Employment Development Department
State of California

Electronic Funds Transfer Bulk Payment Guide

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This publication provides instructions and detailed information to submit bulk Automated Clearing House (ACH) Debit *Payroll Tax Deposits* (DE 88) using EDD's e-Services for Business or the GovOne/First Data website.

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For information regarding the EDD tax program and online forms, visit the EDD website (edd.ca.gov).

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For information about tax preparation, payment options, and customer service questions, call us from 8 a.m. to 5 p.m., Pacific time (PT), Monday through Friday.

Taxpayer Assistance Center
1-888-745-3886

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The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-888-745-3886 (voice). TTY users, please call the California Relay Service at 711.

I. e-Services for Business Options

The EDD has the following electronic options for submitting a bulk payment file:

- Upload a Bulk Payment File via e-Services for Business
- Federal/State Employment Taxes (FSET) – Bulk Transmissions
- Direct Entry

A. e-Services for Business Enrollment

To use e-Services for Business, you must register and create a username and password. Payroll agents or Taxpayer Representatives can establish their own username and password to make electronic funds transfer (EFT) payments on behalf of their clients.

We have online video tutorials available to assist you with registering for e-Services for Business. Refer to "Create a Username and Password to Enroll in Employer Services Online (YouTube)" on our website at **edd.ca.gov/Payroll_Taxes/e-Services_for_Business_Tutorials.htm**.

Payroll agents or taxpayer representatives may add access to their clients' accounts after they have completed the e-Services for Business authorization process. This will allow you to view and manage your clients' accounts, file returns and reports, make payments, register a new business, and more.

For additional information on enrollment for e-Services for Business, go to **edd.ca.gov/Payroll_Taxes/e-Services_for_Business**.

B. Bulk Payment Options

Attach a Bulk Payment File allows payroll agents or taxpayer representatives to initiate EFT payments for multiple taxpayers. Bulk payers can transmit DE 88 payments online using either the Comma Separated Value (CSV) or the eXtensible Markup Language (XML) file format.

1. Instructions for Uploading a Payment File

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

1. Select **More…**
2. Select **Bulk Payment File**.
3. Select the file format.
   - CSV – see instructions for CSV on page 3.
   - XML, ZIP – see instructions for XML file on page 4.
4. Select **Add Attachment**.
5. Select **Choose File** to locate and attach the bulk payment file, then select **OK**.
6. If an error message appears, make correction before re-attaching the file.
7. Select **Next**.
8. Enter contact information.
9. Select **Next**.

10. Enter contact address information.
11. Select **Submit** to upload the file.
12. Select **OK** when asked, “Are you sure you want to submit this request?”.
13. Print the confirmation.
14. Select **OK** to close the confirmation window.

2. CSV File Format

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

Field Name	Length	Format	Position (Column)
Employer Account Number	8	Numeric	1
Pay Date (Payroll Date)	8	MMDDYYYY	2
Bank Debit Date	8	MMDDYYYY	3
Deposit Schedule: M: Monthly N: Next day Q: Quarterly S: Semiweekly	1	Alpha – Must select one (M, N, Q, S). M: Monthly N: Next business day Q: Quarterly S: Semiweekly	4
Bank Routing Number	9	Numeric	5
Bank Accounting Number	n/a	Numeric	6
Bank Account Type	2	Alpha – Must be one of (C, s, PC, PS) C: Business checking S: Business savings PC: Personal checking PS: Personal savings	7
Unemployment Insurance Amount	n/a	Dollar Amounts = 52.00 (Example) Zero Dollar Amounts = 0.00 or 0	8
Employment Training Tax Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	9
State Disability Insurance Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	10
Personal Income Tax Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	11
Penalty Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	12
Interest Amount	n/a	Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0	13

Important

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

- Dollar amounts must be formatted as 52.00.

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

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

If the payment file is created in:

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

Sample CSV File Layouts

- Sample 1, using decimal points for zero-dollar amounts:

  12345678,12302010,12312010,M,121000358,12345,C,50.00,0.00,15.15,100.88,0.00,0.00

- Sample 2, using no decimals for zero-dollar amounts:

  12345678,12302010,12312010,M,121000358,12345,C,50.00,0,15.15,100.88,0,0

3. XML File Format

We use the same XML payment schema as the Federal/State Employment Taxes (FSET) program. The FSET program provides a standardized method for making tax payments and reporting employment tax and wage information in XML through a web-service based application-to-application transmission platform. For more information, visit Federal/State Employment Taxes (FSET) Bulk Transmissions.

A separate XML file must be created for each payment. The tax type codes that are based on your deposit schedule are shown below for reference.

- 01100=Semiweekly SDI and PIT
- 01101=Monthly SDI and PIT
- 01102=Next day SDI and PIT
- 01104=Quarterly SDI and PIT
- 01300=Quarterly UI and ETT
- 01301=DIVP and 0.00
- 20000=Self-assessed penalty and interest

The *DE 88 ACH Debit XML Data Element Rules* table below provides the elements to develop an XML file for the DE 88. In addition, a sample file is provided following the table.

a. DE 88 ACH Debit XML Data Element Rules

Schema Tag Name	Description	Field Type	Field Size	Required	Comments
ReturnDataState		N/A	N/A	Mandatory	Must be <ReturnDataState xsi:schemaLocation="http://www.irs.gov/efile ReturnDataState.xsd" xmlns="http://www.irs.gov/efile" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
Return Data State.ContentLocation	Used by transmitter to identify the file.	A/N	1-30	Mandatory	
ReturnDataState.ReturnHeaderState.ReturnType	Type of return being submitted.	String	N/A	Mandatory	Must be StatePayment.
ReturnDataState.StatePayment.PaymentInstrument.PaymentMethodType	Type of payment being submitted.	String	3	Mandatory	Must be DBT.
ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.RoutingTransitNumber	Bank ABA routing number.	N	9	Mandatory	
ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.BankAccountNumber	Employer's bank account number.	A/N	1-17	Mandatory	
ReturnDataState.StatePayment.PaymentInstrument.ACHDebit.AccountType	"1" for checking or "2" for savings.	N	1	Mandatory	Must be 1 or 2.
ReturnDataState.StatePayment.PaymentAmount.PaymentAmountTotal	Total amount to be paid with this submission.	N	4-11	Mandatory	

DE 88 ACH Debit XML Data Element Rules (continued)

Schema Tag Name	Description	Field Type	Field Size	Required	Comments
ReturnDataState.StatePayment.OriginationDate	Date this payment was originated.	Date	10	Mandatory	YYYY-MM-DD
ReturnDataState.StatePayment.RequestedSettlementDate	Date funds will be debited from bank account.	Date	10	Mandatory	Must be 2-90 days in the future from current date. YYYY-MM-DD
ReturnDataState.StatePayment.PayrollDate	Date of payroll.	Date	10	Mandatory	YYYY-MM-DD
ReturnDataState.StatePayment.TaxPayment.Taxpayer.StateEIN.TypeStateEIN	Defines the State Employer Identification Number type.	String	N/A	Mandatory	Must be WithholdingAccountNo.
ReturnDataState.StatePayment.TaxPayment.Taxpayer.StateEIN.StateEINValue	Defines the State Employer Identification Number.	N	8	Mandatory	
ReturnDataState.StatePayment.TaxPayment.Taxpayer.TaxPayerName	Taxpayer Name or Company Name.	String	1-22	Mandatory	
ReturnDataState.StatePayment.TaxPayment.TaxTypeCode.StateTaxTypeCode	Tax type codes.	N	5	Mandatory	01100=Semiweekly SDI/PIT, 01101=Monthly SDI/PIT, 01102=Next-Day SDI/PIT, 01104=Quarterly SDI/PIT, 01300=Quarterly UI/ETT, 01301=DIVP/0.00 20000=Self Assessed Penalty & Interest
ReturnDataState.StatePayment.TaxPayment.SubCategoryAmounts.SubCategoryAmount	Amount of deposit for each fund.	N	4-11	Mandatory	Need two occurrences for each of the types above. For DE 3D, the 2nd deposit must be 0.00.

b. Sample DE 88 ACH Debit Payment XML File


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

c. DE 88 XML Error Codes

Error Code (Rule #)	Error Messages
1.1	Invalid Account Number: Cannot find account.
1.2	Invalid Field: PayrollDate cannot be more than 5 months in the future.
1.3	Invalid Field: RequestedSettlementDate must be within 90 days of today's date.
1.4	Invalid Account Type: DE 88 only filed by Employment Tax, IHSS, and SEF Accounts.
1.5	Invalid Field: Account must be subject to all funds being paid (UI, DI, ETT, PIT).
1.6	Invalid Field: RequestedSettlementDate cannot be next business day when submitted after 3:00pm PT.
1.7	Invalid Field: RequestedSettlementDate cannot be today or in the past.
1.8	Invalid Bank Account: Missing
2.1	Invalid Field: PayrollDate cannot be more than 12 months in the past.
2.15	Account Cannot be Reinstated, Registration Needed.
2.2	Invalid Field: RequestedSettlementDate cannot be a weekend or bank holiday.
2.3	Invalid Total: SubCategoryAmounts must total to PaymentAmountTotal.
2.4	Invalid Account Type: Wire payments are only filed for IHSS accounts.

C. Direct Entry Payment Option

1. How to View the Status of a Submission:

1. Log into e-Services for Business.
2. Go to **More…**
3. Select **Search Submissions**
4. Select the title of the submission.

2. How to View Payments for a Specific Account:

1. Log into e-Services for Business.
2. Select the employer account you want to view a payment.
3. Select **View My Payments**.

3. How to Cancel a Pending Payment:

Payment files that have not been processed can be withdrawn before 3 p.m. PT.

1. Log into e-Services for Business.
2. Go to **More…**
3. Select **Search Submissions**.
4. Select the title of the submission.
5. Select **Withdraw**.
6. Select **Yes** to confirm you want to delete the submission.
7. Select **OK** to close the confirmation window.

To cancel a single payment submitted in a Bulk Payment file that has not settled, submit a written request with the following information:

- EDD employer payroll tax account number
- Business legal name
- Payroll date
- Payment amount
- Submission date
- Settlement date
- Signature
- Requestor contact information (name, title, phone, and fax number)

Important: Payments can be cancelled if your request is received and processed **before 3 p.m. Pacific time** on the day before the settlement date.

Please fax the request to 1-916-319-1079.

II. State Data Collector GovOne/First Data Option

A. Enrollment for New Bulk Filers using GovOne/First Data

In order to use the First Data's bulk filers' solution, a bulk filer username and password is required. In addition, an *Electronic Funds Transfer (EFT) New Enrollment Request* (DE 26) is required. This form must be completed by the taxpayer and grants a payroll agent or taxpayer representative access to make EFT payments on their behalf using the GovOne/First Data website.

After the DE 26 is processed the employer will receive instructions for completing the enrollment process directly on the GovOne/First Data website. Once you have this information, visit govone.com/PAYCAL, select the **EDD** box, and then select **Bulk Filers**. You will also find the User Guide on the top menu options.

For additional information and FAQ's regarding Bulk Filers visit govone.com/PAYCAL/BULK/Help/FAQ.

B. Bulk Payment Options in GovOne/First Data

1. Grid Function

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

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

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

1. Visit **govone.com/PAYCAL** – select **Bulk Filers**, and log in.
2. Select **Upload Payments in Grid** at the top of any page.
3. Choose the agency and tax type.
   - Select **EDD** as the agency for the upload from the drop-down menu.
   - Select one of the tax types from the drop-down menu. The drop-down menu has six options:
     - Semi-weekly
     - Monthly
     - Next bank day
     - Quarterly
     - Quarterly Unemployment Insurance and Employment Training Tax
     - Self-Assessed Penalty and Interest
   - Select **Next** to view the **Enter Payments** page.
4. Input the payments needed for each client.

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

5. View Upload File Details and Edit Uploaded Payment
   - Select **View** from the **File History** page and the **File Details** page will appear.
     - The **Bulk Filer File Upload - File Details** page shows:
       i. The file upload status
       ii. Total records submitted, accepted, or errored out
       iii. Agency
       iv. File name
       v. Upload time and date
       vi. Submission date and time
       vii. Total records accepted
       viii. Total records errored out
       ix. File status
       x. View details.

     NOTE: Payments cannot be modified online once a file has been submitted. Bulk filers can contact First Data Customer Service at 1-800-554-7500 before 3 p.m., Pacific Time, to cancel a payment for a next-day debit.
   - Review the payment status of your file on the **File History** screen.
   - The file status should show as **Uploaded**.
   - Select **Select here** next to **To view error log**.

- Enter the EDD account number and select **Search**.
- Select the **arrow** for the file you want to view.
- Review the file detail and modify or correct the amount(s), if necessary.

  NOTE: Only records or files with **Uploaded** status can be edited or deleted. Payments cannot be edited once submitted. If the uploaded file has an error (for example, incorrect payment amount), then you will need to correct the record and re-upload the entire file.
- After correcting errors in the file, select **Submit File** at the bottom of the **Bulk Filer File Upload - File Details** page and select **Yes** to confirm.

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

Important:

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

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

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

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

File Status/Payment Status	**Description**	**Actions Allowed to Perform**
Uploaded	File is uploaded by the bulk filer using the options: • Upload New File • Upload Payments in Grid	Edit the payment from the file Delete a payment from the file View payment details
Submitted	Bulk filer submits the file.	View payment details
Processed	File has been uploaded and submitted.	View payment details
Duplicate	File was previously uploaded.	View payment details
Deleted	File is cancelled/deleted by user.	View payment details
Rejected	File could not be processed.	View payment details
Completed with failure	File was processed but one or more payments failed.	View payment details
Completed with success	File is processed with no errors.	View payment details

2. File Importing Function

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

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

a. Delimited File Format Definition

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

1. Create a Delimited File Upload Definition

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

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

- Go to **govone.com/PAYCAL**, select **Bulk Filers**, and log in.
- Select **Upload File** at the top of the page.
- Select **Manage File Definition** and Create File Definition page will display.

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

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

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

2. Edit a Delimited File Upload Definition

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

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

3. Delete a Delimited File Upload Definition

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

4. Create a Delimited Payment File

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

01100,xxxxxxxx,1111,052716,060116,50.25,150.25

Tax type (see below)
Agency account number
Security code
Payment date (MMDDYY)
Bank debit date (MMDDYY)
Amount 1 ($50.25)
Amount 2 ($150.25)

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

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

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

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

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

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

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

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

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

6. **Review and Correct Files with Errors**

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

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

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

b. Fixed File Format Definition

1. Create a Fixed Payment File

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

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

  01101xxxxxxxx123405291606021600000025.2500000150.00

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

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

  NOTE: Amounts must include zeros as placeholders.

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

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

  01300xxxxxxxx123406301606021600000050.5500000040.45
  01102xxxxxxxx111105291606021600000020.7500000105.00
  01104xxxxxxxx432105291606021600000015.2500000350.00

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

2. Edit a Fixed File Upload Definition

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

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

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

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

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

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

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

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

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

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

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

6. **Reviewing and Correcting Files with Errors**

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

C. Payment Inquiry

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

- Go to **govone.com/PAYCAL**, select the Bulk Filers link, and log in.
- Select **Payment Inquiry** at the top of the **File History** page.
- Select **California Employment Development Department** from the Agency drop-down menu.
- Enter payment information in the search fields and select **Search**.
- Search results and status will appear in the table.
- Select the **View/Cancel** button on the result to view payment details.
- You may select **Export to File** to export the search payment inquiries in order to keep a record of a specific payment.

  NOTE: Only payments submitted through the bulk filer solution can be viewed. Other payment methods will not appear in the inquiry.

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

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

D. File History

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

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

See details and the status of files submitted by selecting the **View** link.

Only payments made through the Bulk Filer Option appear on this page. Payments made by other methods (for example, Web, phone, One-Time Pay [OTP] payment option) will not appear in the file history.

This page allows the correction of records within a file (Upload status only).

This page allows the deletion of a file (Upload status only).

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

File Status	Description
Uploaded	File has been successfully uploaded and is available for editing or submission. This status is displayed when the file is uploaded by the bulk filer using the options: Upload a New File. Upload Payments in Grid.
Submitted	File has been submitted and can no longer be edited.
Processing	This status is displayed once the payments are generated (A confirmation number is assigned to each payment in the file).
Completed with success	File has been uploaded, submitted, and all payments processed successfully.
Completed with failure	File has been uploaded and submitted, but one or more payments failed.
Duplicate	This status is displayed if the file was previously uploaded.
Rejected	File was rejected due to a failure of the processing rules.
Error	An internal error occurred on the file.

E. Common Errors

A. Error Messages

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

- **Tax type entered is invalid. This payment cannot be fixed or corrected.**
  You must enter the correct tax type code.

- **Employer account number is not in the EFT database.**
  An invalid employer account number cannot be accepted. Contact the EDD Taxpayer Assistance Center at 888-745-3886 for assistance.

- **Invalid pay date.**
  The pay date cannot be older than 12 months or greater than five months from the current business day.

- **Invalid bank account debit date.**
  Choose a date within 90 days from today or use the calendar icon to select a valid debit date.

- **Invalid quarter end date entered.**
  For quarterly UI, ETT, DI, and PIT, the allowed pay dates are 03/31/YYYY, 06/30/YYYY, 09/30/YYYY, or 12/31/YYYY.

- **Since daily cut off time (3 pm PT) passed, Debit Date should be > Tomorrow date.** Enter a debit date of the next business day or later.

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

B. Warning Messages

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

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

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

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

C. Duplicate Payments

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

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

D. Special Characters in the Upload Tax Payments Function

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