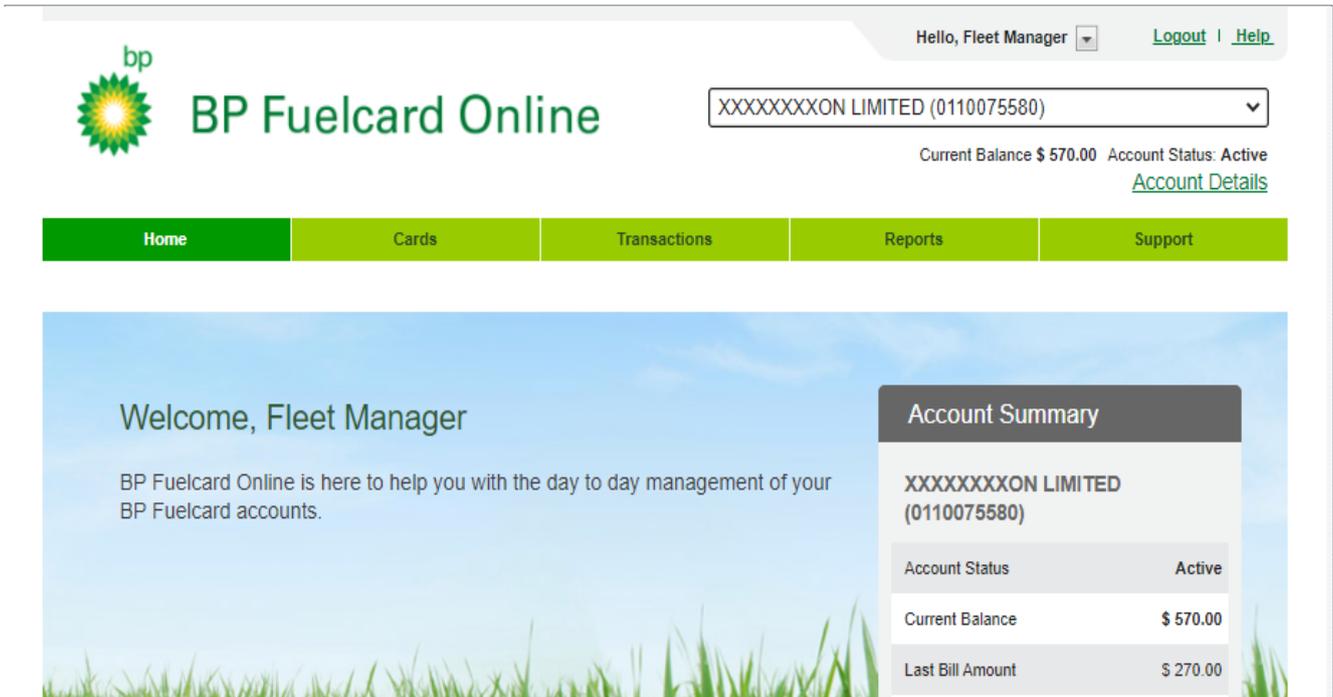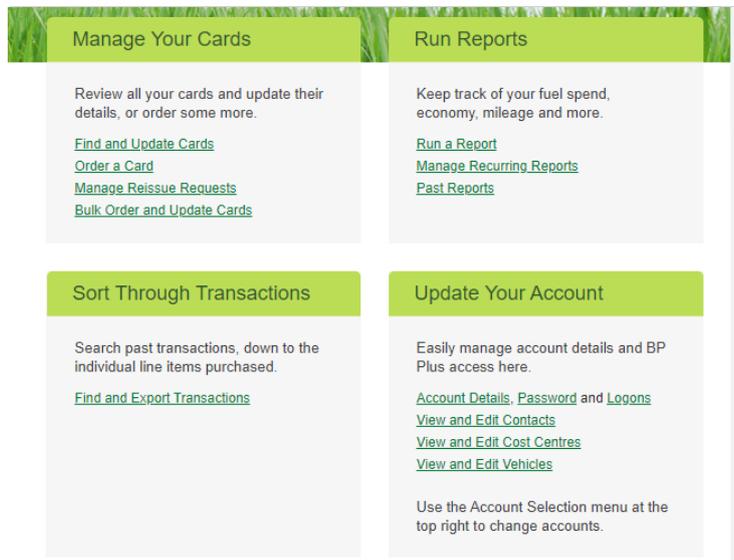# How- to use the find and export transactions on the bp Fuelcard Online portal

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

Home	Cards	Transactions	Reports	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
XXXXXXXXON LIMITED (0110075580)

Transaction date from
31/08/2019

Transaction date to

Apply a date range
(Select Date Range)

▶ Advanced Search Options

Search Transactions

Transaction Search ?

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 center 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.

or (Supply a Date Range)

▶ Advanced Search Options

Search Transactions

Transactions Found

To manage a specific transaction select its date below. Select the Location to display the address of the site. You can also generate an Exce transactions list.

5 matching transactions found

Expo

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 Ulitmate 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	iesel
03/10/2013 07:49	7824335478621456	11002233	005423		Unleaded

Expo

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

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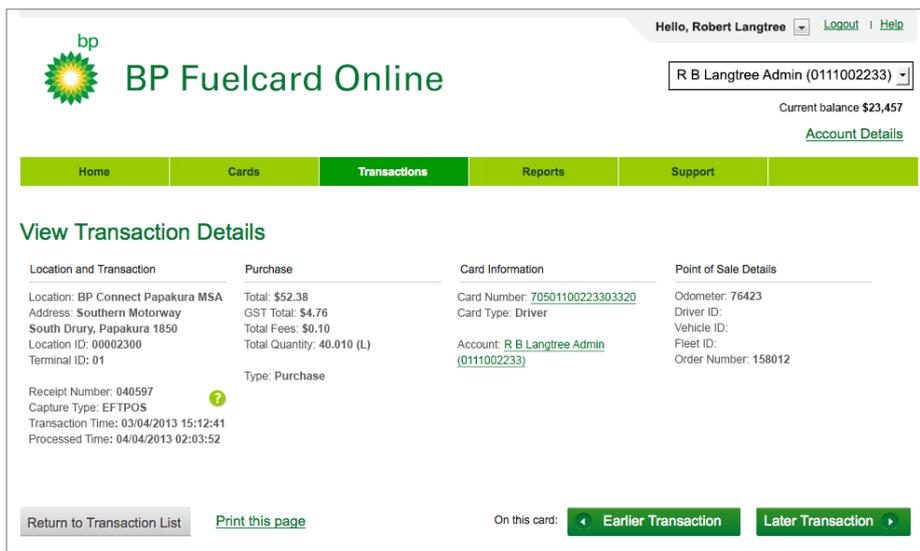
© Copy

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 Ulitmate
▭ Update Odometer	7456124	11002233	060923	BP Connect Fair...	NZ Unleaded
▭ Go to Card	6487655	11002233	007112	BP Connect Wairakei	NZ Ultimate
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

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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**

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

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› **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 Ulitmate 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.

For more information contact bp

bp Fuelcard Virtual Assistant

bp Fuelcard Online
Portal

Email your enquiry to

BPFuelcard@bp.co.nz

Or contact your

Sales Manager