



Transaction Search

User Guide

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Get Started

Introduction to Transaction Search

The Transaction Search service on the Wells Fargo *Commercial Electronic Office*® (CEO®) portal allows you to search for a variety of transactions from checks to ACH originated items, manage your stop payments, request ACH reversals and deletes, re-initiations for check conversion customers, view and print images, and access activity reports. The actions you can perform are based on your Transaction Search authorizations. If you need assistance, please contact your client service officer or call 1-800-AT-WELLS (1-800-289-3557).

Search for Transactions

Initiating a Search

Depending on your user authorizations, from the Search for Transactions screen you can search for:

- Account Activity
- ACH Originated Items
- Checks
- Deposits
- Deposited Checks
- Stop Payments

When initiating a transaction search, the search criteria fields displayed on the screen will vary depending on the type of search you select. Required fields are marked with an asterisk (*). Optional fields are also available to use to refine your search results. Some search types also have Additional Criteria that allow you to narrow your search results even more. Select a search type from the menu and enter the criteria you want to use to gather search results.

Select an option from the **Search for** menu to display the search criteria for your selection. Once you have entered the criteria you want to use, select **Search**. Select **Reset** to clear all of your selections and return to default selections. Results matching your criteria are displayed on the Search Results screen.

Depending on the type of search you initiate, there are a variety of actions which can be taken from the search results. Managing your search results allows you to view and print the data you prefer to see, in the order that best suits your needs, and provides you with actions that can be taken on individual items or on multiple items in your results.

Search criteria and actions that can be taken from the search results are detailed below for each **Search for** option.

Search for Account Activity

Required Search Criteria:

Accounts	No accounts are selected by default. Select Add to see a list of the accounts you have access to for this search. Use the Find by field to narrow the account list to only those accounts matching your entry. Place a check in the checkbox at the top of the account table to select all accounts, or place a check by the accounts you want to include in your search. Choose Apply to save your selections and return to the search screen. Note: If an account you are looking for does not appear in your list, it may not be enrolled for this service. Contact your client service officer for assistance.
Date	The date the transaction posted to the account. Enter an exact date or a date range up to seven years for domestic accounts and 180 days for international accounts. The most recent 180 day period will be displayed by default.

Note: Intraday items in your search results may display “Pending” instead of a posting date because the items have not yet posted. All intraday item information is subject to change.

You can initiate a search to retrieve account activity for the accounts and dates selected or you can use any of the following search criteria fields to retrieve a more specific set of results.

Check or Customer Reference Numbers – Enter one number, multiple numbers separated by commas, or a range of numbers. You can use check numbers, location numbers, or customer reference numbers.

Amount – Enter an exact amount or amount range.

Transaction Types – The default transaction types applicable for this search are already selected for you. Select **Edit** to add or remove specific transaction types from your search criteria. Use one of the following options to change your transaction type selections.

- Individually add/remove checks to indicate the types of transactions to include in your search.
- Use the drop-down arrow beside the select/deselect all checkbox and choose from one of the menu options.

Choose **Apply** to save your selections and return to the search screen.

Note: Depending on your user authorizations, you may access optional expanded detail for wire, real time payments and/or received ACH transactions in your search results by selecting the transaction’s amount. Expanded detail is available up to 180 days for the following transaction types:

- Incoming Money Transfer
- Book Transfer Credit
- International Money Transfer Credit
- Outgoing Money Transfer
- Book Transfer Debit
- International Money Transfer Debit
- ACH Concentration Credit
- Preauthorized ACH Credit
- ACH Settlement Credit
- Miscellaneous ACH Credit
- ACH Concentration Debit
- Preauthorized ACH Debit
- ACH Settlement Debit
- Miscellaneous ACH Debit
- Real Time Payment Credit
- Real Time Payment Debit

Debits and Credits Checkboxes – Both are selected by default, but will be updated if you edit transaction types to exclude either debits or credits from your search. You can also remove the check beside **Debits** or **Credits** on the search screen, which in turn will update the Transaction Types list to only display debits or credits.

Search for Transactions

*Required

Search for

*Accounts

*Date To

Check or Customer Reference Numbers

Amount To

Transaction Types

☒ Debits ☒ Credits

+ Additional Criteria

Expand the **Additional Criteria** section for more options that allow further refinement of search results.

Item Sequence Number – Enter one item sequence number or a range of numbers.

MICR Account Number – Enter the exact 12-17 digit number from the MICR line printed on the bottom of a check.

Account Activity Results and Actions

From the Search Results screen, you can take action on one item at a time or use the **I want to** drop-down menu to select an action that can be taken on multiple items. Your user authorizations determine which actions you can perform.

I want to options for Account Activity are:

Take action on one item – Select an option from the **Actions** column for one item in the search results.

- **Print Image** – Print an image of the selected item.
- **View Image** – View an image of the selected item.

Print Multiple Images – Place a check beside each item for which you want to print images or use the select all checkbox located in the top left corner of the results table to print images of all items displayed on the page (up to 50 items). Select **Print Images**.

View Multiple Images – Place a check beside each item for which you want to view images or use the select all checkbox located in the top left corner of the results table to view images of all items displayed on the page (up to 50 items). Select **View Images**.

Select an item's **Amount** to view details.

Search Results

[Back to Search](#)

Showing Search for Account Activity :Account: XXXXXX0341;Date: 06/13/20XX - 06/16/20XX

I want to

1 to 2 of 2 items

	Transaction Type	Amount	Debit/Credit	Check / Customer Reference	Account Number	Posting Date	Actions
1	COMMERCIAL DEPOSIT	6,092.00 USD	Credit	0	XXXXXX0341	06/14/20XX	View Image Print Image
2	COMMERCIAL DEPOSIT	68.00 USD	Credit	0	XXXXXX0341	06/14/20XX	View Image Print Image

Search for ACH Originated Items and Reverse/Re-Initiate

Required Search Criteria:

ACH IDs	<p>ACH ID is a combination of the ACH File ID and the ACH Company ID. All ACH IDs that you have access to for ACH Originated Items are selected by default. To exclude ACH IDs from your search, select Edit. Use the Find by field to narrow the ACH ID list to only those IDs matching your entry. Place a check in the checkbox at the top of the ACH ID table to deselect all IDs, or remove the check by the ACH IDs you want to exclude in your search. Choose Apply to save your selections and return to the search screen.</p> <p>Note: If an ACH ID you are looking for does not appear in your list, it may not be enrolled for this service. Contact your client service officer for assistance.</p>
Date	<p>The date the transaction posted to the receiver's account. Enter an exact date or a date range up to 180 days.</p> <p>Note: If you have the extended ACH history storage option, you may access up to 13 months of history.</p>
Include Debits and Credits checkboxes	<p>(Located in Additional Criteria.) Both are selected by default, but you can remove one of the checks to exclude either debits or credits from your search.</p>

You can initiate a search to retrieve ACH originated items for the ACH IDs and dates selected or you can use any of the following search criteria fields to retrieve a more specific set of results.

Amount – Enter an exact amount or amount range.

Receiving Account Number – The number that identifies the account to which funds are deposited (paid) or from which funds are debited (charged).

Receiving Bank ID – The receiving bank's transit routing number.

Search for Transactions

*Required

Search for ACH Originated Items

* ACH IDs 11 items selected Edit ?

* Date 06/10/20XX To 06/16/20XX ?

Amount To

Receiving Account Number ?

Receiving Bank ID

+ Additional Criteria

Search Reset

Expand the **Additional Criteria** section for more options that allow further refinement of search results.

Recipient ID – Identifies the individual being paid by direct deposit or charged by direct debit, and must match the ACH transaction as received in the originated file. Recipient ID is case sensitive.

Recipient Name – Name of the party receiving the transaction, and must match the ACH transaction in the originated file. Recipient Name is case sensitive.

Note: When searching by Recipient ID or Recipient Name, certain Standard Entry Class (SEC) codes differ in format from the most commonly used SEC codes (CCD and PPD). Please refer to your ACH Rules book for more information.

ACH Originated Items Results and Actions

From the Search Results screen, select an option from the **Actions** column for one item at a time. Your user authorizations and the eligibility of the transaction determine which actions you can perform.

Available actions are:

- **Reverse** – Creates a request to reverse an ACH transaction previously originated by your company.
- **Re-Initiate** – Creates a request to initiate a new ACH transaction for a different amount. The amount has to be greater than zero and cannot be the same amount as the original transaction. This option is only available with check conversion.
- **Reverse/Re-Initiate** – Creates a request to reverse the original ACH transaction and replace it with a new transaction containing a different amount. The amount has to be greater than zero and cannot be the same amount as the original transaction. This option is only available with check conversion.

Select an item's **Amount** to view details.

The following transactions will not be included in your search results:

- Pre-note transactions.
- Credit transactions that have not yet distributed to the receiver.
- Transactions destined to a non-Wells Fargo account will be distributed two days prior to the settlement date of the transaction.
- Transactions distributing to a Wells Fargo account will distribute on the settlement date of the transaction.
- Debit transactions that have not yet distributed to the receiver.
- Transactions destined to a non-Wells Fargo account will be distributed one day prior to the settlement date of the transaction.
- Transactions distributing to a Wells Fargo account will distribute on the settlement date of the transaction.
- Debit transactions converted to paper items posting to a non-ACH participating bank when your company is authorized for our MICR Split service.
- Transactions rejected or deleted when a file was submitted to Wells Fargo for processing. The transaction will be listed on your ACH Reject Report or your ACH Delete/Reversal Customer Report.
- Transactions destined to a Wells Fargo account flagged to not accept ACH transactions.

Search Results

Print

[Back to Search](#)

Showing
Search for ACH Originated Items : ACH IDs: Multiple; Date: 04/06/20XX - 06/19/20XX ; Include: Debits and Credits

Column Options

1 to 20
of 3000 items

	Recipient Name	Amount	Debit/Credit	Posting Date	Account Number	Recipient ID	Actions
1	ANN BROWN	133.00 USD	Debit	04/07/20XX	XXXXXX2801	XXX ID	
2	DAVID JOHNSON	134.00 USD	Credit	04/07/20XX	XXXXXX9793	XXX ID	
3	HENRY WELLS	1,222.06 USD	Debit	04/16/20XX	XX0070	XXQ8	Reverse
4	JOHN SMITH	1,322.06 USD	Debit	04/16/20XX	XX0070	XXQ8	Reverse
5	NANCY WILLIAMS	1,422.06 USD	Debit	04/17/20XX	XX0070	XXQ8	Reverse
6	MICHAEL MILLER	503.18 USD	Debit	04/09/20XX	XXXXX8630	XXXXXXXXXX4-18	
7	MARIA JONES	5.10 USD	Debit	04/09/20XX	XXQ628	XXXXXXXXXXXX5031	Reverse
8	JANE DOE	25.00 USD	Debit	04/09/20XX	XXXXXX4851	XXXXXXXXXXXX4106	Reverse
9	GEORGE LEE	16.33 USD	Debit	04/09/20XX	XXXXXXXXXX3041	XXXXXXXXXXXX7393	Reverse

Reversing an ACH Item

If you select **Reverse** in the **Actions** column, the Verify ACH Item screen is displayed. Review the recipient name, the amount of the item, and the item details to verify you are reversing the correct item. To proceed with your request, select **Submit**.

Verify ACH Items

Note: As the originator, your company is responsible for notifying the receiver of the reversal and reversal reason no later than the reversing entry's settlement date. If a reversal is returned, your company is responsible for resolving outstanding issues directly with the receiver.

Reverse 1 item

1	Recipient Name	GAMMA	12624.00 USD Credit
---	----------------	-------	---------------------

Recipient ID
XX7

Account Number
XXXXXXXXX6232

Bank ID
061000104

SEC
CCD

Entry Description
LEADLEAD

Trace Number
091000010000131

Transaction Code
22

File ID
XXXXX4931

Posting Date
04/14/2015

Returned
No

Reversed
No

Company ID
XXXXX4931

Submit Cancel

Re-Initiating an ACH Item

If you use Check Conversion services, you will have the ability to reverse, re-initiate, or reverse/re-initiate ACH transactions converted from a check with a new dollar amount from the ACH Origination search results.

If you select **Re-Initiate** or **Reverse/Re-Initiate** in the **Actions** column, the Enter Re-Initiation Amount screen is displayed. Recipient name, the amount of the original ACH item, and the item details are provided for your review. Enter the amount to be used when re-initiating the item in the **New Amount** field, and select **Continue**.

- The new amount for reinitiated transactions must be greater than zero and cannot equal the amount of the original transaction.
- Re-initiate can only be performed on debits with SEC codes of POP, ARC, and BOC.

Enter Re-Initiation Amount

Reverse/Re-Initiate 1 item

1	Recipient Name XXXXX3817	1203.04 USD Debit
---	--------------------------	-------------------

Recipient ID X027
Account XXX3817
Number
Bank ID 083900402
Transaction 27
Code

Entry CHECKPAYMT
Description
Trace Number 091000010003607
File ID XXXXX048
Company ID XXXXX5183

SEC
Returned No
Reversed No

* New Amount
Posting Date 04/17/20XX

Continue Cancel

On the Verify ACH Item screen, you have the opportunity to review the item details again and to verify the New Amount is correct. To proceed with your request, select **Submit**. To change the New Amount, select **Edit**.

Verify ACH Items

Note: As the originator, your company is responsible for notifying the receiver of the reversal and reversal reason no later than the reversing entry's settlement date. If a reversal is returned, your company is responsible for resolving outstanding issues directly with the receiver.

Reverse/Re-Initiate 1 item

1	Recipient Name XXXXX3817	1300.00 USD Debit
---	--------------------------	-------------------

Recipient ID X027
Account XXX3817
Number
Bank ID 083900402
Transaction 27
Code

Entry CHECKPAYMT
Description
Trace Number 091000010003607
File ID XXXXX048
Company ID XXXXX5183

SEC
Returned No
Reversed No

Posting Date 04/17/20XX

Submit Cancel Edit

Search for Checks

Required Search Criteria:

Accounts	<p>No accounts are selected by default. Select Add to see a list of the accounts you have access to for this search. Use the Find by field to narrow the account list to only those accounts matching your entry. Place a check in the checkbox at the top of the account table to select all accounts, or place a check by the accounts you want to include in your search. Choose Apply to save your selections and return to the search screen.</p> <p>Note: If an account you are looking for does not appear in your list, it may not be enrolled for this service. Contact your client service officer for assistance.</p>
Date	The date the transaction posted to the account. Enter an exact date or a date range up to seven years for

	domestic accounts and 180 days for international accounts. The most recent 180 day period will be displayed by default.
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Note: Intraday items in your search results may display “Pending” instead of a posting date because the items have not yet posted. All intraday item information is subject to change.

You can initiate a search to retrieve checks for the accounts and dates selected or you can use any of the following search criteria fields to retrieve a more specific set of results.

Check Numbers – Enter one number, multiple numbers separated by commas, or a range of numbers.

Note: If you search for Checks using an ARP account and at least one check number, the latest status of each item (outstanding, cancelled, or voided) will be returned in the search results. To view additional details on these items, including Issue Date and Payee Name, select the amount displayed with the transaction in your search results. ARP information for cancelled and voided checks is available for up to 90 days depending on the date of the item’s disposition. Outstanding check information is available indefinitely until the item is dispositioned.

Amount – Enter an exact amount or amount range.

Search for Transactions

*Required

Search for Checks

* Accounts 0 items selected Add

* Date 12/20/20XX To 06/16/20XX

Check Number For example: 1001-1035 or 1041,1056,1001524839

Amount To

+ Additional Criteria

Search Reset

Expand the Additional Criteria section for more options that allow further refinement of search results.

Item Sequence Number – Enter one item sequence number or a range of numbers.

MICR Account Number – Enter the exact 12-17 digit number from the MICR line printed on the bottom of a check.

Checks Results and Actions

From the Search Results screen, you can take action on one item at a time or use the **I want to** drop-down menu to select an action that can be taken on multiple items. Your user authorizations determine which actions you can perform.

I want to options for Checks are:

Take action on one item – Select an option from the **Actions** column for one item in the search results.

- **Place Stop** – Place a stop on a check that has not yet paid.
- **Release Stop** – Release a stop payment that is currently on the check.
- **Renew Stop** – Renew an existing stop payment that is on the check.

- **Print Image** – Print an image of the selected item.
- **View Image** – View an image of the selected item.

Place Multiple Stops – Only checks that can be stopped will be listed in the results when Place Multiple Stops is selected. Choose each check you want to stop or use the select all checkbox located in the top left corner of the results table to stop all checks displayed on the page (up to 50 items). Select **Place Stops**.

Release Multiple Stops – Only checks with stop payments to release will be listed in the results when Release Multiple Stops is selected. Choose each check on which you want to release a stop payment or use the select all checkbox located in the top left corner of the results table to release all stop payments for checks displayed on the page (up to 50 items). Select **Release Stops**.

Renew Multiple Stops – Only checks with stop payments to renew will be listed in the results when Renew Multiple Stops is selected. Choose each check on which you want to renew a stop payment or use the select all checkbox located in the top left corner of the results table to renew all stop payments for checks displayed on the page (up to 50 items). Select **Renew Stops**.

Print Multiple Images – Place a check beside each item for which you want to print images or use the select all checkbox located in the top left corner of the results table to print images of all items displayed on the page (up to 50 items). Select **Print Images**.

View Multiple Images – Place a check beside each item for which you want to view images or use the select all checkbox located in the top left corner of the results table to view images of all items displayed on the page (up to 50 items). Select **View Images**.

Select a check's **Amount** to view details.

Search Results							
Back to Search Showing Search for Checks: Accounts: Multiple; Date: 02/28/20XX - 03/31/20XX I want to Take Action on One Item							
Column Options		241 to 260 of 944 items ← →					
	↑ Check Number	Amount	Status	Payee	Account Number	Posting Date	Actions
241	1161005	3,650.00 USD	Reversal		XXXXXX4066	03/02/20XX	Place Stop View Image Print Image
242	1161005	3,540.00 USD	Check Paid		XXXXXX4066	03/02/20XX	View Image Print Image
243	2130603	3,880.00 USD ↑	Stopped		XXXXXX4074		Release Stop Renew Stop
244	2160105	3,650.00 USD	Check Paid		XXXXXX4066	03/02/20XX	View Image Print Image
245	2160105	3,650.00 USD	Reversal		XXXXXX4066	03/03/20XX	Place Stop View Image Print Image
246	2160105	3,540.00 USD	Check Paid		XXXXXX4066	03/03/20XX	View Image Print Image
247	2160105	3,650.00 USD	Reversal		XXXXXX4066	03/29/20XX	Place Stop View Image Print Image
248	2160105	3,540.00 USD	Check Paid		XXXXXX4066	03/29/20XX	View Image Print Image

Search for Deposits

Required Search Criteria:

Accounts	<p>No accounts are selected by default. Select Add to see a list of the accounts you have access to for this search. If you are authorized to a parent account, the associated sub-accounts in the list will be indented under the parent account with a visual indicator. Use the Find by field to narrow the account list to only those accounts matching your entry. Place a check in the checkbox at the top of the account table to select all accounts, or place a check by the accounts you want to include in your search. Choose Apply to save your selections and return to the search screen.</p>
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	Note: If an account you are looking for does not appear in your list, it may not be enrolled for this service. Contact your client service officer for assistance.
Deposit Date	The date the deposit posted to your Wells Fargo account. Enter an exact date or a date range up to seven years in the past. The most recent 180 day period will be displayed by default.

Note: Intraday items in your search results may display “Pending” instead of a deposit date because the items have not yet posted. All intraday item information is subject to change.

You can initiate a search to retrieve deposits for the accounts and dates selected or you can use any of the following search criteria fields to retrieve a more specific set of results.

Amount – Enter an exact amount or amount range.

Transaction Types – The default transaction types applicable for this search are already selected for you. Select **Edit** to add or remove specific transaction types from your search criteria. Use one of the following options to change your transaction type selections.

- Individually add/remove checks to indicate the types of transactions to include in your search.
- Use the drop-down arrow beside the select/deselect all checkbox and choose from one of the menu options.

Choose **Apply** to save your selections and return to the search screen.

Search for Transactions

*Required

Search for Deposits ▼

*Accounts 0 items selected Add

*Deposit Date 10/07/20XX To 04/04/20XX ?

Customer Reference Numbers For example: 1001-1035 or 1041,1056,1001524839 ?

Amount To

Transaction Types 8 items selected Edit ?

+ Additional Criteria

Search Reset

Expand the Additional Criteria section for more options that allow further refinement of search results.

Customer Reference Numbers – A location and/or serial number printed on an item. It is used to identify the item and allow sorting/grouping of items. Enter one number, multiple numbers separated by commas, or a range of numbers.

Item Sequence Number – Enter one item sequence number or a range of numbers.

MICR Account Number – Enter the exact 12-17 digit number from the MICR line printed on the bottom of a check.

Note: There may be items in your deposit that will not be displayed in the search results. All deposits go through a series of checks, and an item may be unavailable to view for any of the following reasons:

- A bank GL number is not attributed to a customer error correction or a miscellaneous error correction, or a cash entry offsets an item within the deposit.
- The deposit is out of balance.
- The deposit is split between multiple credit accounts.
- The deposit contains a loan coupon entry.
- The deposit contains more than 3,000 items.

Contact your client service officer for information on these deposits.

Deposits Results and Actions

From the Search Results screen, you can take action on one item at a time or use the **I want to** drop-down menu to select an action that can be taken on multiple items. Your user authorizations determine which actions you can perform.

I want to options for Deposits are:

Take action on one item – Select an option from the **Actions** column for one item in the search results.

- **Print Image** – Print an image of the selected item.
- **View Image** – View an image of the selected item.
- **View Deposited Items** – View the deposit summary and full list of items that are in the deposit.

Print Multiple Images – Place a check beside each item for which you want to print images or use the select all checkbox located in the top left corner of the results table to print images of all items displayed on the page (up to 50 items). Select **Print Images**.

View Multiple Images – Place a check beside each item for which you want to view images or use the select all checkbox located in the top left corner of the results table to view images of all items displayed on the page (up to 50 items). Select **View Images**.

Select an item's **Amount** to view details.

Search Results						Print
Back to Search						
Showing Search for Deposits :Account: XXXXXX0341, Deposit Date: 06/01/20XX - 06/20/20XX						
I want to Take Action on One Item						
<div> Column Options 1 to 2 of 2 items ← → </div>						
	Customer Reference Number	Amount	Transaction Type	Account Number	Deposit Date	Actions
1	123456	6,092.00 USD	COMMERCIAL DEPOSIT	XXXXXX0341	06/14/20XX	View Image Print Image View Deposited Items
2	12120	68.00 USD	COMMERCIAL DEPOSIT	XXXXXX0341	06/14/20XX	View Image Print Image View Deposited Items

Search for Deposited Checks

Required Search Criteria:

Accounts	No accounts are selected by default. Select Add to see a list of the accounts you have access to for this search. If you are authorized to a parent account, the associated sub-accounts in the list will be indented under the parent account with a visual indicator. Use the Find by field to narrow the account list to only those accounts matching your entry. Place a check in the checkbox at the top of the account table to select all accounts, or place a check by the accounts you want to include in your search. Choose Apply to save your selections and return to the search screen.
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	Note: If an account you are looking for does not appear in your list, it may not be enrolled for this service. Contact your client service officer for assistance.
Deposit Date	The date the deposited items posted to your Wells Fargo account. Enter an exact date or a date range up to seven years in the past. The most recent 180 day period will be displayed by default.

Note: Intraday items in your search results may display “Pending” instead of a deposit date because the items have not yet posted. All intraday item information is subject to change.

You can initiate a search to retrieve deposited checks for the accounts and dates selected or you can use any of the following search criteria fields to retrieve a more specific set of results.

Amount – Enter an exact amount or amount range.

Check Number – A deposited check’s check number. Only one check number can be entered.

Account Number – A deposited check’s account number. Only one account number can be entered.

Bank ID – A deposited check’s transit routing number. Only one Bank ID can be entered.

Search for Transactions

*Required

Search for Deposited Checks ▼

* Accounts 0 items selected Add

* Deposit Date 12/21/20XX To 06/17/20XX

Check Number For example: 1001-1035 or 1041,1056,1001524839

Amount To

Account Number

Bank ID

+ Additional Criteria

Search Reset

Expand the Additional Criteria section for more options that allow further refinement of search results.

Item Sequence Number – Enter one item sequence number or multiple numbers using a comma.

Deposited Checks Results and Actions

From the Search Results screen, you can take action on one item at a time or use the **I want to** drop-down menu to select an action that can be taken on multiple items. Your user authorizations determine which actions you can perform.

I want to options for Deposited Checks are:

Take action on one item – Select an option from the **Actions** column for one item in the search results.

- **Print Image** – Print an image of the selected item.
- **View Image** – View an image of the selected item.
- **View Deposited Items** – View the deposit summary and full list of items that are in the deposit.

Print Multiple Images – Place a check beside each item for which you want to print images or use the select all checkbox located in the top left corner of the results table to print images of all items displayed on the page (up to 50 items). Select **Print Images**.

View Multiple Images – Place a check beside each item for which you want to view images or use the select all checkbox located in the top left corner of the results table to view images of all items displayed on the page (up to 50 items). Select **View Images**.

Select a **Check Amount** to view details.

Search Results						Print
Back to Search						
Showing Deposited Checks :Accounts: Multiple;Deposit Date: 06/01/20XX - 06/17/20XX						
I want to Take Action on One Item						
Column Options						1 to 20 of 139 items ← →
	Check Number	Check Amount	Deposit Account Number	Deposit Amount	Deposit Date	Actions
1	1303	423.03 USD	XXXXXXXXXX0128	20648.10	06/01/20XX	View Image Print Image View Deposited Items
2	1603	138.03 USD	XXXXXXXXXX0128	20648.10	06/01/20XX	View Image Print Image View Deposited Items
3	2303	467.03 USD	XXXXXXXXXX0128	20648.10	06/01/20XX	View Image Print Image View Deposited Items
4	3303	426.03 USD	XXXXXXXXXX0128	20648.10	06/01/20XX	View Image Print Image View Deposited Items

Search for Stop Payments

Required Search Criteria:

Accounts	<p>No accounts are selected by default. Select Add to see a list of the accounts you have access to for this search. Use the Find by field to narrow the account list to only those accounts matching your entry. Place a check in the checkbox at the top of the account table to select all accounts, or place a check by the accounts you want to include in your search. Choose Apply to save your selections and return to the search screen.</p> <p>Note: If an account you are looking for does not appear in your list, it may not be enrolled for this service. Contact your client service officer for assistance.</p>
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You can initiate a search to retrieve stop payments for the accounts selected or you can use the following search criteria field to retrieve a more specific set of results.

Check Numbers – Enter one number, multiple numbers separated by commas, or a range of numbers.

Note: If no check number is entered, all active stop payments on file for the selected account will be returned in the search if the results are less than 3,000. You can search for any stop payment regardless of how you placed it (i.e., via teller, phone, or Internet).

There is no Additional Criteria for a Stop Payment Search.

Search for Transactions

*Required

Search for

* Accounts 0 items selected

Check Numbers

Stop Payments Results and Actions

From the Search Results screen, you can take action on one item at a time or use the **I want to** drop-down menu to select an action that can be taken on multiple items. Your user authorizations determine which actions you can perform.

I want to options for Checks are:

Take action on one item – Select an option from the **Actions** column for one item in the search results.

- **Release Stop** – Release a stop payment that is currently on the check.
- **Renew Stop** – Renew an existing stop payment that is on the check.

Release Multiple Stops – Only checks with stop payments to release will be listed in the results when Release Multiple Stops is selected. Choose each check on which you want to release a stop payment or use the select all checkbox located in the top left corner of the results table to release all stop payments for checks displayed on the page (up to 50 items). Select **Release Stops**.

Renew Multiple Stops – Only checks with stop payments to renew will be listed in the results when Renew Multiple Stops is selected. Choose each check on which you want to renew a stop payment or use the select all checkbox located in the top left corner of the results table to renew all stop payments for checks displayed on the page (up to 50 items). Select **Renew Stops**.

Select a check's **Amount** to view details.

Search Results

[Back to Search](#)

Showing Search for Stop Payments :Accounts: Multiple

I want to

1 to 20 of 1243 items

	Check Number	Amount	Payee	Account Number	Placement Date	Expiration Date	Actions
1	1112	122.00 USD	H. WELLS	XXX7558	06/01/20XX	12/01/20XX	Release Stop Renew Stop
2	100401	999,999,999.99 USD		XXX7558	06/02/20XX	12/02/20XX	Release Stop Renew Stop
3	100402	999,999,999.99 USD		XXX7558	06/02/20XX	12/02/20XX	Release Stop Renew Stop
4	1131010	4,500.00 USD	H. WELLS	XXX7558	12/31/20XX	07/02/20XX	Release Stop Renew Stop

Column Options

Column Options allows you to customize the columns you see in your search results. The most common columns are displayed by default. Additional columns can be added and you can remove any of the default columns to create search result data that meets your specific needs. If you choose to change the columns being displayed, at least one column must be selected.

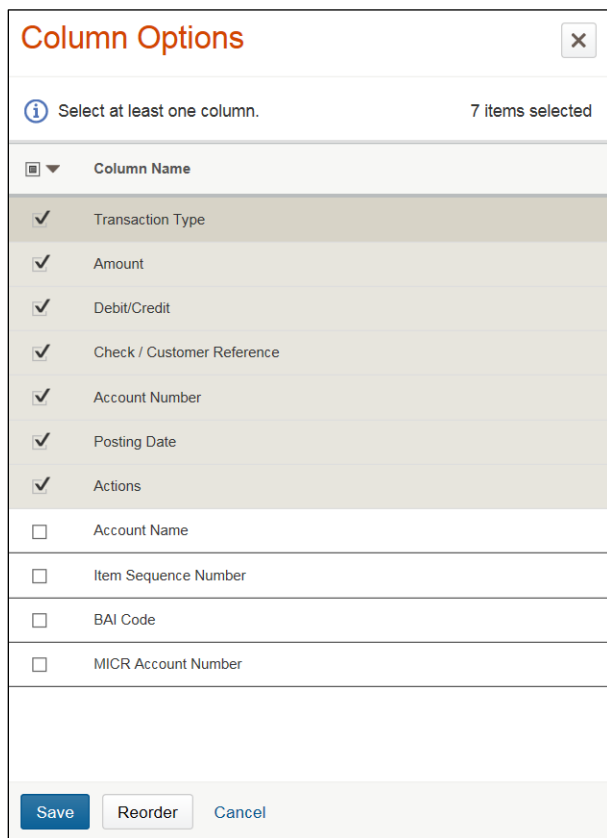
Note: The **Amount** column contains a link to view item details and the **Actions** column contains the actions you can take on individual items in your results. Removing either of these columns will limit your ability to manage your search results.

Use one of the following options to choose the columns you want included in your search results.

- Individually add/remove checks to indicate the columns to display in search results.
- Use the drop-down arrow beside the select/deselect all checkbox and choose from one of the menu options.

Select **Save**.

Select **Reorder** to further customize your search results by changing the order in which the columns display. You may reorder columns even if you do not change the columns being displayed.



<input type="checkbox"/> ▼	Column Name
<input checked="" type="checkbox"/>	Transaction Type
<input checked="" type="checkbox"/>	Amount
<input checked="" type="checkbox"/>	Debit/Credit
<input checked="" type="checkbox"/>	Check / Customer Reference
<input checked="" type="checkbox"/>	Account Number
<input checked="" type="checkbox"/>	Posting Date
<input checked="" type="checkbox"/>	Actions
<input type="checkbox"/>	Account Name
<input type="checkbox"/>	Item Sequence Number
<input type="checkbox"/>	BAI Code
<input type="checkbox"/>	MICR Account Number

On the Reorder columns panel, use the **Move to Top**, **Move to Bottom**, **Move Up**, and **Move Down** arrows to rearrange the column order. Select **Save** to use the updated column order on the search results screen. Select **Edit** to return to the Column Options panel to make additional changes to your selected columns.

Note: Changes to the order of columns will not be reflected in the printout of search results.

Reorder Columns
✕

1 selected ✕
⬆ ⬇ ⬇ ⬆

Column Name
Check Number
Amount
Status
Payee
Account Number
Posting Date
Actions

Save Edit Cancel

Images

View, Print, and Download Images

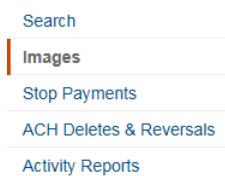
Search for Images

If you know the disbursement check numbers, you can search for images of disbursement checks posted to your account for the current date and 180 days in the past. You may request up to 20 check or customer reference numbers in a single request.

If you do not know the exact check numbers, search for your items and request images from the search results. See [Checks Results and Actions](#) or [Account Activity Results and Actions](#) for details.

Images for your transactions are available at 6:00 am Pacific Time the first business day after posting. Some images may be available intraday.

Select **Images** from the navigation menu.



Required Search Criteria:

Accounts	No accounts are selected by default. Select Add to see a list of the accounts you have access to for Viewing Images. Use the Find by field to narrow the account list to only those accounts matching your entry. Select the account you want to include in your request to view images. Choose Apply to save your selections and return to the View Images screen.
Date	The date the transaction posted to the account. Enter an exact date or a date range up to 180 days.
Check or Customer Reference Numbers	Enter one number, multiple numbers separated by commas, or a range of numbers. You can use check numbers, location numbers, or customer reference numbers. Up to 20 numbers can be entered in a single request.

Select **View Images** to retrieve search results matching your criteria.

View Images

*Required

* Accounts 0 items selected

* Date To ?

* Check or Customer Reference Number ?

Viewing Images

The **View Images** panel displays over the Search for Images screen. The check image is displayed in the center of the panel. If you requested more than one image, use the drop-down arrow to select another image to view or use the next and previous arrows to move forward or backward through the images.

View Images

Check 8111801110



— Image Details

Account Number	XXXXXX0001	Item Sequence	002650001926
Account Name	H WELLS	Number	
Check	8111801110	Bank ID	031100225
Amount	195000.10 USD Debit		
BAI Code	475		
Transaction Type	CHECK PAID		
Posting Date	10/30/20XX		
As of Date	10/30/20XX		
Additional Item Details	0000001		
	-000000453551310		
	WIL REF#:		
	0000002650001926		

Image Controls

Use the icons at the bottom of the View Images panel to adjust the image. In order from left to right the controls are:

Contrast – Makes the image lighter or darker.

Invert – Reverses the contrast (i.e., see a negative of the image).

Rotate – Rotates the image clockwise by 90 degrees.

Flip – Flips the image view from front to back. Only available if there is a back view of the image.

Zoom – Zoom in or out to view the detail of an image.

Reset – returns the image to its original state.



Expand the image to a full screen view by using the Full Screen icon near the top right corner of the image.

Printing Images

Select the **Print** icon near the top right corner of the image to choose an option for printing a single image or all images. A printer friendly version of the image and the item's details is displayed. Select **Print**.

When printing images directly from search results, select an item one at a time and choose **Print Image** from the **Actions** column, or select **Print Multiple Images** from the **I want to** menu.

Downloading Images

Select the **Download** icon near the top right corner of the image to view download options. Images can be downloaded in PDF or RTF formats and for each format you have the option of downloading all images or a single image.

Stop Payments

Place, Renew, and Release Stop Payments

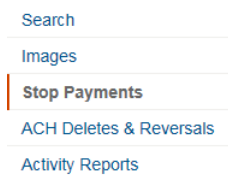
Place/Release Stop Payments

Only authorized users can place or release stop payments. Place or release stop payments on up to 50 checks at a time. Stop payments can be placed on checks that have not been paid or cashed. You can release stop payments if you want Wells Fargo to authorize payment of previously stopped checks. Stop Payment transactions are effective immediately when initiated successfully within Transaction Search.

If you do not know the exact check numbers or whether the checks have posted or have already been stopped, search for the items first, then take action to place or remove a stop payment from the search results. See Search for Checks or Search for Stop Payments for details.

Transaction Search will automatically verify if a check has already posted within the last 180 days (including checks memo-posted today). If you request a stop payment on a check more than 180 days old, Wells Fargo cannot verify if the item has already been paid. If you need assistance with old checks, or want to place or release stop payments on more than 50 checks at once, please call Treasury Management Client Services toll free at 1-800-AT-WELLS (1-800-289-3557), Monday through Friday, from 6:00 am to 6:00 pm and Saturday, from 7:00 am to 4:00 pm Pacific Time.

Select **Stop Payments** from the navigation menu.



Note: You may also use the **Place Stop Payment** quick link from the *CEO* portal home screen to go directly to the Place/Release Stop Payments screen.

Transaction Search Place Stop Payment

To Place or Renew a Stop:

I want to	Select Place Stop Payments .
Accounts	No accounts are selected by default. Select Add to see a list of the accounts you have access to for Stop Payments. Use the Find by field to narrow the account list to only those accounts matching your entry. Select the account you want to include in your request to place or renew a stop payment. Choose Apply to save your selections and return to the Place/Release Stop Payments screen.
Check Numbers	Enter one number, multiple numbers separated by commas, or a range of numbers. Up to 50 check numbers can be entered in a single request.

Select **Place Stops** to retrieve a list of checks matching your criteria.

Place/Release Stop Payments

***Required**

I want to Place Stop Payments

***Accounts** 0 Items selected Add

***Check Number** For example: 1001-1035 or 1041,1056,1001524839

Place Stops Reset

Conditions Necessary for Processing

Wells Fargo accepts your stop payment request provided the account number, check number, and dollar amount are accurate and the check has not been presented, cashed, or paid at a Wells Fargo branch prior to our receipt of your request. Wells Fargo cannot verify items paid over 180 days prior to the receipt of this instruction.

Verify requested stop payment information on the Place Stop Payments panel. Enter as much of the amount, issue date, and payee information as you can for each outstanding check. You will be notified if a requested check is paid or stopped. If a check is stopped, you may also request a renewal from this panel. Remove the check beside items you do not want to stop or renew, and select **Submit**.

Place Stop Payments

Conditions Necessary for Processing

Wells Fargo accepts your stop payment request provided the account number, check number, and dollar amount are accurate and the check has not been presented, cashed, or paid at a Wells Fargo branch prior to our receipt of your request. Wells Fargo cannot verify items paid over 180 days prior to the receipt of this instruction.

Print

☒ 1 Account XXXXX0341 Check 1009

Amount Issue Date Payee

Submit Reset Cancel

Note the confirmation number on the **Confirmation** panel or print the information for your records.

Confirmation

1 Stop Payments placed [TS1049]

Print

Date/Time 04/05/20XX 11:20 AM PT
Confirmation 04052018TS835425

Items Stopped(1)

1 Account XXXXX0341 Check1009

Account Name H WELLS

Placement Date 03/01/20XX
Expiration Date 08/31/20XX

Close

To Release a Stop:

I want to	Select Release Stop Payments.
Accounts	No accounts are selected by default. Select Add to see a list of the accounts you have access to for Stop Payments. Use the Find by field to narrow the account list to only those accounts matching your entry. Select the account you want to include in your request to place or renew a stop payment. Choose Apply to save your selections and return to the Place/Release Stop Payments screen.
Check Numbers	Enter one number, multiple numbers separated by commas, or a range of numbers. Up to 50 check numbers can be entered in a single request.

Select **Release Stops** to retrieve a list of checks matching your criteria.

Place/Release Stop Payments

*Required

I want to Release Stop Payments

*Accounts 0 items selected

Add

*Check Number

For example: 1001-1035 or 1041,1056,1001524839

Release Stops

Reset

Verify requested stop payment release information on the **Release Stop Payments** panel. You will be notified if a stop payment cannot be released. Remove the check beside items you do not want to release, and select **Submit**.

Release Stop Payments

✕

1 Items requested

Print

✓ 1 Account XXXXX0341 Check 1009

Account Name H WELLS

Payee

Issue Date

Placement Date 06/01/20XX

Expiration Date 12/01/20XX

Submit

Reset

Cancel

Note the confirmation number on the **Confirmation** panel or print the information for your records.

Confirmation

✕

✓ 1 Stop Payments released [TS1056]

Print

Date/Time 04/05/20XX 08:39 AM PT

Confirmation 04052018TS835407

Items Released(1)

1 Account XXXXX0341 Check1009

Account Name H WELLS

Payee

Close

ACH Deletes & Reversals

Delete and Reverse ACH Items

You can request to delete an ACH transaction before Wells Fargo distributes the transactions to the ACH operator.

For same day transactions, delete requests must be received before 7:00 a.m. CT (5:00 a.m. PT). For transactions other than same day, delete requests must be received before 3:00 p.m. CT (1:00 p.m. PT) on either the day the origination file was submitted or two business days prior to the posting date of the item (whichever is later). If the delete request is received after the deadline, Wells Fargo will process the delete as a reversal. In this case, it is the responsibility of your company, as the originator, to notify the receiver of the reversal, including the reason for the reversal, no later than the settlement date of the reversing transaction.

You can submit a request to reverse an ACH transaction after Wells Fargo has distributed the transaction to the ACH operator. Reversal requests must be received before 3:00 pm Central Time by the fourth business day after the settlement date of the original item. It is the responsibility of your company, as the originator, to notify the receiver of the reversal, including the reason for the reversal, no later than the settlement date of the reversing entry. Reversals are not guaranteed. If a reversal is returned, it is the responsibility of the originator to work directly with the receiver to resolve any outstanding issues.

Reversals will be distributed to Wells Fargo accounts on their settlement date.

Delete/Reversal information is available on the ACH Customer Activity Report via Treasury Information Reporting.

To Initiate a Delete/Reversal Request

Select **ACH Deletes & Reversals** from the navigation menu.

[Search](#)[Images](#)[Stop Payments](#)[ACH Deletes & Reversals](#)[Activity Reports](#)

Note: You may also use the **Delete/Reverse ACH** quick link from the *CEO* portal home screen to go directly to the ACH Deletes & Reversals screen.

[Transaction Search](#)[Delete/Reverse ACH](#)

To delete or reverse an ACH transaction, select **Add Item**. The Add Delete/Reversal screen is displayed.

Note: You may update the **Phone** and **Ext.** fields if needed before selecting **Add Item**. If the **Phone** field is blank you must enter a phone number before you can begin adding items.

ACH Deletes & Reversals

* Required

Requested By: Jane Doe

Company Name: ALPHA COMPANY

* Phone: 415-123-XXXX

Ext.:

[+ Add Item](#)

Deletes: 0 Reversals: 0

Remove	Request	Amount	Debit/Credit	Recipient Name	Posting Date	Receiving Account Number	Account Type	Receiving Bank ID	File ID	Company ID
No data to display										

[Submit \(0\)](#) [Clear](#) Maximum Allowed: 25

Enter data for each item you want to delete or reverse.

ACH ID	A combination of ACH File ID and ACH Company ID. If you know the ACH ID you can begin typing it in the ACH ID field to quickly locate it in your list, or you can tab into the field to see your complete list of ACH IDs and make a selection from there.
Request	Select Delete or Reverse . If we are unable to process your request you will be contacted by Wells Fargo.
Debit/Credit	Indicate if the original ACH transaction was a debit or a credit.
Account Type	Select Checking or Savings .
Posting Date	Enter the date the ACH transaction posted to the receiver's account.
Receiving Bank ID	Enter the receiving bank's transit routing number.
Receiving Account Number	Enter the receiver's account to which funds were deposited (paid) or from which funds were debited (charged).
Amount	Enter the amount of the ACH transaction.
Recipient Name	Use the Yes and No options to indicate if there is a recipient name. Yes is selected by default. Note: You must enter the recipient's name in the Name field when Yes is selected.

Name	Enter the name of the party receiving the transaction. Must match the ACH transaction in the originated file.
-------------	---

Add Delete/Reversal ✕

[0] Delete; [0] Reversals added

***Required**

*ACH ID

*Request ☐ Delete ☐ Reverse

*Debit/Credit ☐ Debit ☐ Credit

*Account Type ☐ Checking ☐ Savings

*Posting Date

*Receiving Bank ID

*Receiving Account Number

*Amount

*Recipient Name ☒ Yes ☐ No

*Name

To add additional items, select **Save and Add Another**. When you are finished adding items to your delete/reversal queue, select **Save and Continue** to return to the ACH Deletes & Reversals screen where a complete list of the items you entered will be displayed. You can take the following actions on this screen:

- Edit your phone number and extension.
- Add another item to your delete/reversal queue by selecting **Add Item**.
- View details of an item by selecting the Expand icon. Select it again to collapse the details.
- Remove an item from your queue by selecting the icon in the **Remove** column. Removed items will not be included in your delete/reversal request.
- **Submit** your delete/reversal requests to be processed. Any updates you made to your phone number and extension will also be submitted.
- **Clear** all items from your queue and stop the delete/reversal request.

ACH Deletes & Reversals

Requested By: Jane Doe
 Company Name: ALPHA COMPANY
 Phone: 415-123-XXXX
 Ext.:

[+ Add Item](#)

Deletes: 3 Reversals: 0

	Remove	Request	Amount	Debit/Credit	Recipient Name	Posting Date	Receiving Account Number	Account Type	Receiving Bank ID	File ID	Company ID
1	X	Delete	1.00	Debit	H. Wells	01/01/2010	XX9827	Checking	091000019	XXXXXG3152	XXXXXXG3152
2	X	Delete	2.00	Credit	A. Green	02/02/2010	XX9872	Savings	091000019	XXXXXG3152	XXXXXXG3152
3	X	Delete	3.00	Debit	D. Lee	03/03/2010	XX9872	Savings	091000019	XXXXXG3152	XXXXXXG3152

[Submit \(3\)](#) [Clear](#) Maximum Allowed: 25

Activity Reports

View and Print Activity Reports

Image and Stops activity reports allow you to access 365 days of user activity related to image retrieval and stop placement within Transaction Search. Only users authorized to view images can view the Image Activity report. Any user authorized to perform a search can view the Stops Activity report.

Select **Activity Reports** from the navigation menu.

- [Search](#)
- [Images](#)
- [Stop Payments](#)
- [ACH Deletes & Reversals](#)
- [Activity Reports](#)**

To View a Report

Report	<p>Choose either Stops Activity or Image Activity.</p> <p>Image Activity - lists all image requests for each account and date range you selected. The report lists the reference number and the status (e.g., viewed) of each request.</p> <p>Stops Activity - lists all stop payments initiated (placed, released, renewed) for the account and date range you selected. The report lists the confirmation number and the status (e.g., confirmed) of each stop payment transaction.</p>
Sort By	Reports can be sorted by Check/Customer Reference or by User ID.
Accounts	No accounts are selected by default. Select Add to see a list of the accounts you have access to for your selected report. Use the Find by field to narrow the account list to only those accounts matching your entry. Place a check in the checkbox at the top of the account table to select all accounts, or place a check by the accounts you want to include in your search. Choose Apply to save your selections and return to the View Activity Reports screen.
Date	Enter an exact date or a date range up to 365 days. The most recent 180 day period will be displayed by default.

View Activity Reports

*Required

Report Type Stops Activity

Sort By Check/Customer Reference

* Accounts 12 items selected Edit
XXXXXXXX0341, XXX7558, XXXX7775...

* Date 06/01/20XX ? To 06/17/20XX ?

Run Report Reset

Select **Run Report** to generate a report of the activity matching your search criteria. Activity reports can be printed by selecting **Print** in the report window.

Stops Activity Report Print									
Report Period 06/01/20XX - 06/17/20XX									
Report Date/Time 06/17/20XX 10:29 AM PT									
Company Name ALPHA COMPANY									
Account Number XXXXXX0341									
Account Name H. WELLS									
Currency USD Bank ID 073000226									
Type	Check	Amount	Placement Date	Placement Time	User ID	Confirmation	Issue Date	Payee	Status
Renew	2018	999,999,999.99 USD	06/13/20XX	02:15 PM PDT	JDOE01	06132016TS589169	08/02/20XX		Confirmed
Renew	2019	999,999,999.99 USD	06/13/20XX	02:15 PM PDT	JDOE01	06132016TS589169	08/02/20XX		Confirmed
Renew	456363	100,000.00 USD	06/13/20XX	02:15 PM PDT	JDOE01	06132016TS589169	01/29/20XX		Confirmed
Release	2018	999,999,999.99 USD	06/13/20XX	02:19 PM PDT	JDOE01	06132016TS589177			Confirmed

Image Activity Report							Print
Report Period 02/28/20XX - 05/25/20XX							
Report Date/Time 05/25/20XX 10:41 AM PT							
Company Name ALPHA COMPANY							
Account Number XXX7555							Currency USD
Account Name H. WELLS							Bank ID 091000019
Check / Customer Reference	Amount	Date Viewed	Time Viewed	User ID	Reference	Status	
22160100	60.00	05/03/20XX	11:20 PM PT	JDOE01	06042016TS356763		
91000019	91,000.019.00	06/04/20XX	02:45 AM PT	JDOE01	06042016TS356887		
91000019	91,000.019.00	06/04/20XX	02:53 AM PT	JDOE01	06042016TS356891		
91000019	91,000.019.00	06/04/20XX	03:16 AM PT	JDOE01	06042016TS356907		
91000019	91,000.019.00	06/04/20XX	01:51 AM PT	JDOE01	06042016TS356941		

Glossary

Term	Definition
Account Name	Name assigned to an account number. Each account has a default account name until you ask Wells Fargo to assign a different name to that account.
Account Type	Checking and Savings are account types.
ACH	Automated Clearing House. A system used to move funds electronically between accounts. ACH automates common transactions such as depositing payroll checks, paying bills, making purchases, and transferring funds.
ACH Company ID	The unique identification number of the originating company for ACH transactions. This field takes a maximum of 10 alpha-numeric characters, and may contain spaces.
ACH Customer Activity Report	Available in the <i>CEO</i> Treasury Information Reporting service. The report contains settlement information, adjustment detail (including all rejects, deletes, and reversals processed on the current business day), and a summary of return activity.
ACH File ID	The identification number assigned to an ACH origination file when transmitted to Wells Fargo by your company. The File ID is most commonly shown as the Tax ID number with a forwarding digit. This field takes a maximum of 10 alpha-numeric characters and may contain spaces.
Activity Date	Date on which a transaction was requested or an activity took place for a transaction. For example, the date that you requested a stop payment or the bank rejected a stop.
Addenda Data	A record in an ACH file that includes additional payment information, or information identifying an account holder.
Addenda Type	Code indicating one of the following: <ul style="list-style-type: none"> 02 - Point-of Sale-Entry (POS), Shared Network Transaction (SHR), or Machine Transfer Entry (MTE) 05 - Addenda Record (Applies to ACK, ATX, CCD, CIE, CTX, DNE, ENR, PPD, TRX, and WEB Entries) 10 - 1st Addenda Record for IAT Entry 11 - 2nd Addenda Record for IAT Entry 12 - 3rd Addenda Record for IAT Entry 13 - 4th Addenda Record for IAT Entry 14 - 5th Addenda Record for IAT Entry 15 - 6th Addenda Record for IAT Entry 16 - 7th Addenda Record for IAT Entry 17 - Addenda Record for IAT Entry Remittance Information 18 - Addenda Record for IAT Entry Foreign Correspondent Bank Information 80 -Wells Fargo Transaction Descriptor Information – Settlement representing your ACH Payments generated by Wells Fargo

98 - Notification of Change (COR) Addenda Record and Refused Notification of Change (COR) Addenda Record

99 - Return Entry Addenda Record, Dishonored Return Entry Addenda Record, and Contested Dishonored Return Entry Addenda Record

ARC	Standard Entry Code for Accounts Receivable Entries. ARC transactions are ACH debits which are converted from checks received at a drop box or lockbox location.
BAI Code	A three-digit Bank Administration Institute (BAI) number that identifies the transaction data. It's often accompanied by a text transaction description that explains the code called the Transaction Type.
Bank ID	The nine-digit number identifying a financial institution. Also known as a transit routing number.
BOC	Standard Entry Class code used for back office conversion entries. BOC transactions are used to convert checks received at a point-of purchase or manned bill payment location to ACH debits during back office processing.
Customer Reference Number	Customer-defined number used to identify transactions. For example, you can use a check number, location number, or a combination of location and serial numbers as the customer reference number for a given transaction.
Company Name	The name of the originating company as it appears on your ACH file. The Company Name is included in the batch header (type 5) record of your ACH file.
Confirmation Number	Bank-assigned number that verifies your transaction request was received. Customer service may request this number if you call for assistance.
Delete	An exception that your company initiates when you discover an error in an entry before Wells Fargo has distributed the ACH item to the receiver's account.
Discretionary Data	Additional information associated with a transaction, provided by the originator to help identify the transaction. Discretionary data can be associated with ACH transactions, checks and deposits.
Endpoints	The locations that process controlled disbursements for Wells Fargo. They are Calabasas, California, Grand Junction, Colorado, Plano, Texas, Red Wing, Minnesota, Van Wert, Ohio, and Chapel Hill, North Carolina, Savannah, Georgia, Wilmington, Delaware, and Buford, Georgia.
Exception	An ACH transaction that requires special processing. Exceptions may be caused by anything from a typographical error when creating an ACH file to a lack of sufficient funds in a receiver's account at the time of settlement.
Image	A digital copy of a payment transaction.
Issue Date	The effective date of the check (the pay date printed on the check).
Item Details	Detailed information about the item you selected. Depending on the data available for the selected check, the item details will include the account number, serial/check number, amount, bank ID, paid date, and other information.
Item Sequence Number	Wells Fargo's processing reference number for a transaction.
MICR Account Number	Magnetic Ink Character Recognition. Account number that is part of the MICR line printed on the bottom of each check. MICR Account Number is numeric and 12-17 digits in length.

MICR Split	A paper draft that is created in lieu of an ACH transaction for an item within an ACH file that is being sent to a non-ACH participating bank.
ODFI	Originating Depository Financial Institution. The bank or other financial institution that processes an ACH transaction for the originating company. If you originate ACH transactions, Wells Fargo is your ODFI.
Originating Company	The company that originates (or creates) an ACH transaction.
PDF	Portable Document Format. To view and download reports in PDF formats, you need a minimum of Adobe Acrobat Reader version 4 installed on your computer. Adobe Acrobat Reader can be downloaded from the Adobe site at no charge.
POP	Point of Purchase entry – The SEC code that identifies a Single Entry debit initiated by an Originator to the Receiver's account based on an Eligible Source Document provided to the Originator by the Receiver at the point of purchase or manned bill payment location to transfer funds from the receiver's account.
Posting Date	Date on which the bank processed an item. Search for an exact date or a range of dates.
Pre-note	An optional part of the process of setting up a new receiver which allows you to test a transaction. It is identical to a normal entry, and is processed like one, except that the credit or debit amount is zero dollars and the transaction code field identifies the entry as a pre-note.
Processing Date	The date that Wells Fargo processes an ACH transaction file. The processing date is one or more days before the file's effective entry date.
RDFI	Receiving Depository Financial Institution. The bank or other financial institution where the receiver of an ACH transaction has an account that is credited or debited as specified in the transaction instructions submitted by the originating company. For ACH transactions that your company receives, Wells Fargo is your RDFI.
Real Time Payments	Transactions utilizing real time messaging that keeps payment and remittance information together and payer and payee connected. Payments are cleared and settled in real time via the RTP payment network.
Receiver	The company or person who receives an ACH transaction submitted by the originating company. For ACH transactions that your company originates, the receiver may be an employee, a customer, another company, or a branch of your own company.
Recipient ID	Number that is used by an originating company to identify the individual being paid (via direct deposit) or charged (via direct debit).
Recipient Name	The name of the receiver of the original ACH transaction provides additional identification for the transaction receiver.
Reversal	An exception that your company initiates when you discover an error in an entry after Wells Fargo has distributed the item to the ACH operator.
RTF	Rich Text Format. This is one of the format options for downloading check images and item details.
Settlement	The transfer of funds for an ACH transaction and the crediting or debiting of all accounts involved. An item that is returned goes through two settlements: one for the original transaction and one for the return.
Settlement Date	The date when funds are transferred for an ACH transaction and all accounts are credited or debited.

Standard Entry Class Code	<p>The Standard Entry Class (SEC) Code is a required three character code included in the company/batch header record to identify the type of ACH transactions contained in that batch. All entries within a batch have the same SEC Code. The most common SEC Codes are PPD and CCD. The SEC Code is found in the 5 record of your ACH file, positions 51-53.</p>
Status	<p>Identifies the status of a check transaction in the search results for Checks. The check descriptions are:</p> <ul style="list-style-type: none"> • Check Paid – Check has been paid. • Not Posted – No posted check transaction found matching search criteria. • Reversal – Check was originally paid and later reversed. • Converted Check – Check converted to an electronic payment (e.g. ACH). • Stopped – Check has been stopped. <p>ARP accounts may also display the following check descriptions:</p> <ul style="list-style-type: none"> • Cancelled – Check has been cancelled. • Outstanding – Issued check has not been paid or dispositioned. • Void – Check has been voided.
Trace Number	<p>Unique number assigned to each transaction. The trace number is used to track an item to the ACH receiving institution.</p>
Transaction Type	<p>Description assigned to each transaction reported for an account. Related transaction types are assigned to a transaction group. ACH Concentration Credit, Commercial Deposit, and Check Paid are examples of transaction types. Bank Administration Institute (BAI) type codes are used to identify the type of data being reported.</p>