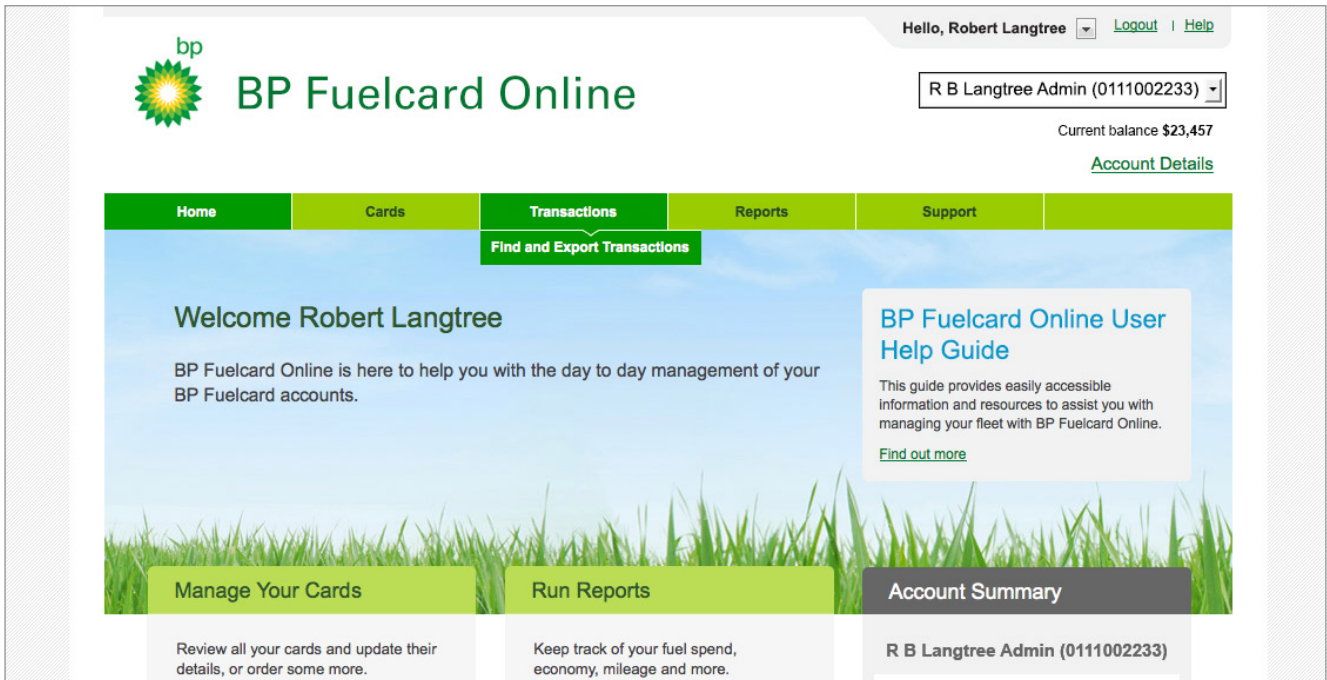




Changes have been made to the 'Find and Export Transactions' function on the BP Fuelcard Online portal



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

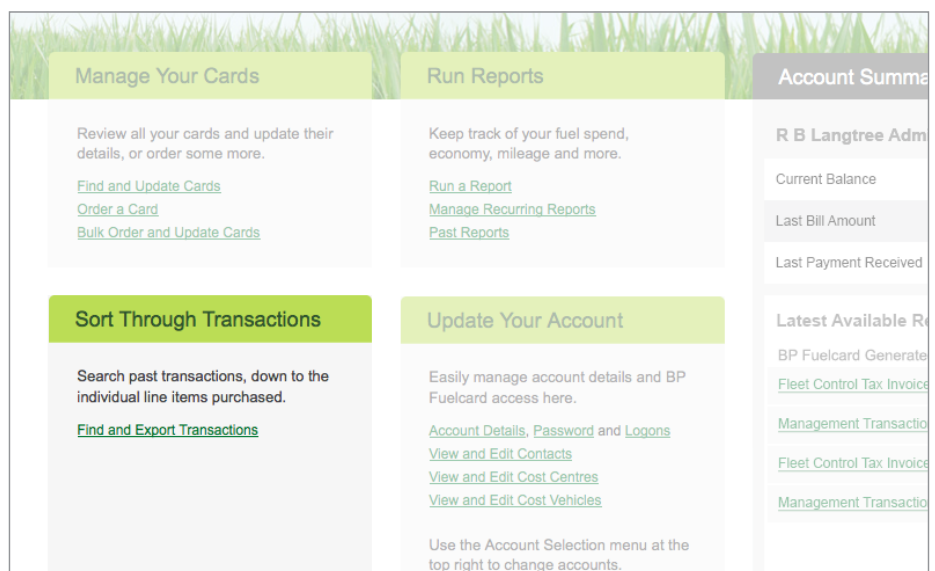
> View the video tutorial

These 'How to' video tutorials and PDFs are available at **bpfuelcard.co.nz**

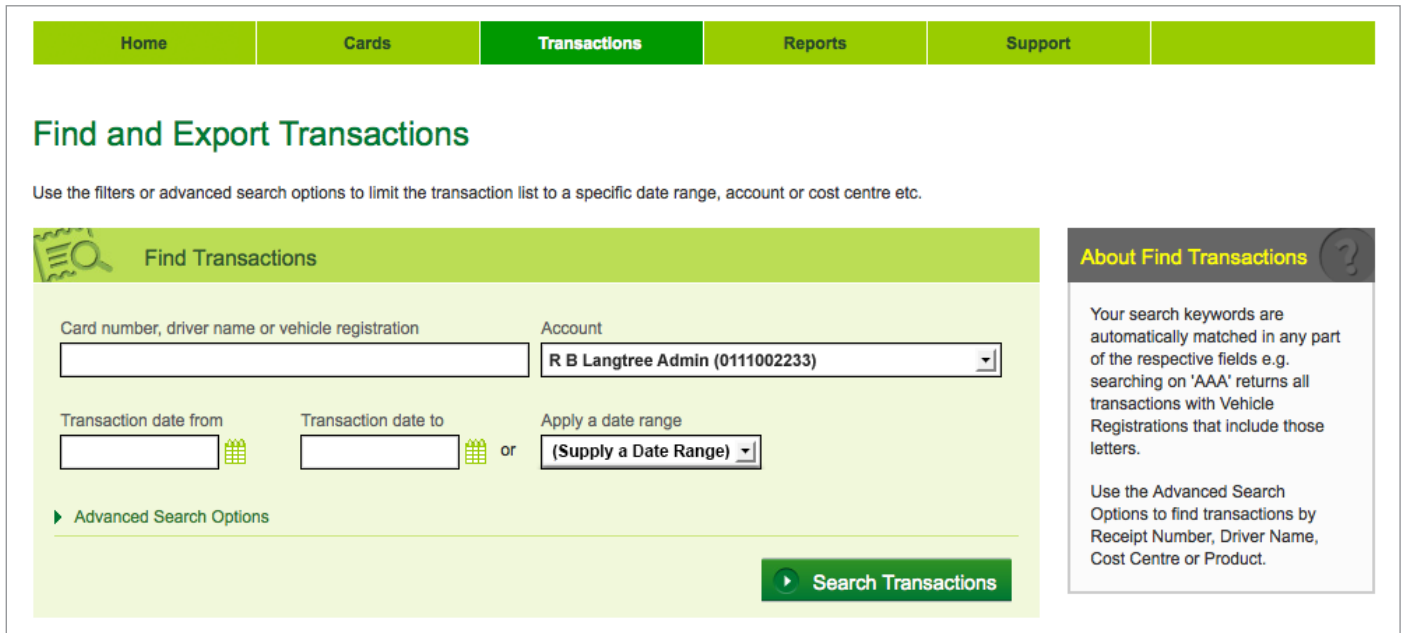


You can access the 'Find and Export Transactions' screen from either:

- + 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

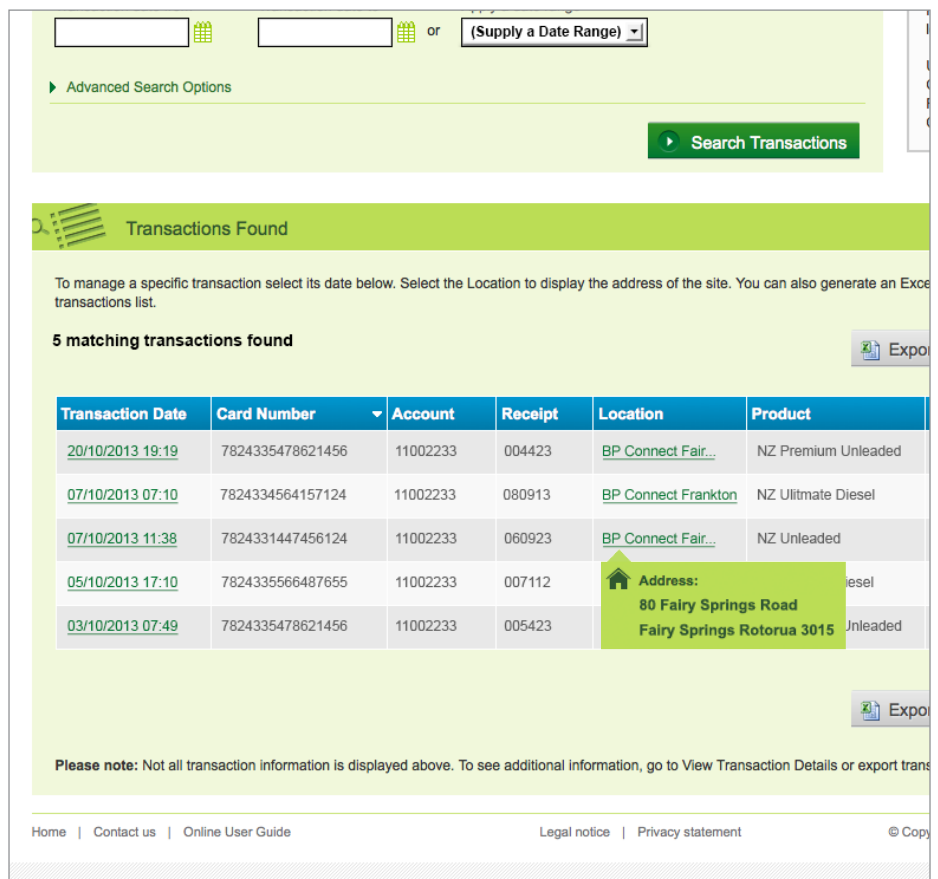
➤ Viewing transaction details


Click on the location of the transaction to:

- + View the address at which the transaction took place

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.



Transaction Date	Card Number	Account	Receipt	Location	Product
20/10/2013 19:19	7824335478621456	11002233	004423	BP Connect Fair...	NZ Premium Unleaded
07/10/2013 07:10	7824334564157124	11002233	080913	BP Connect Frankton	NZ Ultimate Diesel
07/10/2013 11:38	7824331447456124	11002233	060923	BP Connect Fair...	NZ Unleaded
05/10/2013 17:10	7824335566487655	11002233	007112	 Address: 80 Fairy Springs Road Fairy Springs Rotorua 3015	esel
03/10/2013 07:49	7824335478621456	11002233	005423		Unleaded

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

Click on the date of the transaction to:

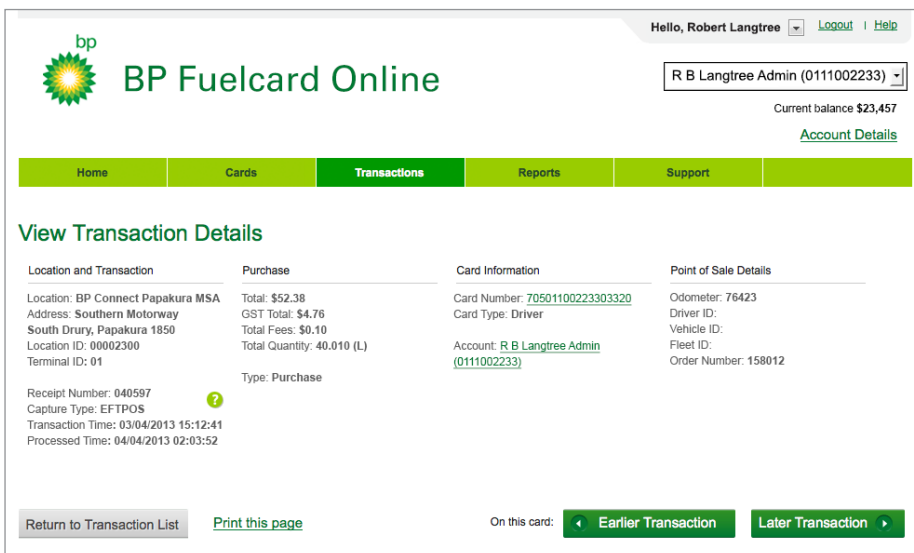
- + View details of the transaction
- + Update the Odometer reading or
- + Go directly to the card the transaction relates to

transactions list.

5 matching transactions found

Transaction Date	Card Number	Account	Receipt	Location	Product
20/10/2013 19:19	7824335478621456	11002233	004423	BP Connect Fair...	NZ Premium
View Transaction Details	4157124	11002233	080913	BP Connect Frankton	NZ Ultimate Diesel
Update Odometer	7456124	11002233	060923	BP Connect Fair...	NZ Unleaded
Go to Card	5487655	11002233	007112	BP Connect Wairakei	NZ Ultimate Diesel
03/10/2013 07:49	7824335478621456	11002233	005423	BP Connect Te Puna	NZ Premium

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



bp **BP Fuelcard Online**

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

R B Langtree Admin (0111002233)

Current balance \$23,457 [Account Details](#)

Home Cards **Transactions** Reports Support

View Transaction Details

Location and Transaction Location: BP Connect Papakura MSA Address: Southern Motorway South Drury, Papakura 1850 Location ID: 00002300 Terminal ID: 01 Receipt Number: 040597 Capture Type: EFTPOS Transaction Time: 03/04/2013 15:12:41 Processed Time: 04/04/2013 02:03:52	Purchase Total: \$52.38 GST Total: \$4.76 Total Fees: \$0.10 Total Quantity: 40.010 (L) Type: Purchase	Card Information Card Number: 70501100223303320 Card Type: Driver Account: R B Langtree Admin (0111002233)	Point of Sale Details Odometer: 76423 Driver ID: Vehicle ID: Fleet ID: Order Number: 158012
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[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 **View Transaction Details** screen.

[Export Transactions to Excel](#)

	Account	Receipt	Location	Product	Odometer	Purchase
56	11002233	004423	BP Connect Fair...	NZ Premium Unleaded	112012	\$69.98
24	11002233	080913	BP Connect Frankton	NZ Ultimate Diesel	45888	\$42.55
24	11002233	060923	BP Connect Fair...	NZ Unleaded	67554	\$84.67
55	11002233	007112	BP Connect Wairakei	NZ Ultimate Diesel	56971	\$96.12
56	11002233	005423	BP Connect Te Puna	NZ Premium Unleaded	110891	\$69.98

[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 **bpfuelcard.co.nz** and in the BP Fuelcard Online User Help Guide.

- + Introduction to using BP Fuelcard 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 Fuelcard Customer Service

0800 800 027



Email your enquiry to
BPFuelcard@bp.co.nz



Or contact your
Sales Manager

