How to Delete Transaction

Via Transaction Search Screen

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.

30	carch Transaction											- ~
c												
Ī	Unposted Transaction	Invalid Transaction P	osted Transaction	new View								
C) Open Selected	👌 New 🕒 Export 🔹 🛄	Columns • 🛛 🔠 Vie	ew 🔹 🛞 Import 🛞 Batch	Posting 🛞 Batch Delete 🛞 Batch	h Recalculate						45 records
2	 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 Gross
B	CFDT-3	04/03/2016 12:00	PacPride	1007103684	post Posting	18714434	Rowaldow.	ABC	IN	87G-T796	3.500000	>
C	CFDT-7	07/03/2016 8:47	PacPride	1007103584	SHIP Public	100041	General Device.	ABC	IN	87G-T796	140.000000	
E	CFDT-14	29/06/2016 9:06	CFN	1007103534	inter Prusing	124480	Rochest Misson Hour	CFN12345	IN	87G-T796	50.000000	
C	CFDT-15	22/07/2016 2:07	PacPride	(001103596)	Nucl Includes		Resignant .	ABC	IN	D2C	30.000000	
C	CFDT-16	25/07/2016 7:18	PacPride	1007103534	Internating	1071000	Renaulation in	ABC	IN	D2C	41.200000	
C	CFDT-53	05/02/2018 13:36	PacPride	100007	(anti-Servery	12145555		301		LPG	1.000000	
I C	CEDT-54	05/02/2018 17:18	ParPrida	1000000	The Party	1794007		301		876-7796	1 200000	

2. Click Batch Delete toolbar button to delete specific Unposted Transaction.

The Batch Delete screen will be displayed. Here you can delete Unposted Transaction according to Transaction Id and/or Transaction Date.

Unj	posted Transaction	Invalid Transaction Po	sted Transaction	new View								
6	Open Selected	New 🕒 Export • 📖	Columns - 88 Vie	w• ③ Import ③ Batch	Posting 😌 Batch Delete 🔅 Batch	h Recalculate						45 records
^	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 Gross
\leq	CFDT-3	04/03/2016 12:00	PacPride	10011035864	Bride Prunting	101110	Retwolferen.	ABC	IN	87G-T796	3.500000	\rightarrow
	CFDT-7	07/03/2016 8:47	PacPride	10071035844	InterProting	100014	Gener Gridt	ABC	IN	87G-T796	140.000000	
	CFDT-14	29/06/2016 9:06	CFN	10071035844	init fruitig	121455	Ro. New Indiana and Lot	CFN12345	IN	87G-T796	50.000000	
	CFDT-15	22/07/2016 2:07	PacPride	1001103586	Nucli cacho significasa		Resignation	ABC	IN	D2C	30.000000	
	CFDT-16	25/07/2016 7:18	PacPride	10071035844	Inter-Provide	10110404	Repairing the	ABC	IN	D2C	41.200000	
	CFDT-53	05/02/2018 13:36	PacPride	100007	(an Delvery	12145555		301		LPG	1.000000	_
	CFDT-54	06/02/2018 17:18	PacPride	100000	2			301		87G-T796	1.200000	

Batch Delete		—		×
Delete Close				
Details				
Transaction ld:	From: CFDT- To: CFDT-			
Transaction Date:	From: To:			
Created Date:	From: To:			
Network				~
Duplicates				~
? 🔘 🍚 [R	eady		C Re	fresh

 Enter desired Transaction Id and/or Transaction Date then click Delete button. Message will prompt that the specified Transaction/s are deleted.

Batch Delete				-			×
Delete Close							
Details							
Transaction ld:	From:	CFDT- 860	To:	CFDT- 86	1		
Transaction Date:	From:	09/06/2023	To:	09/06/2023			
Created Date:	From:		To:				
Network							~
Duplicates							~
? 🗘 🖓 [R	eady					C Ret	fresh



4. Deleted Transaction will now be gone on the Transaction Grid

Close											
Unposted Transaction Invalid Trans	action I	Posted Transaction	new View								
🗅 Open Selected 🛛 👌 New 🕒 Exp	ort • 🔲	Columns • 88 Vi	ew • 💮 Import 💮 Batch	Posting 💮 Batch Delete 💮 Bat	ch Recalculate						0 record
A Transaction Id Y Contains	~	CFDT-860		+ Add Filter - Clear Filters							
X Transaction Id V Contains	~	CFDT-861									
Transaction Id Transaction Date	*	Network	Customer Number	Customer Name	Card Number	Card Name	Site Number	Tax State	Item Number	Quantity	Calc Gross P

□ ×

Via Transaction Detail Screen

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 Transactio	n Invalid Transaction F	osted Transaction	new View								
Den Selected	👌 New 🕒 Export • 📖	Columns - 88 Vi	ew • 🛞 Import 🛞 Batc	h Posting 🛞 Batch Delete 🛞 Batc	th Recalculate						45 records
A 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 Gross
CFDT-3	04/03/2016 12:00	PacPride	10011035844	Bridt Proting	101110	Retwolferen	ABC	IN	87G-T796	3.500000	\rightarrow
CFDT-7	07/03/2016 8:47	PacPride	1007103584	Bridt Prusing	10004	Gener Grote	ABC	IN	87G-T796	140.000000	
CFDT-14	29/06/2016 9:06	CFN	1007103584	State Provide	12445	Rolling Address and set	CFN12345	IN	87G-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	1007103596	Rectification applicates		Resignant	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	10071035844	SHER Fruiting	10110404	Repairies and	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	100007	(part-listicary)	1244556		301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	100000	2	-		301		87G-T796	1.200000	

2. Select Transaction record then click Open Selected toolbar button. Transaction detail screen will be displayed.

Unposted Transaction	Invalid Transaction	Posted Transaction	new View								
C Open Selected	New 🕒 Export • 🔲	Columns • 🛛 🗄 Vi	ew • 🛞 Import 🛞 Bato	h Posting 🛞 Batch Delete 🛞 Batc	h Recalculate					46 reco	rds (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 Gross
CFDT-862	09/06/2023 13:47	CFN	1007103584	Seatt Practice	48833232	Servery Second	ABC		D2D	10.000000	×
CFDT-858	01/06/2023 10:52	PacPride	1001103584	SHIP THEM'S	18714891	Renation	ov		87G-T796	15.000000	
CFDT-859	01/06/2023 10:52	PacPride	1001103584	Shift Trusting	10714434	Reparation (Inc.)	OV		87G-T796	15.000000	
CFDT-857	31/05/2023 11:39	PacPride	1001103584	SHIP THEIR	10110404	Repair Sector	ov		87G-T796	15.000000	
CFDT-855	31/05/2023 9:00	PacPride	1001103584	SHIP Fruiting	10110-001	Research to the	ov		87G-T796	10.000000	
CFDT-837	22/07/2022 0:00	CFN					3553			5.423000	
CFDT-838	22/07/2022 0:00	CFN					259			7.690000	

ransaction - CFDT-8	362									- 🗆
lew Save Delete	Search Undo Duplicate	Recalculate Post I	Batch Posting Cl	lose						
Details Errors A	Audit Log									
Location					Account			ltem		
Network	* CFN	✓ Created Date	09/06/2023		Card	 MINISTER Transmission 	Q,	On Hold:	Expens	ed
Transaction Date	* 09/06/2023 01:47 PM	Posted Date	09/06/2023		Account	South Trading 200 (00000		Expensed Iter	n	
Network Billing Dat	e	Sequence			Customer P			Pump No		
Site	* ABC	Q Site Group	FW		Miscellaneo	is		Product No	+ ABCDSL	
Company Location	INT PLAT Magnet				Vehicle No		~	Item	D2D	
Transaction Type	+ Local/Network			~	Driver Pin		~	Quantity	*	
					Odometer		0	Department	•	
Pricing					1	axes				
Calc Gross Price	1.349000	Orig Gross Price		1	.500000	xport • 🔠 View • Filter (F3)				
Calc Net Price	1.349000	Orig Net Price		1	.500000	Tax Code		Tax Rate	Calculated Amount	Original Amou
Calc Total Amount	13.49000	Orig Total Amount		1	5.00000					
Price Method	Price Profile	Price Profile:	Local FW Inde	×						
Price Basis	Index Retail	Index Name	FW Retail							
Profile Rate	-0.050000	Index Price		1	.390000					
Adjustment Rate	0.000000	Index Date	15/04/2020							
Transfer Cost	0.000000	Contract No								
Inventory Cost	1.401530	Margin		-0	.052530					
2 1 0 0 7 1	Pandy							M A Dage	1 -44	Activate W

3. Click Delete toolbar button. Click Yes on message prompt to confirm deletion of Transaction.

	ludit Log									
Location				Acco	unt			ltem		
Network	* CFN	Created Date	09/06/2023	Card		490320 Taning Tasara	Q,	On Hold:	Expense	sed
Transaction Date	* 09/06/2023 01:47 PM	Posted Date	09/06/2023	Acco	unt	South Trading 200 (1998)		Expensed Item		
Network Billing Dat	e	Sequence		Custo	omer PO			Pump No		
Site	* ABC	Q Site Group	FW	Misc	ellaneous			Product No	* ABCDSL	
Company Location	INT - Part Wayne			Vehic	cle No		~	Item	D2D	
Transaction Type	+ Local/Network			~ Drive	er Pin		~	Quantity	•	
				Odor	meter		0	Department	•	
Pricing					Ta	xes				
Calc Gross Price	1.349000	Orig Gross Price		1.5000	00 Ex	oort • 🔠 View • Filter (F	3)			1
Calc Net Price	1.349000	Orig Net Price		1.5000	00	Tax Code		Tax Rate	Calculated Amount	Original Amour
Calc Total Amount	13.49000	Orig Total Amoun	t	15.000	00					
Price Method	Price Profile	Price Profile:	Local FW Inde	×						
Price Basis	Index Retail	Index Name	FW Retail							
Profile Rate	-0.050000	Index Price		1.3900	00					
Adjustment Rate	0.000000	Index Date	15/04/2020							
Transfer Cost	0.000000	Contract No								
Inventory Cost	1,401530	Margin		-0.0525	30					

Delete
Yes No

4. The Transaction detail screen will be closed. The Transaction record will now disappear on the Transaction search screen. Conse Ungoined Transaction Invelor Transaction Id V Contains V Goto Peters V Container V Container V Container V Container V Container V Goto Peters V Container V Container