How to Create Transaction

1. 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.

Unposted Trans	ction Invalid Transaction	Posted Transaction	new View								
Den Selecte	I 🗋 New 🕒 Export • 🔲	Columns - 88 V	iew • 🛞 Import 🛞 Bato	ch Posting 🛞 Batch Delete 🛞 Bat	ch Recalculate						45 records
A Transactio	n Id 🗠 Contains 🗠			+ Add Filter - Clear Filters							
Transaction	d 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	1001103534	Bridt Prussing	18714434	Relation	ABC	IN	87G-T796	3.500000	\geq
CFDT-7	07/03/2016 8:47	PacPride	1007103534	InterProting	10004	Gener Grote	ABC	IN	87G-T796	140.000000	
CFDT-14	29/06/2016 9:06	CFN	1007103534	interfruiting	124480	Rolling Internation	CFN12345	IN	87G-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	1007103596	Nach cache sign (anal		Rengelant	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	1007103534	protecting	10110101	Republication (B)	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	100807	(anti-Selvery	12140550		301		LPG	1.000000	
CEDT-54	06/02/2018 17:18	PacPride	100000	20.000	120400		301		87G-T796	1,200000	

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

Close											
Unposted Transactio	Invalid Transaction	osted Transaction	new View								
C Open Selected	🔁 New 🗋 Export • 🔲	Columns - 88 V	iew • 🛞 Import 🛞 Bat	ch Posting 🛞 Batch Delete 🛞 Bat	ch Recalculate						45 records
A Transaction Id	~ Contains ~			+ Add Filter - Clear Filters							
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	(00)103534	Bride Processing	10714434	Research	ABC	IN	87G-T796	3.500000	\rightarrow
CFDT-7	07/03/2016 8:47	PacPride	(897103534	Bridt Prusing	100004	Gener Gritti	ABC	IN	87G-T796	140.000000	
CFDT-14	29/06/2016 9:06	CFN	(007103534)	inter Prusing	121450	Roches/Missourition	CFN12345	IN	87G-T796	50.000000	_
CFDT-15	22/07/2016 2:07	PacPride	(001103596)	Rectification application		Response	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	(00)103534	Inter Proting	1011030	Republication.	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	100007	part-Servery	12145555		301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	1000000	2			301		87G-T796	1.200000	

Details Errors Audit Log									
Location				Account			ltem		
Network *		 Created Date 	09/06/2023	Card	*	٩	On Hold:	Expens	ed 🗌
Transaction Date *		Posted Date	09/06/2023	Account			Expensed Iter	m	
Network Billing Date		E Sequence		Custome	PO		Pump No		0
Site *		Site Group		Miscellan	eous		Product No	*	
Company Location				Vehicle N	•		ltem		
Transaction Type 🔹				 Driver Pir 	1	~	Quantity	*	0
				Odomete	r	0	Department		
Pricing					Taxes				
Calc Gross Price	0.000000	Orig Gross Price		0.000000	Export • 🔠 View •	Filter (F3)			K N K N
Calc Net Price	0.000000	Orig Net Price		0.000000	Tax Code		Tax Rate	Calculated Amount	Original Amount
Calc Total Amount	0.00000	Orig Total Amoun	t	0.00000					
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					

 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 - CFDT-8	60										-	×
			Batch Posting Clo									
Details Errors A	Audit Log											
Location				Acco	unt				Item			
Network	* CFN	Created Date	09/06/2023	Card		enous Turor	n Tanana	Q,	On Hold:	Exper	sed	
Transaction Date	* 09/06/2023 01:37 PM	Posted Date	09/06/2023	Acco	unt	South Tracking 7	001003084		Expensed Ite	m		
Network Billing Dat	e	E Sequence		Custo	omer PO				Pump No			0
Site	* ABC	Q Site Group	FW	Misce	ellaneous				Product No	+ ABCDSL		Q,
Company Location	(007) - There' Wegane			Vehic	de No			~	Item	D2D		
Transaction Type	+ Local/Network			~ Drive	er Pin			~	Quantity	*		10
				Odor	meter			0	Department			
Pricing					Tax	kes						
Calc Gross Price	1.349000	Orig Gross Price		1.5000	00 Exp	ort • 88 View •	Filter (F3)					К. Л К. У
Calc Net Price	1.349000	Orig Net Price		1.5000	00	Tax Code			Tax Rate	Calculated Amount	Original A	mount
Calc Total Amount	13.49000	Orig Total Amount		15.000	00							
Price Method	Price Profile	Price Profile:	Local FW Index									
Price Basis	Index Retail	Index Name	FW Retail									
Profile Rate	-0.050000	Index Price		1.3990	00							
Adjustment Rate	0.000000	Index Date	15/04/2020									
Transfer Cost	0.000000	Contract No										
Inventory Cost	1.401530	Margin		-0.0525	30							
? 💭 🖓 0.73s	Ready								Id 4 Pag	e 1 of 1	Activat	Windo Refresh

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

Transaction - CFDT-8	360								- 🗆 >
New Save Delete			Batch Posting Clo						
Details Errors A	Audit Log								
Location				Account			ltem		
Network	+ CFN	Created Date	09/06/2023	Card	· ANDERE THINK	ng Tursing Q	On Hold:	Expense	ed 🗌
Transaction Date	* 09/06/2023 01:37 PM	Posted Date	09/06/2023	Account	Smith Trusting	1000) (100)00.000m	Expensed Item		
Network Billing Dat	te	Sequence		Custome	r PO		Pump No		0
Site	* ABC	Q Site Group	FW	Miscellar	neous		Product No	* ABCDSL	Q
Company Location	RMT - The Wayne			Vehicle N	lo	~	Item	D2D	
Transaction Type	+ Local/Network			 Driver Pi 	n	~	Quantity	*	10
				Odomet	er	0	Department	•	
Pricing					Taxes				
Calc Gross Price	1.349000	Orig Gross Price		1.500000	Export • 🔠 View •	Filter (F3)			5.2 23
Calc Net Price	1.349000	Orig Net Price		1.500000	Tax Code		Tax Rate	Calculated Amount	Original Amount
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					
? 🔘 🖓 0.73s	Ready						N A Page	1 of 1	Activate Win

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