

e-Reporting information sheet

Daily card transaction statement

Overview of BIL's e-Reporting service

BIL offers services to provide information in electronic format, either as reusable data files, or as PDF documents. As such, you can subscribe to an e-Report to receive the desired file on a regular basis through a secure communication channel (either File Transfer or MultiLine).

Description of the report

The "Daily card transaction statement" report provides a daily list of transactions carried out using your company credit cards each month. The purpose of the report is to provide better visibility of card activity between two overall monthly statements.

You can choose a subscription that comprises either all credit cards issued by BIL to your company, or those linked to a list of specific accounts.

Available formats

CSV

Type:	Re-usable data file. Code: ASCII (American Standard Code for Information Interchange)
Structure:	The first file save includes technical headings enabling data used in future saves to be recorded. Each line of the file represents a specific card transaction and all file saves have the same structure. Data that does not apply to a type of transaction is left empty.
Data:	Date generated, account linked to the card, cardholder's surname and first name, accounting date, card number, card type, transaction amount, transaction currency, transaction direction, equivalent amount (EUR), transaction fee (EUR), merchant name, merchant country, transaction date, transaction time, merchant category code The Merchant code or "MCC" complies with an international standard and indicates the type of business activity of the merchant behind a transaction. Any manual transactions made by WORLDLINE A technical description of the report structure is available on request. Data format: The formats are predefined for dates and amounts.
Separators:	Each piece of information is separated by a semicolon (";").
Possible frequency:	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually
	Transactions are shown as soon as they are provided by WORLDLINE, so with a slight delay on the actual transaction date.

PDF

The card balance statement is not provided in PDF via the BIL e-Reporting service.

Encryption

Electronic files can be password protected and compressed using a ZIP tool. The password agreed with the bank upon setting up the subscription can be amended later on request.

Execution notification

It is possible to opt in to receive email notifications each time an e-Report is produced. This notification can be sent to several recipients at the same time.

How to subscribe

Your BIL Relationship Manager is on hand to collect all the information necessary for creating a subscription. All new e-Report subscriptions or amendments to e-Report subscriptions shall be made official by concluding a subscription agreement detailing the features of the service required.

The first time you apply to use the service you will sign an agreement explaining the general terms and conditions of the BIL e-Reporting service. Any further subscriptions will be governed by the same agreement.

Activating the communication channel

If you have not yet used the required communication channel (File Transfer or MultiLine) with BIL for reporting purposes, your Relationship Manager will advise you on taking the necessary steps to open the communication channel (activation may take a few days).