華 美 銀 行

EAST WEST BANK

HONG KONG BRANCH
Incorporated with limited liability under the laws of California, United States of America

*business*Bridge®*Premier* HK
Online Banking
User Guide

Payment Reports, Export
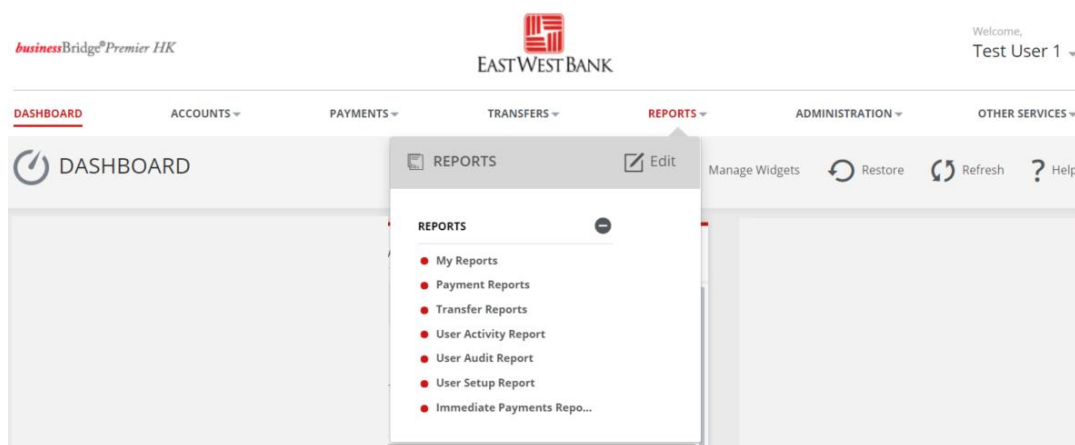Account Information & User Options

Contents

Overview

This user guide is intended to outline steps to creating standard and customized payment reports, export account activities, and create transaction export files with *business*Bridge®*Premier* HK.

Payment Reports

These reports provide specialized information relating to Book Wire and International Wire transactions.

Payment Report Name	Description of Information Included	Standard Report Criteria
Wire Detail*	• Includes information on outgoing wires • Confirmation references • Wire creation and approval audit information	• All entitled accounts • All transaction types • Report generation day's transaction
Wire Summary*	• Concise list of outgoing wires • Confirmation references	• All status • All currencies
Recipient Detail	• Includes detail information on Book Wire and International Wire recipients	• All Recipients for all types of transactions
Recipient Summary	• Concise list of Book Wire and International Wire recipients	
Wire Template Detail	• Includes detail information on Book Wire and International Wire templates	• All entitled accounts' templates
Wire Template Summary	• Concise list of wire templates	• All transaction Types • All currencies

*Both Wire Detail Report and Wire Summary Reports can be found under the "Wire Detail" report group.

Standard Reports

Clicking on the "Standard Report" will generate payments with the current day's effective date (the day you are clicking on the report).

Select "**Payment Reports**" from the Reports menu.

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		Customize Report
ACH Summary	Click on the **Standard Report Name** to review the file.	Customize Report
Wire Detail		Customize Report
Wire Template Detail		Customize Report
Wire Template Summary		Customize Report
Wire Summary		Customize Report

You will see the pop-up window display the report requested.

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:	123456789987
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:	9 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

Customize Reports

The below steps will guide you on how to create a report with customized information.

Select "**Payment Reports**" from the Reports menu.

Select "**Customize Report.**"

CUSTOMIZE STANDARD PAYMENT REPORT
Use this page to add report filters and save the customized report for future use.

REPORT INFORMATION

Custom Report Name *	Outgoing Wire Confirmatic
Payment Report Name	Wire Confirmation Detail
Usage	○ Private ● Shared
Accounts *	Select No Accounts

	Acct Number	Acct Nickname	Bank ID
☑	8880008001	XYZ Operations	322070381
☑	8880008002	XYZ Payroll	322070381
☑	8880008016	XYZ Operations for Store#2	322070381

Date Range
● Relative Date

From * Beginning of Current Week ▼   To * Today ▼

○ Absolute Date

Amount Range	From _____ To _____
Sender Reference Range	From _____ To _____ ❓
Sequence Number Range	From _____ To _____
Recipient Bank ID	_____
Currency	Select a Currency ▼
Transaction Type	Select Transaction Type ▼
Credits/Debits/Both	Both Credits and Debits ▼

Cancel   **Continue**

2 Enter a **Name** for the report.

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

4 Select the **Accounts** to include in the file.

5 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.

6 You can also specify the **Amount Range**, **Sender Reference Range, Currency** or **Transaction Type** to further define the criteria of export.

7 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

Cancel   **Edit**   **Save**   **View**   **Save and View**

Download Your Customized Report

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EAST WEST 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 menu.

1 Click on "**Custom.**"

REPORTS

STANDARD	CUSTOM

Select All	Custom Report Name ▲	Type	Last Updated Date/Time	Action
☐	Outgoing Wire Confirmations	Wire Confirmation Detail	11/04/2019 13:45	Edit

Delete

Items per page 10 ▾

2 Click on **Report Name.**

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:	123456789987
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:	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

Transfer Reports

Transfer Report Name	Description of Information Included	Standard Report Criteria
Transfer Detail	• Includes information on internal account transfers • Creation and approval audit information	• All entitled accounts • All transaction types • Report generation day's transaction
Transfer Summary	• Concise list of internal account transfers • Confirmation references	• All status • All currencies
Transfer Template Detail	• Includes detail information on transfer template	• All entitled accounts' templates • All transaction types
Transfer Template Summary	• Concise list of transfer templates	• All currencies

These reports are created to provide specialized information relating to internal account transfers. When you access the Transfer Reports page for the first time, you have the flexibility to create customized reports to meet your specific needs.

You can run the Standard Transfer Report or customize the report following the same steps as detailed in the previous sections. To view any Standard Transfer Report, simply click on the report name to see the templates or transfers you completed for the day.

Standard Reports

Clicking on the "Standard Report" will generate transfer with the current day's effective date (the day you are clicking on the report).
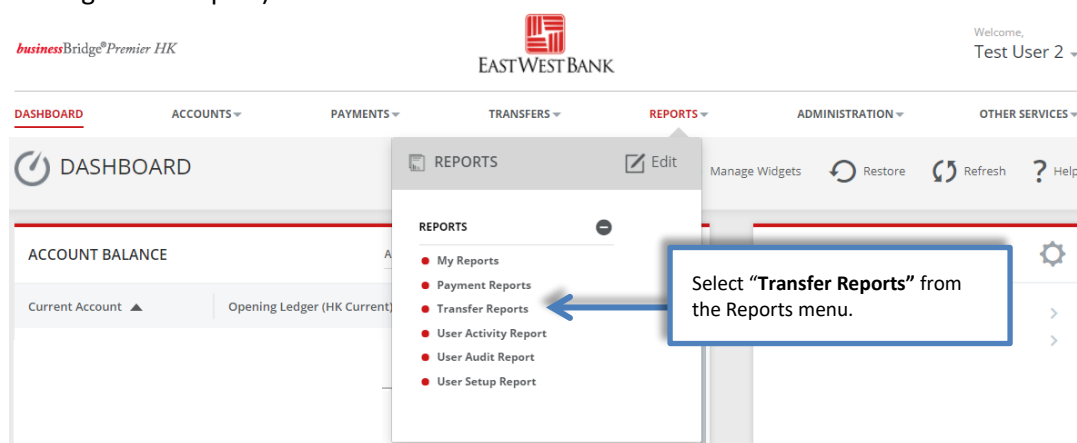
TRANSFER REPORTS

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

REPORTS

STANDARD	CUSTOM

Standard Report Name	Action
Transfer Detail	Customize Report
Transfer Summary	Customize Report
Transfer Template Detail	Customize Report
Transfer Template Summary	Customize Report

Click on the **Standard Report Name** to review the file.

You will see the pop-up window display the report requested.

Report Run Date: 12/18/2020 09:19

Transfer Detail Report -

Single Transfer — Currency:HKD

Transaction Number	Value Date	From Account	To Account	Confirmation Number	Status	Created by Template	Total Amount
CU1EZOCVCI	12/18/2020	HKD Account	HKD Account	AT20121809192273	Completed	No	100.00

Action	User ID	Date/Time
create	franche@chengk	12/18/2020 09:19

Total in HKD: 100.00

Grand Totals

Grand Totals In:HKD

Single Transfer Total:	100.00
Grand Total	100.00

End Of Report

Report Footer

Report generated by East West Bank *Business*BridgePremier

Customize Reports

The below steps will guide you on how to create report with customized information.

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EASTWESTBANK

Welcome,
Test User 2 ▾

DASHBOARD   ACCOUNTS ▾   PAYMENTS ▾   TRANSFERS ▾   REPORTS ▾   ADMINISTRATION ▾   OTHER SERVICES ▾

DASHBOARD

REPORTS   ✏ Edit   Manage Widgets   ↺ Restore   ⟳ Refresh   ? Help

REPORTS ⊖
- My Reports
- Payment Reports
- Transfer Reports
- User Activity Report
- User Audit Report
- User Setup Report

ACCOUNT BALANCE

Current Account ▲	Opening Ledger (HK Current)

Select **"Transfer Reports"** from the Reports menu.

Create Transfer

TRANSFER REPORTS

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

REPORTS

STANDARD	CUSTOM

Standard Report Name	Action
Transfer Detail	Customize Report
Transfer Summary	Customize Report
Transfer Template Detail	Customize Report
Transfer Template Summary	Customize Report

Select "**Customize Report.**"

CUSTOMIZE STANDARD TRANSFER REPORT

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

REPORT INFORMATION

Custom Report Name *

Enter a **Name** for the report.

Standard Report Name   Transfer Detail

Usage *   ● Private ○ Shared

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

Accounts *   Select All Accounts

	Acct Number	Acct Nickname	
☐	1001	EUR Account	
☐	1001	GBP Account	EWBKHKHH
☐	1001	AUD Account	EWBKHKHH
☐	1001	CNH Account	EWBKHKHH
☐	8003	GTS Test Acc	

Select the **Accounts** to include in the file.

Date Range   ● Relative Date

From *   To *
Select Relative Date ▾   Select Relative Date ▾

○ Absolute 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.

Status   Select a Status ▾

Transaction Type   Select Transaction Type ▾

You can also specify the **Amount Range**, **Sender Reference Range, Currency** or **Transaction Type** to further define the criteria of export.

Amount Range   From   To

Click "**Continue**" to proceed.

Cancel   Continue

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PREVIEW: CUSTOM TRANSFER REPORT
Before continuing, review your custom report criteria.

REPORT INFORMATION

Custom Report Name	TEST
Standard Report Name	Transfer Detail
Usage	Private
Accounts	1001 - HKD Account-EWBKHKHH
	1001 - USD Account-EWBKHKHH
	1001 - USD Account-EWBKHKHH
	1001 - HKD Account-EWBKHKHH
	1001 - EUR Account-EWBKHKHH
	1001 - GBP Account-EWBKHKHH
	1001 - AUD Account-EWBKHKHH
	1001 - CNH Account-EWBKHKHH
	8003 `S Test Account 1-322070381
Date Range	From Beginning of Current Month To End of Current Month

Cancel   **Edit**   **Save**   **View**   **Save and View**

Download Your Customized Report

*business*Bridge®*Premier*

EAST WEST 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

Select **"Transfer Reports"** from the Reposts menu.

TRANSFER REPORTS
Use this page to generate... view a standard report or customize a report to include select data.

Click on "**Custom.**"

REPORTS

STANDARD	CUSTOM			
Select All	Custom Report Name ▲	Type	Last Updated Date/Time	Action
☐	TEST	Transfer Detail	12/18/2020 10:00	Edit

Delete

Items per page 10 ▾

Click on **Report Name.**

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Transfer Detail Report: TEST -

Single Transfer							Currency:HKD
Transaction Number	Value Date	From Account	To Account	Confirmation Number	Status	Created by Template	Total Amount
VXKIRLI365	12/17/2020	HKD Account	HKD Account	AT20121713314851	Completed	No	100.00

Action	User ID	Date/Time
create	franche@chengk	12/17/2020 13:31

Transaction Number	Value Date	From Account	To Account	Confirmation Number	Status	Created by Template	Total Amount
CU1EZOCVCI	12/18/2020	HKD Account	HKD Account	AT20121809192273	Completed	No	100.00

Action	User ID	Date/Time
create	franche@chengk	12/18/2020 09:19

						Total in HKD:	200.00

Single Transfer							Currency:USD
Transaction Number	Value Date	From Account	To Account	Confirmation Number	Status	Created by Template	Total Amount
3BNTQYZR97	12/10/2020	USD Account	GTS Test Account 1	AT20121011472919	Completed	No	0.10

Action	User ID	Date/Time
create	franche@chengk	12/10/2020 11:47

						Total in USD:	0.10

Grand Totals

Grand Totals In:HKD		
Single Transfer Total:		200.00
	Grand Total	200.00
Grand Totals In:USD		
Single Transfer Total:		0.10
	Grand Total	0.10

End Of Report

Report Criteria:

Accounts:	HKD Account -
	CNH Account -
	AUD Account -
	GBP Account -
	EUR Account -
	HKD Account -
	USD Account -
	USD Account -
	GTS Test Accou
Date Range:	>= 12/01/2020 00:00 & <= 12/31/2020 23:59
Currency:	All Currencies

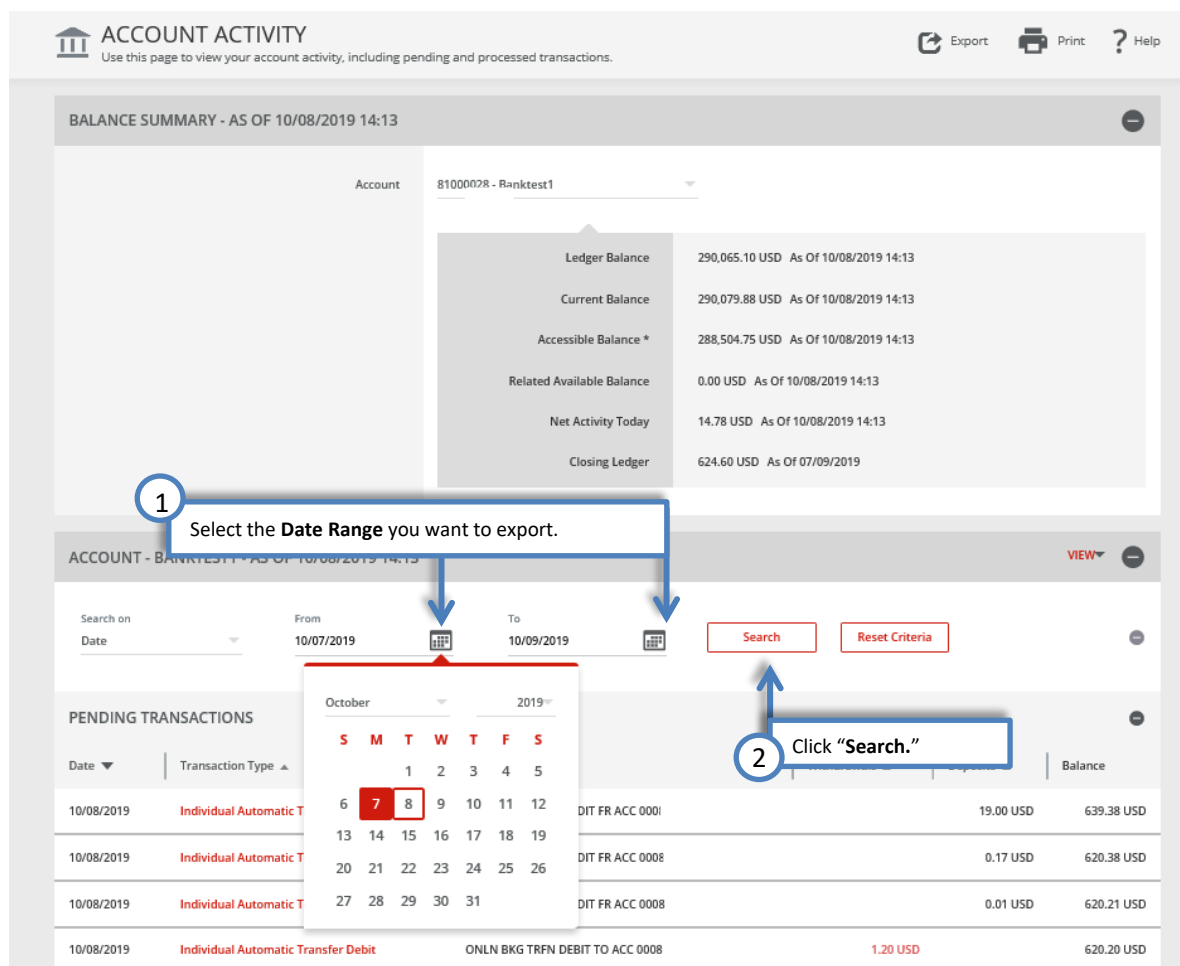EASTWEST BANK

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Export Transaction History

There are three areas to export essential transaction information:

1. Quickly export all transactions ("**Export from Account Activities**")
2. Create a file to your specifications of data ("**Export Profile**")
3. Download from Reports ("**Payment Reports**" and "**Transfer Reports**")
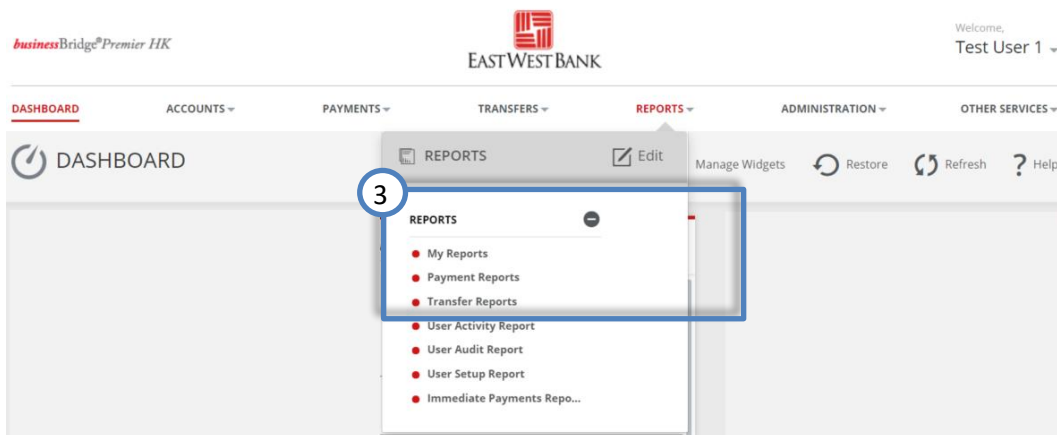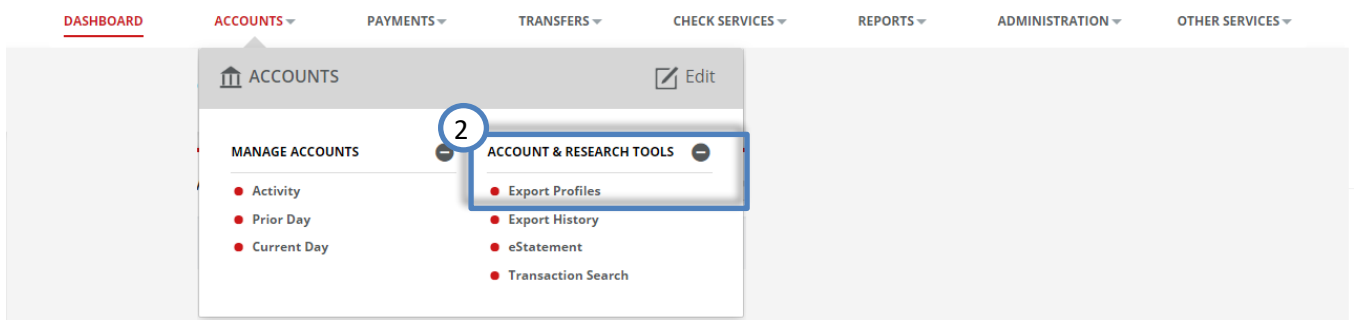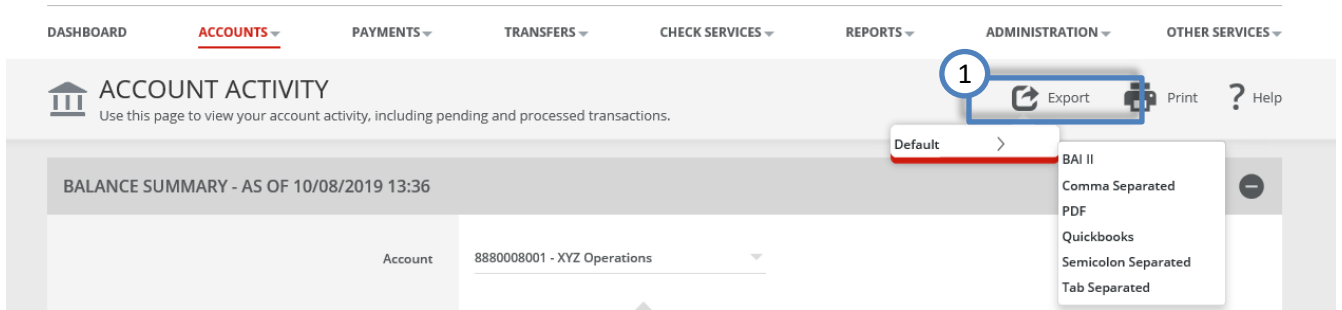
Export from Account Activities

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

Select "**Activity**" from Manage Accounts.

1 Select the **Date Range** you want to export.

2 Click "**Search.**"
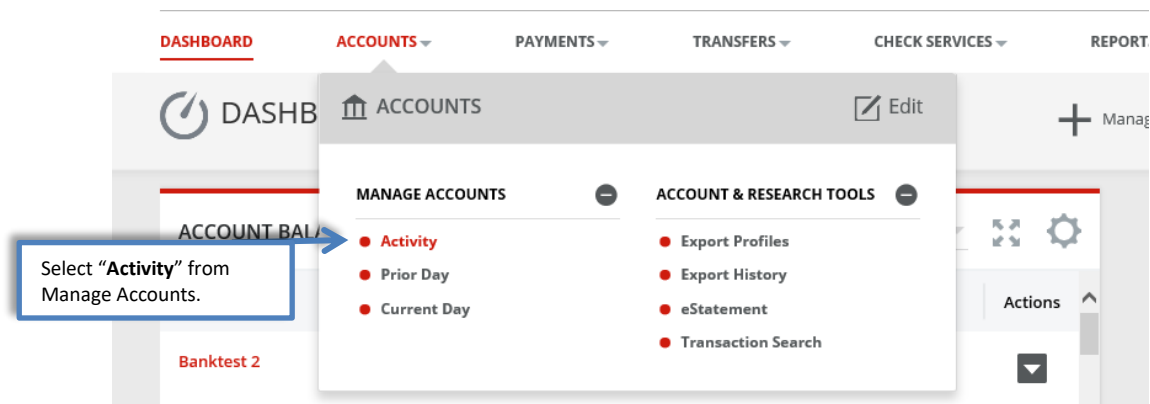
Click "Export." ③

ACCOUNT ACTIVITY

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

Export | Print | ? Help

Default ▸

| BAI II |
| Comma Separated |
| PDF |
| Quickbooks |
| Semicolon Separated |
| Tab Separated |

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

④ **Click "Default"** and the desired file type.

Account | 28 - Banktest1

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

⑤ **Click "Open"** to review the file.

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

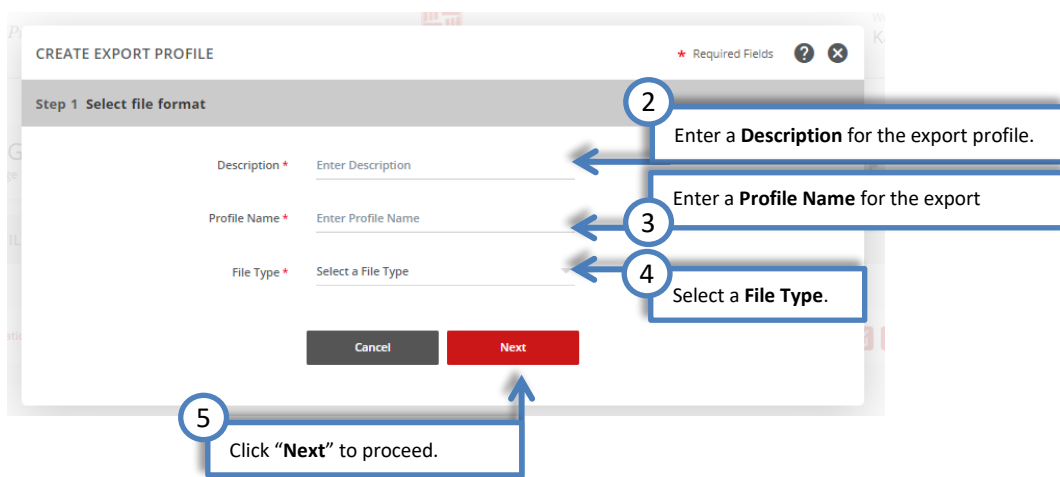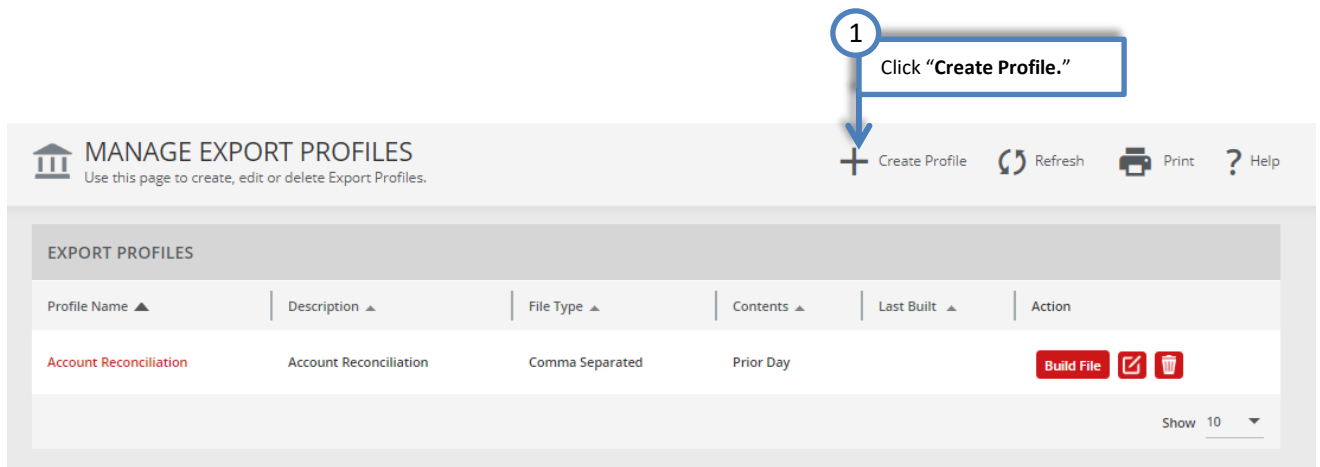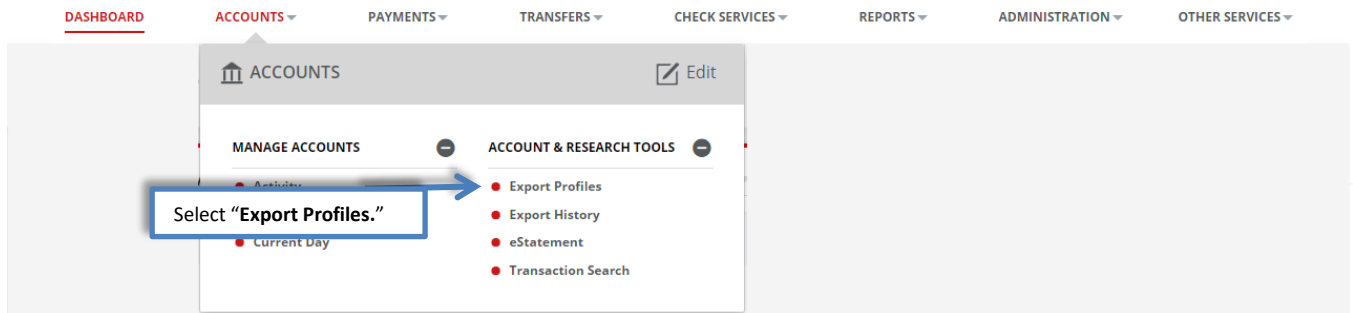Account-Activity-Export-20191008-1420.csv [Read-Only] - Excel

FILE | HOME | INSERT | PAGE LAYOUT | FORMULAS | DATA | REVIEW | VIEW

	A	B	C	D	E	F	G	H	I	J
1	AccountID	AccountNickname	Date	Transaction	Description	Status	DebitCredit	Balance		
2	810	Banktest1	10/8/2019	Individual Automatic Transfer Credit	ONLN BKG TRFT CREDIT FR ACC 0008	In Process	19	639.38		
3	810	Banktest1	10/8/2019	Individual Automatic Transfer Credit	ONLN BKG TRFT CREDIT FR ACC 0008	In Process	0.17	620.38		
4	810	Banktest1	10/8/2019	Individual Automatic Transfer Credit	ONLN BKG TRFT CREDIT FR ACC 0008	In Process	0.01	620.21		
5	810	Banktest1	10/8/2019	Individual Automatic Transfer Debit	ONLN BKG TRFN DEBIT TO ACC 0008	In Process	-1.2	620.2		
6	810	Banktest1	10/8/2019	Individual Automatic Transfer Debit	ONLN BKG TRFN DEBIT TO ACC 0008	In Process	-1.2	621.4		
7	810	Banktest1	10/8/2019	Individual Automatic Transfer Debit	ONLN BKG TRFN DEBIT TO ACC 0008	In Process	-2	622.6		
8	810	Banktest1	6/25/2019	Incoming Money Transfer	LH USA, INC	Cleared	15001	624.6		
9	810	Banktest1	6/25/2019	Incoming Money Transfer	NAME NOT ENTERED	Cleared	268377.75	-14376.4		

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Export Profile

To customize the information you want exported, you'll first need to 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.

Select "**Export Profiles.**"

1 Click "**Create Profile.**"

2 Enter a **Description** for the export profile.

3 Enter a **Profile Name** for the export

4 Select a **File Type**.

5 Click "**Next**" to proceed.

CREATE EXPORT PROFILE   * Required Fields ? ✕

Step 2 of 5 Select export information

Contents

○ Current Day   ● Prior Day ← ⑥

○ Current Day: Detail Only   ○ Prior Day: Detail Only

○ Current Day: Summary Only ○ Prior Day: Summary Only

○ Wire Confirmation Detail   ○ Wire Confirmation Summary

Select the type of data you want to see.

Prior Day – transaction history
Current Day – pending transactions

Accounts *

☐	Account Number ▲	Account Nickname ▲	Bank ID ▲
☑	810	Banktest1	322070381
☑	810	Banktest 2	322070381
☑	810	Banktest 3	322070381
☑	810	Banktest 4	322070381
☑	810	Banktest 5	322070381

⑦ Select the accounts you want included into the file.

Date Range *   ○ Absolute   ● Relative ← ⑧

From   Beginning of Current Month ▼

To   Today ▼

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.

[Cancel] [Back] [Next] ← ⑨

Click "**Next**" to proceed.

CREATE EXPORT PROFILE   * Required Fields ? ✕

☑ Bank ID	⊕	○ Bank ID
☑ Bank Name	⊕	○ Bank Name
☑ Transaction Description	⊕	○ Transaction Description
☑ Transaction Type	⊕	○ Transaction Type
☑ Debit / Credit Indicator	⊕	○ Debit / Credit Indicator
☑ Amount	⊕	○ Amount
☑ Customer Reference	⊕	○ Customer Reference
☑ Bank Reference	⊕	○ Bank Reference
☑ Ledger Date	⊕	○ Ledger Date
☑ Reference Text	⊕	○ Reference Text
☑ Item Count	⊕	○ Item Count

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

⑪ Use ✛ to organize the order of information.

[Cancel] [Back] [Next]

Click "**Next**" to proceed. ⑫

CREATE EXPORT PROFILE

Step 4 of 5 Select transaction information

File Type	Comma Separated
Transaction Amount Range	From: Enter Amount
	To: Enter Amount

Optional: Enter additional criteria for the information export.

Transaction Groups

☐ Group

Transactions Codes

● Select From List ○ Input Transaction Codes ○ No Transaction Codes

13 Select the **Transaction Types** to include in the file.

	BAI/Swift Code ▲	Description ▲
☑	142	ACH Credit Received
☑	301	Commercial Deposit
☑	195	Incoming Money Transfer
☑	455	Pre-authorized ACH Debit
☑	475	Check Paid

Summary Codes

● Select From List ○ Input Summary Codes ○ No Summary Codes

14 Select the **Balance Types** to include in the file.

	BAI/Swift Code ▲	Description ▲
☑	010	Opening Ledger
☑	011	Avg. Opening Ledger MTD
☑	012	Avg. Opening Ledger YTD
☑	015	Closing Ledger
☑	020	Avg. Closing Ledger MTD

[Cancel] [Back] [Next]

Click "**Next**" to proceed.

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PREVIEW EXPORT PROFILE ❓ ✖

Description	Account Reconciliation
Profile Name	Account Reconciliation
File Type	Comma Separated
Contents	Prior Day
Accounts	888 I - XYZ Operations - 322070381
	888 ! - XYZ Payroll - 322070381
	888 I - XYZ Residual - 322070381
	888 5 - XYZ Operations for Store#2 - 322070381
	810 Banktest1 - 322070381
	810 Banktest 4 - 322070381
	810 Banktest 5 - 322070381
	810 Banktest 2 - 322070381
	810 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, 555, 698, 699, 010, 015, 020, 040, 108, 108T, 109, 115, 118, 308, 342, 344, 353, 354, 357, 359, 362, 364, 366, 367, 368, 376, 384, 397, 398, 399, 408, 415, 451, 466, 468, 469, 474, 477, 481, 484, 487, 489, 496, 501, 506, 512, 513, 514, 516, 518, 526, 529, 531, 533, 535, 540, 216, 218, 224, 229, 232, 233, 236, 237, 240, 241, 242, 249, 252, 254, 255, 266, 268, 275, 281, 295, 306, 541, 542, 544, 548, 552, 554, 558, 564, 566, 567, 577, 595, 627, 631, 644, 651, 654, 664, 666, 668, 673, 676, 677, 684, 686, 695, 696, 926, 928, 931

Summary Codes
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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		
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