



## USER MANUAL MyWebReporting FOR CARD MANAGERS

### HOW TO REGISTER AS A CARD MANAGER?

1. Go to <https://mywebreporting.bcc-corporate.be>
2. In the 'Card Manager' Tab, click on 'Create new Card Manager Account' in the blue box 'Not Registered Yet?'

3. Please fill in your professional details:

Please fill out the customer reference (CH.....) which was provided to you by your account manager or service officer. You can register for a higher level with multiple accounts underneath, or you can add reference per reference (maximum 5).

Then fill the other required information such as your first and last name, professional e-mail address (+confirm) and your desired password (+confirm).

After typing the security word, click on 'Validate'.

4. [Please don't forget to fill in the MyWebreporting Enrolment form \(Available on www.bcc-corporate.be](http://www.bcc-corporate.be), 'Documents' section) and send the scanned document back to us.
5. Our Customer Service will validate your request and you will receive 2 e-mails regarding the certificate. You can [find the installation guide for the certificate on our website www.bcc-corporate.be](http://www.bcc-corporate.be), 'Documents' section.
6. After installation of the certificate, you will be able to login.

## HOW TO USE MYWEBREPORTING ON A DAILY BASIS?

Go to <https://mywebreporting.bcc-corporate.be> and click on the 'Certificate'-tab. (The first time you log in as 'Card Manager', you need to select your certificate.)

Your e-mail address will automatically be filled in. Please enter your password and click on 'Validate'.

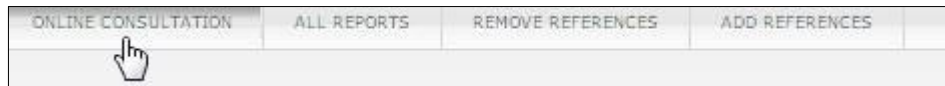
### 1) SELECT A LEVEL BY 'HIERARCHY' OR 'BY CARD HOLDER'

NOTE: The hierarchy appears with the same structure your company is setup in our operating system. You start with the highest level (most of the time the WebReporting is activated at this level) and you need to select the level in your Company's hierarchy.

If you have selected a wrong level, you can go back via the right Welcome Tab – 'To change your current level click here':

## 2) ONLINE CONSULTATION

Please go to the tab 'Online Consultation':



In this view you will be able to have a look at all 'unbilled' transactions, available amount (limit), limit, previous balance, new balance, ...

### Definitions 'Synthesis' (right part of the page – see screenshot below)

**Date:** today's date.

**Amount available:** your currently available Company or Card limit.

**Total blocked:** blocked deposit guarantees with hotels, car rentals, etc. Merchants Usually will have these amounts blocked for 2 weeks. Two weeks after the hotel stay or car rental, the deposit guarantee will automatically be unblocked.

**Account limit:** your Card limit.

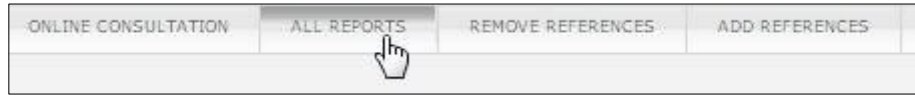
**Additional temporary limit:** You can have a temporary limit increase. You can consult the amount of the limit increase here.

**Previous balance:** the amount of your last statement.

**New balance:** the amount of your new statement.

Account overview	
▪ Date :	Jan 16, 2015
▪ Amount available:	2,496.95 EUR
▪ Total Blocked:	0.00 EUR
▪ Account Limit:	2,500.00 EUR
▪ Additional Temporary limit:	0.00 EUR
▪ Previous Balance:	-3.05 EUR
▪ New balance:	-3.05 EUR

### 3) ALL REPORTS



#### I. ELECTRONIC STATEMENT COPY

You can download your statements of the 12 previous months. If you have lost one of your previous statements, you can download a copy here. Please make sure that you are on the right level.

Choose report

Report type:  ▼

Select period

Show  By page

Date	Actions
15-01-15	Select
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select

**NOTE:** For Company billed (= Centrally billed) cards, you need to work on the entity level. For individually-billed or joint & several-billed cards, you need to retrieve the statement at Card holder level.



## II. COMPANY CORPORATE CARDLIST

You can download an overview of the Company Cards, entity per entity. Your current level needs to be a sublevel (an entity level).

Choose report

Report type: Company Corporate Cards List ▼

Validate

Select period

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Show 12 ▼ By page 1 2 3 4 5 6 7 8 9 10 11 12

Date ▲	Actions
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select
15-08-14	Select
15-07-14	Select
15-06-14	Select
15-05-14	Select
15-04-14	Select
15-03-14	Select
15-02-14	Select

A new screen opens in xls.  
In this xls sheet you will find the card numbers and details about the Card holders.

**NOTE:** In your communication with BCC Corporate about a Card holder, always use the correct reference number; for security matters, never use the card number. The Card holder reference can be found in column 'CH CUST'.  
In your communication with BCC Corporate about an entity, please use the reference mentioned in column 'CH LIAB'. As you can see, the reference in this column is the same for all the Card holders, as they are under the same entity.

### III. COMPANY SPENDING TOTALS BY CARD

The aim of this report is to give an overview of the total spend per card. The report contains all Corporate Cards with transactions, as well as the valid Corporate Cards with no transactions (in order to allow you to see the inactive cards).

Choose report

Report type:  ▼

Select period

Show  ▼ By page

Date	ACTIONS
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select
15-08-14	Select
15-07-14	Select
15-06-14	Select
15-05-14	Select
15-04-14	Select
15-03-14	Select
15-02-14	Select

A new screen opens in xls.



#### IV. REMINDERS/CURRENT RECALL

The aim of this report is to give an overview of Card holders in reminder. This reports gives information about the account status (Reminder 1, 2, 3) & behaviour type at the closing date.

This report will show the amounts for each Overdue (OVD) account. For example, if an amount is present in 'CI OVD 30' account, the Card holder has exceeded 30 days overdue payment term.

Choose report

Report type: Reminders/Current Recall

Select period

Show 12 By page

Date	Actions
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select
15-08-14	Select

#### V. PENDING BY MERCHANT CATEGORY CODE (MCC)

The aim of this report is to give an overview of the total spend per Merchant Category Code. This report is useful for companies who need specific statistics on their suppliers.

A Merchant Category Code (MCC) is a 4-digit number used by the banking industry to classify suppliers into market segments. There are approximately 800 MCC's that denote various types of business. The list of MCC's can be found on the 'help' page of MyWebReporting.

Choose report

Report type: Spending by MCC

Select period

Show 12 By page

Date	Actions
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select
15-08-14	Select
15-07-14	Select
15-06-14	Select

## VI. SPENDING BY ACTIVITY

The aim of this report is to give an overview of the transactions by activity sector. The activity sectors are a group of MCC Codes linked to a particular sector: Automotive fuel, Cash ATM, Cash Manual, Financial Services, Hotel/Motel, Mail/Telephone Order, Medical, Money Send, Personal Services, Professional, Restaurant, Retail Purchase, Transportation, Unique and Vehicle Rental.

Choose report

Report type: Spending By Activity

Select period

Show 12 By page

Date	Actions
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select
15-08-14	Select

## VII. SPENDING BY MERCHANT

The aim of this report is to give an overview of the transactions by Merchant & by Card. The report can be useful for companies making recurrent expenses with providers. The report contains all Corporate Cards with transactions in that period.

Choose report

Report type: Spending By Merchant

Select period

Show 12 By page

Date	Actions
15-12-14	Select
15-11-14	Select
15-10-14	Select
15-09-14	Select
15-08-14	Select
15-07-14	Select
15-06-14	Select
15-05-14	Select

## VIII. BILLING SUPPORT FILES (DEPENDING ON ACTIVATION)

- BRS (MONTHLY/DAILY)

The BRS-files (Business Reporting System) show all transactions that have been closed at the indicated date and appearing on the statement of that day.

This file is downloadable in a TXT format and can easily be imported in Microsoft Excel. The used separator is a TAB. The transaction data has been enriched with travel details whenever these are available.

NOTE: a formatter from TXT-XLS is available on the 'help' page of MyWebReporting.

- SAP (MONTHLY)

If your company works with the SAP, you can download the SAP file on a monthly basis. This SAP file is only available for the HR Module of the system and needs to be setup in our system upon your request.

IV. REMOVE REFERENCES.



If you are a Card Manager registered on different levels, and you don't need one of these levels anymore, you may remove that reference by clicking on the button 'remove selected'.

### Remove registered Card manager references

So far registered

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Known references:

XX000000000

**Remove selected**

## V. ADD REFERENCES



If you are a Card Manager subscribed on the entity level of a company and you need to have a view on other accounts of your company as well, please contact our customer service. In the 'add references' view you can check the accounts you have access to.

**Add new manager references** *All fields are mandatory*

Registered references

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Known references

Reference information

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If you want to add a new client reference ID (CH-reference) to your web profile, please contact our Customer Service.

## VI. LOG OUT

If you want to log out of MyWebReporting, do not close the window but click on 'Logout' in the Welcome menu:



**For any questions, please contact your BCC contact person or our Customer Service. All contact details are available on [www.bcc-corporate.be/contact](http://www.bcc-corporate.be/contact)**