

How to Batch Unpost

1. From **Card Fueling** module, click **Batch Unpost** menu. The **Batch Unpost** screen will be displayed.

The screenshot shows the 'Batch Unpost' application window with the 'Parameters' tab selected. The window has a title bar with 'Batch Unpost' and standard window controls. Below the title bar is a menu bar with 'Generate', 'Unpost', and 'Close'. The 'Parameters' tab contains several input fields: 'Transaction Date' (From and To), 'Created Date' (From and To), 'Transaction Id' (From and To, with 'CFDT-' pre-filled), 'Network', 'Site', 'Customer', and 'Item'. Each of the last four fields has a magnifying glass icon to its right. At the bottom of the window is a status bar with a help icon, a lightbulb icon, '1.52s', 'Ready', and a 'Refresh' button.

2. Enter your desired filter to unpost specific transactions.
Transaction Date filter and any of the **Network**, **Site** or **Customer** are always required.

The screenshot shows the 'Batch Unpost' application window with an error message dialog box in the center. The dialog box has a white background and a blue border. It features a large orange exclamation mark icon at the top. Below the icon, the word 'Unpost' is written in bold. Underneath, the text reads: 'One of Network, Site, or Customer must be Required in order to continue with unposting'. At the bottom of the dialog box is a blue 'OK' button. The background of the application window is dimmed, showing the same 'Parameters' tab as in the previous screenshot.

3. Click **Generate** button to preview all transactions to be Unposted. Details Tab is the active Tab.

The screenshot shows the 'Batch Unpost' application window with the 'Details' tab selected. The window displays a table of transactions. The table has columns: 'CFDT #', 'Date', 'Network', 'Site #', 'Customer #', 'Name', and 'Item'. There are two rows of data. The first row has values: CFDT-864, 09/06/2023, CFN, ABC, 0001-000000, Green Trucking, and ABCDSL. The second row has values: CFDT-863, 09/06/2023, CFN, ABC, 0001-000000, Green Trucking, and ABCDSL. Above the table, there is a toolbar with 'Open Transaction', 'Export', 'View', and 'Filter (F3)'. To the right of the toolbar, it says '2 Total Record(s)'. At the bottom of the window is a status bar with a help icon, a lightbulb icon, '0.03s', 'Edited', and an 'Activate View Refresh' button.

CFDT #	Date	Network	Site #	Customer #	Name	Item
CFDT-864	09/06/2023	CFN	ABC	0001-000000	Green Trucking	ABCDL
CFDT-863	09/06/2023	CFN	ABC	0001-000000	Green Trucking	ABCDL

4. After Generate, click **Unpost** button to actually unpost filtered **Transactions**. Click Yes on the Message box. Unpost status will be displayed on the status bar below the screen.

