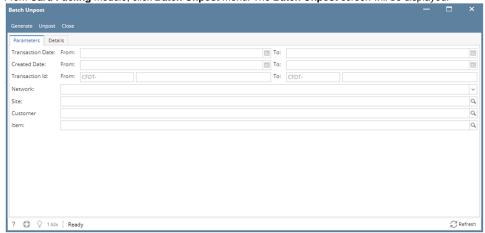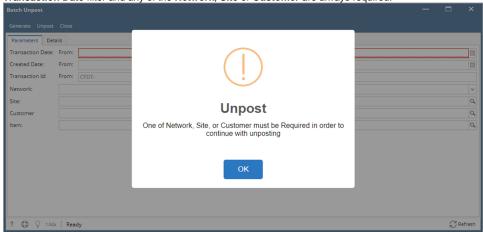# How to Batch Unpost

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

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

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

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.

Batch Unpost

Generate   Unpost   Close

| Parameters | Details |

Open Transaction   Export ▾   View ▾   F

	CFDT #	Date		Item
☐	CFDT-864	09/06/2023	Trucking	ABCDSL
☐	CFDT-863	09/06/2023	Trucking	ABCDSL

ⓘ

Unpost

Are you sure you want to continue?
This will unpost 2 records

[Yes]   [No]

?   0.03s | Edited

Refresh

Batch Unpost

Generate   Unpost   Close

| Parameters | Details |

Open Transaction   Export ▾   View ▾   Filter (F3)   2 Total Record(s)

	CFDT #	Date	Network	Site #	Customer #	Name	Result
☐	CFDT-865	09/06/2023	CFN	ABC		Trucking	Successfully unposted transaction
☐	CFDT-863	09/06/2023	CFN	ABC		Trucking	Successfully unposted transaction

?   0.04s | Ready

Activate W   Refresh