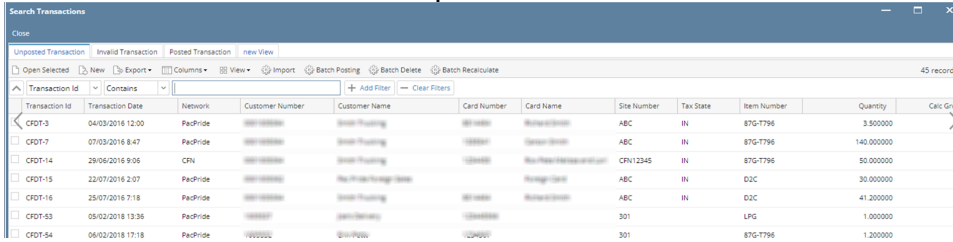


How to Post and/or Unpost Transaction

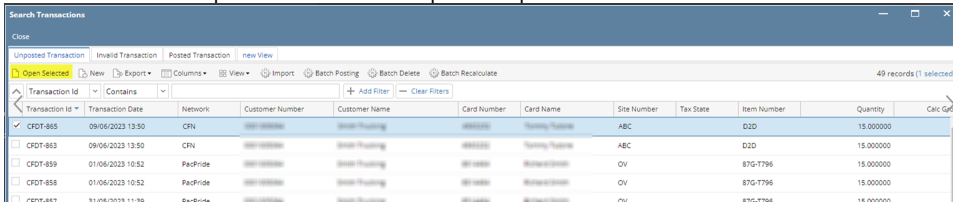
Posting Transaction

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.



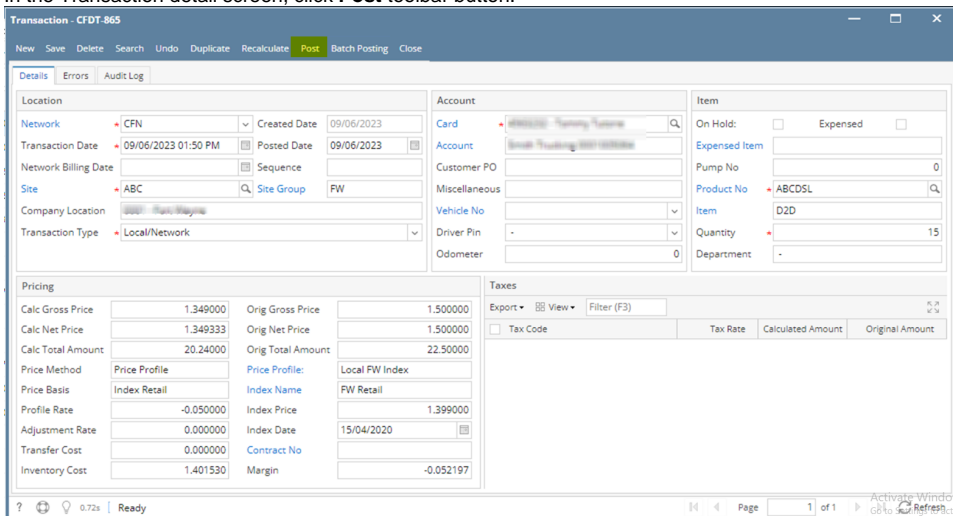
Transaction ID	Transaction Date	Network	Customer Number	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross
CFDT-3	04/03/2016 12:00	PadPride	000100000	001000000	MasterCard	ABC	IN	87G-T796	3.500000	
CFDT-7	07/03/2016 8:47	PadPride	000100000	000000000	MasterCard	ABC	IN	87G-T796	140.000000	
CFDT-14	29/04/2016 9:06	CFN	000100000	000000000	MasterCard	CFN12345	IN	87G-T796	50.000000	
CFDT-15	22/07/2016 2:07	PadPride	000100000	000000000	MasterCard	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PadPride	000100000	001000000	MasterCard	ABC	IN	D2C	41.200000	
CFDT-63	05/02/2018 13:36	PadPride	000100000	000000000	MasterCard	301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PadPride	000000000	000000000	MasterCard	301		87G-T796	1.200000	

2. Select a record. Click **Open Selected** button to open an unposted transaction or [create a new transaction](#) to post.



Transaction ID	Transaction Date	Network	Customer Number	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross
CFDT-865	09/06/2023 13:50	CFN	000100000	000000000	MasterCard	ABC		D2D	15.000000	
CFDT-863	09/06/2023 13:50	CFN	000100000	000000000	MasterCard	ABC		D2D	15.000000	
CFDT-859	01/04/2023 10:52	PadPride	000100000	001000000	MasterCard	OV		87G-T796	15.000000	
CFDT-858	01/04/2023 10:52	PadPride	000100000	001000000	MasterCard	OV		87G-T796	15.000000	
CFDT-857	31/04/2023 13:36	PadPride	000100000	001000000	MasterCard	OV		87G-T796	15.000000	

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



Transaction - CFDT-865

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

Location

Network: CFN, Created Date: 09/06/2023, Transaction Date: 09/06/2023 01:50 PM, Posted Date: 09/06/2023, Network Billing Date, Site: ABC, Site Group: FW, Company Location: 0001 - Main Region, Transaction Type: Local/Network

Account

Card: 00000000000000000000, Account: 00000000000000000000, Customer PO, Miscellaneous, Vehicle No, Driver Pin, Odometer

Item

On Hold: ☐ Expensed: ☐
Expensed Item:
Pump No: 0
Product No: ABCDSL
Item: D2D
Quantity: 15
Department: -

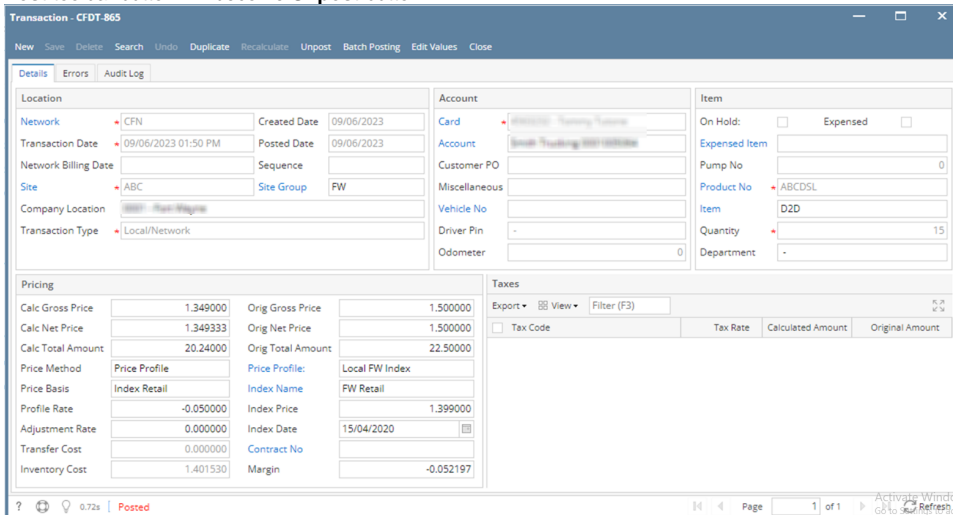
Pricing

Calc Gross Price: 1.349000, Orig Gross Price: 1.500000, Calc Net Price: 1.349333, Orig Net Price: 1.500000, Calc Total Amount: 20.24000, Orig Total Amount: 22.50000
Price Method: Price Profile, Price Basis: Index 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

Taxes

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

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



Transaction - CFDT-865

Toolbar: New, Save, Delete, Search, Undo, Duplicate, Recalculate, **Unpost**, Batch Posting, Edit Values, Close

Location

Network: CFN, Created Date: 09/06/2023, Transaction Date: 09/06/2023 01:50 PM, Posted Date: 09/06/2023, Network Billing Date, Site: ABC, Site Group: FW, Company Location: 0001 - Main Region, Transaction Type: Local/Network

Account

Card: 00000000000000000000, Account: 00000000000000000000, Customer PO, Miscellaneous, Vehicle No, Driver Pin, Odometer

Item

On Hold: ☐ Expensed: ☐
Expensed Item:
Pump No: 0
Product No: ABCDSL
Item: D2D
Quantity: 15
Department: -

Pricing

Calc Gross Price: 1.349000, Orig Gross Price: 1.500000, Calc Net Price: 1.349333, Orig Net Price: 1.500000, Calc Total Amount: 20.24000, Orig Total Amount: 22.50000
Price Method: Price Profile, Price Basis: Index 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

Taxes

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

- Close Transaction detail screen and the posted transaction will now appear on the **Posted 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-865	09/06/2023 13:50	CFN	000100000	Smith Trading	0000000	Smith Trading	ABC	D2D		15.000000	1.500000

Unposting 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-9	04/03/2016 12:00	PacPride	000100000	Smith Trading	0000000	Smith Trading	ABC	IN	870-T796	3.500000	3.500000

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

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	000100000	Smith Trading	0000000	Smith Trading	ABC	D2D		15.000000	1.500000

- In the Transaction detail screen, click **Unpost** toolbar button.

Location	Account	Item
Network: CFN	Card: 0000000	On Hold: <input type="checkbox"/> Expensed: <input type="checkbox"/>
Transaction Date: 09/06/2023 01:50 PM	Account: Smith Trading 000100000	Expensed Item: <input type="text"/>
Network Billing Date: <input type="text"/>	Customer PO: <input type="text"/>	Pump No: <input type="text"/>
Site: ABC	Miscellaneous: <input type="text"/>	Product No: ABCDSL
Company Location: 000100000	Vehicle No: <input type="text"/>	Item: D2D
Transaction Type: Local/Network	Driver Pin: <input type="text"/>	Quantity: 15
	Odometer: <input type="text"/>	Department: <input type="text"/>

Pricing	Taxes
Calc Gross Price: 1.349000	Export: <input type="text"/> View: <input type="text"/> Filter (F3)
Orig Gross Price: 1.500000	<input type="checkbox"/> Tax Code: <input type="text"/>
Calc Net Price: 1.349333	Tax Rate: <input type="text"/>
Orig Net Price: 1.500000	Calculated Amount: <input type="text"/>
Calc Total Amount: 20.24000	Original Amount: <input type="text"/>
Orig Total Amount: 22.50000	
Price Method: <input type="text"/>	
Price Profile: <input type="text"/>	
Price Basis: <input type="text"/>	
Profile Rate: -0.050000	
Adjustment Rate: 0.000000	
Transfer Cost: 0.000000	
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.

Transaction - CFDT-865

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 01:50 PM Posted Date: 09/06/2023

Network Billing Date: Sequence

Site: ABC Site Group: FW

Company Location: 8887 Ryan Wayne

Transaction Type: Local/Network

Account

Card: 88882222 Training Tutors

Account: 88882222 Training Tutors

Customer PO

Miscellaneous

Vehicle No

Driver Pin

Odometer

Item

On Hold: Expensed

Expensed Item

Pump No

Product No: ABCDSL

Item: D2D

Quantity: 15

Department

Pricing

Calc Gross Price: 1.349000 Orig Gross Price: 1.500000

Calc Net Price: 1.349333 Orig Net Price: 1.500000

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

Taxes

Export View Filter (F3)

Tax Code Tax Rate Calculated Amount Original Amount

0.72s Ready Page 1 of 1 Refresh

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

Search Transactions

Close

Unposted Transaction Invalid Transaction Posted Transaction new View

Open Selected New Export Columns View Import Batch Posting Batch Delete Batch Recalculate 1 record (1 selected)

Transaction Id Contains CFDT-865 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-865	09/06/2023 13:50	CFN	88882222	88882222 Training Tutors	88882222	Training Tutors	ABC		D2D	15.00000	1.349000