How-to take advantage of bp Fuelcard Online's recurring report options to help you manage your fleet and costs.

What is a recurring report?

A recurring report is a report that you have set up and scheduled to run at defined intervals.

Recurring reports are linked to your User ID. So, when you login to BP Fuelcard Online, only reports set up to recur by you will be displayed.

The **Manage Recurring Reports** section lists all the recurring reports that you have already set up.

It summarises:

+ Report type and detail

+ Whether the report relates to all accounts, some accounts or an individual account

+ Its frequency and status, and

+ The number of copies of the report already generated.

› Accessing recurring reports

To access a recurring report

a. Select **Manage Recurring Reports** from the main menu under Reports; or

b. Click directly on **Manage Recurring Reports** in the Run Reports section on the homepage; or

c. Use the **Latest Available Reports** section of the Account Summary panel.

d. Click on a Report Name to access to **View All Reports**, which includes all previously run reports for your chosen report type. You can use the filters to reduce the number displayed.

Did you know?

If there are a lot of previous copies, you can use the filters to reduce the number displayed.

And, you also have the option to download the list as a zip file and save it on your computer.

Editing recurring reports

To edit the parameters of a specific report, use the **Edit Recurring Report** button.

You can also:

+ Put a specific report on hold; and

+ Reactivate a report that was previously on hold by clicking on the report name and choosing **Make this report active**.
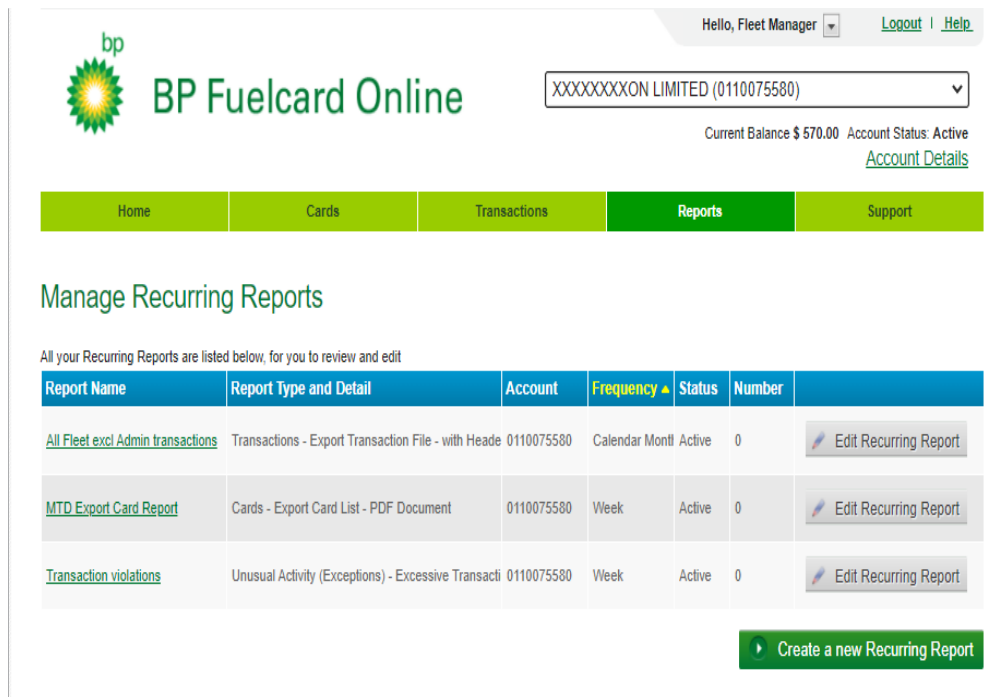
Did you know?

To learn how to set up a recurring report, refer to the separate guide called 'How To Run a Report'.

Manage Recurring Reports

All your Recurring Reports are listed below, for you to review and edit

Report Name	Report Type and Detail	Account	Frequency ▲	Status	Number	
All Fleet excl Admin transactions	Transactions - Export Transaction File - with Heade	0110075580	Calendar Montl	Active	0	Edit Recurring Report
MTD Export Card Report	Cards - Export Card List - PDF Document	0110075580	Week	Active	0	Edit Recurring Report
Transaction violations	Unusual Activity (Exceptions) - Excessive Transacti	0110075580	Week	Active	0	Edit Recurring Report

Create a new Recurring Report

Viewing past reports

A comprehensive list of all reports generated for your chosen account is available from the **Past Reports** section.
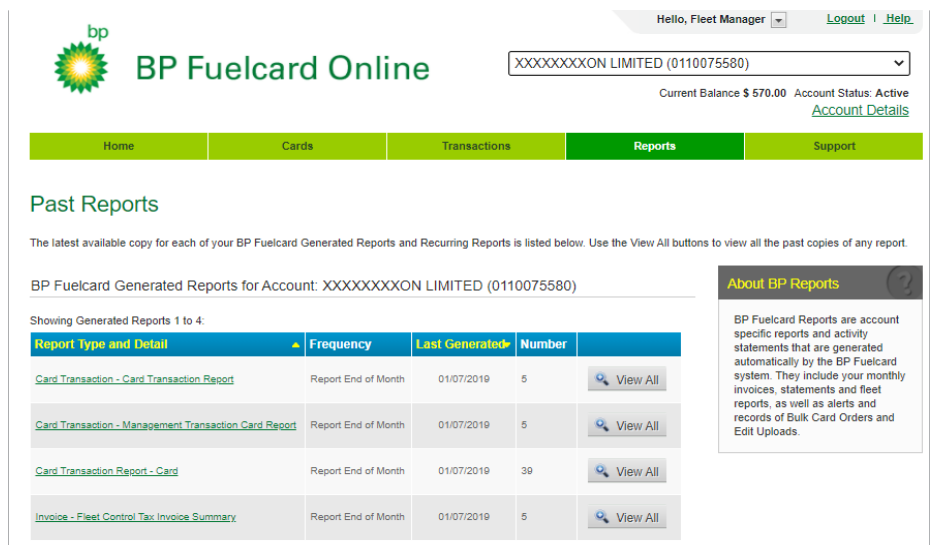
This section includes two kinds of report:

+ **BP Fuelcard Generated Reports**
  These are account-specific reports and activity statements such as monthly invoices and bulk card orders that are automatically generated by the system at regular intervals.
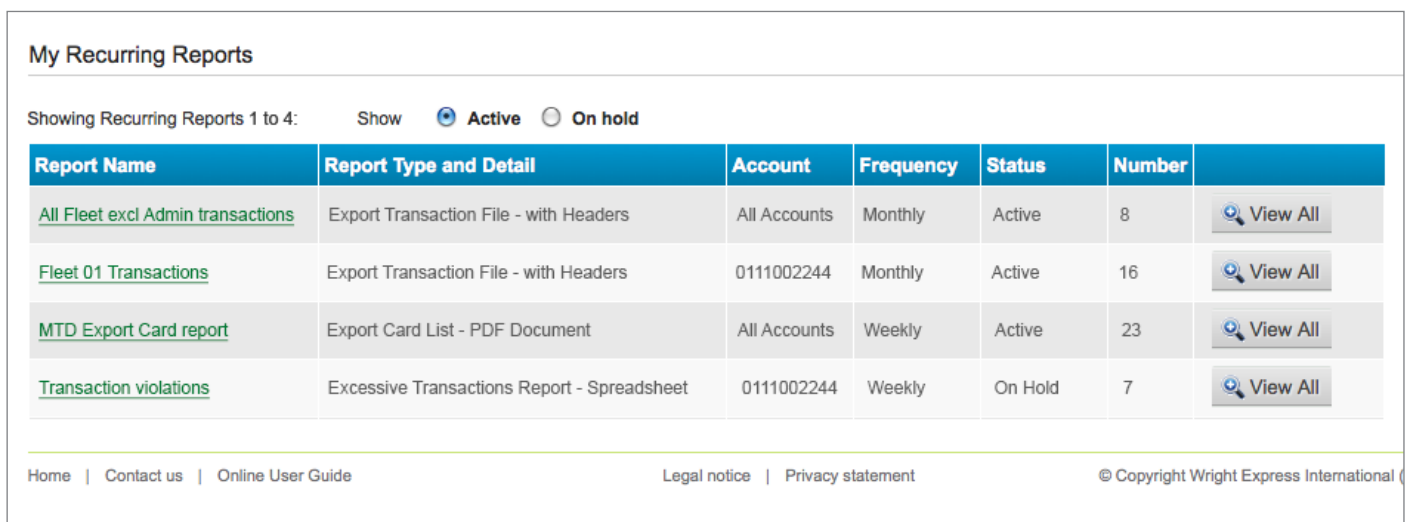
+ **My Recurring Reports**

Past Reports

The latest available copy for each of your BP Fuelcard Generated Reports and Recurring Reports is listed below. Use the View All buttons to view all the past copies of any report.

BP Fuelcard Generated Reports for Account: XXXXXXXXON LIMITED (0110075580)

Showing Generated Reports 1 to 4:

Report Type and Detail	Frequency	Last Generated▼	Number	
Card Transaction - Card Transaction Report	Report End of Month	01/07/2019	5	View All
Card Transaction - Management Transaction Card Report	Report End of Month	01/07/2019	5	View All
Card Transaction Report - Card	Report End of Month	01/07/2019	39	View All
Invoice - Fleet Control Tax Invoice Summary	Report End of Month	01/07/2019	5	View All

About BP Reports

BP Fuelcard Reports are account specific reports and activity statements that are generated automatically by the BP Fuelcard system. They include your monthly invoices, statements and fleet reports, as well as alerts and records of Bulk Card Orders and Edit Uploads.

My Recurring Reports

Showing Recurring Reports 1 to 4:   Show ● Active ○ On hold

Report Name	Report Type and Detail	Account	Frequency	Status	Number	
All Fleet excl Admin transactions	Export Transaction File - with Headers	All Accounts	Monthly	Active	8	View All
Fleet 01 Transactions	Export Transaction File - with Headers	0111002244	Monthly	Active	16	View All
MTD Export Card report	Export Card List - PDF Document	All Accounts	Weekly	Active	23	View All
Transaction violations	Excessive Transactions Report - Spreadsheet	0111002244	Weekly	On Hold	7	View All

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