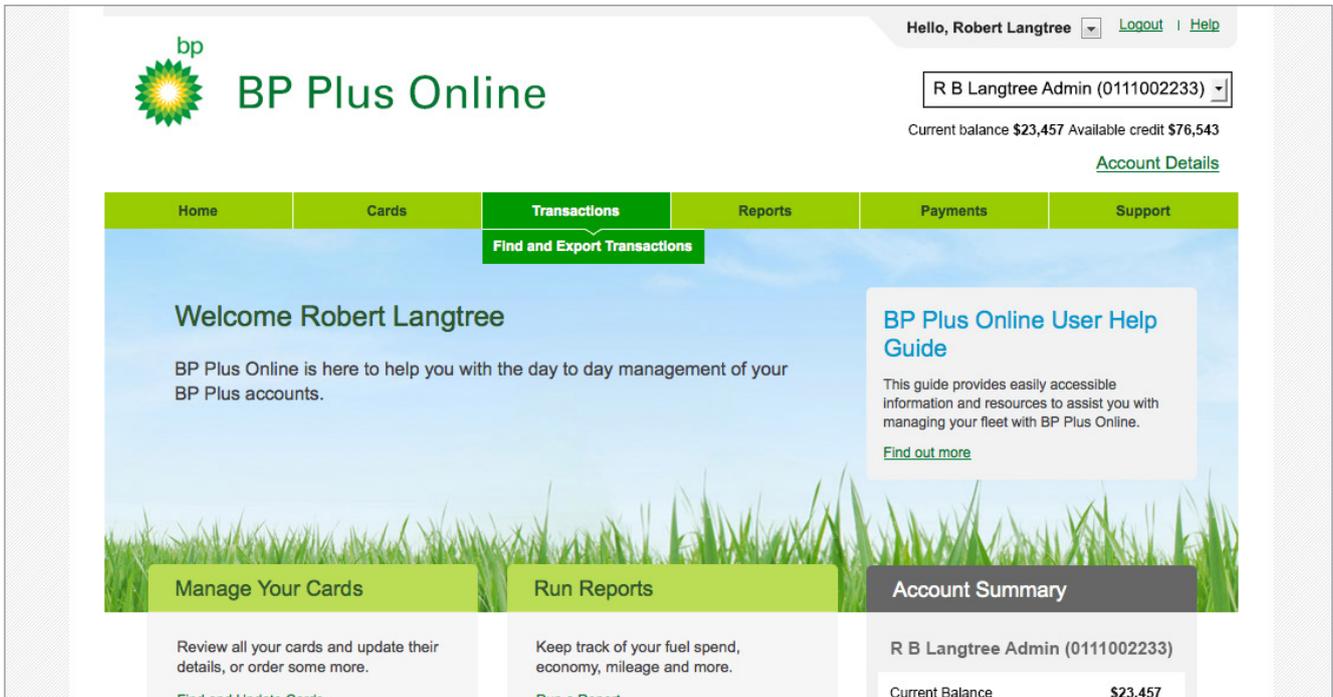




Changes have been made to the 'Find and Export Transactions' function on the BP Plus Online portal



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

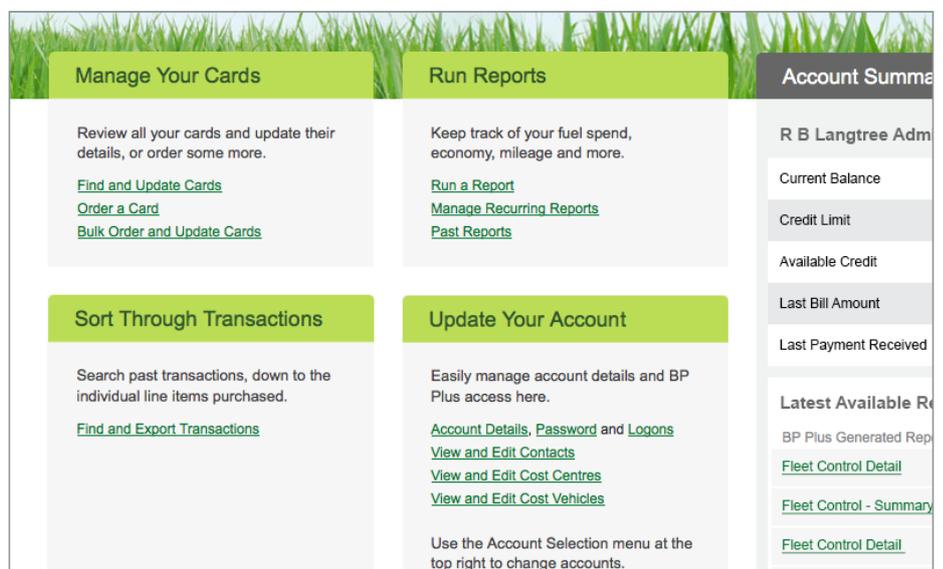
[View the video tutorial](#)

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





How To - Find and Export Transactions

➤ Searching for transactions

Home
Cards
Transactions
Reports
Payments
Support

Find and Export Transactions

Use the filters or advanced search options to limit the transaction list to a specific date range, account or cost centre etc.

Find Transactions

Card number, driver name or vehicle registration

Account

R B Langtree Admin (0111002233)

Transaction date from

Transaction date to

or

Apply a date range

(Supply a Date Range)

▶ [Advanced Search Options](#)

▶ Search Transactions

About Find Transactions ?

Your search keywords are automatically matched in any part of the respective fields e.g. searching on 'AAA' returns all transactions with Vehicle Registrations that include those letters.

Use the Advanced Search Options to find transactions by Receipt Number, Driver Name, Cost Centre or Product.

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.

Location to display the address of the site. You can also generate an Excel spreadsheet of your

Export Transactions to Excel

Receipt	Location	Product	Odometer	Purchase
081240	BP Connect Carol...	AU Unleaded (Unmar...	33458	\$56.97
0809130	<div style="background-color: #00a651; color: white; padding: 5px; border: 1px solid #00a651;"> 🏠 Address: 97 Franklin Street Melbourne VIC 3000 </div>	esel (10...	78123	\$84.67
1100150		(Unmar...	34001	\$76.66
0809130	<div style="background-color: #00a651; color: white; padding: 5px; border: 1px solid #00a651;"> 📍 View Map Location </div>	esel (10...	77362	\$84.67
1809860	BP Connect The...	AU BP Ultimate (Unmar...	33126	\$79.37

Export Transactions to Excel

to see additional information, go to [View Transaction Details](#) or export transactions to Excel.

Legal notice | Privacy statement
© Copyright Wright Express International (



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
	233 65479	11002233	0809130	BP Connect Cab...	AU BP ULS Diesel (10...
	233 68800	11002233	1100150	BP Connect Clar...	AU BP Ultimate (Unmar...
	233 65479	11002233	0809130	BP Connect Cab...	AU BP ULS Diesel (10...
03/10/2013 07:49	7052 11002233 68800	11002233	1809860	BP Connect The...	AU BP Ultimate (Unmar...

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
800	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
800	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 Virtual Assistant
BP Plus Online Portal



Email your enquiry to
AUcustcare@bp.com



Or contact your
Sales Manager

