## How to Post and/or Unpost Transaction

Posting 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.

	lose												
Unposted Transaction	nposted Transaction Invalid Transaction Posted Transaction new View												
🗋 Open Selected 🗋 New 🕒 Export - 🛄 Columns - 🙁 View - 🛞 Import 🛞 Batch Posing 🛞 Batch Relativiste 45 records													
<ul> <li>Transaction Id</li> </ul>	<ul> <li>Contains</li> </ul>			+ 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	10071035844	Britt Proting	10714491	Relation	ABC	IN	87G-T796	3.500000	$\rightarrow$		
CFDT-7	07/03/2016 8:47	PacPride	1007103584	Sold Trucking	10004	Gener Grote	ABC	IN	87G-T796	140.000000			
CFDT-14	29/06/2016 9:06	CFN	1007103584	Sold Public	124480	Rolling Internation	CFN12345	IN	87G-T796	50.000000			
CFDT-15	22/07/2016 2:07	PacPride	1007103586	No.71 (Inc?) and prime		Rengelant	ABC	IN	D2C	30.000000			
CFDT-16	25/07/2016 7:18	PacPride	10071035844	and Public	10110401	Republication (B)	ABC	IN	D2C	41.200000			
CFDT-53	05/02/2018 13:36	PacPride	100507	(anti-balliery)	12140300		301		LPG	1.000000			
CFDT-54	06/02/2018 17:18	PacPride	1000000	2007200	1007000		301		87G-T796	1.200000			

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2. Select a record. Click Open Selected button to open an unposted transaction or create a new transaction to post.

Close											
Unposted Transactio	n Invalid Transaction P	osted Transaction	new View								
Den Selected	👌 New 🕒 Export 🔹 📖	Columns • 88 Vi	ew • 🛞 Import 🛞 Batc	h Posting 🛞 Batch Delete 🛞 Bat	h Recalculate					49 rec	ords (1 selected)
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 Gadess
CFDT-865	09/06/2023 13:50	CFN	1001103584	Sector Processing	4861222	Terring Teacoust	ABC		D2D	15.000000	-
CFDT-863	09/06/2023 13:50	CFN	1007103584	SHE TWEE	16003333	Renny Research	ABC		D2D	15.000000	
CFDT-859	01/06/2023 10:52	PacPride	10071035844	SHE TURN	107 14434	Repairing the	ov		87G-T795	15.000000	
CFDT-858	01/06/2023 10:52	PacPride	1007103584	SHE Fully	10110404	Repairing the	ov		87G-T795	15.000000	
CEDT-857	31/05/2023 11:39	RacRride	1001102000	The second s	101100	and the second second	OV.		876-1795	15,000000	

3. In the Transaction detail screen, click Post toolbar button.

Details Errors A	udit Log												
Location				Account					Item				
Network	+ CFN	✓ Created Date	09/06/2023	Card	<ul> <li>ethics (c) Terring Terrine</li> <li>Q</li> </ul>			Q,	On Hold:	ed 🗌			
Transaction Date	+ 09/06/2023 01:50 PM	Posted Date	09/06/2023	Acco	unt	South Trusting 1	100 (1000) (100		Expensed Iten	n			
Network Billing Dat	e	E Sequence		Cust	omer PO				Pump No		0		
Site	+ ABC	Q Site Group	FW	Miso	ellaneous				Product No	+ ABCDSL	Q,		
Company Location	2007 - Marc Mayne			Vehic	cle No			~	ltem	D2D			
Transaction Type	+ Local/Network			~ Drive	er Pin			~	Quantity	*	15		
				Odor	meter			0	Department	•			
Pricing					Ta	ixes							
Calc Gross Price	1.349000	Orig Gross Price		1.5000	00 Ex	port • 🔠 View •	Filter (F3)				K 7 2 3		
Calc Net Price	1.349333	Orig Net Price		1.5000	00	Tax Code			Tax Rate	Calculated Amount	Original Amount		
Calc Total Amount	20.24000	Orig Total Amount		22.500	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		-0.0521	97								

4. Once posting is done, **Save**, **Delete**, **Undo** and **Recalculate** toolbar button will be disabled. **Post** toolbar button will become **Unpost** button.

Details Errors A	udit Log											
Location				Account			Item					
Network	+ CFN	Created Date	09/06/2023	Card	rd + ettisse Henry Henre			On Hold: Expensed				
Transaction Date	* 09/06/2023 01:50 PM	Posted Date	09/06/2023	Account	South Trusting?	ano castona	Expensed Item					
Network Billing Dat	e	Sequence		Customer F	0		Pump No		0			
Site	* ABC	Site Group	FW	Miscellane	ous		Product No	* ABCDSL				
Company Location	(1997) - Hart Mayrie			Vehicle No			Item	D2D				
Transaction Type	+ Local/Network			Driver Pin			Quantity	*	15			
				Odometer		0	Department	•				
Pricing					Taxes							
Calc Gross Price	1.349000	Orig Gross Price		1.500000	Export • 🔠 View •	Filter (F3)			K 7 K 9			
Talc Net Price	1.349333	Orig Net Price		1.500000	Tax Code		Tax Rate	Calculated Amount	Original Amount			
Calc Total Amount	20.24000	Orig Total Amount		22.50000								
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									
Fransfer Cost	0.000000	Contract No										
Inventory Cost	1,401530	Margin		-0.052197								

5. Close Transaction detail screen and the posted transaction will now appear on the Posted Transaction tab.

Unposted Transaction Invalid Transaction Posted Transaction new View													
🗅 Open Selected 🗋 New 🕒 Export 🔹 🥅 Columns 🔹 🔅 View 🔹 🎯 Import 🛞 Batch F	open Sekced 🗋 New 🕒 Export - 🛄 Columns - 🙁 View - 😒 View - 😒 Batch Posting 🗇 Export to Third Party 1 record (1 selected)												
Transaction Id v Contains v	+ Add Filter - Clear Filters												
Transaction Date V Not Blank V							>						
X Transaction Id V Contains V CFDT-865													
Transaction Id Transaction Date Network Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity Calc Gross						
CFDT-865 09/06/2023 13:50 CFN	Bridt Frushing	4893333	Terring Takens	ABC		D2D	15.000000 1.						

## Unposting 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.

Close											
Unposted Transact	ion Invalid Transaction	Posted Transaction	new View								
Den Selected	New Do Export •	Columns • 88	View • ③ Import ③ I	Batch Posting 🛞 Batch Delete 🛞 Bat	ch Recalculate						45 records
A Transaction I	d 🗠 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	10011035341	Brite Provide	1071401	Repair and the second	ABC	IN	87G-T796	3.500000	$\rightarrow$
CFDT-7	07/03/2016 8:47	PacPride	1007103584	Brite Prusing	100004	Gener Britti	ABC	IN	87G-T796	140.000000	
CFDT-14	29/06/2016 9:06	CFN	(007103534)	Brief Pruning	121455	Roches/Missourities	CFN12345	IN	87G-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	1007103596	No.71 (acTuring Taxie)		Response	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	(00)103594	State Pruning	10110401	Rowsford.	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	100007	(anti-factory)	1214555		301		LPG	1.000000	
CEDT-54	06/02/2018 17:18	ParPride	1000000	Res (Maller	179407		301		876-7795	1 200000	

2. Navigate to Posted Transaction tab and select a transaction to unpost and click Open Selected toolbar button.

Q	Cose												
L.	Inposted Transaction	Invalid Transaction	Posted Transaction	new View									
C	Open Selected	New 🕒 Export • 🔲	Columns - 88 Vie	tw • 🛞 Import 🛞 Batch	Posting 💮 Export to Third Party						1 n	ecord (1 selected)	
E	Transaction Id	Contains			+ Add Filter - Clear Filters								
1	Transaction Dat	e 👻 Not Blank 🛛 👻										/	
>	Transaction Id	Contains	CFDT-865										
i	Transaction Id	Transaction Date	Network	Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross	
	CFDT-865	09/06/2023 13:50	CFN	100110358M	SHOT Trusting	48853233	Terring Testeral	ABC		D2D	15.000000	1.	

3. In the Transaction detail screen, click Unpost toolbar button.

Details Errors A	Audit Log										
Location				Account			Item				
Network	* CFN	Created Date	09/06/2023	Card	· statute Tures	No. Contraction	On Hold:	Expense	ed 🗌		
Transaction Date	★ 09/06/2023 01:50 PM	Posted Date	09/06/2023	Account	South Tradition?	and collector	Expensed Item				
Network Billing Dat	e	Sequence		Customer F	0		Pump No				
Site	* ABC	Site Group	FW	Miscellaneo	ous		Product No	* ABCDSL			
Company Location	(1997) - Mart Mayres			Vehicle No			Item	D2D			
Transaction Type	+ Local/Network			Driver Pin			Quantity	*	1		
				Odometer		0	Department	•			
Pricing					Taxes						
Calc Gross Price	1.349000	Orig Gross Price		1.500000	Export • 🔠 View •	Filter (F3)			10 12		
Calc Net Price	1.349333	Orig Net Price		1.500000	Tax Code		Tax Rate	Calculated Amount	Original Amoun		
Calc Total Amount	20.24000	Orig Total Amount		22.50000							
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		-0.052197							

 Once unposting is done, Save, Delete, Undo and Recalculate toolbar button will now be enabled. Unpost toolbar button will become Post button.

ransaction - CFDT-8	65											. 🗆	×
			Batch Posting C										
Details Errors A	udit Log												
Location					Account				ltem				
Network	+ CFN	✓ Created Date	09/06/2023		Card	- HENDERED Therese	ny Tursena	Q,	On Hold:	E	xpensed		
Transaction Date	+ 09/06/2023 01:50 PM	Posted Date	09/06/2023		Account	South Trushing	00100308		Expensed Ite	m			
Network Billing Date	e	Sequence			Customer F	0			Pump No				0
Site	+ ABC	Q Site Group	FW		Miscellane	ous			Product No	+ ABCDSL			Q
Company Location	1000 - Russ Wagna				Vehicle No			~	Item	D2D			
Transaction Type	+ Local/Network			~	Driver Pin	-		~	Quantity	*			15
					Odometer			0	Department				
Pricing						Taxes							
Calc Gross Price	1.349000	Orig Gross Price			1.500000	Export • 🔠 View •	Filter (F3)						К. 7 К. У
Calc Net Price	1.349333	Orig Net Price			1.500000	Tax Code			Tax Rate	Calculated Amo	ount	Original /	Amount
Calc Total Amount	20.24000	Orig Total Amount			22.50000								
Price Method	Price Profile	Price Profile:	Local FW Inde	ex .									
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		-	0.052197								
0 0 0 0 0	Dead:								M M Dag	. 1.	e1   }	Activa	te Wind

5. Close Transaction detail screen and the posted transaction will now appear on the Unposted Transaction tab.

Close													
Unposted Transactio	Unposted Transaction Invalid Transaction Posted Transaction new Yiew												
C Open Selected [	🗅 Open Selected 🚡 New 🕒 Export - 🔟 Columns - 🔢 View - 🛞 Import 🖓 Batch Posing 🛞 Exch Delete 🛞 Batch Recalculate 1 record (1 selected)												
💉 Transaction Id	Contains	CFDT-865		+ Add Filter - Clear Filters							$\rightarrow$		
Transaction Id 🔻	Transaction Date	Network	Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gros		
CFDT-865	09/06/2023 13:50	CFN	(001 (0368M)	Sold Pusing	48853233	Henry Henrie	ABC		D2D	15.000000			