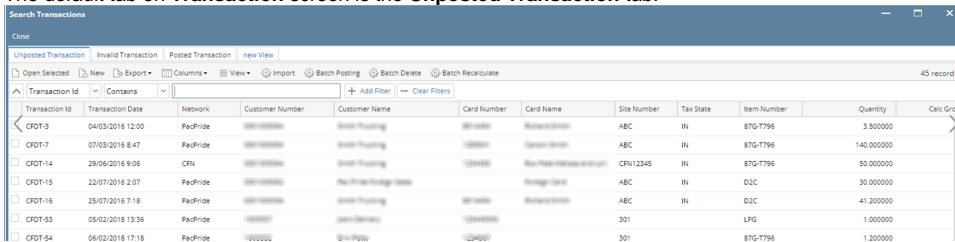


# How to Batch Delete Transaction

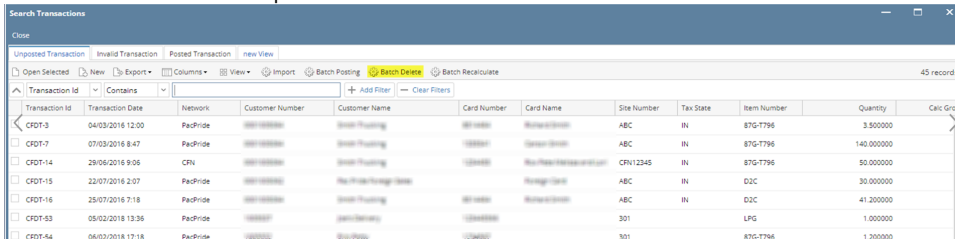
1. From **Card Fueling** module, click **Transaction** menu. The **Transaction** search screen will be displayed. The default tab on **Transaction** screen is the **Unposted Transaction** tab.



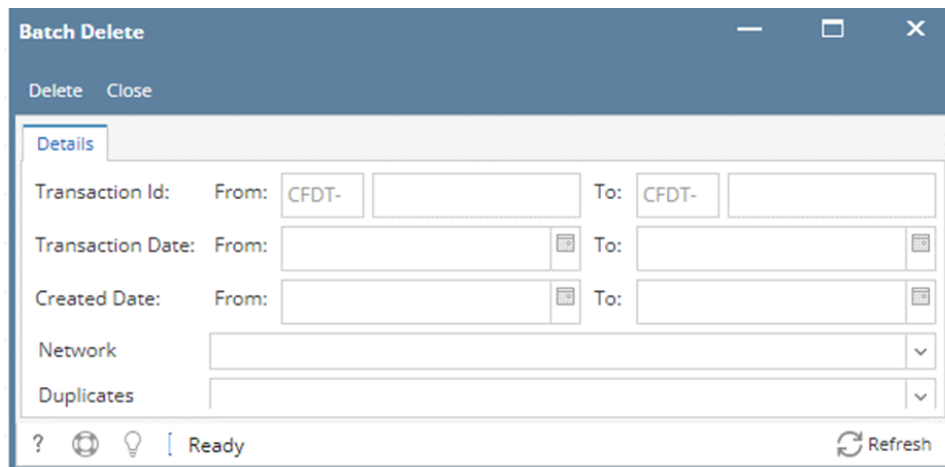
The screenshot shows the 'Search Transactions' window with the 'Unposted Transaction' tab selected. The window has a top bar with 'Close', 'Unposted Transaction', 'Invalid Transaction', 'Posted Transaction', and 'new View'. Below this is a toolbar with 'Open Selected', 'New', 'Export', 'Columns', 'View', 'Import', 'Batch Posting', 'Batch Delete', and 'Batch Recalculate'. A filter bar shows 'Transaction Id' and 'Contains' with an 'Add Filter' button. The main area is a table with 12 columns: Transaction Id, Transaction Date, Network, Customer Number, Customer Name, Card Number, Card Name, Site Number, Tax State, Item Number, Quantity, and Calc Gross. There are 45 records in total.

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	Green Floating	00100000	MasterCard	ABC	IN	870-T796	3.500000	
CFDT-7	07/03/2016 8:47	PacPride	0001000000	Green Floating	10000000	Green Card	ABC	IN	870-T796	140.000000	
CFDT-14	29/06/2016 9:06	CFN	0001000000	Green Floating	10000000	Blue Fleet MasterCard	CFN12345	IN	870-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	0001000000	Blue Fleet Floating Card		Floating Card	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	0001000000	Green Floating	00100000	MasterCard	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	00000000	Green Floating	10000000		301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	00000000	Green Floating	10000000		301		870-T796	1.200000	

2. Click **Batch Delete** button to open Batch Delete screen



This screenshot is identical to the previous one, but the 'Batch Delete' button in the toolbar is highlighted in yellow.



The 'Batch Delete' window has a title bar with 'Delete' and 'Close' buttons. It features a 'Details' tab. The form contains several input fields for filtering transactions: 'Transaction Id' (From: CFDT- To: CFDT-), 'Transaction Date' (From: To:), 'Created Date' (From: To:), 'Network' (dropdown), and 'Duplicates' (dropdown). At the bottom, there is a status bar with a 'Ready' indicator and a 'Refresh' button.

3. Apply filter requirement to delete multiple Transaction. Options are to delete using Transaction Id or Transaction Date. Click **Delete** button to delete specified Transaction.