. Account approval takes approximately four to six hours after submission and you will be notified via e-mail.
B. Returning Bulk Filers

- Enter your established Bulk Filer ID and password.
- Select “Login.”
  - The “File History” page will appear.

You are required to enter your Bulk Filer ID and password every time to access the Bulk Filer Solution.

C. Forgot Your Bulk Filer ID?

- Enter your e-mail address; select “Continue.”
- Your chosen security question will appear.
  - Enter your answer. Select “Continue.”
- Your answer is authenticated.
  - Your established Bulk Filer ID will be shown at the bottom of the page.
- You will be notified via e-mail of any changes to your Bulk Filer ID profile.

D. Forgot Your Password?

- Enter your e-mail address and established Bulk Filer ID. Select “Continue.”
- Your chosen security question will appear.
  - Enter your answer. Select “Continue.”
- Once your answer has been authenticated, enter and re-enter a new password.
  - Create a password using 8-12 characters with at least one number (0-9). The password is case sensitive and can contain alphanumeric and special characters.
  - Select the “Save New Password” button.
  - After your password has been updated, you will receive the following message: “Your password has been successfully changed.”
- You will be notified via e-mail of any password changes.

Your account will automatically be locked out after three unsuccessful log in attempts. For assistance, contact Customer Service at 800-554-7500.

E. Account Profile

- From the left margin of the “File History” page (first page after log in), select the “Account Profile” link.
  - Change or update information in the appropriate field. The last update date and time will appear in the upper right hand corner.
  - Select “Update Profile.”
    - After your Account Profile has been updated, you will receive the following message: “Your contact information has been updated successfully.”
    - You will also receive an e-mail that your profile has been updated.
    - Please keep your updated information secured.

You may change or update your account profile information at any time.
III. File History

The “File History” page is the Landing Page; this is the first page displayed after you successfully log in.

- The “File History” lists the last 15 files submitted. Previously submitted files can be viewed by using the next (>>) or previous (<<) button.
  - Provides a search engine for previously submitted files for up to two years.
  - Shows details and status of the files submitted through the Bulk Filer Solution by selecting and single-clicking on file name.
  - Other payment methods used (e.g., Web payer, phone, Just Pay It payment option) will not appear in the File History.
  - Allows correction of records within a file (Upload status only).
  - Allows deletion of a file (Upload status only).

**File status and description on “File History” page:**

<table>
<thead>
<tr>
<th>File Status</th>
<th>Description</th>
</tr>
</thead>
</table>
| Uploaded    | This status is displayed when the file is uploaded by the Bulk Filer using the option:  
  - Upload a New File.  
  - Upload Payments in Grid. |
| Submitted   | This status is displayed when the Bulk Filer submits the file. |
| Processed   | This status is displayed once the payments are generated (reference number is assigned to the payments). |
IV. Make Payments Using the Upload Payments in Grid Function

The Upload in Payments in Grid function allows you to make payments for each of your client’s account on screen using a grid. The grid provides a standard format for key-entering payroll information. The grid accepts a maximum of 50 payments per file.

1. Select the Upload Payments in Grid
   - Select the “Upload Payments in Grid” link on left margin of the “File History” page.

2. Choose Agency and Payment Type
   - Select “EDD” from the drop-down menu as the agency for the upload.
   - Select one of the Tax Types from drop-down menu. The drop-down menu has three tax types:
     o State Disability Insurance (SDI) and California Personal Income Tax (PIT).
     o Unemployment Insurance (UI) and Employment Training Tax (ETT).
     o Miscellaneous – Self Assessed Penalty and Interest.
   - Select “Next” and the Enter Payments page will appear.
   
   Each of your clients must be a registered employer with the EDD with an assigned account number and enrolled in the EFT ACH Debit Program before a payment can be accepted.

3. Input payments
   - Create a file name with a maximum of 20 characters with no file extension. A file name must begin with the alpha character (e.g., abc070209).
   - Input employer account number (without dashes) and security code.
   - Select Deposit Schedule from the drop-down list.
   - Input Pay Date, Bank Debit Date, and Payment Amounts.
   - Review the entered payroll information.
   - Select the “Validate Payments” button. The system only validates the values entered in the respective fields and will display error or warnings as applicable.
   - Correct payment information, if necessary.
   
   To delete the line, choose a blank selection in the Deposit Schedule menu, highlight each field, and delete each field separately.

4. Upload Payments
   - Select the “Create File and Upload” button. System response will ask to confirm file creation and upload.
     o Select the “Confirm File Creation and Upload” button to upload the payments.
     Or
     o Select “Cancel” to abort the file upload.
   
   After selecting the “Confirm File Creation and Upload” button, the system will redirect back to the “File History” page. The “File History” page will show the status of your file: Upload Date and Time, Total Records Submitted, Total Records Accepted, Total Records Error Out, File Status. The file status should appear “Uploaded.” Only files in “Uploaded” status can be modified or deleted.
5. Submit Payments

- Select the file name 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 the file upload status, the number of records uploaded, accepted, errored out, the total dollar amount, agency, your company name, time and date of upload, with the number of the file record and payment information entered and the file status.
  - To view the Error log, select the “Click here” button next to the Total Records Errored Out field. The “Bulk Filer Upload – Error Log Details” page will appear.
    - Single-click on the errored payment line result to display an errored payment detail record. A “View/Modify Payment Details – Errored Record” page will display.
    - For more information of the error message, see Section VIII. Common Errors.
- “View Payment Details” will show details of payment.
  - Select a payment record to view payment record detail.
- Review the file detail: modify, correct, or delete amount entered, if necessary.

Payments cannot be modified online once a file has been submitted. Bulk Filers can contact Customer Service at 800-554-7500, before 3 p.m., Pacific Time (PT), to cancel a payment for a next-day debit.

- Select the “Submit File” button.
  - After selecting the “Submit File” button, the system response will confirm the submission of the file for processing.
  - To submit the file for processing, select the “Submit File” button again.
  - To cancel the file, select the “Cancel File Submission” button.
  - After selecting the “Submit File” button, 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.”

Submitted files are processed every hour to generate payment records and payment reference numbers in the database.
### Payment status and description on File History and Bulk Filer Upload – File Detail

<table>
<thead>
<tr>
<th>File Status/Payment Status</th>
<th>Description</th>
<th>Actions Allowed to Perform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uploaded</td>
<td>This status is displayed when the file is uploaded by the Bulk Filer using the option:</td>
<td>• Modify the Payment from the File.</td>
</tr>
<tr>
<td></td>
<td>• Upload a New File.</td>
<td>• Delete a Payment from the File.</td>
</tr>
<tr>
<td></td>
<td>• Upload Payments in Grid.</td>
<td>• Payment View.</td>
</tr>
<tr>
<td>Submitted</td>
<td>This status is displayed when the Bulk Filer submits the file.</td>
<td>Payment View.</td>
</tr>
<tr>
<td>Processed</td>
<td>This status is displayed once the payments are generated. File submittal is completed. (Note: All payments must have a reference number.)</td>
<td>Payment View.</td>
</tr>
</tbody>
</table>

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

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

A payment with a reference number completes your transaction.

Payments **completed** before 3 p.m. (PT) settle the following business day.
V. Upload and Submit Payment Files Using the File Importing Function

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

Part A. EDD Default Format File Definition (GovOne Bulk Filers)

**Note:** The EDD Default Format File Definition is for registered Bulk Filers using the GovOne PC Software before June 30, 2009. For new registered Bulk Filers, please skip to **Part B – Delimited File Format Definition** (Page 21) or **Part C – Fixed File Format Definition** (Page 24).

1. Select the “Upload a New File” link on left margin of the “File History” page. The “Upload Tax Payments” pop-up window will appear. (**Note:** If your browser has a pop-up window block feature, you must disable it for this session.)

2. Select the “File Definition,” **EDD Default Translation – MM/DD/YY** for current GovOne file format, and select “Continue” to go to the “Upload Tax Payments – File Selection” page.

3. Select the “Browse” button, and select the file to be uploaded. (**Note:** The file name should include alphanumeric characters; e.g., abc123.)

4. Select the “Upload File” button. The “Upload Tax Payments – Confirmation” page will display, and you will also receive an e-mail notification.

5. 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.


7. The “Bulk Filer File Upload – File Details” page shows the file upload status, number of records uploaded, accepted, errored out, total dollar amount, agency, company name, time and date of upload, number of the file record, payment information entered, and the file status.

8. Any uploaded files with errors will appear in the error log. To view the errors, select on the “View Error Log” link. See Section VIII. Common Errors.

9. Single-click on the errored payment line result to display an errored payment detail record. A “View/Modify Payment Details – Errored Record” page will display. You may make any changes and select “Save Changes” or to delete the payment, select the “Delete Payment” button.

10. Go to the “Bulk Filer File Upload – File Details” page and select the **Submit File** button to complete the transaction. A reference number will appear shortly on the “Bulk Filer File Upload – File Details” page and your transaction is completed. (**Note:** Once the file is submitted, the payment file may not be edited or modified.)
Part B. Delimited File Format Definition.

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

   a. Select the “Upload a New File” link on left margin of the “File History” page, and the “Upload Tax Payments” pop-up window will appear. (*Note*: If your browser has a pop-up window block feature, you must disable it for this session.)

   b. Select the “File Upload Definition” link and the “File Upload Definition – Description” page will display.

   c. Enter a definition name.

   d. Enter a description.

   e. Select the File Type: “Delimited” (a delimited file is a flat text file consisting of data items separated by a specific character).

   f. Select “State Agency: CA Employment Development Department (EDD).”

   g. Select “Continue,” and the “File Upload Definition – Characteristics” page will display.

   h. Select a field delimiter: comma, dash, semi-colon, or tab.

   i. Select a date format.

   j. Select the “Continue” button, and the “File Upload Definition – Field Properties” page will display.

   k. Enter the numeric order (position number) of the fields as they should appear in the upload file. See the following example:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax type</td>
<td>1</td>
</tr>
<tr>
<td>Agency account number</td>
<td>2</td>
</tr>
<tr>
<td>Security code</td>
<td>3</td>
</tr>
<tr>
<td>Payment date</td>
<td>4</td>
</tr>
<tr>
<td>Bank debit date</td>
<td>5</td>
</tr>
<tr>
<td>Amount 1 (State Disability Insurance (SDI), Unemployment Insurance (UI) or penalty amount.)</td>
<td>6</td>
</tr>
<tr>
<td>Amount 2 (Personal Income Tax (PIT), Employment Training Tax (ETT) or interest amount.)</td>
<td>7</td>
</tr>
</tbody>
</table>

   l. Select the “Add File Definition” button and the “File Upload Definition – Confirmation” page will display.

   m. You may edit detail information by selecting the “Edit” link on each section, or select the “Upload Tax Payments” link to go to the “Upload Tax Payments” page. The new file definition will appear on the file definitions list.
2. Create a Delimited Payment file.
   a. Open a new document from Microsoft Notepad or Microsoft Word.
   b. Enter the data according to the field position of your Delimited File type, separated by a Field Delimiter (e.g., comma). See example below (Print View):

<table>
<thead>
<tr>
<th>Tax type (see below)</th>
<th>Security code</th>
<th>Bank debit date (MMDDYY)</th>
<th>Amount 2 ($150.25)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01100,xxxxxxxx,1111,052709,060109,50.25,150.25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Agency account number | Payment date (MMDDYY) | Amount 1 ($50.25)
   |----------------------|--------------------------|-------------------|

   c. The following is a list of the Tax Type Codes:

<table>
<thead>
<tr>
<th>TAX TYPE CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code: SDI / PIT Codes:</td>
</tr>
<tr>
<td>01100</td>
</tr>
<tr>
<td>01101</td>
</tr>
<tr>
<td>01102</td>
</tr>
<tr>
<td>01104</td>
</tr>
<tr>
<td>UI / ETT Code:</td>
</tr>
<tr>
<td>01300</td>
</tr>
<tr>
<td>P&amp;I Code:</td>
</tr>
<tr>
<td>20000</td>
</tr>
</tbody>
</table>

   IMPORTANT:
   All tax payments must include a decimal point. For example: a tax payment of $50.25 should be in the format 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.

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

   01100,xxxxxxxx,1111,052709,060109,50.25,150.25
   01300,xxxxxxxx,1111,063009,060109,25.30,200.25

   e. Save the file in a plain text format (*.txt). (Note: The file name should include alphanumeric characters; e.g., abc123.txt.)
3. **Upload and Submit a Delimited Payment File.**
   a. Select a Delimited File Definition.
   b. Select the “Continue” button and the “Upload Tax Payments – File Selection” page will display.
   c. Select the “Browse” button and select the file to be imported. (Note: The file must be in a Plain Text Format, *.txt, using alphanumeric characters; e.g., abc123.txt.)
   d. Select the “Upload File” button. The “Upload Tax Payments – Confirmation” page will display and you will also receive an e-mail notification.
   e. 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.
   f. Select the file name from the “File History” page and the “Bulk Filer File Upload – File Details” page will appear.
   g. The “Bulk Filer File Upload – File Details” page shows the file upload status, the number of records uploaded, accepted, errored out, the total dollar amount, agency, your company name, time and date of upload, number of the file record and payment information entered, and the file status.
   h. Any uploaded files with errors will appear in the error log. To view the errors, select on the “View Error Log Click here” link. See Section VIII. Common Errors for more information.
   i. Single-click on the errored payment line result to display an errored payment detail record. A “View/Modify Payment Details” page will display. You may make any changes and select the “Save Changes” button. To delete the payment, select the “Delete Payment” button.
   j. Go to the “Bulk Filer File Upload – File Details” and select the **Submit File** button to complete the transaction. A reference number will appear shortly on the “Bulk Filer File Upload – File Details” page. (Note: Once the file is submitted, the payment file may not be edited or modified.)

4. **Edit a Delimited File Upload Definition**
   a. Select the name of the file definition you wish to edit. The “File Upload Definition Detail” page will display.
   b. Select the “Edit” link associated with the detail information you wish to change.
   c. The associated “Edit File Upload Definition” page will display.
   d. Edit the information if needed.
   e. Select the “Save changes” button and the “File Upload Definition Detail” page will display.

5. **Delete a Delimited File Upload Definition**
   a. Select the name of the file definition you wish to delete. The “File Upload Definition Detail” page will display.
   b. Select the “Delete file definition” link. The “Delete File Definition – Verification” page will display.
   c. Select “Delete.” The “Delete File Definition – Confirmation” page will display. (Note: The file definition cannot be recovered if deleted.)
Part C. Fixed File Format Definition.

1. Create a Fixed File Upload Definition.
   a. Select the “Upload a New File” link on left margin of the “File History” page and the “Upload Tax Payments” pop-up window will appear. (Note: If your browser has a pop-up window block feature, please disable it for this session.)
   b. Select the “File Upload Definition” link, the “File Upload Definition – Description” page will display.
   c. Enter a definition name.
   d. Enter a description.
   e. Select the File Type: “Fixed” (a “Fixed” file is a file where a field length is the same in each record).
   f. Select “State Agency: CA Employment Development Department (EDD).”
   g. Select “Continue” and the “File Upload Definition – Characteristics” page will display.
   h. Choose a “Date format” from the drop-down menu.
   i. Enter the field properties. See the example below:

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

   j. Select the “Add File Definition” button. The “File Upload Definition – Confirmation” page will display.
   k. You may edit detail information by selecting the “Edit” link on each section, or return to “Upload Tax Payments” page. The new file definition will appear on the name list.
2. **Create a Fixed Payment File**
   
a. Open a new document from Microsoft Notepad or Microsoft Word.

b. Enter your data according to the field position of your Fixed File type. See the example below: *(Note: View in Print Layout, date format is MMDDYY.)*

   01101xxxxxxxx12340529090602090000025.2500000150.00

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

   - Tax Type (5 positions) – 01101
   - Agency account number (8 positions) – xxxxxxxx
   - Security code (4 positions) – 1234
   - Pay Date (6 positions) – 052909
   - Bank Debit Date (6 positions) – 060209
   - Amount 1 (11 positions, must include zero placeholders) ($25.25) – 00000025.25
   - Amount 2 (11 positions, must include zero placeholders) (150.00) – 00000150.00

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

   01300xxxxxxxx12340630090602090000050.5500000040.45
   01102xxxxxxxx11110529090602090000020.7500000105.00
   01104xxxxxxxx43210529090602090000015.2500000350.00

d. Save the file in a Plain Text Format (*.txt). *(Note: The file name should include alphanumeric character; e.g., abc123.txt.)*

3. **Upload and Submit a Fixed Payment File.**
   
a. Select a Fixed File Definition.


c. Select the “Browse” button, and select the file to be imported. *(Note: The file must be in a Plain Text Format *.txt.)*

d. Select the “Upload File” button. The “Upload Tax Payments – Confirmation” page will display and you will also receive an e-mail notification.

e. 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.

f. Select the file name from the “File History” page and the “Bulk Filer File Upload – File Details” page will appear.

g. The “Bulk Filer File Upload – File Details” page shows the file upload status, the number of records uploaded, accepted, errored out, the total dollar amount, agency, your company name, time and date of upload, number of the file record and payment information entered, and the file status.

h. Any uploaded files with errors will appear in the error log. To view the errors, select the “View Error Log Click here” link. See Section VIII. Common Errors for more information.

i. Single-click on the errored payment line result to display an errored payment detail record. A “View/Modify Payment Details” page will display. You may make any changes and select the “Save Changes” button. To delete the payment, select the “Delete Payment” button.

j. Go to the “Bulk Filer File Upload – File Details” and select the “Submit File” button to complete the transaction. A reference number will appear shortly on the “Bulk Filer File Upload – File Details” page. *(Note: Once the payment file is submitted, the payment file may not be edited or modified.)*
4. Edit a Fixed File Upload Definition
   a. Select the name of the file definition you wish to edit. The “File Upload Definition Detail” page will display.
   b. Select the “Edit” link associated with the detail information you wish to change. The associated “Edit File Upload Definition” page will display.
   c. Edit the information if needed.
   d. Select the “Save changes” button and the “File Upload Definition Detail” page will display.

5. Delete a Fixed File Upload Definition
   a. Select the name of the file definition you wish to delete. The “File Upload Definition Detail” page will display.
   b. Select the “Delete file definition” link. The “Delete File Definition – Verification” page will display.
   c. Select “Delete.” The “Delete File Definition – Confirmation” page will display. (Note: The file definition cannot be recovered if deleted.)
VI. Payment Inquiry

The Payment Inquiry allows you to locate payment(s) by search criteria and provides search filters to locate a specific transaction. (Note: Multiple search filters can be applied at the same time.)

- Select the “Payment Inquiry” link on the navigation menu located left margin of the page.
- Enter payment information in the search fields and select “Search.”
- Search payment results and status will appear in the table.
- Search results can be sorted by ascending or descending order by selecting the “+” button next to the row heading to sort.
- Single-click on the payment line result to view payment details.
  - Select the “Back” button to return to “Payment Inquiry” page.
- Select the “Export File” button to export the search payment inquiries.
  - You may save the export file into a plain text format (*.txt). Please see page 29 on how to read exported file layout.
- Note: Only payments submitted through Bulk Filer Solution can be viewed. Other payment methods will not appear in the inquiry.

Payment status and description on Payment Inquiry page:

<table>
<thead>
<tr>
<th>Payment Status</th>
<th>Description</th>
<th>Actions Allowed to Perform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>The payment is scheduled for a debit on 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.</td>
<td>Payment View</td>
</tr>
<tr>
<td>Scheduled</td>
<td>The payment is scheduled for debit in the future and may still be canceled.</td>
<td>Payment View</td>
</tr>
<tr>
<td>Processed</td>
<td>The payment is processing on the ACH network and may no longer be canceled.</td>
<td>Payment View</td>
</tr>
<tr>
<td>Paid</td>
<td>The payment was processed successfully.</td>
<td>Payment View</td>
</tr>
<tr>
<td>Canceled</td>
<td>The payment is canceled by Bulk Filer.</td>
<td>Payment View</td>
</tr>
<tr>
<td>Rejected</td>
<td>The payment was processed on the ACH network, but was denied.</td>
<td>Payment View</td>
</tr>
</tbody>
</table>
VII. Export Payments to a File

The export functionality allows you to confirm that payments (up to 100,000 transactions) have been submitted and processed. Additionally, the export functionality provides processing information such as storing the reference numbers of the payments, avoids submission of duplicate payments, and provides selected filter capability, such as date range, payment status, etc. The export functionality will only be available when the file is in “Processed” status.

A. Export a File

- Access the “File History” page.
  - Select the file to be exported. The “Bulk Filer File Upload – File Details” page will display.

- Select the “Export File” button.

The export file functionality is available when the file is in the Processed status. Only Scheduled, Submitted, or Paid transactions can be exported. Other transactions with the Error, Cancelled, or Rejected status cannot be exported. Other EFT payment methods submitted (e.g., Web Payer, phone, Just Pay It payment option) will not be included in the export file.

- The message prompt will ask, “Do you want to open or save this file?”

- You may Open or Save the file into your location. (Note: The Output file is not encrypted.)

Output files with over 5,000 records will be in a zipped format. Output files with fewer than 5,000 records will not be in a zipped format. The export functionality is capable of producing an exported file up to 100,000 records.

- Name – The name of the file will be similar to the file name that was submitted and processed.
  - Example: If the processed file name is “EDDpayroll.txt,” then the output file name will be “EDDpayroll.exp.”

- Windows will prompt a message: “Windows cannot open this file.”

- Choose the radio button: “Select the program from a list.”

- Choose Microsoft Notepad as the default program to open this kind of file.

- See the next page for the guide to view the Export EDD Default Layout format.
B. Export Range of Payments

You can download a range of payments for a given filter value.

- Access the “Payment Inquiry” page.
- Enter search criteria to list payments using at least one of these required fields: Agency Account Number, Reference Number, Payment Type, Payment Amount, Payment Submission Date, Bank Debit Date, Status, or Agency.
  - When using Date Range for a search, the date range has to be within 120 calendar days.
- The search result can be exported by selecting the “Export Results” button. (Note: The Output file is not encrypted.)
  - The console will not allow exports of more than 20,000 records.
- Output files over 5,000 records will automatically be zipped. Output files less than 5,000 records will not be zipped.
- Name – The name of the file will include date and time when the export file is created.
  - Example: An export file created on July 9, 2009, at 3:08 p.m. (PT) will have a file name of “CBF20090709150800.exp.”
- How to read the Export EDD Default Layout format: Open the Microsoft Notepad program and turn on the “Status Bar” from the “View Menu.” (Note: Save the export file in Plain Text Format *.txt.)

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Format</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State Abbreviation (CA)</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Authority Code (0055)</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Account number (eight digit number)</td>
<td>8</td>
</tr>
<tr>
<td>25</td>
<td>Tax Type Code</td>
<td>5</td>
</tr>
<tr>
<td>45</td>
<td>DI, UI, or Penalty Amount</td>
<td>13</td>
</tr>
<tr>
<td>68</td>
<td>PIT, ETT, or Interest Amount</td>
<td>13</td>
</tr>
<tr>
<td>219</td>
<td>Total Dollar Amount</td>
<td>13</td>
</tr>
<tr>
<td>235</td>
<td>Pay Date (MM/DD/YYYY)</td>
<td>10</td>
</tr>
<tr>
<td>299</td>
<td>Bank Debit Date (MM/DD/YYYY)</td>
<td>10</td>
</tr>
<tr>
<td>309</td>
<td>Submission Date (MM/DD/YYYY)</td>
<td>10</td>
</tr>
<tr>
<td>319</td>
<td>Reference Number</td>
<td>8</td>
</tr>
</tbody>
</table>
VIII. Common Errors

1. ERROR MESSAGES: You may not proceed to next step if the error is not corrected (applies to both “Upload a New File” and “Upload Payments in Grid” function).

   **Tax Type entered is invalid. This payment cannot be fixed or corrected.**
   You must enter the correct Tax Type Code (see page 22).

   **Employer account number is not on the EFT database.**
   Invalid employer account number cannot be accepted. Contact the EDD e-Pay Unit at 916-654-9130 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.**
   Please choose a date within 90 days from today or use the calendar icon to select valid debit dates.

   **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.

   **If the payment is entered after 3 p.m. (PT), the bank debit date will be the second business day.**
   Choose the next-day debit date.

   **The bank account debit date is a weekend or holiday.**
   Choose a bank debit date that is not a weekend or holiday.

   **Employer account number starting with “8” should have zero DI amount.**
   Please enter 0.00 for SDI amount. For more information, contact the Taxpayer Assistance Center at 888-745-3886.

   **Employer account number starting with “8” should have no UI and ETT amounts.**
   For more information, contact the Taxpayer Assistance Center at 888-745-3886.

2. WARNING MESSAGES: View or modify the payment file in the “View/Modify Payment Details” page, by double-clicking on the “Save Changes” button and then select the “Back to Submit File” button to proceed to the next step. (**Note:** This warning message applies to the “Upload a New File” function.)

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

“This is a duplicate payment. Duplicate payments cannot be submitted through bulk filer console. Please modify the payment to submit it for processing.”

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., Just Pay It payment option, Web Payer, phone) to submit duplicate/identical payment information.

4. **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 significantly cause inaccurate payment amounts in your tax payment file.