

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' 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 filter fields: 'Transaction Date' (From and To), 'Created Date' (From and To), 'Transaction Id' (From and To, with 'CFDT-' pre-filled), 'Network' (a dropdown menu), 'Site' (a text field with a search icon), 'Customer' (a text field with a search icon), and 'Item' (a text field with a search icon). At the bottom of the window is a status bar with a help icon, a refresh icon, the text '1.52s', and the word 'Ready'. A 'Refresh' button is located in the bottom right corner.

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' window with an error message dialog box displayed 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 message 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 'Batch Unpost' window is dimmed.

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

The screenshot shows the 'Batch Unpost' window with the 'Details' tab selected. The window displays a table of transactions. The table has columns for 'CFDT #', 'Date', 'Network', 'Site #', 'Customer #', 'Name', and 'Item'. There are two rows of data. The first row has a checkbox, 'CFDT-864', '09/06/2023', 'CFN', 'ABC', '0001-000000', 'Green Trusting', and 'ABCDL'. The second row has a checkbox, 'CFDT-863', '09/06/2023', 'CFN', 'ABC', '0001-000000', 'Green Trusting', and 'ABCDL'. 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 refresh icon, the text '0.03s', and the word 'Edited'. An 'Activate View' button and a 'Refresh' button are located in the bottom right corner.

	CFDT #	Date	Network	Site #	Customer #	Name	Item
<input type="checkbox"/>	CFDT-864	09/06/2023	CFN	ABC	0001-000000	Green Trusting	ABCDL
<input type="checkbox"/>	CFDT-863	09/06/2023	CFN	ABC	0001-000000	Green Trusting	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.

