



EAST WEST BANK

*business*Bridge®Premier
Business Online Banking
User Guide

Customizing & Exporting
Account Information

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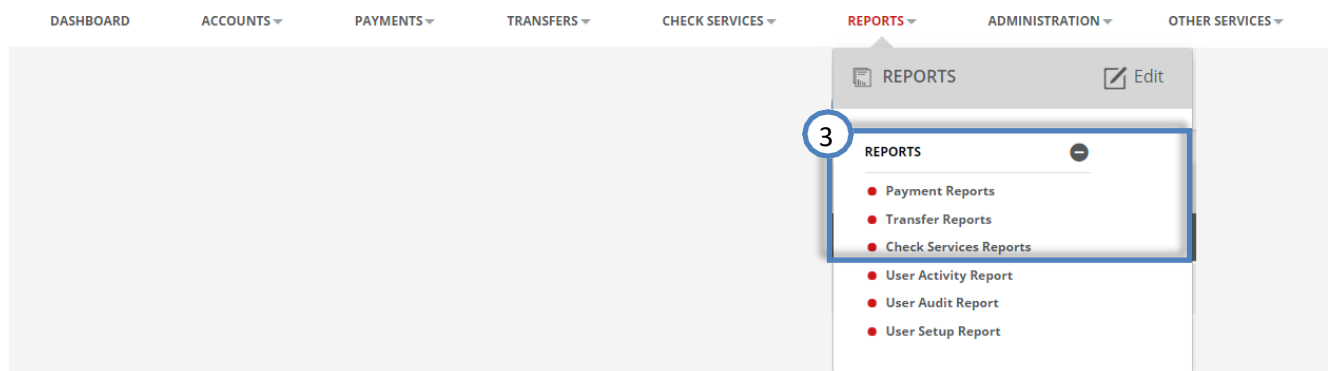
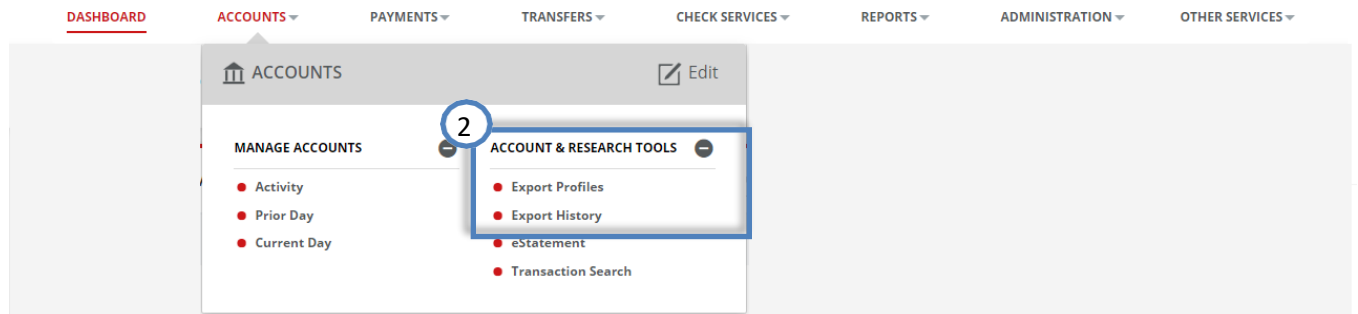
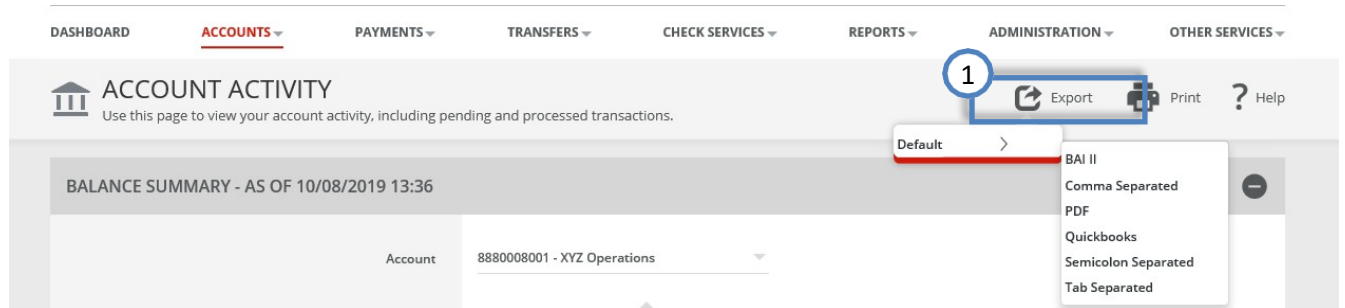
For assistance or questions, please contact our Business Customer Service Department at (888) 761–3967, Monday through Friday, 6:00 AM to 7:00 PM PT.

Overview

Exporting information in a concise file is a helpful tool to in the account reconciliation process.

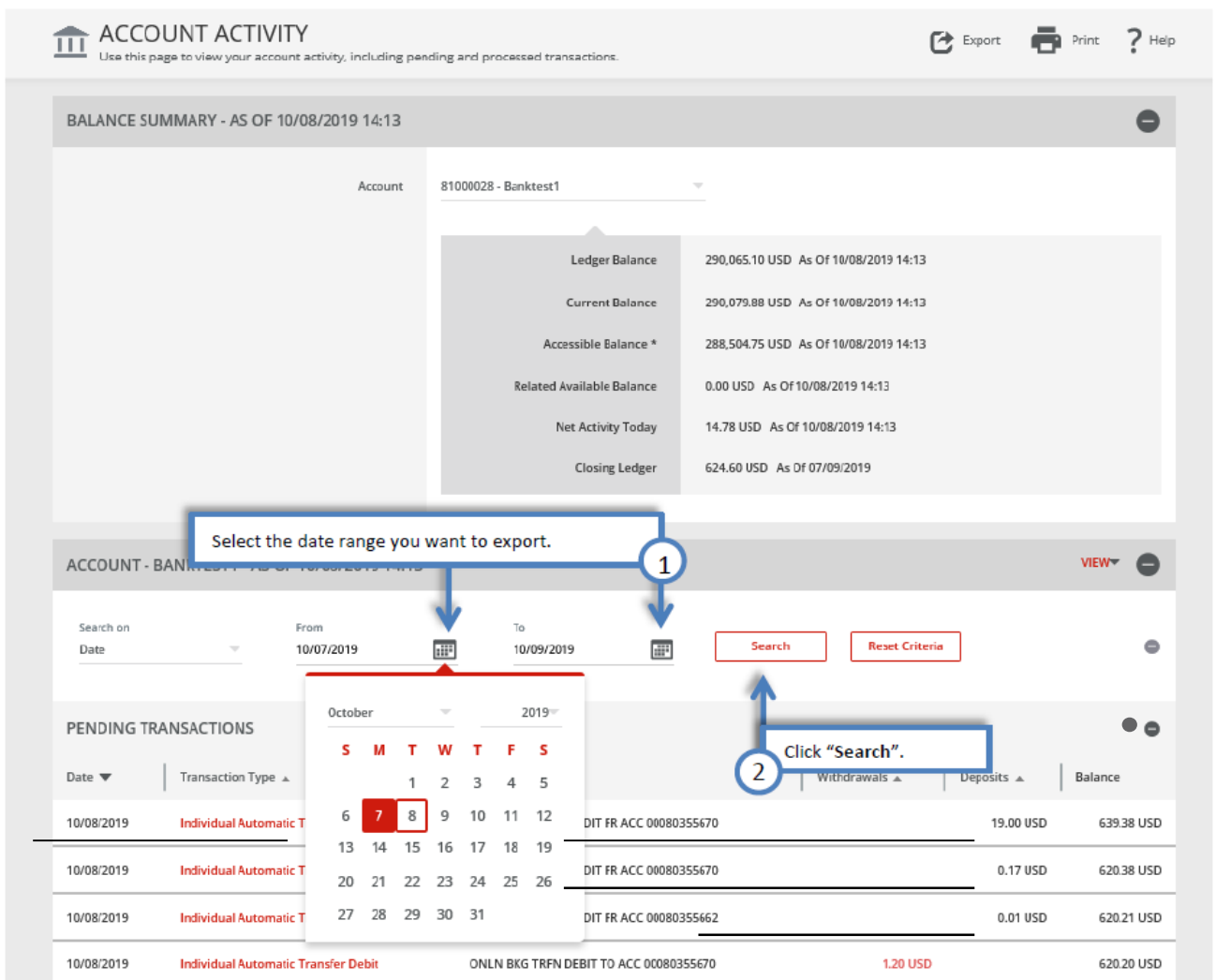
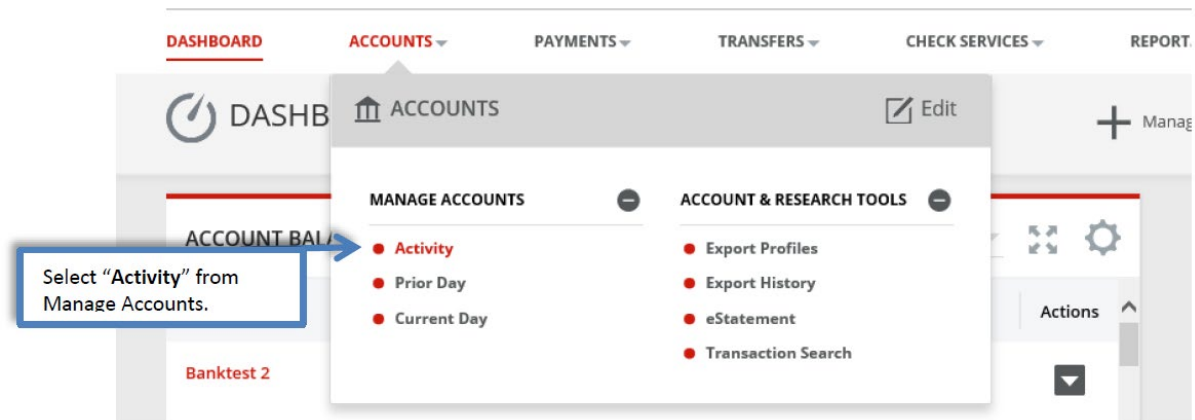
There are three areas to export essential transaction information:

1. Quickly “**Export**” all transactions from Account Activities
2. Create a file to your specifications of data from “**Export Profiles**”
3. Download from “**Reports**” specifically for Payments, Transfers, and Checks



Export from Account Activities

The following walks you through exporting transaction information from account activities.



Click "Export".

3

ACCOUNT ACTIVITY

Use this page to view your account activity, including pending and processed transactions.

BALANCE SUMMARY - AS OF 10/08/2019 14:13

Account 81000028 - Banktest1

Click "Default" and the desired file type.

4

Default

BAI II

Comma Separated

PDF

Quickbooks

Semicolon Separated

Tab Separated

Ledger Balance 290,065.10 USD As Of 10/08/2019 14:13

Current Balance 290,079.88 USD As Of 10/08/2019 14:13

Accessible Balance * 288,504.75 USD As Of 10/08/2019 14:13

Related Available Balance 0.00 USD As Of 10/08/2019 14:13

Net Activity Today 14.78 USD As Of 10/08/2019 14:13

Closing Ledger 624.60 USD As Of 07/09/2019

ACCOUNT - BANKTEST1 - AS OF 10/08/2019 14:13

VIEW

Search on Date From 05/01/2019 To 10/09/2019 Search Reset Criteria

Click "Open" to review the file.

5

Do you want to open or save **Account-Activity-Export-20191008-1422.csv** (2.53 KB) from **eastwestbanktest3.bankonline.com**?

Open Save Cancel

Sample of CSV file

Account-Activity-Export-20191008-1420.csv [Read-Only] - Excel

	A	B	C	D	E	F	G	H	I	J
	AccountID	AccountNickname	Date	Transaction	Description	Status	Debit	Credit	Balance	
1	81000028	Banktest1	10/8/2019	Individual Automatic Transfer Credit	ONLN BKG TRFT CREDIT FR ACC 00080355670	In Process		19	639.38	
2	81000028	Banktest1	10/8/2019	Individual Automatic Transfer Credit	ONLN BKG TRFT CREDIT FR ACC 00080355670	In Process	0.17		620.38	
3	81000028	Banktest1	10/8/2019	Individual Automatic Transfer Credit	ONLN BKG TRFT CREDIT FR ACC 00080355662	In Process	0.01		620.21	
4	81000028	Banktest1	10/8/2019	Individual Automatic Transfer Debit	ONLN BKG TRFN DEBIT TO ACC 00080355670	In Process	-1.2		620.2	
5	81000028	Banktest1	10/8/2019	Individual Automatic Transfer Debit	ONLN BKG TRFN DEBIT TO ACC 00081000044	In Process	-1.2		621.4	
6	81000028	Banktest1	10/8/2019	Individual Automatic Transfer Debit	ONLN BKG TRFN DEBIT TO ACC 00080355662	In Process	-2		622.6	
7	81000028	Banktest1	6/25/2019	Incoming Money Transfer	LH USA, INC	Cleared	15001		624.6	
8	81000028	Banktest1	6/25/2019	Incoming Money Transfer	NAME NOT ENTERED	Cleared	268377.75		-14376.4	
9	81000028	Banktest1								

Export Profile

Customize the information you want exported.
First create an “Export Profile” that serves as a template with your data specifications. Then, use “Build File” to quickly export new data.

Creating an Export Profile

The following walks you through exporting transaction information from account activities.

Step 1: Select "Export Profiles".

Step 2: Click "Create Profile".

MANAGE EXPORT PROFILES
Use this page to create, edit or delete Export Profiles.

Profile Name ▲	Description ▲	File Type ▲	Contents ▲	Last Built ▲	Action
Account Reconciliation	Account Reconciliation	Comma Separated	Prior Day		Build File Edit Delete

Show 10 ▼

CREATE EXPORT PROFILE
★ Required Fields ? x

Step 1 Select file format

2 Enter a description for the export profile.

3 Enter a profile name for the export profile.

4 Select a file type.

5 Click "Next" to proceed.

2019 - 10:48 (Pacific Daylight Time) Alerts 99 Approvals 8

CREATE EXPORT PROFILE

★ Required Fields ? X

Step 2 of 5 Select export information

Contents

☐ Current Day

☐ Current Day: Detail Only

☐ Current Day: Summary Only

☐ Wire Confirmation Detail

☒ Prior Day

☐ Prior Day: Detail Only

☐ Prior Day: Summary Only

☐ Wire Confirmation Summary

Accounts ★

<input type="checkbox"/>	Account Number ▲	Account Nickname ▲	Bank ID ▲
<input checked="" type="checkbox"/>	81000028	Banktest1	322070381
<input checked="" type="checkbox"/>	81000032	Banktest 2	322070381
<input checked="" type="checkbox"/>	81000036	Banktest 3	322070381
<input checked="" type="checkbox"/>	81000044	Banktest 4	322070381
<input checked="" type="checkbox"/>	81000048	Banktest 5	322070381

Date Range ★

☐ Absolute

☒ Relative

From

Beginning of Current Month

To

Today

Cancel

Back

Next

6 Select the type of data you want to see.

Prior Day – transaction history
Current Day – pending transactions

7 Select the accounts you want included into the file.

8 Select “**Absolute**” to define a specific date range. Please note, the date range would need to be adjusted here each time you want to export new transaction information.
Select “**Relative**” to define a flexible date range.

9 Click “**Next**” to proceed.

2019 - 10:48 (Pacific Daylight Time) Alerts 99 Approvals 8

CREATE EXPORT PROFILE

★ Required Fields ? X

☒ Bank ID

☒ Bank Name

☒ Transaction Description

☒ Transaction Type

☒ Debit / Credit Indicator

☒ Amount

☒ Customer Reference

☒ Bank Reference

☒ Ledger Date

☒ Reference Text

☒ Item Count

Cancel

Back

Next

10 Select the type of information you want included into the file.

11 Use + to organize the order of information.

12 Click “**Next**” to proceed.

019 - 10:00 (Pacific Daylight Time) Alerts Approvals

CREATE EXPORT PROFILE

Step 4 of 5 Select transaction information

File Type: Comma Separated

Transaction Amount Range: From: Enter Amount To: Enter Amount

Transaction Groups: ☐ Group

Transactions Codes: ☒ Select From List ☐ Input Transaction Codes ☐ No Transaction Codes

<input checked="" type="checkbox"/>	BAU/Swift Code	Description
<input checked="" type="checkbox"/>	142	ACH Credit Received
<input checked="" type="checkbox"/>	301	Commercial Deposit
<input checked="" type="checkbox"/>	195	Incoming Money Transfer
<input checked="" type="checkbox"/>	455	Pre-authorized ACH Debit
<input checked="" type="checkbox"/>	475	Check Paid

Summary Codes: ☒ Select From List ☐ Input Summary Codes ☐ No Summary Codes

<input checked="" type="checkbox"/>	BAU/Swift Code	Description
<input checked="" type="checkbox"/>	010	Opening Ledger
<input checked="" type="checkbox"/>	011	Avg. Opening Ledger MTD
<input checked="" type="checkbox"/>	012	Avg. Opening Ledger YTD
<input checked="" type="checkbox"/>	015	Closing Ledger
<input checked="" type="checkbox"/>	020	Avg. Closing Ledger MTD

Cancel Back Next

Optional: Enter additional criteria for the information export.

13 Select the type of transactions to include in the file.

14 Select the type of balances to include in the file.

Click "Next" to proceed.

15

PREVIEW EXPORT PROFILE

Step 5 of 5 Use this page to review Export Profile information

Description	Account Reconciliation																																																																
Profile Name	Account Reconciliation																																																																
File Type	Comma Separated																																																																
Contents	Prior Day																																																																
Accounts	8890008001 - XYZ Operations - 322070381 8890008002 - XYZ Payroll - 322070381 8890008004 - XYZ Residual - 322070381 8890008016 - XYZ Operations for Store#2 - 322070381 810000028 - Banktest1 - 322070381 810000044 - Banktest 4 - 322070381 810000048 - Banktest 5 - 322070381 810000052 - Banktest 2 - 322070381 810000056 - Banktest 3 - 322070381																																																																
Date Range	Beginning of Current Month to Today																																																																
Transaction Groups	No Transaction Groups																																																																
Transactions Codes	142, 135, 145, 165, 166, 168, 171, 172, 174, 187, 189, 191, 201, 206, 213, 214, 301, 195, 455, 475, 495, 508, 505, 698, 699, 010, 015, 020, 040, 108, 108T, 109, 115, 118, 308, 342, 344, 353, 354, 357, 359, 362, 364, 366, 367, 368, 370, 384, 387, 398, 399, 408, 415, 451, 465, 468, 469, 474, 477, 481, 483, 487, 489, 496, 501, 506, 512, 513, 514, 516, 518, 526, 529, 531, 533, 535, 540, 210, 218, 224, 229, 232, 233, 236, 237, 240, 241, 242, 249, 252, 254, 255, 266, 268, 275, 281, 285, 306, 541, 542, 544, 548, 552, 554, 558, 564, 565, 567, 577, 595, 627, 631, 644, 651, 654, 664, 666, 668, 673, 676, 677, 684, 686, 695, 696, 926, 928, 931																																																																
Summary Codes	030, 060, 010, 011, 012, 015, 028, 021, 022, 024, 025, 037, 038, 640, 041, 042, 043, 044, 045, 050, 051, 054, 055, 056, 057, 059, 061, 062, 065, 066, 067, 068, 070, 072, 073, 074, 075, 076, 077, 078, 079, 080, 081, 082, 083, 084, 085, 086, 100, 101, 105, 106, 107, 108, 110, 120, 130, 131, 148, 146, 150, 160, 162, 163, 167, 170, 178, 180, 182, 185, 186, 188, 190, 240, 205, 207, 210, 215, 230, 231, 239, 245, 250, 251, 256, 260, 270, 271, 280, 285, 294, 302, 303, 304, 305, 307, 309, 310, 315, 316, 318, 319, 320, 321, 324, 325, 326, 327, 328, 329, 330, 332, 338, 338, 340, 341, 343, 350, 352, 355, 356, 360, 361, 370, 385, 389, 390, 406, 401, 403, 405, 406, 410, 412, 416, 420, 420, 440, 450, 463, 465, 467, 470, 471, 478, 480, 482, 486, 490, 500, 503, 507, 510, 515, 530, 532, 534, 536, 537, 539, 550, 551, 556, 560, 570, 580, 583, 584, 585, 586, 587, 588, 590, 594, 596, 601, 602, 610, 611, 612, 613, 614, 615, 617, 618, 621, 623, 625, 626, 628, 630, 632, 640, 646, 650, 655, 655, 670, 685, 689, 690, 402, 182, 65-1, 65-2, 65-3, 65-4, 65-5, 795, 787, 709, 723, 760, 701, 763																																																																
Include	<table><tr><th>Columns</th><th>Order</th><th>Sort By</th><th>Sort Order</th></tr><tr><td>Account Number</td><td>1</td><td>Account Number</td><td>Ascending</td></tr><tr><td>Account Name</td><td>2</td><td></td><td></td></tr><tr><td>Product Sub-Type</td><td>3</td><td></td><td></td></tr><tr><td>Account Currency</td><td>4</td><td></td><td></td></tr><tr><td>Bank ID</td><td>5</td><td></td><td></td></tr><tr><td>Bank Name</td><td>6</td><td></td><td></td></tr><tr><td>Transaction Description</td><td>7</td><td></td><td></td></tr><tr><td>Transaction Type</td><td>8</td><td></td><td></td></tr><tr><td>Debit / Credit Indicator</td><td>9</td><td></td><td></td></tr><tr><td>Amount</td><td>10</td><td></td><td></td></tr><tr><td>Customer Reference</td><td>11</td><td></td><td></td></tr><tr><td>Bank Reference</td><td>12</td><td></td><td></td></tr><tr><td>Ledger Date</td><td>13</td><td></td><td></td></tr><tr><td>Reference Text</td><td>14</td><td></td><td></td></tr><tr><td>Item Count</td><td>15</td><td></td><td></td></tr></table>	Columns	Order	Sort By	Sort Order	Account Number	1	Account Number	Ascending	Account Name	2			Product Sub-Type	3			Account Currency	4			Bank ID	5			Bank Name	6			Transaction Description	7			Transaction Type	8			Debit / Credit Indicator	9			Amount	10			Customer Reference	11			Bank Reference	12			Ledger Date	13			Reference Text	14			Item Count	15		
Columns	Order	Sort By	Sort Order																																																														
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Reference Text	14																																																																
Item Count	15																																																																

16

Click "Next"

16

Click "Next" to proceed.

Cancel

Back

Submit Profile

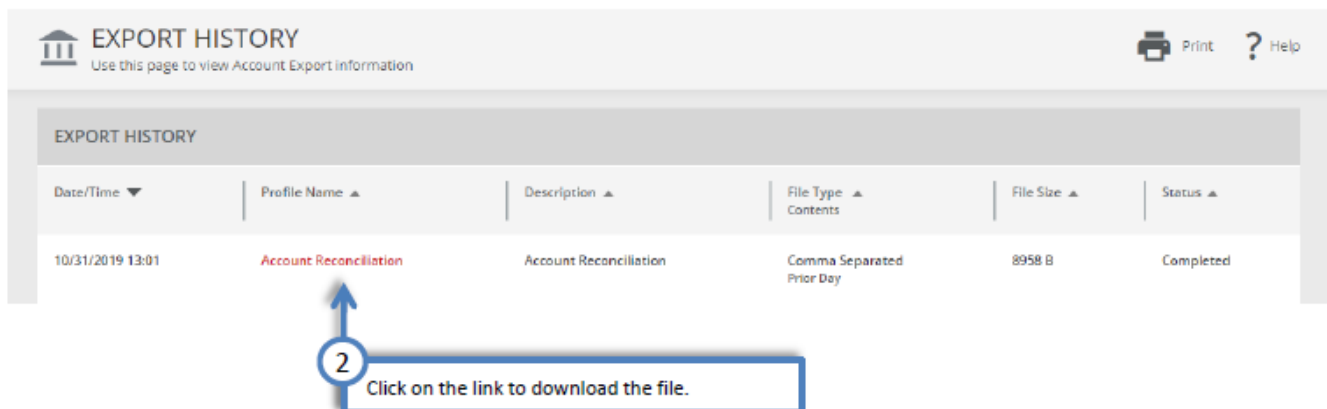
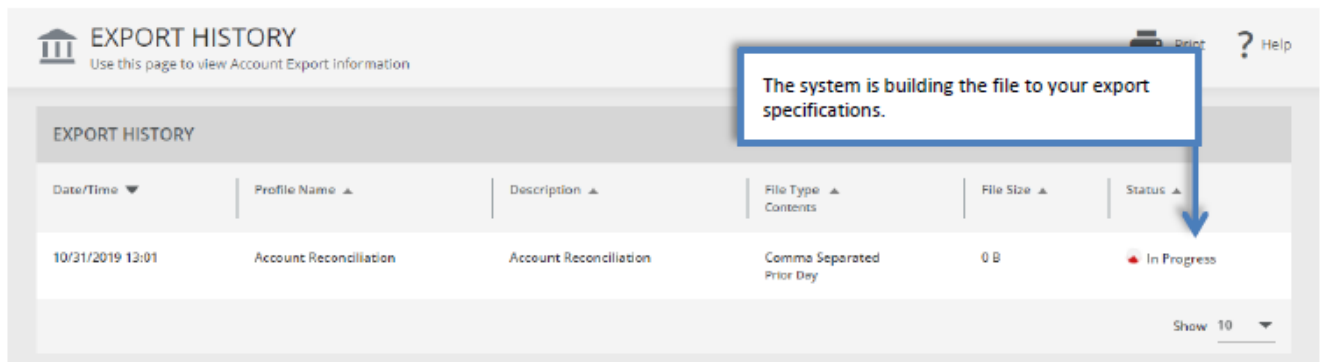
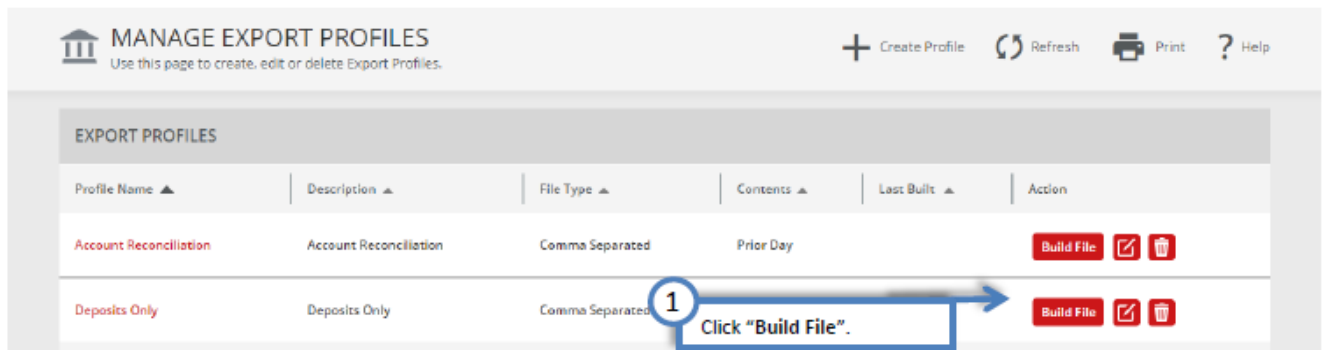
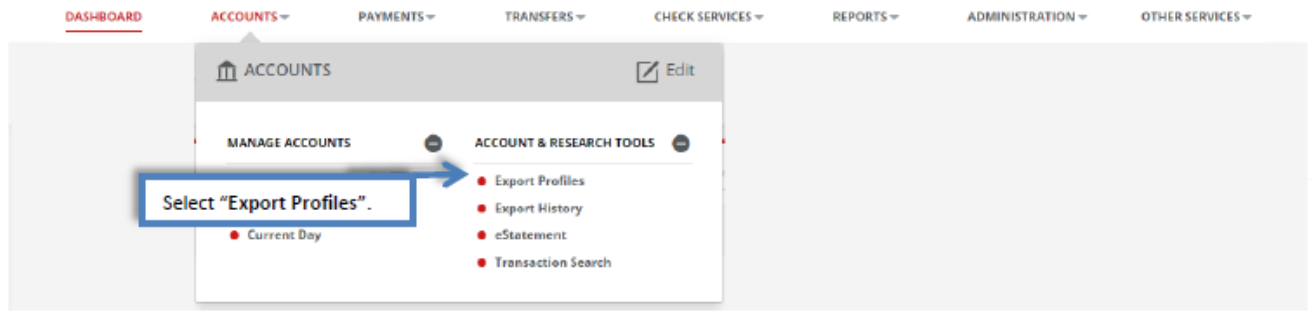


Successful Submit

Export profile Account Reconciliation has been successfully created.

Manage Profiles

Downloading from Export Profile



Click "Open" to review the file.

3

Do you want to open or save **Account Reconciliation.csv** (8.74 KB) from **eastwestbanktest3.bankonline.com**?

Open

Save

Cancel



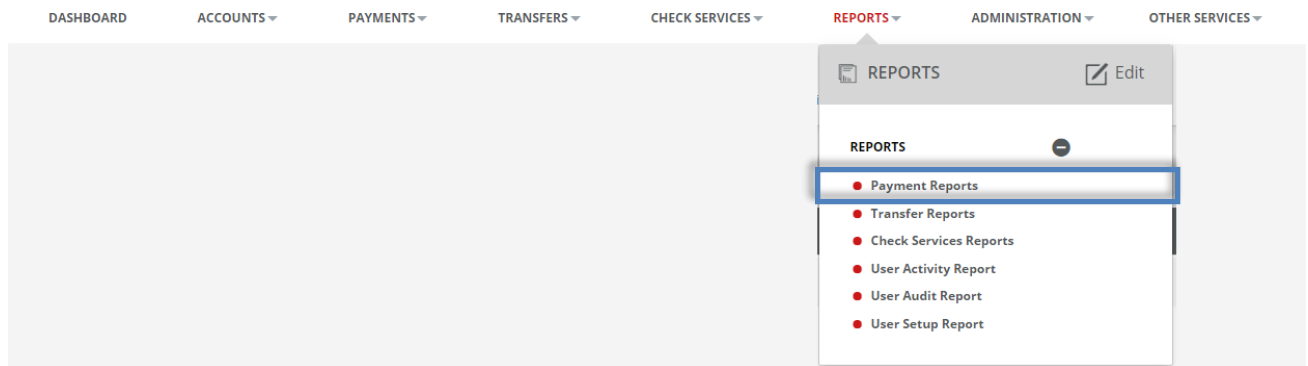
Sample of CSV file

Account Reconciliation.csv - Excel

Account Number	Account Name	Product Sub-Type	Account	Bank ID	Bank Name	Transaction Description	Transaction Type	Debit / Credit Indicator	Amount	Customer Reference	Bank Reference	Ledger Date	Reference Text
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 4.00		00015870391	10/9/2019	Merchant Services Deposit -
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 5.00		00015876966	10/9/2019	Merchant Services Deposit -
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 15.00		00015862686	10/9/2019	Merchant Services Deposit -
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 15.00		00015848421	10/9/2019	Merchant Services Deposit -
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 37.86		372859421881	10/9/2019	Merchant Services Deposit -
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 45.00		00015902275	10/9/2019	Merchant Services Deposit -
8880008004	XYZ Receivables	Checking	USD	322670381	EAST WEST BANK	ACH Credit Received	142	C	\$ 50.00		00015842635	10/9/2019	Merchant Services Deposit -

Payment Reports


These reports are created to provide specialized information relating to Wire and ACH transactions.



Report Name	Description of Information Included
ACH Detail	<ul style="list-style-type: none">• Total debit and credit amounts• Detailed recipient information of your originated transactions
ACH Summary	<ul style="list-style-type: none">• Total debit and credit amounts of your originated ACH transactions
Wire Confirmation Detail	<ul style="list-style-type: none">• Includes information on incoming and outgoing wires• Confirmation references• Wire instructions/addenda included from the originator
Wire Confirmation Summary	<ul style="list-style-type: none">• Includes information on incoming and outgoing wires• Confirmation references
Wire Detail	<ul style="list-style-type: none">• Includes information on outgoing wires• Confirmation references• Wire creation and approval audit information
Wire Summary	<ul style="list-style-type: none">• Concise list of outgoing wires• Confirmation references

Standard Reports







Clicking on the “Standard Report” will generate payments with today’s effective date (the day you are clicking on the report).

 **PAYMENT REPORTS**
Use this page to generate reports on your payment activity. You can view a standard report or customize a report to include select data.

REPORTS

STANDARD

CUSTOM

Standard Report Name	Action
ACH Detail	
ACH Summary	
Wire Detail	
Wire Template Detail	
Wire Template Summary	
Wire Summary	

Click on the Standard Report Name to review the file.

1

TOC First Prev Next Last Goto Page 1 of 3 100% Download Print

Report Run Date: 11/01/2019 16:32

Wire Detail Report

Fedwire

Payment Number	Confirmation#	Status	Amount
DEI39106DE	191101060834H300	Received By Bank	103,120.19 USD

From Template: N
Value Date: 11/01/2019
Send Date: 11/01/2019
Debit Account#:
Recipient ID Type: Account Number
Recipient ID: 123456789087
Recipient Name:
Recipient Address 1: EWB HK
Recipient Address 2: EWB HK
Recipient Bank ID Type: SWIFT (international)
Recipient Bank ID: EWBKHKHH
Recipient Bank Name: EAST WEST BANK
Recipient Bank Address 1: 8 FINANCE STREET
Recipient Bank Address 2: TWO INTERNATIONAL FINANCE CENTRE F
Recipient Bank Address 3: CENTRAL, HONG KONG
Intermediary Bank ID Type: ABA (Wire)
Intermediary Bank ID: 020005092
Intermediary Bank Name: WELLSFARGO NY INTL
Intermediary Bank Address 3: NEW YORK NY UNITED STATES

Date/Time	User ID	Action
10/31/2019 16:42		create
10/31/2019 16:47		approve

Total: 103,120.19 USD

Customizing Reports

Following the below steps will guide you to create a consolidated report with customized information.

businessBridge[®]Premier

EASTWEST BANK

Welcome,

DASHBOARD

ACCOUNTS

PAYMENTS

TRANSFERS

CHECK SERVICES

REPORTS

ADMINISTRATION

OTHER SERVICES

REPORTS

Edit

REPORTS

Payment Reports

Transfer Reports

Check Services Reports

User Activity Report

User Audit Report

User Setup Report

Click on "Payment Reports" from the Reports tab.

PAYMENT REPORTS

Use this page to generate reports on your payment activity. You can view a standard report or customize a report to include select data.

REPORTS

STANDARD

CUSTOM

Standard Report Name	Action
Recipient Detail	
Recipient Summary	
Wire Confirmation Detail	
Wire Confirmation Summary	
Wire Detail	
Wire Template Detail	

Click on the icon

1



CUSTOMIZE STANDARD PAYMENT REPORT

Use this page to add report filters and save the customized report for future use.

REPORT INFORMATION

Report Name *

Enter a Report Name

Enter a name for the report

Payment Report Name

Wire Confirmation Detail

Usage

☒ Private

☐ Shared

Select "Shared" to allow other users to use this customized report template

Accounts *

☒ Select Accounts

☐ Select All Accounts

Click the '+' to see and select the accounts to include in the file

ADD ACCOUNTS

☐ Select All Accounts ?

Show All

Search

<input type="checkbox"/>	Account Number ▲	Account Nickname ▲	Bank ID ▲
<input checked="" type="checkbox"/>	12344567		322070381
<input checked="" type="checkbox"/>	124356789		322070381
<input type="checkbox"/>	22118877	FCDDA_HKD	322070381
<input type="checkbox"/>	44339922	FCDDA_EUR	322070381

Select the accounts to include in the file

Date Range *

☒ Relative Date

☐ Absolute Date

From *

Select Relative Date

To *

Select Relative Date

Select "Absolute" to define a specific date range. Please note, the date range would need to be adjusted here each time you want to export new transaction information.

Select "Relative" to define a flexible date range.

Click Continue to proceed



PREVIEW: CUSTOM PAYMENT REPORT

Before continuing, review your custom report criteria.

REPORT INFORMATION

Custom Report Name	Outgoing Wire Confirmations
Payment Report Name	Wire Confirmation Detail
Usage	Shared
Accounts	8880008001 - XYZ Operations - 322070381 - Deposit 8880008002 - XYZ Payroll - 322070381 - Deposit 8880008016 - XYZ Operations for Store#2 - 322070381 - Deposit
Date Range	From Beginning of Current Week To Today
Credits/Debits/Both	Both Credits and Debits
<div><button>Cancel</button><button>Edit</button><button>Save</button><button>View</button><button>Save and View</button></div>	

7

Click "Save" to proceed.

REPORTS

STANDARD

CUSTOM

<input type="checkbox"/>	Custom Report Name ▲	Type ▲	Last Updated Date/Time ▲	Action
<input type="checkbox"/>	Outgoing Wire Confirmation	Wire Confirmation Detail	08/02/2021 13:17	

Show 10 ▼

Delete

Downloading Your Customized Report

businessBridge®Premier **EASTWESTBANK** Welcome,

DASHBOARD **ACCOUNTS** **PAYMENTS** **TRANSFERS** **CHECK SERVICES** **REPORTS** **ADMINISTRATION** **OTHER SERVICES**

REPORTS **REPORTS** **Edit**

REPORTS

- Payment Reports
- Transfer Reports
- Check Services Reports
- User Activity Report
- User Audit Report
- User Setup Report

Click on "Payment Reports" from the Reports tab.

1 Click on "Custom".

REPORTS

STANDARD **CUSTOM**

Select All	Custom Report Name	Type	Last Updated Date/Time	Action
<input type="checkbox"/>	Outgoing Wire Confirmations	Wire Confirmation Detail	11/04/2019 13:45	

Delete

2 Click on "Custom".

Items per page 10

TOC **First** **Prev** **Next** **Last** **Goto** **Page** 1 **of 3** **100%** **Download** **Print**

Report Run Date: 11/01/2019 16:32

Wire Detail Report

Fedwire

Payment Number	Confirmation#	Status	Amount
DEI39106DE	191101060834H300	Received By Bank	103,120.19 USD
From Template: N Value Date: 11/01/2019 Send Date: 11/01/2019 Debit Account#: Recipient ID Type: Account Number Recipient ID: 123456789997 Recipient Name: Recipient Address 1: EWS HK Recipient Address 2: EWS HK Recipient Bank ID Type: SWIFT (International) Recipient Bank ID: EWSKHKHH Recipient Bank Name: EAST WEST BANK Recipient Bank Address 1: 8 FINANCE STREET Recipient Bank Address 2: TWO INTERNATIONAL FINANCE CENTRE F Recipient Bank Address 3: CENTRAL HONG KONG Intermediary Bank ID Type: ABA (Wire) Intermediary Bank ID: 026005092 Intermediary Bank Name: WELLSFARGO NY INTL Intermediary Bank Address 3: NEW YORK NY UNITED STATES			
Date/Time	User ID	Action	
10/31/2019 16:42		create	
10/31/2019 16:47		approve	
Total:			103,120.19 USD

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