Employment Development Department
State of California

Electronic Funds Transfer

Bulk Filer Setup Guide

Business e-Services
Employment Development Department

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I. What Is a Bulk Filer?

A **Bulk Filer** is an agent or payroll service who uses the Electronic Funds Transfer (EFT) Automated Clearing House (ACH) Debit method to electronically pay payroll tax deposits (DE 88), to the Employment Development Department (EDD) on behalf of multiple taxpayers. A Bulk Filer must be registered with EDD's data collector to create their service's/company's unique Bulk Filer ID to be used for all of their EFT payment transactions. *Each of their clients must be registered as an employer with EDD with an assigned employer account number and be enrolled in the EFT ACH Debit Program before a payment will be accepted using the Bulk Filer Solution.*

Since 1993, the State of California has administered the EFT Program for state tax payments, where agents and payroll services were required to use software provided by the State's data collector to make ACH Debit payments for their clients. On July 1, 2009, the State of California implemented a new statewide contract with a new data collector to provide a Web-based Bulk Filer Solution for EDD's agents and payroll services that eliminate the need for the software and modem method.

The Bulk Filer Solution is a secure and efficient method for Bulk Filers to make DE 88 payments for their clients. The application process requires an initial registration setup that is self-directed. This process will provide a few edit prompts that will ensure accurate payment information. The EDD has endeavored to make the registration and transmission processes as simple as possible without compromising security. This guide is intended to provide more detailed information to help you through the process. You may access the same information through our Web site at **www.edd.ca.gov/payroll_taxes**, under "Forms & Publications," select "DE 154" or for additional assistance, call the EFT Helpline at (916) 654-9130.

The EDD recommends using Internet Explorer (IE) 6.0 or above, and/or Mozilla Firefox 3.5 and Safari 3.2.

For more information on software and system requirements visit: **https://secure.paycalifornia.com/soc/FAQ.html.**

Let's get started!

- From the EDD/e-services page, **https://eddservices.edd.ca.gov**, select "EFT," then select "Bulk Filer Solution" link for Reporting Agents.

Or

- Go to **www.paycalifornia.com/edd**, then select "Access to Bulk Filer Solution."

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 telephone 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 alpha numeric and special characters.

  4. Select a Security Question and enter your answer.

  5. Enter your contact name, e-mail address, and direct telephone 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. Click "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 alpha numeric and special characters.
  - Click on 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 login 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 Login), click 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.
  - Click “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 login.

- 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 (i.e., Web payer, telephone, *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:

File Status	Description
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

- Click the "Upload Payments in Grid" link on left margin of the "File History" page.

2. Choose Agency and Payment Type

- Select "EDD" from the dropdown menu as the agency for the upload.
- Select one of the Tax Types from dropdown menu. The dropdown menu has three tax types:
  - State Disability Insurance (SDI) and California Personal Income Tax (PIT)
  - Unemployment Insurance (UI) and Employment Training Tax (ETT)
  - Miscellaneous - Self Assessed Penalty and Interest.
- Click "Next" and the Enter Payments page will appear.

Each of your clients must be a registered employer with 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 (i.e., abc070209).
- Input employer account number (without dashes) and security code.
- Select Deposit Schedule from the dropdown list.
- Input Pay Date, Bank Debit Date, and Payment Amounts.
- Review the entered payroll information.
- Click 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**

- Click the “Create File and Upload” button.
  System response will ask to confirm file creation and upload.
  - Click the “Confirm File Creation and Upload” button to upload the payments.

  Or

  - Click “Cancel” to abort the file upload.
- After clicking 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, click 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 Appendix A
- “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 banking day debit.

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

<u>Payment status and description on File History and Bulk Filer Upload – File Detail</u>

File Status/Payment Status	Description	Actions Allowed to perform
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	- Modify the Payment from the File - Delete a Payment from the File - Payment View
Submitted	This status is displayed when the Bulk Filer submits the File.	Payment View
Processed	This status is displayed once the payments are generated. File submittal is completed. (**Note**: All payments must have a reference number.)	Payment View

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

1) **Upload the file.**
2) **Submit the file.**
3) **The file is processed with a reference number.**

"Processed" **files should have a reference number assigned to the payment. A payment with a reference number <u>completes</u> your transaction.**

Payments <u>completed</u> 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 Format (Page 9)** or **Part C – Fixed Format (Page 13).**

1. Click 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 click “Continue” to go to the “Upload Tax Payments – File Selection” page.

3. Click the “Browse” button, and select the file to be uploaded. (**Note**: The file name should include alpha-numeric characters; i.e., abc123.)

4. Click 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.

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

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, click on the “View Error Log” link. See Appendix A.

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 click on the “Save Changes” or to delete the payment, click on the “Delete Payment” button.

10. Go to the “Bulk Filer File Upload - File Details” page and click on 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. Click 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. Click 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 the “State Agency: CA Employment Development Department (EDD).”

g. Click “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. Click 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:

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

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

m. You may edit detail information by clicking the “Edit” link on each section, or click on 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 Notepad or Microsoft Word.

b. Enter the data according to the field position of your Delimited File type, separated by a Field Delimiter (i.e., comma). See example below (Print View):

01100,xxxxxxxx,1111,052709,060109,50.25,150.25

Tax type, (see below)

Agency Account, Number

Security Code,

Payment date, (MMDDYY)

Bank debit date, (MMDDYY)

Amount 1, ($50.25)

Amount 2 ($150.25)

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

TAX TYPE CODES	
Code:	**Description:**
SDI / PIT Codes:	
01100	Semi-weekly Deposits
01101	Monthly Deposits
01102	Next Banking Day Deposits
01104	Quarterly SDI / PIT Deposits
UI / ETT Code:	
01300	Quarterly UI / ETT Payment
P&I Code:	
20000	Self-Assessed Penalty & Interest Payments

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 alpha-numeric characters; i.e., abc123.txt.)

3. Upload and Submit a Delimited Payment File.

a. Select a Delimited File Definition.

b. Click the "Continue" button and the "Upload Tax Payments – File Selection" page will display.

c. Click the "Browse" button and select the file to be imported. (**Note**: The file must be in a Plain Text Format, *.txt, using alpha-numeric characters; i.e., abc123.txt.)

d. Click 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, click on the "View Error Log Click here" link. See Appendix A 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 click on the "Save Changes" or to delete the payment, click on the "Delete Payment" button.

j. Go to the "Bulk Filer File Upload – File Details" and click on 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 **<u>not</u>** 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. Click 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. Click 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. Click the “Delete file definition” link. The “Delete File Definition – Verification” page will display.

c. Click “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. Click 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. Click 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 the “State Agency: CA Employment Development Department (EDD).”

g. Click “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:

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

j. Click the “Add File Definition” button. The “File Upload Definition – Confirmation” page will display.

k. You may edit detail information by clicking 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 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 alpha-numeric character; i.e., abc123.tx.t)

3. **Upload and Submit a Fixed payment file.**

   a. Select a Fixed File Definition.

   b. Click “Continue.” The “Upload Tax Payments – File Selection” page will display.

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

   d. Click 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, click on the "View Error Log Click here" link. See Appendix A 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 click on the "Save Changes" or to delete the payment, click on the "Delete Payment" button.

j. Go to the "Bulk Filer File Upload – File Details" and click on 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 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. Click 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. Click 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. Click the "Delete file definition" link. The "Delete File Definition – Verification" page will display.

c. Click "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.)

- Click the "Payment Inquiry" link on the navigation menu located left margin of the page.
- Enter payment information in the search fields and click "Search."
- Search payment results and status will appear in the table.
- Search results can be sorted by ascending or descending order by clicking the "+" button next to the row heading to sort.
- Single click on the payment line result to view payment details.
  - Click the "Back" button to return to "Payment Inquiry" page.
- Click on 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 18 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:

Payment Status	Description	Actions Allowed to perform
Submitted	The payment is scheduled for a debit on the next banking day. The payment may still be canceled if performed prior to 3 p.m., PT, of the banking day before the debit date.	Payment View
Scheduled	The payment is scheduled for debit in the future and may still be canceled.	Payment View
Processed	The payment is processing on the ACH network and may no longer be canceled.	Payment View
Paid	The payment was processed successfully.	Payment View
Canceled	The payment is canceled by Bulk Filer.	Payment View
Rejected	The payment was processed on the ACH network, but was denied.	Payment View

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.
- Click 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 (i.e., Web payer, telephone, *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 **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 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 “CBF20090709170800.exp.”
- **How to read the Export EDD Default Layout format:** Open the **Notepad** program and turn on the “Status Bar” from the “View Menu.” (**Note**: Save the export file in Plain Text Format *.txt.)

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

Appendix A

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 10).

   Employer account number is not on the EFT database
   Invalid Employer account number cannot be accepted. Contact EDD helpline (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 next bank day.
   Choose the next banking 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 clicking on the "Save Changes" button *twice* and then click on 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 no, enter the correct amounts.

   UI amount should be greater than ETT amount.
   If this is correct, proceed to next step. If no, enter the correct amounts.

   Penalty amount should be greater than Interest amount.
   If this is correct, proceed to next step. If no, enter the correct amounts.

Appendix A (continued)

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, telephone) to submit duplicate/identical payment information.

4. **Special characters in the Upload Tax Payments function:** Special characters (i.e. +, -, *, #, %, $, 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.