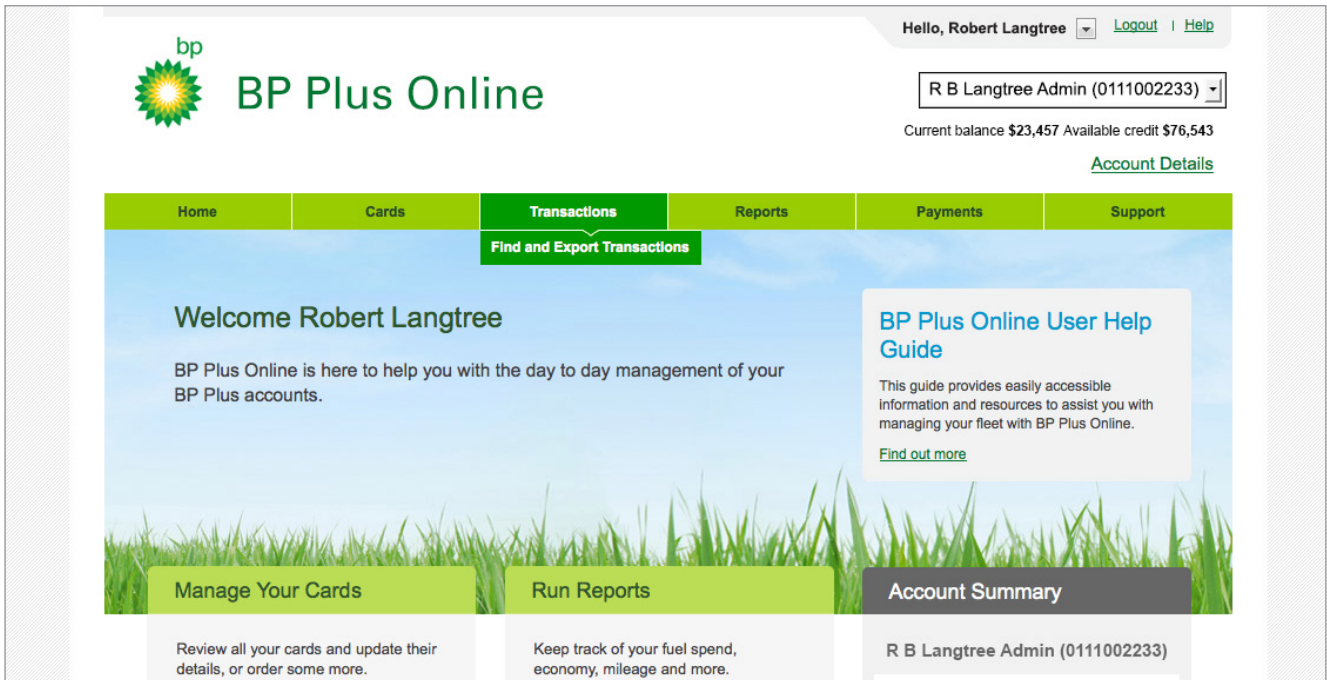




Changes have been made to the 'Find and Export Transactions' function on the BP Plus Online portal



This is a guide to help you understand how to Find and Export Transactions on BP Plus Online

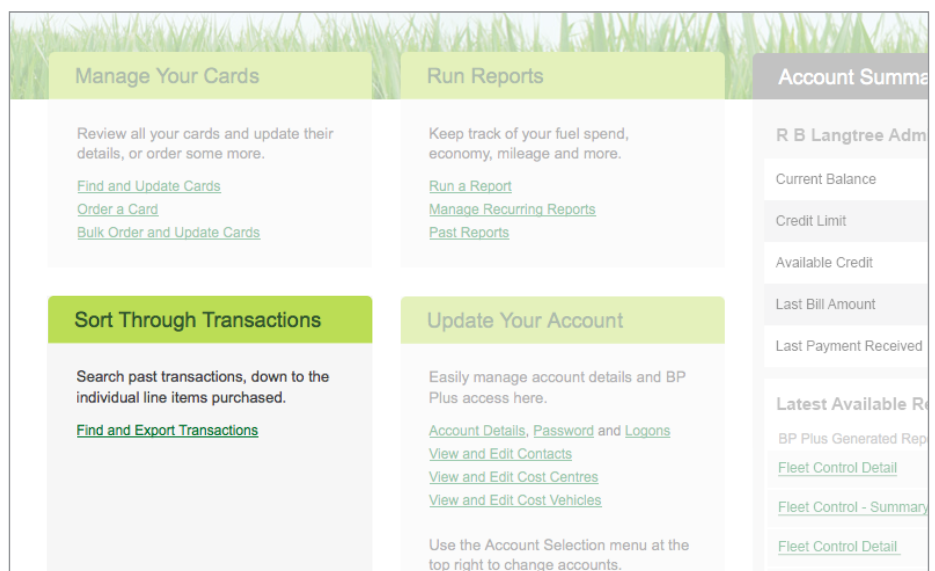
> View the video tutorial

These 'How to' video tutorials and PDFs are available at **bpplus.com.au**

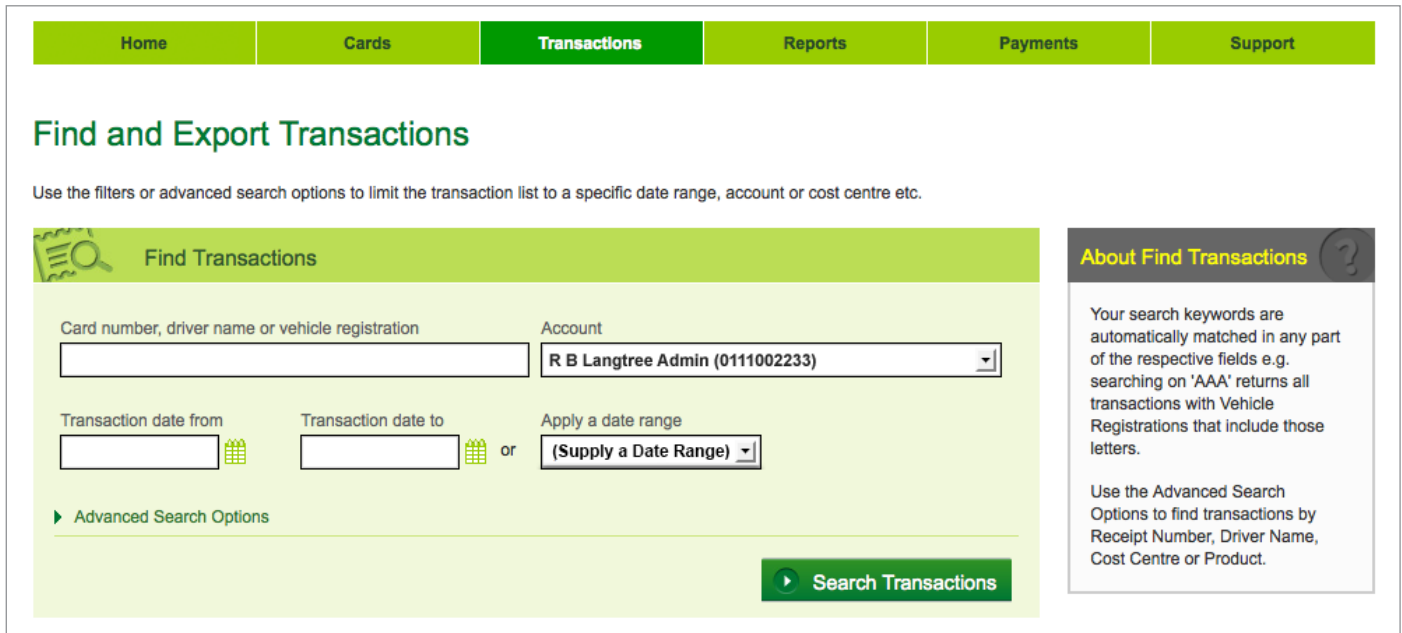


You can access the 'Find and Export Transactions' screen from either:

- + The main menu under **Transactions** or
- + The **Sort Through Transactions** section on the homepage



➤ Searching for transactions



Use a combination of filters and Advanced Search Options to limit the transactions to a specific card, driver, vehicle, account, date range, receipt number, cost centre or product type.

Click **Search Transactions** to generate the results.

The **Transactions Found** are listed in date order. The list displays:

- + Card Number
- + The Account it relates to
- + Its Receipt number
- + The Location at which the transaction took place
- + Products purchased
- + The Odometer reading
- + And the Purchase amount

➤ Viewing transaction details



Click on the location of the transaction to:

- + View the address at which the transaction took place and
- + view the location in the BP Site Locator

Did you know?

Only those transactions that are associated with accounts that you have access to will display in the Transactions Found list. You can check which accounts you have access to by using the dropdown in the top right of the screen.



Receipt	Location	Product	Odometer	Purchase
081240	BP Connect Carol...	AU Unleaded (Unmar...	33458	\$56.97
0809130	 Address: 97 Franklin Street Melbourne VIC 3000	esel (10...	78123	\$84.67
1100150	 View Map Location	(Unmar...	34001	\$76.66
0809130	 View Map Location	esel (10...	77362	\$84.67
1809860	BP Connect The...	AU BP Ultimate (Unmar...	33126	\$79.37

Click on the date of the transaction to:

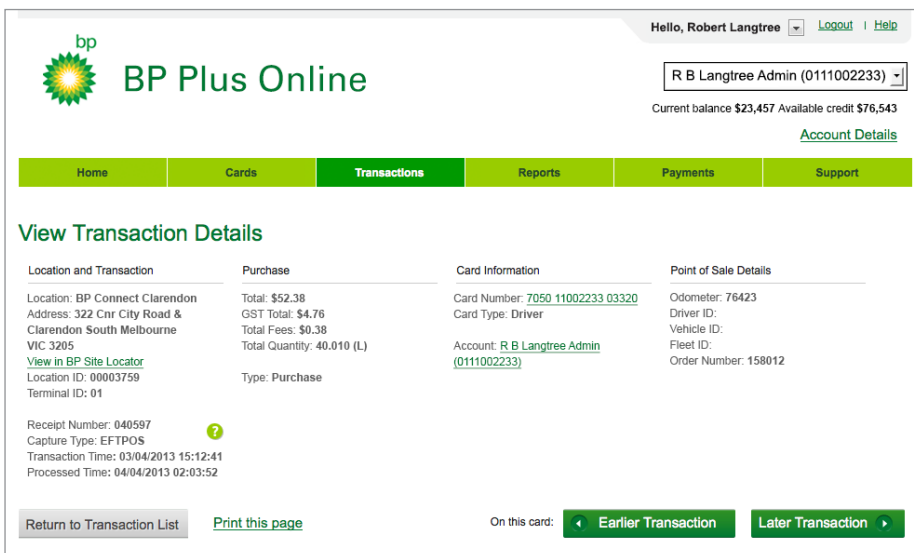
- + View details of the transaction
- + Update the Odometer reading or
- + Go directly to the card the transaction relates to

transactions list.

5 matching transactions found

Transaction Date	Card Number	Account	Receipt	Location	Product
20/10/2013 19:19	7052 11002233 65495	11002233	081240	BP Connect Carol...	AU Unleaded
View Transaction Details	233 65479	11002233	0809130	BP Connect Cab...	AU BP ULS Diesel
Update Odometer	233 68800	11002233	1100150	BP Connect Clar...	AU BP Ultimate
Go to Card	233 65479	11002233	0809130	BP Connect Cab...	AU BP ULS Diesel
03/10/2013 07:49	7052 11002233 68800	11002233	1809860	BP Connect The...	AU BP Ultimate

Please note: Not all transaction information is displayed above. To see additional information, go to View Transaction Details



bp **BP Plus Online**

Hello, Robert Langtree [Logout](#) | [Help](#)

R B Langtree Admin (0111002233)

Current balance \$23,457 Available credit \$76,543

[Account Details](#)

Home Cards **Transactions** Reports Payments Support

View Transaction Details

Location and Transaction Location: BP Connect Clarendon Address: 322 Cnr City Road & Clarendon South Melbourne VIC 3205 View in BP Site Locator Location ID: 00003759 Terminal ID: 01	Purchase Total: \$52.38 GST Total: \$4.76 Total Fees: \$0.38 Total Quantity: 40.010 (L) Type: Purchase	Card Information Card Number: 7050 11002233 03320 Card Type: Driver Account: R B Langtree Admin (0111002233)	Point of Sale Details Odometer: 76423 Driver ID: Vehicle ID: Fleet ID: Order Number: 158012
---	--	--	---

Receipt Number: 040597
 Capture Type: EFTPOS
 Transaction Time: 03/04/2013 15:12:41
 Processed Time: 04/04/2013 02:03:52

[Return to Transaction List](#) [Print this page](#)

On this card: [Earlier Transaction](#) [Later Transaction](#)

Use the View Transaction Details option to:

- + View more information than that covered in the summary list – for example, the GST amount and a full list of transaction line items
- + Go directly to the card or account the transaction relates to
- + Browse through earlier or later transactions made with this particular card

Exporting transactions to Excel

- + Click on the **Export Transactions to Excel** button and save the file to your computer
- + This will export the full details of each transaction in your search rather than the limited details seen in the Transactions Found list of the **Find and Export Transactions** screen.

[Export Transactions to Excel](#)

Account	Receipt	Location	Product	Odometer	Purchase
6495	11002233	081240	BP Connect Carol...	AU Unleaded (Unmar...	33458 \$56.97
6479	11002233	0809130	BP Connect Cab...	AU BP ULS Diesel (10...	78123 \$84.67
6800	11002233	1100150	BP Connect Clar...	AU BP Ultimate (Unmar...	34001 \$76.66
6479	11002233	0809130	BP Connect Cab...	AU BP ULS Diesel (10...	77362 \$84.67
6800	11002233	1809860	BP Connect The...	AU BP Ultimate (Unmar...	33126 \$79.37

[Export Transactions to Excel](#)

is displayed above. To see additional information, go to View Transaction Details or export transactions to Excel.

Video Tutorials & PDF Guides

A suite of instructional video tutorials and PDFs are available on **bpplus.com.au** and in the BP Plus Online User Help Guide.

- + Introduction to using BP Plus Online
- + Manage your Account
- + Run a Report
- + Manage Recurring Reports
- + Order and Update a Card
- + Order and Update Cards in Bulk
- + Find and Export Transactions



For more information contact BP

BP Plus Customer Service

1300 760 039



Email your enquiry to
AUcustcare@bp.com



Or contact your
Sales Manager

