

*CEO Treasury Information Reporting - Controlled Disbursement
Presentment Reporting*

User guide

Together we'll go far



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About This Guide

Use this guide to learn about your Wells Fargo Controlled Disbursement online presentment reporting options.

- *Controlled Disbursement Summary Report*
- *Controlled Disbursement Detail Report*
- *Intraday Composite Report*
- *Alerts*

To learn about the features and options available to you through Wells Fargo's Treasury Information Reporting service, go to the Treasury Information Reporting customer resource site at:

<https://wellsoffice.wellsfargo.com/ceopub/prc/trsry-info-rptg/index.jsp>

Perfect Presentment customers can learn about the *CEO Fraud Manager* application by navigating to the Fraud Manager customer resource site at:

<https://wellsoffice.wellsfargo.com/ceopub/prc/fraud-mgr/index.jsp>

Accessing Your Presentment Reporting on the *CEO* Portal

To access your presentment reporting on the *CEO* portal:

1. Go to <https://wellsoffice.wellsfargo.com>. The *CEO* portal sign-on page displays. Enter the following information, then select **Sign On**.
 - Company ID
 - User ID
 - Password

The screenshot shows the Wells Fargo Commercial Electronic Office (CEO) sign-on page. At the top, there is a navigation bar with the Wells Fargo logo, followed by links for Personal, Small Business, and Commercial. The Commercial link is highlighted. Below the navigation bar, the page title "Commercial Electronic Office®" is displayed in orange. To the left, there is a "Sign On" form with fields for Company ID, User ID, and Password, each with an associated input box. A "Sign On" button is located below the password field. To the right of the sign-on form, there are three promotional sections: "The new face of authentication: Yours" (Introducing CEO Mobile® biometrics), "CEO Mobile®" (Approve payments using your tablet or smartphone), and "Wells Fargo Commercial Services" (Not yet enrolled in our commercial Internet services? Discover the power of the CEO® business portal today.). At the bottom of the page, there are links for Privacy, Security & Legal, About Wells Fargo, Careers, Terms of Use, and Accessibility, along with a copyright notice: "© 1999 - 2016 Wells Fargo. All rights reserved."

2. The CEO portal home page displays. Select **Treasury Information Reporting**.

The screenshot shows the Wells Fargo CEO Home page. At the top, there's a navigation bar with 'WELLS FARGO', 'CEO® Home ▾', 'Support', and 'Sign Off'. Below the navigation, a message says 'Welcome Henry Wells, WELLS FARGO | You have 15 unread messages.' On the left, there's a sidebar with links like 'ACH Deletes & Reversals Online', 'ACH Fraud Filter', 'ACH Inquiry', 'ACH Payments', 'Basic Banking' (with 'View Account Details' and 'Transfer Funds' buttons), 'Sweep Statements and Confirmations', 'Trade', 'Treasury Information Reporting' (which has a red arrow pointing to it), 'Quick Reports', 'Trust Information Delivery', 'Trust Portfolio Reporting', 'Wells Capital Management', 'WellsTAX ® Payments', 'Wire Transfer', and 'Wires' (with a 'Pending Payments' button). On the right, there's a 'Account Balances' section showing two accounts: 'XXXXXX7280 ALPHA ACCOUNT (USD)' and 'XXXXXX5693 BETA ACCOUNT 1 (USD)'. Both accounts show a closing collected balance of \$3,348,879.75 and an opening available balance of \$3,348,879.75.

3. The Run Report page displays. Choose the report you want to run and select **Run**.

The screenshot shows the 'Run Report' page for 'Controlled Disbursement Summary'. The page includes fields for 'Report' (selected 'Controlled Disbursement Summary'), 'Format' (set to 'Excel'), 'Accounts' ('1 of 1 selected'), 'Date' (set to 'Current Business Day'), and date range ('From 06/16/2016' and 'To 06/16/2016'). At the bottom, there are 'Additional Criteria' buttons for 'Run', 'Save', and 'Reset'.

Controlled Disbursement Summary Report

Wells Fargo's Controlled Disbursement Summary report displays presentment totals and adjustment activity for your accounts, providing complete check funding requirements for the day.

Important Information

Wells Fargo recommends using the Controlled Disbursement Summary report only for information concerning your check presentment totals. Use the Intraday Composite report to monitor your ACH and wire activity (see the Intraday Composite report section for more information).

| Controlled Disbursement Summary Report | | | | |
|--|--|---|---|----------------------------------|
|  As of 10/17/20XX CUSTOMER ID: ABCD123 OPERATOR ID: DEMO123 Commercial Electronic Office® | | WIDGETS, INC. 10/17/20XX 05:13 PM ET Treasury Information Reporting | | |
| A | Currency: USD Bank: 000009000 Account: 207990000000(FL) | WELL'S FARGO BANK, N.A. Widgets, Inc. | | |
| B | Prior Day Funding Adjustments First Presentment Second Presentment Adjustment | Processing Time 02:00:51 AM ET 08:03:18 AM ET 09:42:01 AM ET 08:03:18 AM ET | Debit Amount .00 190,090.17 .00 .00 | Number of Items 0 110 0 |
| Total Net Presentment | | 190,090.17 | | 110 |
| C | Currency: USD | Processing Time | Debit Amount | Number of Items |
| D | Prior Day Funding Adjustments First Presentment Second Presentment Adjustment | | .00 190,090.17 .00 .00 | 0 110 0 |
| E | Total Net Presentment | 190,090.17 | | 110 |
| ---- END OF REPORT ---- | | | | |

Controlled Disbursement Summary Report Elements

| | |
|----------|--|
| A | Bank: RTN |
| B | Prior Day Funding Adjustments: Items reported in this field are those that posted to your account after the previous business day's last presentment reporting. Should late checks post to your accounts, you will see a credit to your Controlled Disbursement account for the amount of all late posted checks, preventing your account from being overdrawn as a result of late posted checks. The following day Wells Fargo reverses this credit including these Prior Day Funding Adjustments with your presentment totals/funding requirements. |
| C | First Presentment / Second Presentment: Displays the processing time, debit amount, and number of items for your first and second presentments. ACH debits processed prior to the presentment deadline are included in your presentment totals on the Controlled Disbursement Summary report. |
| D | Adjustment: Includes any miscellaneous adjustments to your funding totals, including: <ul style="list-style-type: none">Opening Ledger BalanceMiscellaneous Credits or Debits Note: Presentment reporting is based on the account's opening ledger balance; any opening balance is netted against presentments. |
| E | Total Net Presentment: Amount that will be debited from your funding account. |

Report Specifications

Formats

- View in HTML or PDF
- Download in BAI v2, comma-delimited (CSV) or Excel format

Data Retention

The standard data retention storage period is seven (7) days.

Reported BAI Codes*

| Code | Description |
|------------|------------------------------|
| 587 | Prior Day Funding Adjustment |
| 583 | First Presentment |
| 584 | Second Presentment |
| 602 | Adjustment |
| 585 | Total Net Presentment |

* These codes display in BAI v2 download only.

Note: ACH debits processed prior to the presentment deadline are included in your presentment totals in BAI codes 583, 584, and 585.

Controlled Disbursement Detail Report

Wells Fargo's Controlled Disbursement Detail report provides details of all checks that are presented for payment against your account. You can obtain detail for a single date or range of dates.

Important Information

Wells Fargo recommends using the Controlled Disbursement Summary report (and not this Detail report) to obtain presentment totals for the following reasons:

- The Controlled Disbursement Detail report is designed for check activity only and will not display other item types, such as ACH debits, received prior to final presentment.
- The Controlled Disbursement Detail report contains only detailed check information.

| Controlled Disbursement Detail Report | | | | | |
|--|---------------|-------------------|---|-------------|------------|
| As of 10/17/20XX CUSTOMER ID: ABCD1234 OPERATOR ID: DEMO123 Commercial Electronic Office® | | | WIDGETS, INC. 10/17/2016 05:14 PM ET Treasury Information Reporting | | |
| A | B | C | WELLS FARGO BANK, N.A. Widgets, Inc. | | |
| Value Date | Time Reported | Reference No. | Tran Type | Description | Amount |
| 10/17/20XX | 08:02 AM ET | 000333348 | 475 | CHECK PAID | 76,402.00 |
| 10/17/20XX | 08:02 AM ET | 000333384 | 475 | CHECK PAID | 23,304.09 |
| 10/17/20XX | 08:02 AM ET | 000333349 | 475 | CHECK PAID | 10,059.80 |
| 10/17/20XX | 08:02 AM ET | 000333395 | 475 | CHECK PAID | 10,013.38 |
| 10/17/20XX | 08:02 AM ET | 000333383 | 475 | CHECK PAID | 5,868.00 |
| 10/17/20XX | 08:02 AM ET | 000333324 | 475 | CHECK PAID | 4,500.00 |
| 10/17/2016 | 08:02 AM ET | 000333396 | 475 | CHECK PAID | 3,451.55 |
| 10/17/20XX | 08:02 AM ET | 000333325 | 475 | CHECK PAID | 3,000.00 |
| 10/17/2016 | 08:02 AM ET | 000333377 | 475 | CHECK PAID | 2,820.00 |
| 10/17/20XX | 08:02 AM ET | 000333358 | 475 | CHECK PAID | 2,656.85 |
| 10/17/20XX | 08:02 AM ET | 000333386 | 475 | CHECK PAID | 2,500.00 |
| 10/17/20XX | 08:02 AM ET | 000333304 | 475 | CHECK PAID | 2,000.00 |
| 10/17/20XX | 08:02 AM ET | 000333382 | 475 | CHECK PAID | 1,356.46 |
| 10/17/20XX | 08:02 AM ET | 000333390 | 475 | CHECK PAID | 1,333.74 |
| 10/17/20XX | 08:02 AM ET | 000333301 | 475 | CHECK PAID | 1,242.04 |
| 10/17/20XX | 08:02 AM ET | 000333397 | 475 | CHECK PAID | 1,188.25 |
| 10/17/20XX | 08:02 AM ET | 000333378 | 475 | CHECK PAID | 43.44 |
| 10/17/20XX | 08:02 AM ET | 000333302 | 475 | CHECK PAID | 33.94 |
| 10/17/20XX | 08:02 AM ET | 000333360 | 475 | CHECK PAID | 15.00 |
| Totals for Account 2079900000000 | | No. of Items: 110 | | Amount: | 190,090.17 |
| Totals for Currency USD 10/17/20XX | | No. of Items: 110 | | Amount: | 190,090.17 |
| ---- END OF REPORT ---- | | | | | |

Controlled Disbursement Detail report elements

| | |
|---|--|
| A | Bank: RTN. |
| B | Reference Number: Presented checks' serial number. |
| C | Tran Type and Description: BAI code 475 – Checks Paid. |

Report Specifications

Formats

- View in HTML or PDF
- Download in BAI v2, comma-delimited (CSV) or Excel format

Data Retention

- Standard storage: 7 days
- Optional extended storage: 30, 60 or 90 days

Reported BAI Codes

| Code | Description |
|------|-------------|
| 475 | Checks Paid |

Intraday Composite Report

Wells Fargo's Intraday Composite report (IDC) provides you with a comprehensive picture of current-day (not yet posted) information for all your accounts, including your Controlled Disbursement accounts as well as your normal commercial checking accounts.

Important Information

The information on the HTML/PDF versions of the report is organized into three sections:

- Balances **A**
- Summaries **B**
- Transactions **C**

Note: You can view all of these sections or any combination.

Intraday Composite Report



As of 10/17/20XX

CUSTOMER ID: ABCD1234
OPERATOR ID: DEMO123

WIDGETS, INC.
10/17/20XX 05:20 PM ET

Commercial Electronic Office®

Treasury Information Reporting

Currency: USD
Bank: 000000000
Account: 200050004(IA)

WELLS FARGO BANK, N.A.
Widgets, Inc.

(A) Balances

| | |
|--|---------------|
| Opening Ledger Balance | 35,546,807.65 |
| Opening Available Balance | 35,546,807.65 |
| Current Ledger Balance | 71,893,974.95 |
| Current Available Balance | 62,189,600.56 |
| One Day Float | 9,704,893.87 |
| Two+ Day Float | .00 |
| Back Value Adjustment to Opening Ledger | .00 |
| Back Value Adjustment to Opening Available | .00 |
| Change in Available Balance Since Opening | 26,642,792.91 |
| | |
| Today's Credits | 36,377,153.93 |
| Today's Debits | 29,986.63 |
| Total Number Credits | 42 |
| Total Number Debits | 32 |

(B) Summaries

| Type of Credit | Number of Items | Amount |
|---------------------------------|-----------------|----------------------|
| Total ACH Concentration Credits | 14 | 21,341,830.21 |
| Total ACH Credits | 14 | 389,046.12 |
| Total Deposits | 13 | 14,645,314.87 |
| Total Wire Transfer Credits | 1 | 962.63 |
| | | |
| Credit Totals | 42 | 36,377,153.93 |
| Type of Debit | Number of Items | Amount |
| Total Adjustment Debits | 28 | 19,333.51 |
| Total Miscellaneous Debits | 1 | 519.58 |
| Total Pre-Authorized ACH Debits | 3 | 10,133.54 |
| | | |
| Debit Totals | 32 | 29,986.63 |

(C) Credit Transactions

| | | | |
|------------|---|--|---------------|
| 10/17/2016 | 169 / MISCELLANEOUS ACH CREDIT Cust Ref: 002100000 | Credit Amount: Bank Ref: 000000 009900038588 CK | 117,141.55 |
| 10/17/2016 | 169 / MISCELLANEOUS ACH CREDIT Cust Ref: 002000000 | Credit Amount: Bank Ref: 000000 009900038590 CK | 79,520.48 |
| 10/17/2016 | 169 / MISCELLANEOUS ACH CREDIT Cust Ref: 002200000 | Credit Amount: Bank Ref: 000000 009900087405 CK | 54,142.10 |
| 10/17/2016 | 169 / MISCELLANEOUS ACH CREDIT Cust Ref: 002100000 | Credit Amount: Bank Ref: 000000 009900087403 CK | 36,252.88 |
| 10/17/2016 | 169 / MISCELLANEOUS ACH CREDIT Cust Ref: 002200000 | Credit Amount: Bank Ref: 000000 009900016432 CK | 22,813.88 |
| 10/17/2016 | 301 / COMMERCIAL DEPOSIT Cust Ref: 000000000 Float-Zero Day: 54,733.13 One Day: 274,038.36 Two+ Day: 0.00 | Credit Amount: Bank Ref: 010000 000280000007 CK | 328,771.49 |
| | COMMERCIAL DEPOSIT Total Float-Zero Day: 921,012.62 One Day: 4,005,352.83 Two+ Day: 0.00 | Credit Amount | 4,926,365.45 |
| 10/17/2016 | 206 / BOOK TRANSFER CREDIT Cust Ref: COMPLETE Unique ID: RG000017140005 Wells Ref: 000017140005 000003000960006 ARBITA ITR VAR IRR & RTRRR CLIENT 000 PAYMENT CLEARING ACCOUNT 1000AR RAMP RD ES MONES IA 00028-0001 WELLS FARGO BANK, NA SAN FRANCISCO, CA SW000000233 RFB=SW000000233 OBI =00080005 sending email with account and effective dates /FTR/ BNF=D 000000200050004 XXXXX XXX xx XXXX Services BBI=00090005 Completed Timestamp 000017150007 (Time Released) | Credit Amount: Bank Ref: | 962.63 |
| | Credit Total Float-Zero Day: 26,672,259.06 One Day: 9,704,893.97 Two+ Day: 0.00 | Credit Amount | 36,377,153.93 |

For Controlled Disbursement customers, Wells Fargo recommends that you pull the Intraday Composite report for your Controlled Disbursement accounts to view the detail of information that is not included in your Controlled Disbursement Summary Report:

- Total Controlled Disbursement Debits
- Credit transactions
- Wire transactions
- ACH credits
- ACH debit transactions processed after the second presentment deadline

Report Specifications

Formats

- View in HTML or PDF
- Download in BAI v2, comma-delimited (CSV) or Excel format

Data Retention

- Standard storage: 7 days
- Optional extended storage: 30, 60 or 90 days

CDA-specific BAI Codes

When pulling IDC for the CDA:

| Code | Description |
|------|-------------|
| 475 | Checks Paid |

CEO Mobile® Service

The Controlled Disbursement Summary, Controlled Disbursement Detail, and the Intraday Composite reports can be accessed through a web enabled mobile device at <https://ceomobile.wellsfargo.com>. You can also download the *CEO Mobile* iPhone app from the Apple App Store or the *CEO Mobile* Android app from the Google Play Store.

Alerts

The *CEO* Alerts service delivers your presentment totals without requiring you to log on to TIR. You can sign up for the Wells Fargo Controlled Disbursement Summary Alert available through email, fax or text message.

Important Information

You can choose to be notified twice (receiving separate messages for first and second presentment), or choose to receive only one Alert at the final (second) presentment that includes both first and second presentment totals. The Alert contains all the elements of the Controlled Disbursement Summary report, including:

- Prior Day Funding Adjustment amount and items
- First presentment amount and items
- Second presentment amount and items
- Adjustments amount
- Total Net Presentment amount and items

For more information regarding setting up *CEO* Alerts, please reference the *CEO* Alerts Quick Reference Guide, located at <https://wellsoffice.wellsfargo.com/ceopub/prc/alerts/index.jsp>.

Appendix

Presentment Reporting Daily Availability

Your first and second presentment totals will be available to access online through the Controlled Disbursement Summary report by the times shown in the table below.

| Endpoint | First presentment | Second presentment |
|---------------------------|--------------------------|---------------------------|
| Calabasas, CA | 9:45 am Pacific Time | n/a |
| Chapel Hill, NC | 8:30 am Eastern Time | 10:00 am Eastern Time |
| Grand Junction, CO | 7:00 am Mountain Time | 10:00 am Mountain Time |
| Plano, TX | 8:30 am Central Time | 10:00 am Central Time |
| Red Wing, MN | 8:30 am Central Time | 10:00 am Central Time |
| Savannah, GA | 8:30 am Eastern Time | 10:00 am Eastern Time |
| Philadelphia, PA | 9:00 am Eastern Time | 10:00 am Eastern Time |
| Wilmington, DE | 8:30 am Eastern Time | 10:00 am Eastern Time |