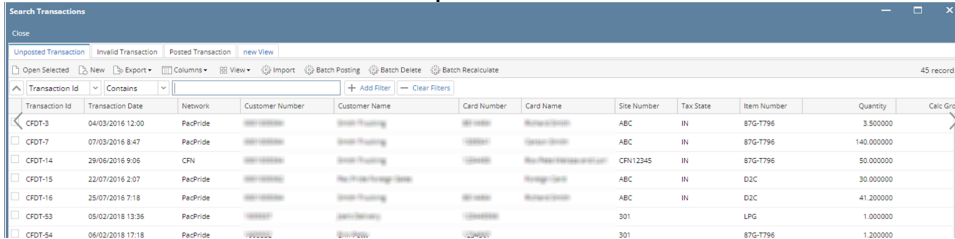


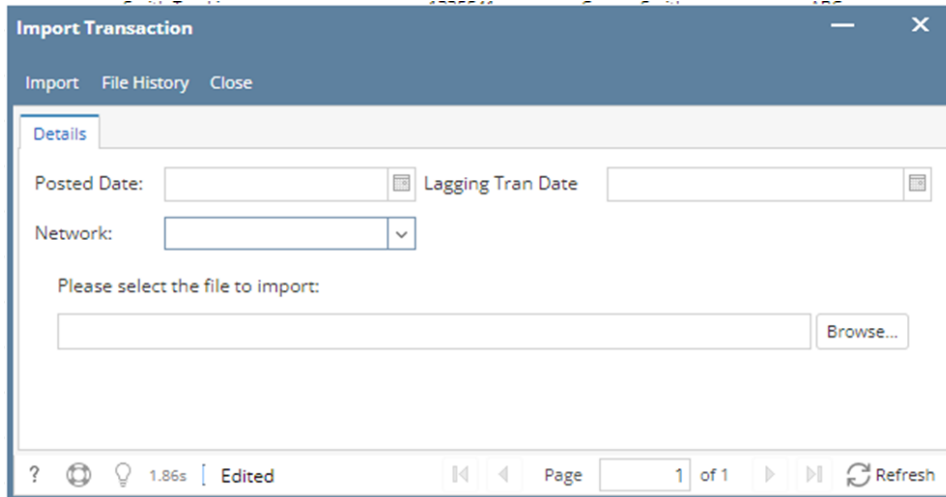
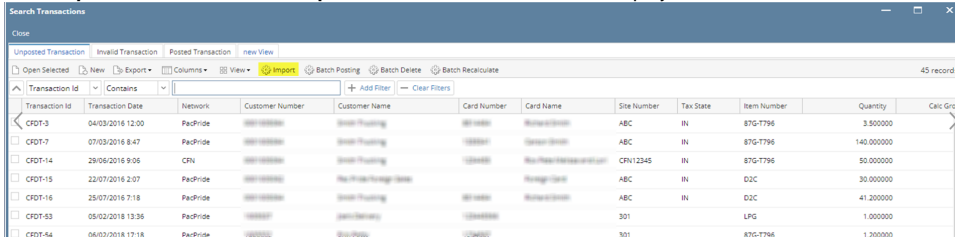
How to Import Transactions - NBS

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.



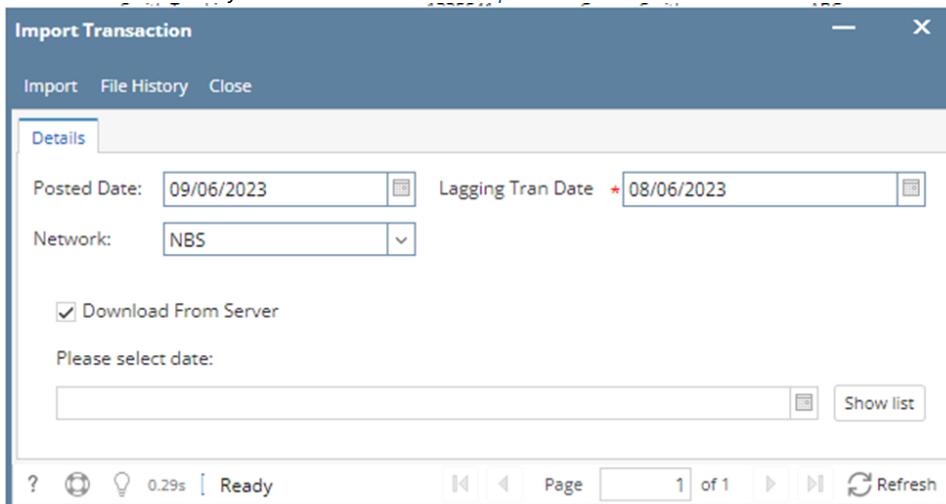
Transaction Id	Transaction Date	Network	Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross
CFDT-3	04/03/2016 12:00	PacPride	000100000	Grain Processing	00100000	MasterCard	ABC	IN	870-T796	3.500000	
CFDT-7	07/03/2016 8:47	PacPride	000100000	Grain Processing	10000000	Grain Service	ABC	IN	870-T796	140.000000	
CFDT-14	29/06/2016 9:06	CFN	000100000	Grain Processing	10000000	Wu-Pier-Transportation	CFN12345	IN	870-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	000100000	Wu-Pier-Transportation	10000000	Grain Service	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	000100000	Grain Processing	00100000	MasterCard	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	00000000	Grain Service	10000000		301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	00000000	Grain Service	10000000		301		870-T796	1.200000	

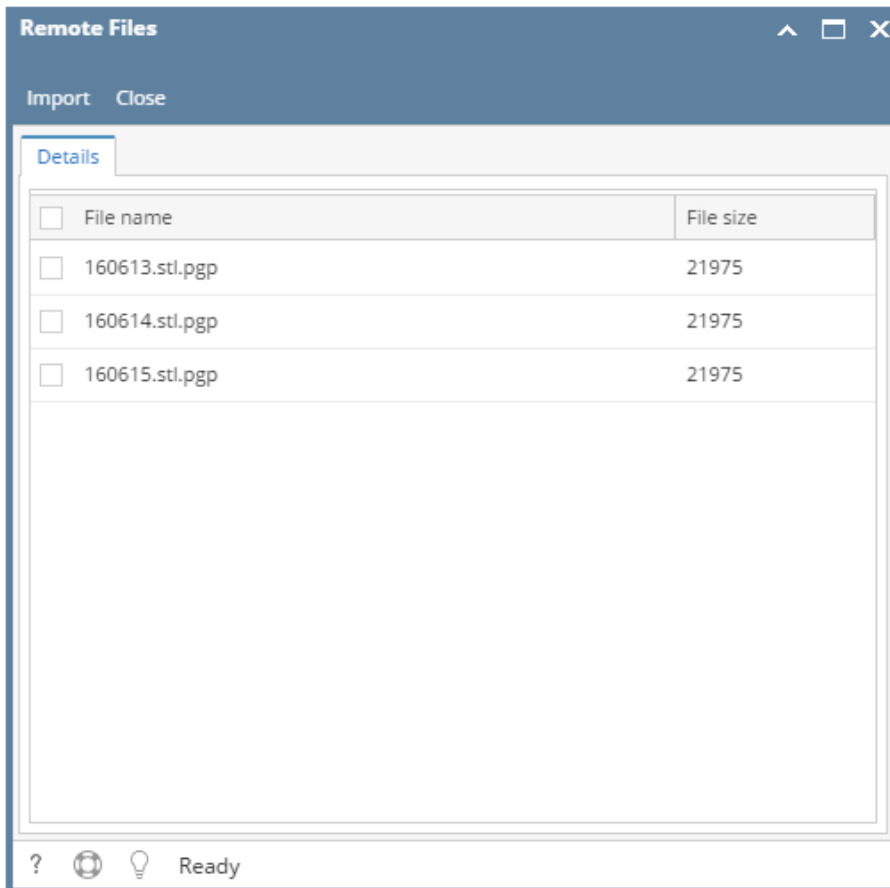
2. Click **Import** toolbar button. The **Import Transaction** screen will be displayed



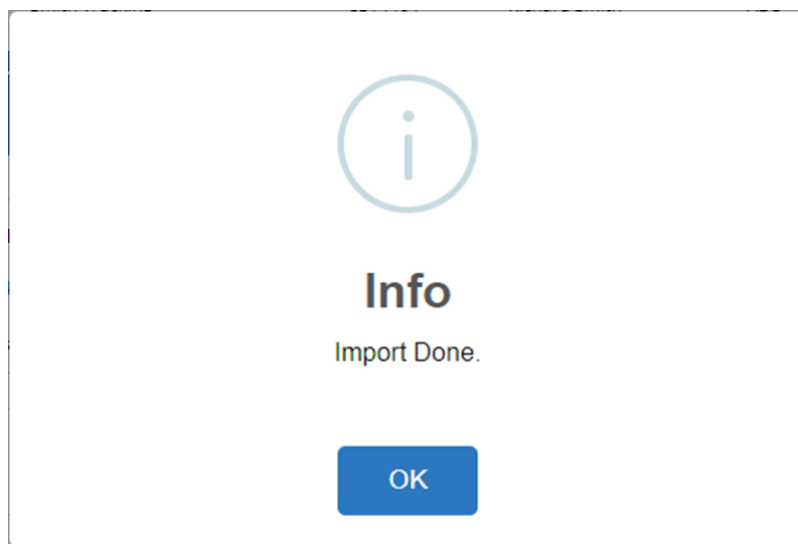
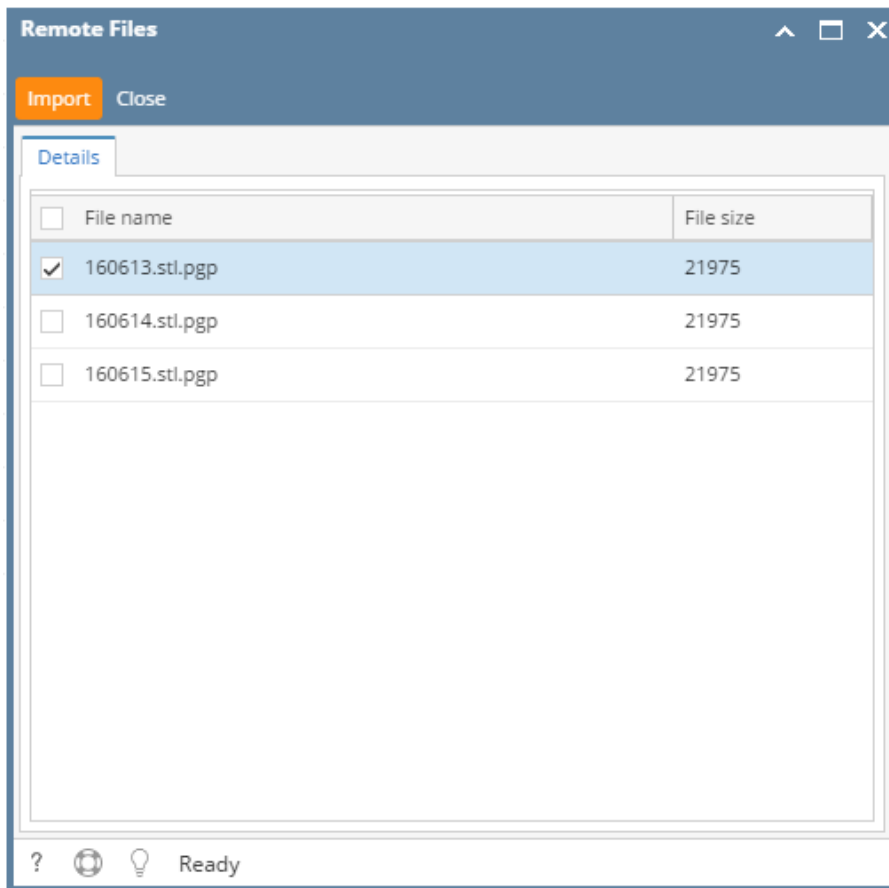
3. Select **Network** and the **Site** field will disappear. **Download From Server** checkbox will be visible. Click **Browse** button and the **Remote Files** screen will be displayed.

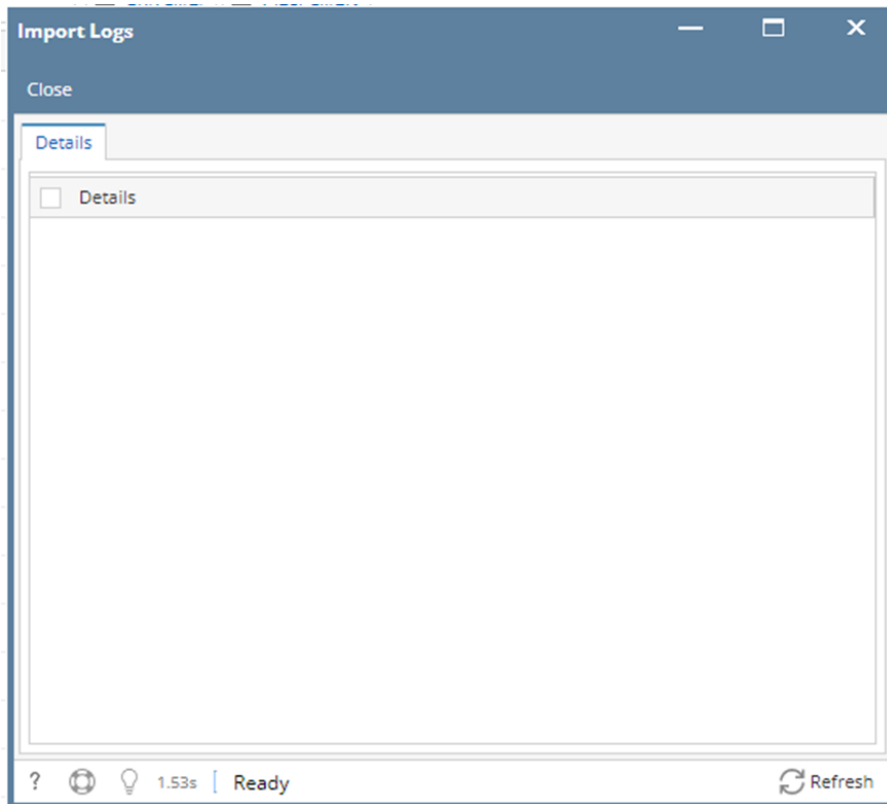
Note: Make sure to have your [Network Connection Setup](#)





4. Select **File** to be imported and click **Import** toolbar button. Once importing is done, notification message will be displayed. Click **OK** button, message will be closed and the **Import Notes** screen will be displayed. **Import Notes** screen will contain all conflicts relating to importing.





5. Close **Import Logs** screen. Verify imported data on the Transaction search screen, **Unposted Transaction** tab. **Imported Unposted Transaction** should be added with assigned new **Transaction Id**.