

How to Create Transaction

- From **Card Fueling** module, click **Transaction** menu. The **Transaction** search screen will be displayed. The default tab on **Transaction** screen is the **Unposted Transaction** tab.

Transaction Id	Transaction Date	Network	Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross
CFDT-3	04/03/2016 12:00	PacPride	0001000000	Smith-Pruitt	00100000	MasterCard	ABC	IN	870-T796	3.500000	
CFDT-7	07/03/2016 8:47	PacPride	0001000000	Smith-Pruitt	10000000	MasterCard	ABC	IN	870-T796	140.000000	
CFDT-14	29/06/2016 9:06	CNN	0001000000	Smith-Pruitt	10000000	MasterCard	CNN12345	IN	870-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	0001000000	Smith-Pruitt	00100000	MasterCard	ABC	IN	870-T796	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	0001000000	Smith-Pruitt	00100000	MasterCard	ABC	IN	870-T796	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	0001000000	Smith-Pruitt	10000000	MasterCard	301	IN	870-T796	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	0001000000	Smith-Pruitt	10000000	MasterCard	301	IN	870-T796	1.200000	

- Click **New** toolbar button. The **Transaction** detail screen will be displayed.

Transaction Id	Transaction Date	Network	Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross
CFDT-3	04/03/2016 12:00	PacPride	0001000000	Smith-Pruitt	00100000	MasterCard	ABC	IN	870-T796	3.500000	
CFDT-7	07/03/2016 8:47	PacPride	0001000000	Smith-Pruitt	10000000	MasterCard	ABC	IN	870-T796	140.000000	
CFDT-14	29/06/2016 9:06	CNN	0001000000	Smith-Pruitt	10000000	MasterCard	CNN12345	IN	870-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	0001000000	Smith-Pruitt	00100000	MasterCard	ABC	IN	870-T796	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	0001000000	Smith-Pruitt	00100000	MasterCard	ABC	IN	870-T796	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	0001000000	Smith-Pruitt	10000000	MasterCard	301	IN	870-T796	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	0001000000	Smith-Pruitt	10000000	MasterCard	301	IN	870-T796	1.200000	

Location		Account		Item	
Network	Created Date 09/06/2023	Card		On Hold	Expensed
Transaction Date	Posted Date 09/06/2023	Account		Expensed Item	
Network Billing Date	Sequence	Customer PO		Pump No	0
Site	Site Group	Miscellaneous		Product No	
Company Location		Vehicle No		Item	
Transaction Type		Driver Pin		Quantity	0
		Odometer		Department	

Pricing		Taxes	
Calc Gross Price	0.000000	Orig Gross Price	0.000000
Calc Net Price	0.000000	Orig Net Price	0.000000
Calc Total Amount	0.000000	Orig Total Amount	0.000000
Price Method		Price Profile	
Price Basis		Index Name	
Profile Rate	0.000000	Index Price	0.000000
Adjustment Rate		Index Date	
Transfer Cost	0.000000	Contract No	
Inventory Cost	0.000000	Margin	0.000000

Taxes			
Export	View	Filter (F3)	
Tax Code	Tax Rate	Calculated Amount	Original Amount

- Enter/Select the following required fields:
Location Portion: Network, Transaction Date, Site, Transaction Type
Customer Portion: Card
Item Portion: Product No, Quantity
Pricing Portion: Transfer/Inv Cost *
** In case of Price Method is set as Remote and Ext Remote Price Profile (except for Basis = Remote Pricing Index)*

Transaction - CDT-860

New Save Delete Search Undo Duplicate Recalculate Post Batch Posting Close

Details Errors Audit Log

Location

Network CFN Created Date 09/06/2023

Transaction Date 09/06/2023 01:37 PM Posted Date 09/06/2023

Network Billing Date Sequence

Site ABC Site Group FW

Company Location

Transaction Type Local/Network

Account

Card #00000000000000000000

Account Smith Trucking 000100000000

Customer PO

Miscellaneous

Vehicle No

Driver Pin

Odometer 0

Item

On Hold: Expensed

Expensed Item

Pump No 0

Product No ABCDSL

Item D2D

Quantity 10

Department

Pricing

Calc Gross Price 1.349000 Orig Gross Price 1.500000

Calc Net Price 1.349000 Orig Net Price 1.500000

Calc Total Amount 13.49000 Orig Total Amount 15.00000

Price Method Price Profile Price Profile Local FW Index

Price Basis Index Retail Index Name FW Retail

Profile Rate -0.050000 Index Price 1.399000

Adjustment Rate 0.000000 Index Date 15/04/2020

Transfer Cost 0.000000 Contract No

Inventory Cost 1.401530 Margin -0.052530

Taxes

Export View Filter (F3)

Tax Code Tax Rate Calculated Amount Original Amount

Page 1 of 1

4. Click **Save** toolbar button. The **Transaction Number** will append on the screen title.
Pricing information will be autopopulated.

Transaction - CDT-860

New **Save** Delete Search Undo Duplicate Recalculate Post Batch Posting Close

Details Errors Audit Log

Location

Network CFN Created Date 09/06/2023

Transaction Date 09/06/2023 01:37 PM Posted Date 09/06/2023

Network Billing Date Sequence

Site ABC Site Group FW

Company Location

Transaction Type Local/Network

Account

Card #00000000000000000000

Account Smith Trucking 000100000000

Customer PO

Miscellaneous

Vehicle No

Driver Pin

Odometer 0

Item

On Hold: Expensed

Expensed Item

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Product No ABCDSL

Item D2D

Quantity 10

Department

Pricing

Calc Gross Price 1.349000 Orig Gross Price 1.500000

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Transfer Cost 0.000000 Contract No

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Taxes

Export View Filter (F3)

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Page 1 of 1

5. Click the **Close** toolbar button or **X** button.
In the **Transaction** search screen, the created transaction will be listed.