

*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 Wells Fargo logo and three tabs: Personal, Small Business, and Commercial. The Commercial tab is selected. Below the tabs, the heading "Commercial Electronic Office®" is displayed. The main content area is divided into two columns. The left column contains a "Sign On" section with three input fields: "Company ID", "User ID", and "Password". Below these fields is a blue "Sign On" button. Under the button, there are links for "Forgot Password?", "Password Reset Tutorial", "Sign on Help", "System Requirements", and "Fraud Prevention". The right column contains two promotional banners. The top banner is titled "The new face of authentication: Yours" and introduces "CEO Mobile® biometrics" with a "Learn more" link. The bottom banner is titled "CEO Mobile®" and promotes approving payments using a tablet or smartphone, also with a "Learn more" link. Below these banners is a section titled "Wells Fargo Commercial Services" with text about enrolling in commercial Internet services and links for "View Our Online Solutions" and "Contact Us". At the bottom of the page, there is a footer with links for "Privacy, Security & Legal", "About Wells Fargo", "Careers", "Terms of Use", and "Accessibility", followed by the copyright notice "© 1999 - 2016 Wells Fargo. All rights reserved."



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

WELLS FARGO CEO® Home ▾ Support Sign Off

Welcome Henry Wells, WELLS FARGO | You have 15 unread messages.

**ACH Deletes & Reversals Online**

**ACH Fraud Filter**

**ACH Inquiry**

**ACH Payments**

**Basic Banking** View Account Details Transfer Funds

**Account Balances** ⚙️ ↺ ?

Current as of: 08/12/XX XX:XX am PDT 6 Accounts

**XXXXXX7280 ALPHA ACCOUNT (USD)**

Closing Collected Balance 3,348,879.75

Opening Available Balance 3,348,879.75

**XXXXXX5693 BETA ACCOUNT 1 (USD)**

Closing Collected Balance 10,741.74

Opening Available Balance 10,741.74

**Sweep Statements and Confirmations**

**Trade**

**Treasury Information Reporting** ← Quick Reports

**Trust Information Delivery**

**Trust Portfolio Reporting**

**Wells Capital Management**

**WellsTAX® Payments**

**Wire Transfer**

**Wires** Pending Payments 4

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

WELLS FARGO Treasury Information Reporting ▾

## Run Report

\* Required

\* Report **Controlled Disbursement Summary** X Saved Reports ?

\* Format **Excel** Format Options ?

\* Accounts **1 of 1 selected** Change ?

\* Date **Current Business Day** ?

From **06/16/2016** To **06/16/2016**

**Additional Criteria**

**Run** **Save** **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: ABCD1234

OPERATOR ID: DEMO123

WIDGETS, INC.

10/17/20XX 05:13 PM ET

Commercial Electronic Office<sup>®</sup>

Treasury Information Reporting

A

Currency: USD

Bank: 000009000

Account: 20799000000000(FL)

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

	Processing Time	Debit Amount	Number of Items
B Prior Day Funding Adjustments	02:00:51 AM ET	.00	0
First Presentment	08:03:18 AM ET	190,090.17	110
C Second Presentment	09:42:01 AM ET	.00	0
Adjustment	08:03:18 AM ET	.00	
<b>Total Net Presentment</b>		<b>190,090.17</b>	<b>110</b>

Currency: USD

	Processing Time	Debit Amount	Number of Items
Prior Day Funding Adjustments		.00	0
First Presentment		190,090.17	110
D Second Presentment		.00	0
Adjustment		.00	
<b>Total Net Presentment</b>		<b>190,090.17</b>	<b>110</b>

--- END OF REPORT ---

## Controlled Disbursement Summary Report Elements

<b>A</b>	<b>Bank: RTN</b>
<b>B</b>	<b>Prior Day Funding Adjustments:</b> 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.
<b>C</b>	<b>First Presentment / Second Presentment:</b> 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.
<b>D</b>	<b>Adjustment:</b> Includes any miscellaneous adjustments to your funding totals, including: <ul style="list-style-type: none"> <li>Opening Ledger Balance</li> <li>Miscellaneous Credits or Debits</li> </ul> <b>Note:</b> Presentment reporting is based on the account's opening ledger balance; any opening balance is netted against presentments.
<b>E</b>	<b>Total Net Presentment:</b> 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
<b>587</b>	Prior Day Funding Adjustment
<b>583</b>	First Presentment
<b>584</b>	Second Presentment
<b>602</b>	Adjustment
<b>585</b>	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

WIDGETS, INC.  
10/17/2016 05:14 PM ET

Commercial Electronic Office®

Treasury Information Reporting

A

Currency: USD  
Bank: 000009000  
Account: 20799000000000(FL)

B

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

C

Value Date	Time Reported	Reference No.	Tran Type	Description	Amount
10/17/20XX	08:02 AM ET	0003333348	475	CHECK PAID	76,402.00
10/17/20XX	08:02 AM ET	0003333384	475	CHECK PAID	23,304.09
10/17/20XX	08:02 AM ET	0003333349	475	CHECK PAID	10,059.80
10/17/20XX	08:02 AM ET	0003333395	475	CHECK PAID	10,013.38
10/17/20XX	08:02 AM ET	0003333383	475	CHECK PAID	5,868.00
10/17/20XX	08:02 AM ET	0003333324	475	CHECK PAID	4,500.00
10/17/2016	08:02 AM ET	0003333396	475	CHECK PAID	3,451.55
10/17/20XX	08:02 AM ET	0003333325	475	CHECK PAID	3,000.00
10/17/2016	08:02 AM ET	0003333377	475	CHECK PAID	2,820.00
10/17/20XX	08:02 AM ET	0003333358	475	CHECK PAID	2,656.85
10/17/20XX	08:02 AM ET	0003333386	475	CHECK PAID	2,500.00
10/17/20XX	08:02 AM ET	0003333304	475	CHECK PAID	2,000.00
10/17/20XX	08:02 AM ET	0003333382	475	CHECK PAID	1,356.46
10/17/20XX	08:02 AM ET	0003333390	475	CHECK PAID	1,333.74
10/17/20XX	08:02 AM ET	0003333301	475	CHECK PAID	1,242.04
10/17/20XX	08:02 AM ET	0003333397	475	CHECK PAID	1,188.25
10/17/20XX	08:02 AM ET	0003333378	475	CHECK PAID	43.44
10/17/20XX	08:02 AM ET	0003333302	475	CHECK PAID	33.94
10/17/20XX	08:02 AM ET	0003333360	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

<b>A</b>	Bank: RTN.
<b>B</b>	Reference Number: Presented checks' serial number.
<b>C</b>	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 
- Summaries 
- Transactions 

**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

Commercial Electronic Office®

WIDGETS, INC.

10/17/20XX 05:20 PM ET

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	9,704,893.97
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	14,645,314.97
Total Wire Transfer Credits	1	962.63
<b>Credit Totals</b>	<b>42</b>	<b>36,377,153.93</b>

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
<b>Debit Totals</b>	<b>32</b>	<b>29,986.63</b>

**C**

### Credit Transactions

10/17/2016	169 / MISCELLANEOUS ACH CREDIT Cust Ref: 0021000000	Credit Amount: Bank Ref: 000000 009900038588 CK	117,141.55
10/17/2016	169 / MISCELLANEOUS ACH CREDIT Cust Ref: 0020000000	Credit Amount: Bank Ref: 000000 009900038590 CK	79,520.48
10/17/2016	169 / MISCELLANEOUS ACH CREDIT Cust Ref: 0022000000	Credit Amount: Bank Ref: 000000 009900087405 CK	54,142.10
10/17/2016	169 / MISCELLANEOUS ACH CREDIT Cust Ref: 0021000000	Credit Amount: Bank Ref: 000000 009900087403 CK	36,252.88
10/17/2016	169 / MISCELLANEOUS ACH CREDIT Cust Ref: 0022000000	Credit Amount: Bank Ref: 000000 009900016432 CK	22,813.98
10/17/2016	301 / COMMERCIAL DEPOSIT Cust Ref: 0000000000 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
	<b>COMMERCIAL DEPOSIT Total</b> Float-Zero Day: 521,012.62 One Day: 4,005,352.83 Two+ Day: 0.00	Credit Amount	<b>4,926,365.45</b>
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 MOINES IA 00028-0001 WELLS FARGO BANK, NA SAN FRANCISCO, CA SW000000233 RFB=SW000000233 OBI =00090005 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
	<b>Credit Total</b> Float-Zero Day: 26,672,259.96 One Day: 9,704,893.97 Two+ Day: 0.00	Credit Amount	<b>36,377,153.93</b>



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