

# 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.

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	000100000	Green Fueling	0010000	MasterCard	ABC	IN	870-T796	3.500000	
CFDT-7	07/03/2016 8:47	PacPride	000100000	Green Fueling	1000001	Green Card	ABC	IN	870-T796	140.000000	
CFDT-14	29/04/2016 9:06	CFN	000100000	Green Fueling	1000000	Blue Flex Mastercard	CFN12345	IN	870-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	000100000	PacPride Fueling Data		Orange Card	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	000100000	Green Fueling	0010000	MasterCard	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	0000000	Green Fueling	1000000		301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	0000000	Green Fueling	1000000		301		870-T796	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**.

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	000100000	Green Fueling	0010000	MasterCard	ABC	IN	870-T796	3.500000	
CFDT-7	07/03/2016 8:47	PacPride	000100000	Green Fueling	1000001	Green Card	ABC	IN	870-T796	140.000000	
CFDT-14	29/04/2016 9:06	CFN	000100000	Green Fueling	1000000	Blue Flex Mastercard	CFN12345	IN	870-T796	50.000000	
CFDT-15	22/07/2016 2:07	PacPride	000100000	PacPride Fueling Data		Orange Card	ABC	IN	D2C	30.000000	
CFDT-16	25/07/2016 7:18	PacPride	000100000	Green Fueling	0010000	MasterCard	ABC	IN	D2C	41.200000	
CFDT-53	05/02/2018 13:36	PacPride	0000000	Green Fueling	1000000		301		LPG	1.000000	
CFDT-54	06/02/2018 17:18	PacPride	0000000	Green Fueling	1000000		301		870-T796	1.200000	

**Batch Delete**

Delete Close

**Details**

Transaction Id: From: CFDT- 860 To: CFDT- 861

Transaction Date: From: 09/06/2023 To: 09/06/2023

Created Date: From: To:

Network

Duplicates

? Ready Refresh

3. 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 Id: From: CFDT- 860 To: CFDT- 861

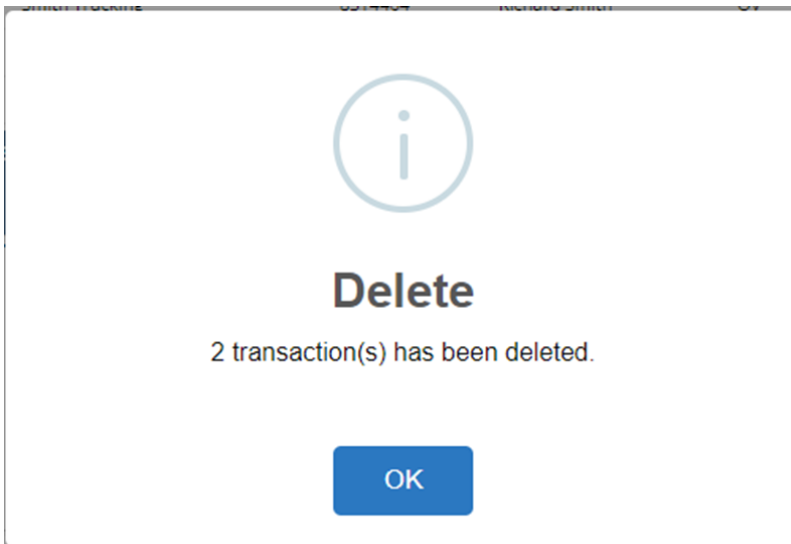
Transaction Date: From: 09/06/2023 To: 09/06/2023

Created Date: From: To:

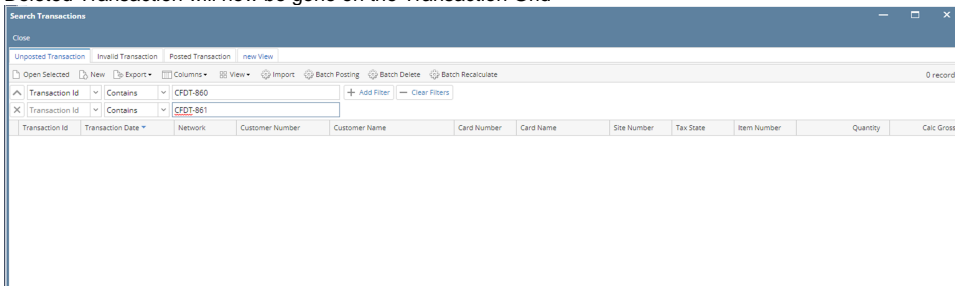
Network

Duplicates

? Ready Refresh

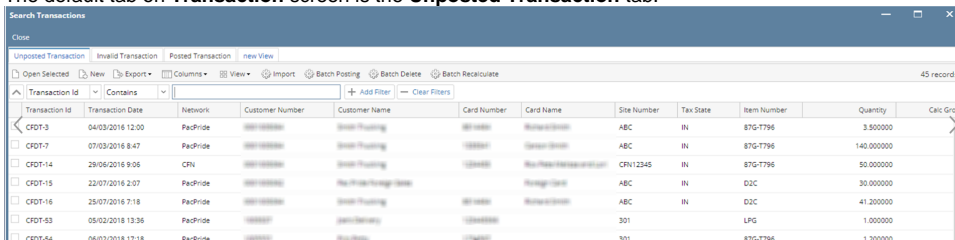


- Deleted Transaction will now be gone on the Transaction Grid

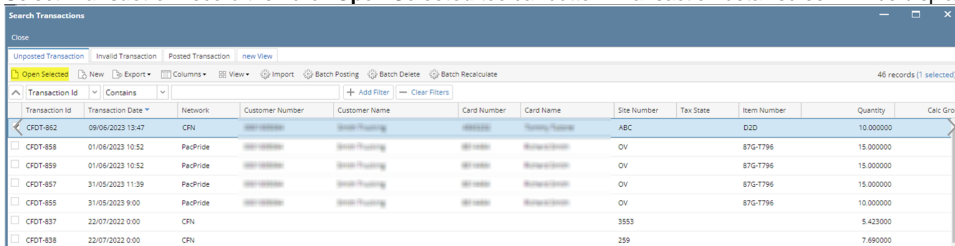


## Via Transaction Detail Screen

- 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.



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



Transaction - CFDT-862

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 01:47 PM Posted Date 09/06/2023

Network Billing Date Sequence

Site ABC Site Group FW

Company Location

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 10

Department

Pricing

Calc Gross Price 1.349000 Orig Gross Price 1.500000

Calc Net Price 1.349000 Orig Net Price 1.500000

Calc Total Amount 13.49000 Orig Total Amount 15.00000

Price Method Price Profile Price Profile: Local FW Index

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

Taxes

Export View Filter (F3)

Tax Code Tax Rate Calculated Amount Original Amount

Ready

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

Transaction - CFDT-862

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 01:47 PM Posted Date 09/06/2023

Network Billing Date Sequence

Site ABC Site Group FW

Company Location

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 10

Department

Pricing

Calc Gross Price 1.349000 Orig Gross Price 1.500000

Calc Net Price 1.349000 Orig Net Price 1.500000

Calc Total Amount 13.49000 Orig Total Amount 15.00000

Price Method Price Profile Price Profile: Local FW Index

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

Taxes

Export View Filter (F3)

Tax Code Tax Rate Calculated Amount Original Amount

Ready

!

**Delete**

Are you sure you want to delete this record?

Yes No

4. The Transaction detail screen will be closed.  
The Transaction record will now disappear on the Transaction search screen.

Search Transactions

Close

Unposted Transaction

Invalid Transaction

Posted Transaction

new View

Open Selected

New

Export

Columns

View

Import

Batch Posting

Batch Delete

Batch Recalculate

0 record

Transaction Id

Contains

CFDT-862

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
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