District of Columbia Employer Tax System (DCETS) Download/Upload Agent UI Payment Allocation File Specifications

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1. Brief Description

In the Agent Self Service Portal of DCETS, agents can submit a single payment which is applied to the UI Program balances of multiple client-employers' accounts. If an agent chooses to submit payment for multiple employers, they must first indicate how they want the single payment to be allocated to several employer accounts. This is done by creating a payment allocation within the DCETS system. Agents may manually allocate payments or submit a payment allocation file. This document contains instructional information and file specifications used to create a payment allocation file. Agents who previously used the ESSP system to manage their clients' Unemployment Insurance (UI) Tax within the District will be familiar with this process.

There are two payment allocation files: an agent payment allocation file ***download*** (agent pulls the file from the system to enter allocation details) and an agent payment allocation file ***upload*** (agent uploads the completed file to the system).

The download file contains basic information about the agent's clients:

- Employer UI Account Number for all active clients
- Total amount due for each client
- Amount due for the most recently completed calendar quarter for each client

Agents may select among the following file types for download:

- A file that contains only those clients that have a power of attorney on file with DOES.
- A file that contains only those clients that were in the wage report file – you will be required to enter the confirmation number(s) of the report(s).
- A file that contains only those clients that have a power of attorney on file with DOES AND those clients that were in the wage report file – you will be required to enter the confirmation number(s) of the report(s). Note: This option will provide the population of employers who were reported in the wage report file that have an active POA on file. Please note, any employers included in a wage file who do not have an active POA on file will not be included.

The upload file contains the same elements as the download file with one more element added:

- Amount of payment to be allocated to this employer in column E of the file as entered by the agent. Note that the payment amounts for individual employers should not exceed the total outstanding debt for that employer.

Agents may download the file from the 'Agent Download Center' within the DCETS system, modify the file to add the amount they would like to pay for each client, and then upload the file. After the allocation file is uploaded, the agent can make a payment and the system will allocate the total payment among clients based on the amounts in the uploaded payment allocation file.

2. Download Payment Allocation File Specifications

This download file is generated by the DCETS System by navigating to the 'Agent Download Center' of the agent portal and selecting the option to download a payment allocation file. The file layout is below:

2.1. Summary Section – Row 1

This row contains the file summary information (Beginning at Column A, Row 1)

FILE SUMMARY INFORMATION – ROW 1		
Column	Column Name	Column Description
A1	Record Identifier	Will always be "1" This cell indicates the summary row This cell will be prepopulated when Download File is generated by the DCETS.
B1	Agent ID	Contains the Agent ID assigned by the DCETS system This cell will be prepopulated when Download File is generated by DCETS
C1	Total Number of Records in the File	Contains the total number of Detail Rows contained in the file (number of client employers included in the file) This cell will be prepopulated when Download File is generated by DCETS

2.2. Detail Section – Remaining Rows

These rows will contain information about the separate employer accounts. Each row will contain the Employer ID number as well as debt information. An example of the file is below the table. (Beginning at Column A, Row 2)

FILE DETAIL INFORMATION – BEGIN AT ROW 2		
Column	Column Name	Column Description

FILE DETAIL INFORMATION – BEGIN AT ROW 2		
A2	Record Identifier	Will always be "2" This cell will be prepopulated when Download File is generated by DCETS
B2	Employer Account Number	Contains the Employer Account Number assigned by the DCETS system for which the Agent will be allocating a payment amount This cell will be prepopulated when Download File is generated by DCETS
C2	Total Amount Due	Contains the total amount of unpaid Unemployment Insurance (UI) Program debt for the Employer listed in Column B. This is a currency field and will contain decimals. This field will not contain commas or special characters. Example: $1,000.23 will be displayed as 1000.23 This cell will be prepopulated when Download File is generated by DCETS.
D2	Amount Due for Most Recent Quarter	Contains the amount of unpaid Unemployment Insurance (UI) Program debt for the most recent completed quarter. This is a currency field and will contain decimals. This field will not contain commas or special characters. Example: $1,000.23 will be displayed as 1000.23 This cell will be prepopulated when Download File is generated by DCETS
E2	Payment Allocation Amount	This column is empty in the Download File. This column should be edited by the Agent and will contain the desired payment allocation amount to be applied to the Employer listed in Column B d. This field is empty when Download File is generated by DCETS

3. Payment Allocation File for Upload Specifications

This incoming file is submitted through the Agent Self-Service Portal via the online screens. It will be a comma separated file that contains payment allocation amounts for each employer for whom the agent is authorized to make payments. If the Agent has chosen to download a file from the DCETS system, they must update Column E with the payment allocation information and save the file. Agents may also upload a file to the system without first generating a download file. The uploaded file must match the specifications listed below.

3.1. Summary Section – Row 1

This row contains the file summary information (Beginning at Column A, Row 1)

FILE SUMMARY INFORMATION – ROW 1		
Column	**Column Name**	**Column Description**
A1	Record Identifier	Will always be "1" This cell indicates the summary row This cell will be prepopulated when Download File is generated by DCETS
B1	Agent ID	Contains the Agent ID assigned by the DCETS system This cell will be prepopulated when Download File is generated by DCETS
C1	Total Number of Records in the File	Contains the total number of Detail Rows contained in the file (number of client employers included in the file) This cell will be prepopulated when Download File is generated by DCETS

3.2. Detail Section – Remaining Rows

These rows will contain information about the separate employer accounts. Each row will contain the Employer ID number as well as debt information. An example of the file is below the table. (Beginning at Column A, Row 2)
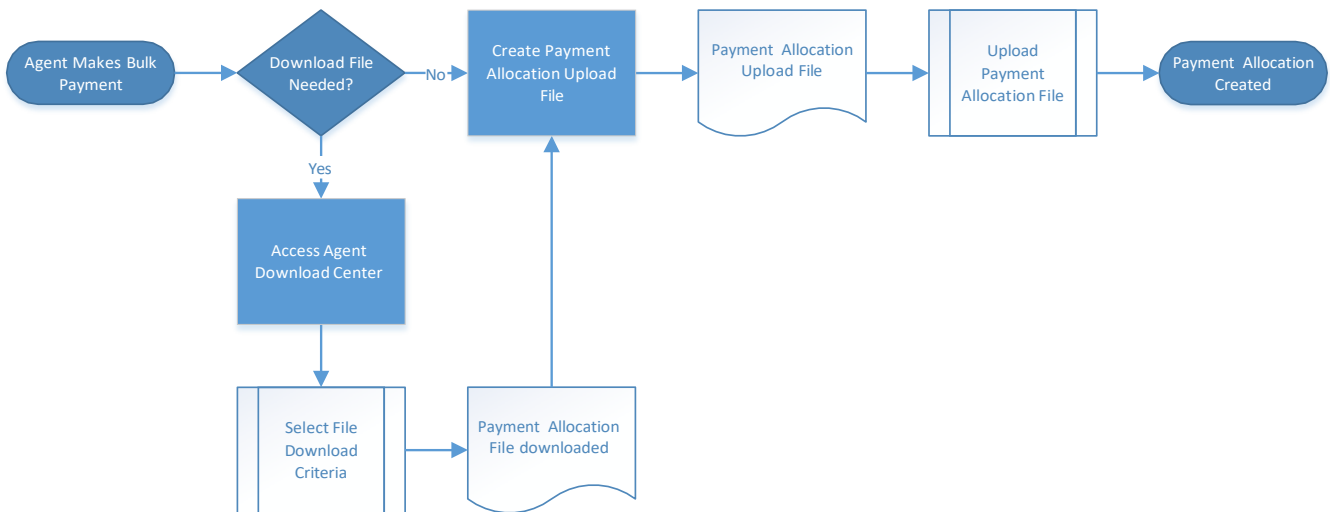
FILE DETAIL INFORMATION – BEGIN AT ROW 2		
Column	**Column Name**	**Column Description**
A2	Record Identifier	Will always be "2" This cell will be prepopulated when Download File is generated by DCETS
B2	Employer Account Number	Contains the Employer Account Number assigned by the DCETS system for which the Agent will be allocating a payment amount This cell will be prepopulated when Download File is generated by DCETS
C2	Total Amount Due	Contains the total amount of unpaid Unemployment Insurance (UI) Program debt for the Employer listed in Column B. This is a currency field and will contain decimals. This field will not contain commas or special characters. Example: $1,000.23 will be displayed as 1000.23 This cell will be prepopulated when Download File is generated by DCETS
D2	Amount Due for Most Recent Quarter	Contains the amount of unpaid Unemployment Insurance (UI) Program debt for the most recent completed quarter. This is a currency field and will contain decimals. This field will not contain commas or special characters. Example: $1,000.23 will be displayed as 1000.23 This cell will be prepopulated when Download File is generated by DCETS

FILE DETAIL INFORMATION – BEGIN AT ROW 2		
E2	Payment Allocation Amount	This column will contain desired payment allocation amount to be applied to the Employer listed in Column B This is a currency field and will contain decimals. This field will not contain commas or special characters Amount entered must have 2 or less decimal places (i.e. xxx.xx or xxx.x) Note: If the entered payment amount is more than $100.00 greater than the total amount due for the employer in column B, the file will be rejected. Example: If Agent wants to allocate $325.76 of their total payment to the associated employer, will be displayed as 325.76 This field is empty when Download File is generated by DCETS

3.3. Agent Payment Allocation by File Process Flow

4. File Layout Sample

File samples are shown below.

4.1. Payment Allocation Download File

1	Agent ID	2	4821	
2	Employer Account Number	45.65	45.65	
2	Employer Account Number	52.8	52.8	

4.2. Payment Allocation Upload File

1	Agent ID	2	4821	
2	Employer Account Number	45.65	45.65	10.50
2	Employer Account Number	52.81	52.81	52.81

5. File Validations

When a Payment Allocation File is uploaded by an Agent, the system will perform the following validations when processing the file in real-time

FILE VALIDATIONS	
Validation 1	• Verify the File Layout 　○ If file layout is invalid, file is rejected and system displays "uploaded file is in incorrect format" when Error hyperlink selected from upload field.
Validation 2	• Verify the Agent ID included in the file matches the Agent ID who submitted the file

Validation 3	- Verify all employer account numbers in column B2 are valid DCETS EANs. a. Verify distinct EANs listed for each row in column B2 (duplicate check)

FILE VALIDATIONS	
Validation 4	- Verify the payment amount entered in Column E is no more than $100.00 greater than the total amount of unpaid debt associated to the EAN listed in column B of same row. a. If payment amount entered in Column E is greater than $100.00 more than associated EAN's total unpaid debt, reject upload and display error message: "Payment amount cannot exceed $100.00 greater than total amount due for employer account."
Validation 5	Verify the file uploaded to make UI Program payments does not contain the "PFL Indicators"
Validation 6	a. Column E populated for all detail rows i. All payment amounts in column E2 have 2 or less decimal places (xxx.xx or xxx.x) ii. If amount listed in E2 is 0.00, system ignores the row when determining payment total iii. If amount listed in E2 is negative value, system rejects upload and displays error message "payment amount must be greater than 0.00"

6. Other Notes and Attachments

No other notes or attachments are identified for this interface.