



District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 18-016

Date: December 13, 2017

To: District Chief Business Officers
District Fiscal Directors
Personnel and Payroll Directors

From: Nghia Do, Advisor – DBAS

Re: Inquiry-Only Access to the Santa Clara County Office of Education (SCCOE)'s Wells Fargo Disbursement Accounts (Accounts Payable and Payroll Revolving)

The purpose of this bulletin is to notify Districts that your service team will confirm with each district CBO a listing of district personnel who have been granted "Inquiry-Only access" to the two SCCOE disbursement accounts in the Wells Fargo Commercial Electronic Office (CEO) Portal:

1. *****08104 - SCCOE Payroll Revolving
2. *****51614 - SCCOE Accounts Payable Revolving

Districts can follow the step-by-step instructions how to use the Transaction Search option in Wells Fargo CEO Portal to check the status of a warrant; whether it is paid, cancelled or still outstanding, before submitting the cancellation request to DBAS.

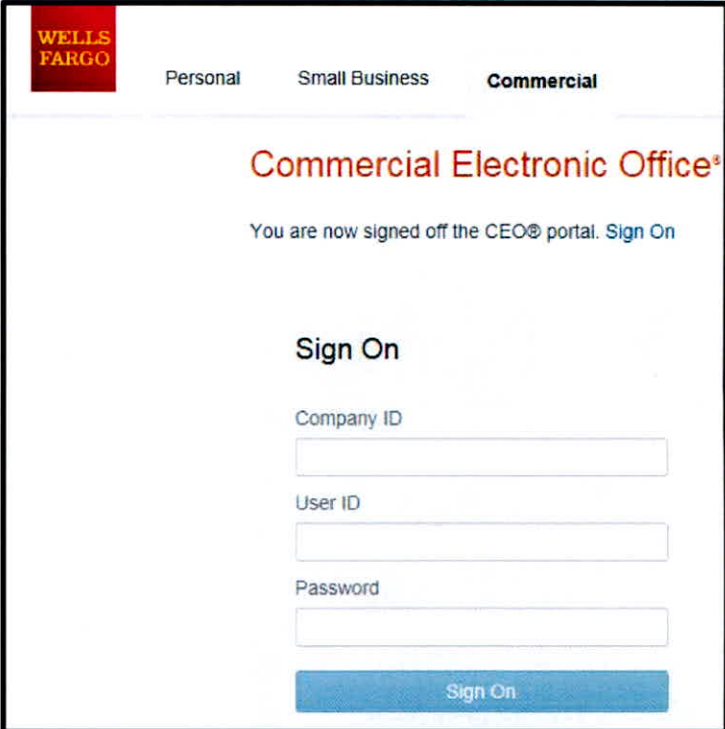
Please note that it is the district's responsibility to inform DBAS of any personnel changes, add and/or delete staff so DBAS can update the Wells Fargo CEO portal access accordingly.

Please distribute this memo within your District as deemed appropriate.

USING THE TRANSACTION SEARCH OPTION IN WELLS FARGO CEO PORTAL

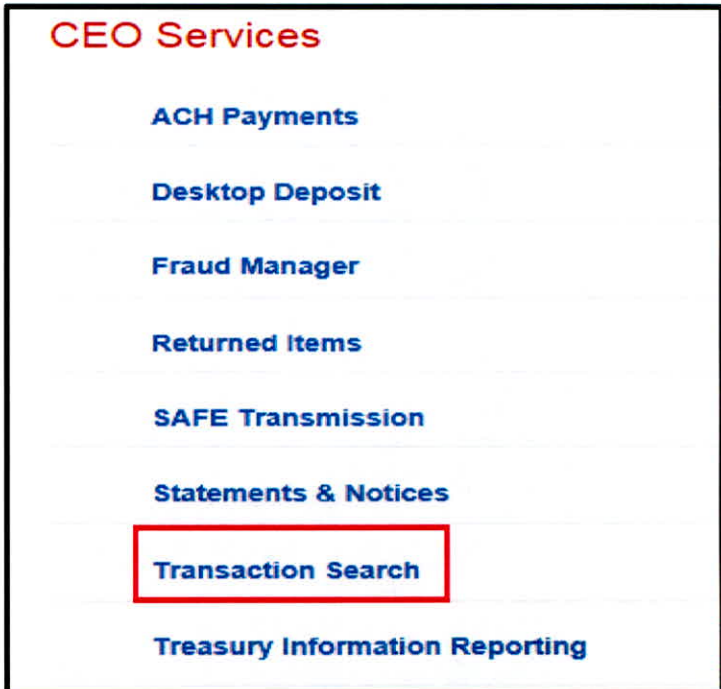
1. Sign on Wells Fargo CEO Portal

- Company ID: [COUNT143](#)
- User ID: your CEO user ID
- Password: your password



The screenshot shows the Wells Fargo Commercial Electronic Office sign-on page. At the top left is the Wells Fargo logo. To its right are navigation tabs for 'Personal', 'Small Business', and 'Commercial'. Below the logo is the heading 'Commercial Electronic Office' and a message: 'You are now signed off the CEO® portal. Sign On'. The main section is titled 'Sign On' and contains three input fields labeled 'Company ID', 'User ID', and 'Password'. A blue 'Sign On' button is located at the bottom of the form.

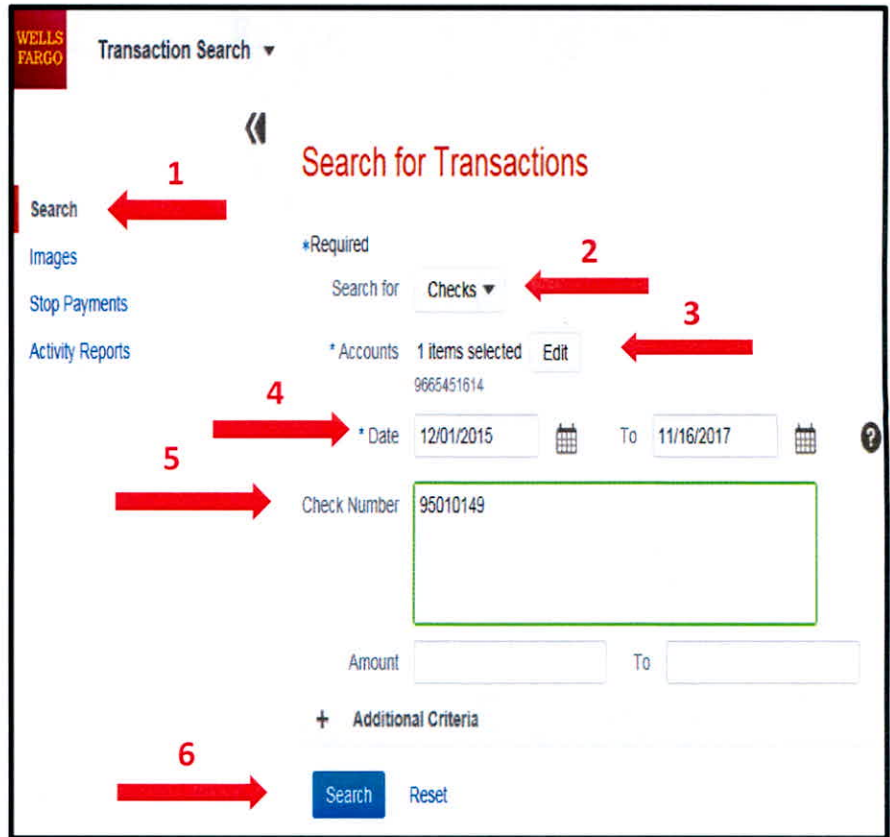
2. Select Transaction Search



The screenshot shows the 'CEO Services' menu. The title 'CEO Services' is at the top. Below it is a list of service options: 'ACH Payments', 'Desktop Deposit', 'Fraud Manager', 'Returned Items', 'SAFE Transmission', 'Statements & Notices', 'Transaction Search', and 'Treasury Information Reporting'. The 'Transaction Search' option is highlighted with a red rectangular box.

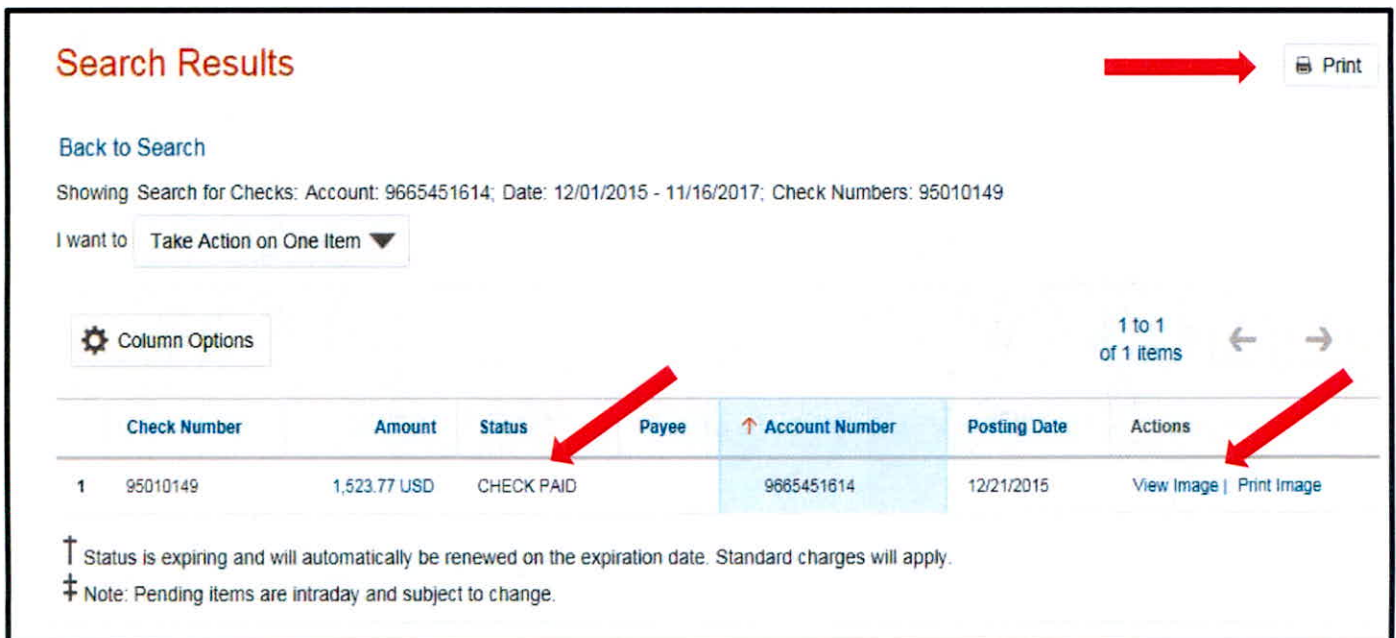
3. Select Search

- Search for Transactions
- Checks
- Select Accounts:
 - Payroll: XXXXX08104
 - A/P: XXXXX51614
- Enter Date Range
- Enter Warrant Number
- Click Search



4. Search Results display

- Print Search Results (Optional)
- The warrant's status can be shown as **Outstanding**, **Cancelled** or **Check Paid**
- Click on either View Image or Print Image if the warrant's status is shown as **Check Paid**



Search Results

 Print

[Back to Search](#)

Showing Search for Checks: Account: 9665451614; Date: 09/29/2017 - 11/16/2017; Check Numbers: 95012383

I want to Take Action on One Item ▼

 Column Options

1 to 1
of 1 items



	Check Number	Amount	Status	Payee	Account Number	Posting Date	Actions
1	95012383	3,173.45 USD	Cancelled	FRANCHISE TAX BOARD	9665451614		Place Stop

† Status is expiring and will automatically be renewed on the expiration date. Standard charges will apply.

‡ Note: Pending items are intraday and subject to change.

Search Results

 Print

[Back to Search](#)

Showing Search for Checks: Account: 9665451614; Date: 9/29/2017 - 11/16/2017; Check Numbers: 95012574

I want to Take Action on One Item ▼

 Column Options

1 to 1
of 1 items



	Check Number	Amount	Status	Payee	Account Number	Posting Date	Actions
1	95012574	130.92 USD	Outstanding	#90 ELIZABETH LAZARO	9665451614		Place Stop

† Status is expiring and will automatically be renewed on the expiration date. Standard charges will apply.

‡ Note: Pending items are intraday and subject to change.

IMPORTANT:

- In the Transaction Search option, you can search for a warrant's status up to seven (7) years.