Treasury Information Reporting

Wholesale Customer Training
Treasury Information Reporting

Agenda

- *Commercial Electronic Office® (CEO®)* access
- Viewing and managing reports
  - Standard reports and Saved (customized) reports
- Quick Reports feature
- Account Balances panel
- Post class resources
CEO portal sign-on website
https://wellsoffice.wellsfargo.com
CEO® Home

Access the **Treasury Information Reporting** service

![CEO® Home Screen](image)
To return back to the **CEO® Home** page, or to access any of your other **CEO** services, click here to expand a menu of options.

<table>
<thead>
<tr>
<th>Run Report</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
</tr>
<tr>
<td>* Report</td>
<td>Previous Day Composite</td>
</tr>
<tr>
<td>* Format</td>
<td>View in Browser (HTML)</td>
</tr>
<tr>
<td>* Accounts</td>
<td>9 of 9 selected</td>
</tr>
<tr>
<td>* Date</td>
<td>Previous Business Day</td>
</tr>
</tbody>
</table>

**From** | **To**
--- | ---

**Additional Criteria**

[Run] [Save] [Reset]
Report selection
Click in the **Report** field to choose the desired report

The reports available to you are managed by your company's CEO portal Administrator
Format selection
Click in the **Format** field to choose the desired output format

Please note that not all reports are available in all formats shown here.

After selecting the desired **Format**, you can click the **Format Options** link to review and manage additional formatting options.
Account selection
Confirm the **Accounts** (or ACH IDs, when applicable) to include

For the **Standard** version of the selected report, all eligible accounts will be included by default.

Click the **Change** button to manage the included accounts.
Date selection
As necessary, choose a different reporting Date parameter

The default Date selection and its menu options will both vary by report, depending on the type of information it is designed to provide.

Use the Date menu or the From / To fields to make an alternate date (or date range) selection.
Additional Criteria selection
Review & manage this section – these options will vary by report
Run the selected report
As desired, **Save** any customized reporting selections

Click **Run** to generate the report, then review it...

If modifications are needed, make the desired changes, then run the report once again

If you'd like to save your reporting customizations for future use, click the **Save** button, then enter a **Name** for your Saved Report
Access your customized reports
Your saved reports are available in the Report dropdown menu.

Please note that your saved customized reports are available only to you – they are unique to your User ID.
Manage your customized reports over time

First, click the Saved Reports link

Next, manage your saved (customized) reports from the Saved Reports window

Select a report here to Edit additional changes, or Rename it, or Delete it

You can also Run selected reports from here
From either the CEO® Home page itself, or from the CEO® Home dropdown menu (when working from within a different CEO service), click Quick Reports to access that feature...
Quick Reports
Convenient access to your most commonly utilized reports

To open a report from this window, simply click its desired output format.

Click **Edit List** to manage which reports are available here – this list can include any of your own Saved (customized) reports...

<table>
<thead>
<tr>
<th>Report</th>
<th>HTML</th>
<th>PDF</th>
<th>CSV</th>
<th>Excel</th>
<th>BAI v2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Day Composite</td>
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<tr>
<td>Intraday Composite</td>
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<td>Wire Transfer Detail</td>
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<td>Lockbox Detail</td>
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<td>ACH Receive</td>
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<tr>
<td>Express Balance</td>
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<tr>
<td>Chris - Monday PDC</td>
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<tr>
<td>Previous Day Return Item Detail</td>
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</table>

To open a report from this window, simply click its desired output format.
Edit Reports List

Select the reports to include as your own Quick Reports
The Account Balances panel requires access to the Express Balance Report.

Click Edit List to manage the accounts and balances displayed in this panel...
Account Balances panel management
Select the desired account and balance information to display
Help and training resources within CEO

CEO® Home page – click the Support button, then select Help

Use the Online Training Classes link to register for free online CEO product training classes

Use the My Help section to access User Guides and other resources specific to your various CEO services
Treasury Information Reporting
Post class resources

- Product questions?
  - CEO portal online help resources
  - Contact your Relationship Management team, or Customer Service Officer
  - Contact the Treasury Management Client Services team: 1-800-AT-WELLS (1-800-289-3557)

- Training feedback or questions?
  - Send an email to: customer.training@wellsfargo.com