QUICKBOOKS® EXPORT FILE



Overview		3
Initial Setup Avfuel Hub Item Names For		6
TPI Import Wiza Program Option Mapping	ure - Importing One File ard is	
Editing the Impo Inventory and N QuickBooks®	ort File Ion-Inventory Items	
Customer Item for Charge	backs and Adjustments	
Import Process Run Report		21
Process Transaction Pro Importe QuickBooks®	۲	22
Price Contract F Reclassify Adjus Reclassify Taxe	stments	
Results Unit Price on Invoices Custom QuickBooks® In Recording Receipts on I Import Errors	nvoice & Credit Memo Templates	28
FAQs		34

Overview

QUICKBOOKS® EXPORT FILE

The Avfuel Hub provides a solution to avoid double entry of individual card transactions into QuickBooks®. QuickBooks® Desktop users can use the Avfuel Hub's QuickBooks® Export File.

The QuickBooks® Export File is a CSV file that is generated in the Avfuel Hub and then imported into your QuickBooks® accounting system with the use of a third-party data importer tool. The QuickBooks® Export File can be utilized for transactions originating in the Avfuel Hub or on another point-of-sale system supported in the Avfuel Card Processing System, such as a self-service point-of-sale or VX570 unit.

The Avfuel solution described in this guide is functional and flexible enough to address the variety of ways FBOs maintain their accounting records. We anticipate your FBO will not need to modify your chart of accounts, item names or custom QuickBooks® invoice formats.

It is possible to post all point-of-sales transactions – sales, credits, chargebacks and adjustments – with one import process, creating QuickBooks® invoices and credit memos on customer accounts, which are easily reconciled to Avfuel Remittance Reports.

REQUIREMENTS

Your accountant will need access to the Avfuel Hub to do initial setup work and to create the CSV file as needed.

To import the card transactions to your QuickBooks® records, a data importer tool is required to move the data in a controlled fashion. Avfuel uses a third-party software product specifically designed for use with QuickBooks®. Transaction Pro Importer 5.0. It can be purchased online at www.transactionpro.com/products.htm?affiliate=avfuel at the current price (8-18-15) of \$199.95. This guide will reference Transaction Pro Importer in describing the setup and the import process, though you may decide to utilize another software tool.

SETUP

There is minimal setup required in the Avfuel Hub, Transaction Pro Importer and QuickBooks® to import sales, credits, chargebacks and adjustments.

THE BASIC IMPORT PROCESS

- 1. Run the report QuickBooks® Export File in the Avfuel Hub, creating a CSV file.
- 2. Save the CSV file on your computer.
- 3. Start Transaction Pro Importer, select the CSV file and allow it to import the transactions into QuickBooks®.

RESULT

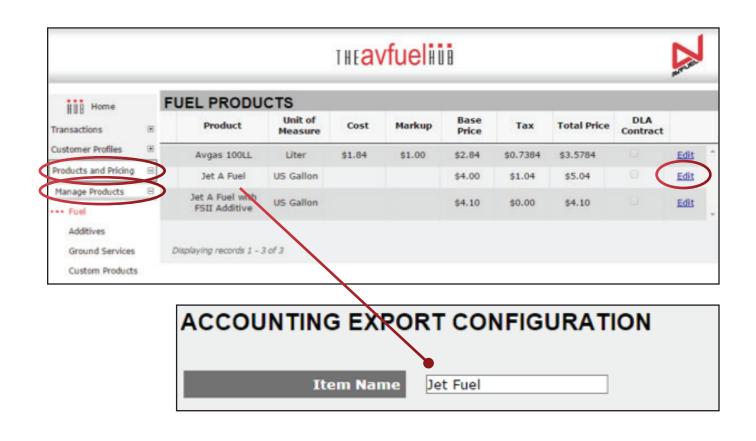
QuickBooks® invoices and credit memos have product item details and, depending on the FBO's preferences, can include various details from the card transaction, including tail number, card type, customer/company name, etc. When reimbursements are received by the FBO from Avfuel, all activity for each remittance is its own customer account, allowing the FBO to create QuickBooks® Customer Payments along with applying credits and recording processing fees as needed.

Setup – Avfuel Hub

ITEM NAMES FOR MAPPING

Product Names in the Avfuel Hub may differ from the Item Names you have established in QuickBooks®. You can easily map a relationship between the two in the Avfuel Hub.

Select **Products and Pricing**, then **Manage Products**. View the Fuel, Additive, Ground Service and Custom Products. Determine which have names different from your QuickBooks® Item Names. If your QuickBooks® Item Name is different, select **Edit** and in the **Accounting Export Configuration** section change **Item Name** from its default (the Product Name) to your QuickBooks® **Item Name**.



This step gives you the ability to post transactions in QuickBooks® to the accounts you have setup for your FBO operations.

Setup – Transaction Pro Importer (TPI)

TPI'S ADVANCED FEATURE TO COMBINE INVOICES AND CREDIT MEMOS INTO ONE IMPORT FILE

Data importer tools can require two imports: one for invoices and a second for credit memos. By using this advanced feature of TPI, only one import is necessary, shortening the time you spend daily to post your activity.

When you install TPI, a shortcut is loaded on your desktop. To turn on the advanced feature, simply edit the desktop shortcut.

- 1. Right mouse click the TPI shortcut on your computer and select **Properties**.
- 2. On the tab **Shortcut**, locate the field **Target**. At the end of the value (after the quotation) in the target field, key /INVOICECREDITMEMO, making certain there is a space after the quotation.
- 3. Select Apply and OK.

	Transaction Pr	o Importer 5.0 - Copy	Properties X
	Security General	Details Shortcut	Previous Versions Compatibility
	Tran	saction Pro Importer 5.0	Сору
7	2	Application)1 Transaction <u>Pro Import</u>	er 5.0
Transaction Pro Impor 5		n Pro Importer 5.0.exe" /	
	Start in:	"C:\Program Files\01 Tra	nsaction Pro Importer 5.(
	Shortcut key:	None	
Transaction Pro Impor	Run:	Normal window	•
	Comment:		
	Open File Loc	Change Icon	Advanced
		ОК	Cancel Apply

Once done, use the new desktop shortcut for importing. TPI's Import Wizard will guide you through the setup and import process.

TPI IMPORT WIZARD – WELCOME SCREEN

When doing an import for the first time, TPI's Import Wizard guides you to define certain parameters that will be used to import the QuickBooks® Export File. Once done, these parameters can be saved for future imports. We recommend you work through the Wizard before doing your first actual import, cancelling out at the end.

Over the next few pages, we describe one example setup for TPI. You may choose a different setup. Discuss this with your accountant, IT advisor and/or TPI support desk for assistance.

Before you begin, go to the Avfuel Hub and run a QuickBooks® Export File for any date and save the file in a place where you plan to save all future import files.

Once the QuickBooks® Export File is saved, double click on the TPI desktop shortcut, making sure to use the edited shortcut that you created earlier (see Setup – TPI Advanced Feature). You will land on TPI's Welcome screen.

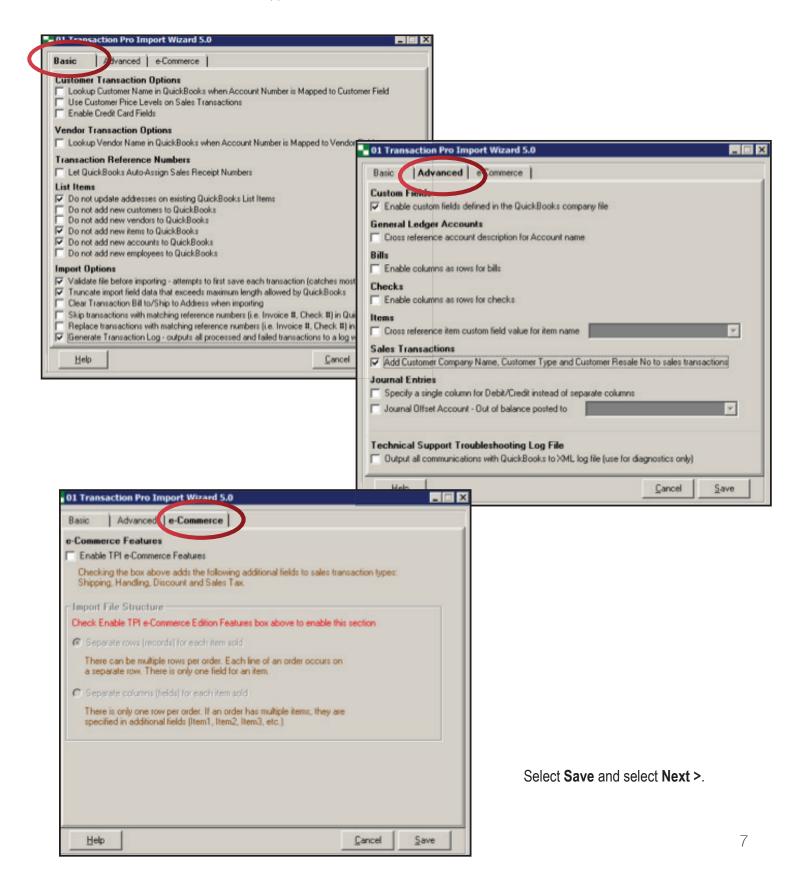
Make the selections shown below:

Transaction Pro	Welcome to the 01 Transaction Pro Import Wizard Application.
Importer 5.0	This program will guide you through the steps necessary to import data to QuickBooks as transactions or lists.
	The imported data will be stored in your QuickBooks company (QBW) file.
2 . 1 . 1	Select your file source: © File C DSN
	C:\Avfuel Hub Files\QuickBooksExportFile-20
	Select a field delimiter and new record character:
Contraction of the second	Select a QuickBooks transaction or list to import:
Section with	Import Type Invoice Credit Memo
Designed for use with QuickBooks®	Program Options:
ersion 5.018	

- File source = File Select the QuickBooks® Export File you saved using Browse. On subsequent imports, TPI will default to the same file and you'll only need to select the new file for each new import.
- 2. Field = Comma
- 3. Record = CR
- 4. Import Type Invoice Credit Memo
- 5. Program Options: Before continuing on to the next screen, select Options.

TPI IMPORT WIZARD – PROGRAM OPTIONS

Mimic the selections on the three tabs below. Your FBO may choose a different setup. Discuss this with your accountant, IT advisor and/or TPI support desk for assistance.



TPI will then display the file you are attempting to import. Ensure the box is checked next to **File has field names in first row**, then simply select **Next** > to move on to the next setup step.

Record # Tra	Trans Type	Batch	Terminal	Settlement Date	Card Type	Remittance Re
1	1	1836	10290000297	15-May-15	VISA	Credit Card
2	1	1836	10290000297	15-May-15	Discover	Credit Card
3	1	1836	10290000297	15-May-15	Avfuel Pro Card	Credit Card
4	1	1836	10290000297	15-May-15	Cash	Cash
5	1	1836	10290000297	15-May-15	Cash	Cash
6	C	1836	10290000297	15-May-15	VISA	Credit Card
7	C	1836	10290000297	15-May-15	VISA	Credit Card
8	С	1836	10290000297	15-May-15	VISA	Credit Card
9	1	1836	10290000297	15-May-15	Avfuel Pro Card	Avfuel Activity
10	1	1836	10290000297	15-May-15	Avfuel Pro Card	Avfuel Activity
11	1	1836	10290000297	15-May-15	Avfuel Pro Card	Avfuel Activity
4					. [elected Rows
7 Fie has f	field names in	first row		View in Larger Gri	d L Delete Si	elected Hows 1

TPI IMPORT WIZARD – MAPPING

The QuickBooks® Export File created by the Avfuel Hub is a CSV file. The column headings in the CSV file identify the transaction data included.

Here's an examp	le of a QuickBooks®	Export File:
-----------------	---------------------	--------------

Trans Type	Batch	Terminal	Settlement Date	Card Type	Remittance Report	Card Holder	Customer/ Company Name	Receipt No.	Receipt Date	Delivery Date
1	457	10290112118	27-Jan-15	Visa	Credit Card	Bob Hope	Bob Hope	101	27-Jan-15	27-Jan-15
С	457	10290112118	27-Jan-15	Visa	Credit Card		Cary Grant	102	27-Jan-15	26-Jan-15
1	457	10290112118	27-Jan-15	Visa	Credit Card			103	27-Jan-15	27-Jan-15
1	457	10290112118	27-Jan-15	Visa	Credit Card			103	27-Jan-15	27-Jan-15
E	457	10290112118	27-Jan-15	Avfuel Pro	Avfuel Activity		Tom Hanks	104	27-Jan-15	27-Jan-15
С	301		15-Dec-14	Discover	Credit Card			90	15-Dec-14	01-Dec-14

			Unit	Product		Federal	Sales		Total Unit
Product	Item Name	Quantity	Price	Total	Discount	Tax	Тах	Total	Price
let A Fuel	Jet Sales	15	5	75		3.66		78.66	5.244
Landing Fee	Landing Fee	1	50	50				50	50
let A Fuel	Jet Sales	10	5	50	-5	2.44		47.44	4.744
Catering	Catering	1	100	100			10	110	110
let A Fuel	Jet Sales	165							0
	Adjustment	1	12	12				12	12

The next step in the TPI Wizard is to map the QuickBooks® Export File data to your QuickBooks® fields.

The screen will initially be blank. Click in a field in the column **Import File Columns** and a drop down will appear where you select the appropriate field from the QuickBooks® Export File.

	Import File Columns Static Value/Formula
Transaction Type (I/C)	· ·
Customer Transaction Date	Unit Price
RefNumber	Product Total
PO Number	Discount
Terms	Federal Tax
Class	Sales Tax - State Sales Tax - City
Template Name	Total
To Be Printed	Total w/o QB Sales Tax
Ship Date	Total Unit Price w/o QB Sales Tax
BillToLine1	DB cales tox indicator
BillTo Line2	Hans Type Retained
BillTo Line3	Net
BillTo Line4	
BillTo City	
BillTo State	

You are required to provide mapping between the QuickBooks® Export File and QuickBooks® fields that are in red font; others are optional.

Below is a diagram of the column headings in the QuickBooks® Export File. In this example, the fields highlighted red are required fields.

QuickBooks® provides default invoice and credit memo formats. Not all data from the CSV file will appear on those default formats. You may choose to create custom QuickBooks® templates for invoice and credit memos. This allows you to import the additional data and use it for accounting lookups and analysis.

For this example, the fields highlighted yellow are mapped into the custom QuickBooks® invoice or credit memo templates, described later in the Results section of these guidelines (see Results – QuickBooks® Invoices and Credit Memos for guidance in creating these templates).

rans ype	Batch	Terminal	Settlem Date	ent	Card Type		nittance Report	Car	dholder	Cus	tomer/ Nar		iny R	eceipt No.
	ceipt ate	Delivery Date	Product		ltem lame	Qui	antity	Unit Price	Produ Tota		Disco	ount	-	ˈax nn(s)]
	Total	Total Ur Price	nit Ret Fe		Ne	t	Ref	No.	Origina Receip No.		Tail No.		ext nation	AOC

Sample mapping of these highlighted fields:

QuickBooks Fields	Import File Columns	Static Value/Formula
Transaction Type (I/C)	Trans Type	
Customer	Remittance Report	
Transaction Date	Receipt Date	
RefNumber	Receipt No.	
P0 Number	Batch	
Terms	bacin	
Class		
Template Name		
To Be Printed	D.F. D.I.	
Ship Date	Delivery Date	
BillTo Line1		
BillTo Line2		
BillTo Line3		
BillTo Line4		
BillTo City		
BillTo State BillTo PostalCode		
BillTo Country		
ShipToLine1	Customer/Company Name	
ShipToLine2		
ShipTo Line3		
ShipToLine4		
ShipTo City		
ShipTo State		
ShipTo PostalCode		
ShipTo Country		
Phone		
Fax		
Email		
Contact Name		
First Name		
Last Name		
Rep		
Due Date		
Ship Method	Card Type	
Customer Message	Cald Type	
Memo		
Company Name		
Customer Type	-	
Customer Resale No	D. N.	
Item	Item Name	_
Quantity	Quantity	
Description	T	
Price	Total Unit Price	
Is Pending		
Item Line Class	_	
Service Date		
FOB		
Customer Acct No		
Sales Tax Item		
To Be E-Mailed		
Other	Tail No.	
Other1	Ref No.	
Other2		
AR Account		
Sales Tax Code		

When complete, we recommend saving the mapping. Select **Save As** to save on your computer. TPI will default to this mapping when the import is next used.

QuickBooks Fields	Import File Columns	Static Value/Formula	
Is Pending			
Item Line Class			
Service Date			
FOB			
Customer Acct No			
Sales Tax Item			
To Be E-Mailed			
Other	Tail No.		
Other1	Ref No.		
Other2			
Unit of Measure			
AR Account		-	
cfc-Tail			
cfi-CrossReference			
Sales Tax Code			

One decision to be made is how to map to QuickBooks® Customer.

THERE ARE SEVERAL OPTIONS:

- The prior example uses the transaction field "Remittance Report," which allows the FBO to have a customer account for each remittance it receives.
- Your FBO may have one Customer named "Avfuel" for all remittances. In this case, key "Avfuel" in the column "Static Value/Formula." Static fields will give a single "Static" value for every transaction. You may also use a simple formula. You may combine columns, or columns and text. For example, if you wanted the "Customer" field to be a combination of the "Receipt No" column and the "Remittance Report" column, then you would enter the formula "=[Receipt No] & [Remittance Report]". If you wanted to have the "Remittance Report" column plus the letter "C", then your formula would be "=[Remittance Report] & "C""

choose the matching Quic	kBooks field from the drop-down	the row of the field you want to map and list. Repeat this for all the fields you war rrent map, overwriting any existing map.
K:\shared\temp\01 Transa	action Pro Importer 5.0\QB Impo	rt Map - no format named dat
QuickBooks Fields	Import File Columns	Static Value/Formula
Transaction Type (I/C)	Trans Type	
Customer		Avfuel
Transaction Date	Receipt Date	
RefNumber	Receipt No.	

Map the helds in your file to the QuickBooks fields: Select the row of the field you want to map and choose the matching QuickBooks field from the drop-down list. Repeat this for all the fields you want to map to QuickBooks. Clicking the Next button saves the current map, overwriting any existing map.

QuickBooks Fields	Import File Columns	Static Value/Formula
Transaction Type (I/C)	Trans Type	
Customer		=[Remittance Report] & "C"
Transaction Date	Receipt Date	
RefNumber	Receipt No.	

¹There is an exception for FBOs that have a DLA Contract. Transactions will post to Credit Cards along with retail transactions reimbursed by Avfuel.

If your FBO uses the Avfuel Hub, you have the option to enter the Customer/Company Name into each transaction. You can choose to map this to QuickBooks® Customer. Caution: Transactions without a Customer/Company Name or that do not match a QuickBooks® Customer, will not import.

Trans Type	Batch	Terminal	Settlement Date	Card Type	Remittance Report	Card Holder	Customer/ Company Name	Receipt	Receipt Date	Delivery Date
1	457	10290112118	27-Jan-15	Visa	Credit Card	Bob Hope	Bob Hope	101	27-Jan-15	27-Jan-15
С	457	10290112118	27-Jan-15	Visa	Credit Card		Cary Grant	102	27-Jan-15	26-Jan-15
L	457	10290112118	27-Jan-15	Visa	Credit Card			103	27-Jan-15	27-Jan-15

When mapping is complete, select **Next >**. TPI performs a validation step to ensure the fields required by QuickBooks® are proper.

TPI IMPORT WIZARD - EDITING IMPORT FILE

TPI allows the user to edit the CSV file prior to import. The example described in these guidelines will not require editing.

Transaction Type (I/C)	Customer	Transaction Date	RefNumber	PO Number	Terms	Clas
	Credit Card	5/15/2015	12612	1836		
	Credit Card	5/15/2015	12613	1836		
	Credit Card	5/15/2015	12613	1836		
	Cash	5/15/2015	12613	1836		
	Cash	5/15/2015	12614	1836		
C	Credit Card	5/15/2015	12615	1836		
C	Credit Card	5/15/2015	12615	1836		
С	Credit Card	5/15/2015	12616	1836		
	Avfuel Activity	5/15/2015	12617	1836		
	Avfuel Activity	5/15/2015	12618	1836		
	Avfuel Activity	5/15/2015	12618	1836		
•						Þ
ata in this grid can be e	dited before send	ding to QuickBooks		<u>V</u> iew in I	Larger G	rid

Select **Next >** to move to the next screen for setup.

TPI IMPORT WIZARD - INVENTORY AND NON-INVENTORY ITEMS

If TPI finds an Item Name that is not in QuickBooks®, it will display an error message during import and force you to cancel.

Alternatively, you can allow the transaction to post, by first unchecking the box **Do not add new items to QuickBooks** in Program Options (*see Setup TPI - Program Options*).

01 Transaction Pro Import Wizard 5.0	>
Basic Advanced e-Commerce	
Customer Transaction Options Lookup Customer Name in QuickBooks when Account Number is Mapped to C Use Customer Price Levels on Sales Transactions Enable Credit Card Fields	stomer Field
Vendor Transaction Options	dor Field
Transaction Reference Numbers Let QuickBooks Auto-Assign Sales Receipt Numbers	
List Items Do not update addresses on existing QuickBooks List Items Do not add new customers to QuickBooks Do not add new remote to QuickBooks Do not add new accounts to QuickBooks Do not add new employees to QuickBooks Do not add new employees to QuickBooks	
Import Options Validate file before importing - attempts to first save each transaction (catches m Truncate import field data that exceeds maximum length allowed by QuickBooks Clear Transaction Bill to/Ship to Address when importing Skip transactions with matching reference numbers (i.e. Invoice #, Check #) in 1 Replace transactions with matching reference numbers (i.e. Invoice #, Check #) Figure 1 (Invoice #, Check #) and Replace transaction Log - outputs all processed and failed transactions to a log	luickBooks in QuickBooks
Help Canc	al <u>S</u> ave

Then, define for TPI how you wish to have these transactions post. In the example below, the Account "Reclass Trx" was created so that the FBO will find all the transactions with improper Item Names in one location for research and reclassification.

Transaction Pro		ckBooks Item Settings uickBooks Items, use the follow	
Importer 5.0	Item Type:	Non-Inventory Part	
	Create Items Und	ler the Following Quick Books A	ecounts:
- A Maria	Account	Reclass tox	
	COGS Account		P
	Income Account:		
	Asset Account		
Section and a section of the section	Sales Tax Code:	Non	
		<i>.</i>	
Designed for use with QuickBooks®			
		I⊄ Save	All Settings

TPI IMPORT WIZARD – FINISH

When setup is complete, select **Cancel**. This will save your settings. TPI has now been setup to accept your first import.

Setup – QuickBooks®

CUSTOMER

The example in these guidelines uses the value "Remittance Report" for the QuickBooks® Customer. Create a QuickBooks® customer account for each value: Credit Card, Avfuel Activity and Cash. The import process will post activity to these separate customer accounts for easy reconciliation to remittances received:

- Activity reported on the Avfuel Credit Card Remittance Report will post to customer account "Credit Card" and can be matched to a receipt from Avfuel.
- Activity reported on the Avfuel Card- Activity Remittance will post to customer account "Avfuel Activity."
- · Cash sales and credits will post to customer account "Cash".

Exception: If your FBO holds a DLA contract and a sale includes both contract and non-contract products, your FBO will receive reimbursement from two parties: the government via AIR Card and Avfuel, respectively. The sale is reported on the Avfuel Credit Card Remittance Report with an amount for any non-contract products. In this example, to keep the sale components posted together, the entire transaction is reported as "Credit Card."

Chargebacks, chargeback reversals, FET Adjustments, etc. occur only on cards reported on the Avfuel Credit Card Remittance Report. Therefore, this activity will post to the customer account "Credit Card."

Your FBO may choose to post all transactions to one QuickBooks® Customer, or alternatively post to each end-user (see narrative in Setup – TPI Mapping).

ITEM FOR CHARGEBACKS AND ADJUSTMENTS

The QuickBooks® Export File includes chargebacks, chargeback reversals and AIR Card FET adjustments, eliminating the need to post these manually. As these adjustments are generally processed as a total amount, no product detail is available. For the transaction to post properly, create a QuickBooks® Item called "Adjustment". The import will post to this QuickBooks® Item. For your recordkeeping, you may choose to reclassify the amount using a journal entry or other method.

Below shows the QuickBooks® Item "Adju	stment" being posted to an Acco	ount "Credit Card Adjustments."
--	---------------------------------	---------------------------------

	New Item	- 0
TYPE	 Use for miscellaneous labor, material, or part 	ок
Other Charge	 charges, such as delivery charges, setup fees, and service charges. 	Cancel
		Next
Item Name/Number Adjustment	Subitem of	Notes
	in assemblies or is a reimbursable charge	Custom Fields
Description	Amount or %	Spelling
	0.00	
	Account	Item is inactive

Import Process – Avfuel Hub

RUN REPORT

1. Select Merchant Account then Reports. Select the button QuickBooks® Export File.

		THE <mark>avfuel</mark> iüi	C
HUA Home	REPORTS		
Transactions	•		
Customer Profiles	•		0/
Products and Pricing		(6) == 	%
AVTRIP Promotions	Credit Card Remittance	Sales by Product	Tax Detail
Merchant Account			
Account Info			
System Setup	X		
Report Delivery	CSV	<u> </u>	%
Reports	Comprehensive Data File (CSV)	Daily Fuel Volume	Tax Detail by Product
Change Password	Data File (CSV)		
HUB Help			
	Retail Price History	Sales By Tail Number	AVTRIP Detail
	Accounting Export File (CSV)	Cov QuickBooks® Export File (CSV)	

2. Select the Settlement Date range.

3. If you have updated any product record in the Avfuel Hub with a flat rate contract price for either DLA Contract or Avfuel Contract Fuel sales, then say "Yes" to the question **Include Contract Price** and it will be included in the QuickBooks® Export File. Tiered pricing on contract product sales is not supported for the import. (See Process Import – QuickBooks® for further guidance on how to incorporate pricing on contract products.)

4. Click on the two buttons indicated below, pausing after the first for the system to generate the

This report needs to be manually submitted. Please click 'Generate Report' to do this when ready.
message at the top left of the window pane.

	THEAVTUEIHIN X
	Generate Report - QuickBooks® Export File
<	1 This report needs to be manually submitted. Please click 'Generate Report' to do this when ready.
	Output Format (csv) comma deparated Values
	Output Destination
	Generate Report
	Report Parameters
	Update Successful Merchant ID Settlement Date From (05/15/2015 Settlement Date To 05/15/2015
	Include Contract Price No V Report Type QuickBooks® Export File V

5. When the report has been created, save the file to a folder or desktop in order to locate when running Transaction Pro Importer.

Process

TRANSACTION PRO IMPORTER ('TPI')

Double click on the TPI desktop shortcut and you will arrive at TPI's Welcome screen. Select **Browse** and choose the QuickBooks® Export File you wish to import. Other settings should default from prior imports.

Transaction Pro	Welcome to the 01 Transaction Pro Import Wizard Application.
Importer 5.0	This program will guide you through the steps necessary to import data to QuickBooks as transactions or lists.
	The imported data will be stored in your QuickBooks company (QBW) file.
the state of the	Select your file source: (• File C DSN
	C:\Avfuel Hub Files\QuickBooksExportFile-20
	Select a field delimiter and new record character:
() HHAINHUN	Field Comma 💌 Record CR 💌
Altinon O	Select a QuickBooks transaction or list to import:
Contraction of the second	Import Type Invoice Credit Memo
Designed for use with QuickBocks®	Program Options:
/ersion 5.018	
le	\frown

Select Next >. TPI will display the file contents of the QuickBooks® Export File being imported.

Deserved	T T	Datab	Terminal	Settlement Date	Coulture	Dawita Da
Record #	Trans Type	Batch 1836			Card Type VISA	Remittance Re Credit Card
2		1836	10290000297		VISA	Credit Card
3			10290000297		VISA	Credit Card
4		1836	10290000297			
4		1836			Avfuel Pro Card	-
5 6		1836	10290000297 10290000297		Avfuel Pro Card Avfuel Pro Card	
		1000		13 1109 13		ANGCACING
		1000				

Ensure the box is checked next to File has field names in first row. Select Next >.

TPI displays the last Map used. Select Load Map to load a different one, then select Next >.

QuickBooks Fields	Import File Columns	Static Value/Formula	
Transaction Type (I/C)	Trans Type		
Customer	Remittance Report		
Transaction Date	Receipt Date		
RefNumber	Receipt No.		
PO Number	Batch		
Terms			
Class			
Template Name			
To Be Printed			
Ship Date	Delivery Date		
BillTo Line1			
BillTo Line2			
BillTo Line3			
BillTo Line4			
BillTo City			
BillTo State		\frown	

TPI will display the mapped data that will be imported. If you choose to edit any data, it can be done at this time. Any edits made at this screen will not be saved to the QuickBooks® Export File you downloaded from the hub. If you cancel out before uploading the file, any changes you made during this step will be lost.

Select **Next** >. TPI displays the default settings you created during the initial TPI setup for any new items TPI finds during import, should you have elected to allow non-matched Item Names to post (see Setup TPI – Program Options).

Transaction Type (I/C)	Customer	Transaction Date	RefNumber	P0 Number	Terms	Class
	Credit Card	5/15/2015	12627	1836		
	Credit Card	5/15/2015	12628	1836		
	Credit Card	5/15/2015	12629	1836		
	Avfuel Activity	5/15/2015	12630	1836		
	Avfuel Activity	5/15/2015	12631	1836		
	Avfuel Activity	5/15/2015	12631	1836		
1						<u>.</u>

Select Finish.

OI Transaction Pro Import Wizard	Quid	:kBooks Item Settings	item tune:
Importer 5.0	Item Type:	Non-Inventory Part	
	Create Items Und Account: CDGS Account: Income Account: Asset Account: Sales Tax Code:	er the Following QuickBooks Accou	unts:
Designed for use with QuickBooks® dle About <u>H</u> elp		☑ Save All S	Settings Cancel

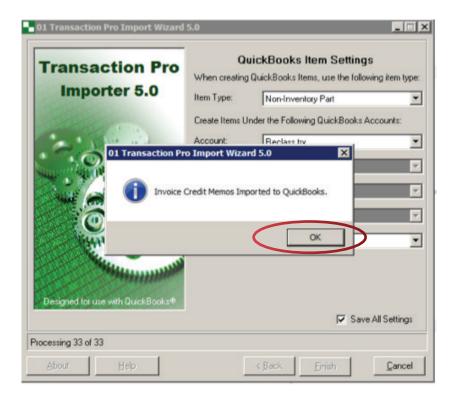
TPI asks you to confirm that you are ready to begin import. Select OK.



Transaction Pro Importer 5.0		JickBooks Item Settings QuickBooks Items, use the following item ty Non-Inventory Part
	Create Items U	nder the Following QuickBooks Accounts:
Carl Care	Account:	Reclass trx
	COGS Account	t
	Income Accour	nt:
	Asset Account:	
I SALANT OF	Sales Tax Code	e: Non
Street washing	1	
and the second s		
Designed for use with QuickBooks®		✓ Save All Setting
Validating 2 of 11		I▲ pave vu perung

TPI counts down the records that it is validating, then processing.

When successful, TPI displays the below message. Select OK.



TPI displays its transfer log. Check the "Filter for records that did not import" box to determine if any transactions did not import. If any are found to have not imported, select **Save** to create an excel file for later review.

6/1/2015 9:00:16 PM Imported I Credit Card 5/15/2015 12627 1836 6/1/2015 9:00:17 PM Imported I Credit Card 5/15/2015 12628 1836 6/1/2015 9:00:17 PM Imported I Credit Card 5/15/2015 12629 1836 6/1/2015 9:00:17 PM Imported I Credit Card 5/15/2015 12629 1836 6/1/2015 9:00:18 PM Imported I Avfuel Activity 5/15/2015 12630 1836 6/1/2015 9:00:19 PM Imported I Avfuel Activity 5/15/2015 12631 1836 6/1/2015 9:00:19 PM Imported I Avfuel Activity 5/15/2015 12631 1836	Date/Time	Status	Transaction Type (I/C)	Customer	Transaction Date	RefNumber	PO Number	Te
6/1/2015 9:00:17 PM Imported I Credit Card 5/15/2015 12629 1836 6/1/2015 9:00:18 PM Imported I Avfuel Activity 5/15/2015 12630 1836 6/1/2015 9:00:19 PM Imported I Avfuel Activity 5/15/2015 12630 1836 6/1/2015 9:00:19 PM Imported I Avfuel Activity 5/15/2015 12631 1836	6/1/2015 9:00:16 PM	Imported	1	Credit Card	5/15/2015	12627	1836	
6/1/2015 9:00.18 PM Imported I Avfuel Activity 5/15/2015 12630 1836 6/1/2015 9:00.19 PM Imported I Avfuel Activity 5/15/2015 12631 1836	6/1/2015 9:00:17 PM	Imported	1	Credit Card	5/15/2015	12628	1836	
6/1/2015 9:00.19 PM Imported I Avfuel Activity 5/15/2015 12631 1836	6/1/2015 9:00:17 PM	Imported	1	Credit Card	5/15/2015	12629	1836	
	6/1/2015 9:00:18 PM	Imported	1	Avfuel Activity	5/15/2015	12630	1836	
6/1/2015 9:00:19 PM Imported I Avfuel Activity 5/15/2015 12631 1836	6/1/2015 9:00:19 PM	Imported	1	Avfuel Activity	5/15/2015	12631	1836	
	6/1/2015 9:00:19 PM	Imported	1	Avfuel Activity	5/15/2015	12631	1836	
						12001		

Select **Close**. TPI returns you to the start of TPI Import Wizard, ready to import another file. If you are done, select **Cancel**.

Process – QuickBooks®

PRICE CONTRACT PRODUCTS

Contract products that are unpriced when imported can now be priced by editing the QuickBooks® invoices and credit memos. Depending on your FBOs procedures, this can be done after import, based on your expectation for reimbursement, or you may wait for the remittance report (the Avfuel Card- Activity Report for Avfuel Contract Fuel transactions and/or the government remittance report for DLA contracts) to post amounts received.

Alternatively, depending on your FBOs accounting processes, it may be more efficient to post contract transactions into QuickBooks® from the remittance reports, rather than with this import process. If so, TPI provides the option to delete transactions during the TPI process (see edit pending transactions diagram on page 18) or you may choose to delete the transactions from the QuickBooks® Export File prior to beginning the TPI import process.

RECLASSIFY ADJUSTMENTS (OPTIONAL)

The QuickBooks® Export File includes chargebacks, chargeback reversals and FET adjustments. These adjustments were posted to the QuickBooks® Item record you designated for adjustments during initial setup (see Setup QuickBooks® - Item for Chargebacks and Adjustments). For your recordkeeping, you may choose to reclassify the posting using a journal entry or other method.

RECLASSIFY TAXES (OPTIONAL)

The Unit Price recorded for each item / product sale includes all taxes applied on the sale (see Results – Unit Price on Invoices). If your FBO is responsible for the collection of a tax, such as sales tax, you may wish to post tax amounts charged to a separate liability account for Sales Tax Payable.

To determine the dollar amount of tax for this reclassification, there are a couple options. If you choose to reclassify the sales tax for each import, view the QuickBooks® Export File in Microsoft Excel and sum the sales tax column. Alternatively, you can reclassify monthly using the totals from the Tax Detail by viewing the Product Report found in the Avfuel Hub – Reports.

If you choose not to reclassify sales tax, post your payment of sales tax to a separate cost-of-sale account or consult with your accounting advisor for an alternative that suits your accounting records.

Results

UNIT PRICE ON INVOICES

The field **Rate** on a QuickBooks[®] invoice will be the total amount billed to the customer for the product divided by the quantity. For example, assume your fuel price excluding taxes is \$5.00, taxes total \$.25, and you provide your customer with a discount of \$.40. The rate will be \$4.85. Taxes and discounts are included with product price.

CREATE CUSTOM QUICKBOOKS® INVOICE AND CREDIT MEMO TEMPLATES THAT INCLUDE ADDITIONAL TRANSACTION DATA

The QuickBooks® Export File includes all pieces of data from a transaction. The import process will record each transaction individually to a QuickBooks® invoice (or credit memo if a negative amount). If you use the standard Intuit invoice, your invoice will look similar to the invoice example below.

STOMER JOB Credit Card		•	ACCOUNT 11000 · Accounts Receiv	* TEMPLATE	Intuit Service Inv	voice -	
Invoice				DATE 01/27/2015 INVOICE # 102	BILL TO		
						P.O. NO	TERMS
ITEM	QUANTITY	DESCRIPTION			UM	RATE	AMOUNT
Jet A Fuel with FSII Additive	150					6.00	900.00
Landing Fee	1					50.00	50.00
ONLINE PAY On (bank account	() -					TOTAL	950.00
CUSTOMER MESSAGE					PAYMENTS A		0.00
	*				BALAN	CEDUE	950.00
MEMO					Save & C	lose Save	& New Revert

The standard invoice does not include additional data FBOs may wish to view and/or report on in their accounting records. Use the QuickBooks® Manage Templates functionality to create custom QuickBooks® invoices and/or credit memos that include additional transaction data from the QuickBooks® Export File.

Additional data (see Setup - TPI Mapping) includes batch number, delivery date, tail number and card type. FBOs using the Avfuel Hub also have access to customer/company name and reference number.

Prior to importing, your custom invoice and/or credit memo templates should be set as the default in QuickBooks®.

Here is a sample of a QuickBooks® custom invoice created in QuickBooks® Manage Templates:

CUSTOMER: JOB Credit Care	đ	•	TEMPLATE FBO Invoice	•					
Card Tra	ansactio	n Invoice	9	BATCH NO	RECEIPT DATE 05/15/2015 E RECEIPT NO. 12604	CARD TY		COMPA	Ail NO.
				1836	05/15/2015	III VISA	•		N222CD
ITEM	QUANTITY	DESCRIPTION				U/M	RATE	AMOUNT	
Jet Fuel	15						5.00		75.00
ONLINE PAY On (bank ac CUSTOMER MESSAGE	×					PAYMENTS BALAI Sgive & O	NCE DUE	ave & New	75.00 0.00 75.00 Revert

To the right is the QuickBooks® invoice template settings used to create the QuickBooks® invoice template shown in the example above.

ELECTED T FBO Invoi					Template is inacti	ve
Header	Colur	mns	Prog Cols	Footer	Print	
		Scree	en Print	Title		
Default T	itte	1	1	Card Transa	action Invoice	
Date			V	Receipt Dat	e	
Invoice N	lumber	1	V	Receipt No.		
Bill To				Due From		
Ship To				Company/C	ustomer	
P.O. No.				Batch No		
S.O. No.						
Terms						
Due Date	е					
REP						
Account	Number					
Ship Dat	е			Delivery Dat	e	
Ship Via				Card Type		
FOB						
Project/J	ob					
Other				Tail No.		
Tail				Ref No.		

RECORDING RECEIPTS ON IMPORTED INVOICES

FBOs vary in their method of recording receipt activity. Below is an example of one method.

The FBO has received the Credit Card Remittance Report, which shows payment of \$1,043.00 for invoice no. 12000 and a credit for \$800.00 on credit no. 12007. The credit card processing fee is \$20.00 and the total for invoice no. 12000 is \$1,143.00.

In QuickBooks®, go to the Customer List either by selecting **Customers** from the shortcut menu or by selecting **Customer Center** under "Customers" on the toolbar. Next, select Customer **Credit Card** in the tab "Customer & Jobs." This will display all card transactions that will be reported on the Credit Card Remittance Report.

Highlight invoice 12000 and double click.

⊡ <u>F</u> ile <u>E</u> dit ⊻iew Lists Favorite	es <u>C</u> ompany C <u>u</u> stomers \	lendors Employees	Banking Reports	Window Help						- 8 :
Search Company or Help 🔹 👂	< 🐣 New Customer & Job	Vew Transact	tions 🔻 📛 Print	• 🛅 Excel •	Word •	Collections Co	inter			
My Shortcuts	Customers & Jobs	Transactions	Cust	omer Ir	nform	nation			0 //	REPORTS FOR THIS CUSTOMER
🚔 Home	Active Customers	• >	Company Ne	me						QuickReport
🊰 Item		Q	Full Ne							Open Balance
🚮 Calendar	NAME	BALANCE ATT.	Bi	I To						Show Estimates
Snapshots	Avfuel Activity	1,281.50								Customer Snapshot
	Avfuel Contract Fuel	17,984.47								
Lustomers	Avfuel Credit Cards	67,064.07	Transactions	Contacts	To Do's	Notes				
Vendors	Cash	1,075.00			1915	-				
	Contract Fuel	302.50	SHOW All Tra	insactions •	FILTER BY	All	▼ DATE AII	-		
Employees	Credit Card	12,583.21	TYPE		NUM 👻		DATE	ACCOUNT	AMOUNT	
🏛 Online Banking	DLA Contract	0.00	Invoice		12626		05/15/2015	11000 - Accounts Receivable		50.00
	 Outstanding Payme 	0.00	Invoice		12625		05/15/2015	11000 - Accounts Receivable		75.00
Docs	Undeposited Funds	0.00	Credit Memo		12621		05/15/2015	11000 - Accounts Receivable		-50.00
QuickBooks 2016			Invoice		12619		05/15/2015	11000 - Accounts Receivable		75.00
			Credit Memo		12605		05/15/2015	11000 - Accounts Receivable		-20.00
Reports			Invoice		12604		05/15/2015	11000 - Accounts Receivable		75.00
App Center			Credit Memo		12598		05/15/2015	11000 - Accounts Receivable		-110.00
•			Invoice		12594		05/15/2015	11000 - Accounts Receivable		1,100.00
😂 Add Payroll			Invoice		12592		05/15/2015	11000 - Accounts Receivable		73.68
E Process Payments			Invoice		12591		05/15/2015	11000 - Accounts Receivable		110.00
My Shortcuts			Invoice		12590		05/15/2015	11000 Accounts Receivable		721.80
			Invoice		12588		05/15/2015	11000 - Accounts Receivable		85.00
My Apps			Invoice		12587		05/15/2015	11000 - Accounts Receivable		45.00
Do Today 10/12/2015			Invoice				05/15/2015	11000 · Accounts Receivable		950.00
View Balances			Invoice		12585		05/15/2015	11000 - Accounts Receivable		70.00
Run Favorite Reports			Credit Memo		12001		05/15/2015	11000 Accounts Receivable		-80.00
	=		to salate		12000		05/15/2015	11000 - Accounts Receivable		and the second
o More With QuickBooks			Credit Memo		9408		04/07/0015	11000 - Accounts Receivable		-9.95
and the second second second second			Invoice		495		12/10/2014	11000 - Accounts Receivable		48.80
Turn on Payroll			Invoice		494		12/03/2014	11000 - Accounts Receivable		24.40
Accept Credit Cards			Invoice		490		12/15/2014	11000 - Accounts Receivable		12.00
Order Checks & Supplies			Invoice		410		01/27/2015	11000 - Accounts Receivable		175.00
Upgrade to Newest QuickBooks										*
			Manage Tra	nsactions 🔻	Run Repo	orts 🔻				
S Finance with Confidence										

First step is to apply the credit memo no. 12001 to invoice no. 12000. Select **Apply Credits**. On the popover, locate the credit memo number 12001 and check, then select **Done**. The remaining balance of \$1,068.00 will be shown at the bottom right corner of the QuickBooks® invoice displayed.

Ξ <u>File Edit View Lists</u> Favorites :	Company Customers Vendors E	Employees <u>B</u> anki	ng <u>R</u> eports <u>W</u> indow <u>F</u>	Help										6 >
Search Company or Help 👻 🔎 <	Main Formatting Send/St	hip Reports											:	>0 ^
My Shortcuts		Create a Copy	Mark As Print Email	Print Later		Add Time/Costs Apply Credits	aceive Refund/Credit	Online						
🚔 Home			Criaing		110			Pay •			_	_		
🏝 Item	CUSTOMER: 208 Credit Card				•	ACCOUNT 1	1000 · Accounts Receivabl	le • TEMPLATE FBO Invoid	28	•				
🛐 Calendar	Cand Trans		Increase							RECEIPT DATE	DUE FROM		COMPA.	1
Snapshots	Card Trans	action			Apply Credits		×			05/15/2015 🛍				1
Lustomers			Customer.Job Cred	dit Card						12000				
I Vendors			Number 1200 Date 05/1	5/2015		Amount Due Discount Used	1,143.00		BATCH NO	DELIVERY DATE	CARD TYPE	REF NO.	TAIL NO.	1
nie Employees			Original Amt. 1,14	3.00		Credits Used	80.00		1836	05/15/2015	VISA	•	N123AB	1
🏛 Online Banking	ITEM	QUANTITY				Balance Due	1,063.00		1 um	RAT	e D	AMOUNT		11
Docs	Catering	1	Credits								110.00		110.00	1
DuickBooks 2016	APU Jet Fuel	1 200	AVAILABLE CREDITS	CREDIT NO. C		AMT. TO USE CR					33.00 5.00		33.00	
Reports			05 5/2015	12001	80.00	80.00	0.00				0.00		1,000.00	
App Center			05/15/2015	12598 12621	110.00 50.00	0.00	110.00 50.00							
🗟 Add Payroll				Totals	1,141.95	80.00	1,061.95							
En Process Payments			Of all the credits issu			credits	Clear							
My Shortcuts			applicable to this spe		isplayed above.									
🌃 My Apps			PREVIOUSLY APPLIED	CREDITS		MT. TO USE CRE	EDIT BALANCE							
II Do Today 10/12/2015			C I DAIL I DA	LOTTINO. TONE										
View Balances														
M Run Favorite Reports				Totals	0.00	0.00	0.00							
Do More With QuickBooks			L	1									¥	
🤠 Turn on Payroll					Done	Cancel	Help							
Accept Credit Cards	ONLINE PAY On (bank account)	-									TOT	4.	1,143.00	
Order Checks & Supplies	CUSTOMER MESSAGE										PAYMENTS APPLIE	ID	0.00	
Upgrade to Newest QuickBooks											BALANCE DU	JE	1,143.00	
S Finance with Confidence	MEMO										Save & Close	Save &	New Revert	

Next, select **Receive Payments** from the home screen or from the **Customer** drop down on the toolbar. Highlight invoice no. 12000 then click on **Discount and Credits**. On the **Discount** tab, enter the credit card processing fee and select the appropriate **Discount Account**, then select **Done**.

Main Repo	rts Payments		\frown					X ^
ee See	Detete Post Atta		Auto Appy Payment Credits					
Custo	omer Pay	ment	<u> </u>		×			
RECEIVED FROM	Credit Card +	CUSTONER BALANCE		unt and Credits	*			
ANDUNT	0.00		RVOICE Customer.Job Credit Card					
			Number 12000	Amount Due	1,143.00			
PART METHOD	Check +	DHECKA	Date 05/15/2015 Original Amt 1,143.00	Discount Used Credits Used Balance Due	20.00 80.00 1,043.00			
J DATE	NUMBER	Î ORIO, AMT.					PAYMENT	
01/27/2015	410		Discount Credits			175.00		0.00
05/15/2015	12586		Discount Date			950.00		0.00
05/15/2015			Terms			45.00		0.00
05/15/2015			Suggested Discount	0.00		85.00		0.00
05/15/2015						721.80		0.00
05/15/2015			Amount of Discount	20.00		110.00		0.00
05/15/2015			Discount 60300 · CC Pro	cepsing Fees -		73.68		0.00
05/15/2015						1,100.00		0.00
05/15/2015	12000					1,063.00		0.00
05/15/2015	12619					75.00		0.00
		Totals				14,168.16		0.00
							AMOUNTS FOR SELECTED INVO	ICES
		AAL.					AMOUNT DUE	0.00
		THIS					APPLIED	0.00
		ANAL CLIC		Done Cancel	Help		DISCOUNT AND CREDITS APPLIED	0.00
NENO	E Process pay	ment when saving					Save & Close Save & New	Clear

Lastly, enter the payment amount, check the invoice number and save.

AMOUNT	Credit Card - C 1,043.00 Check	DATE CHECK #	14,168,16 05/26/2015	Where does	This navment					
I DATE	NUMBER	ORIG. AMT.			DISC DATE	AMT. DUE			PAYMENT	
01/27/2015	410			175.00			175.00	0.00		0.00
05/15/2015	12586			950.00			950.00	0.00		0.00
05/15/2015	12587			45.00			45.00	0.00		0.00
05/15/2015	12588			85.00			85.00	0.00		0.00
05/15/2015	12590			721.80			721.80	0.00		0.00
05/15/2015	12591			110.00			110.00	0.00		0.00
05/15/2015	12592			73.68			73.68	0.00		0.00
05/15/2015	12594			1,100.00			1,100.00	0.00		0.00
05/ 5/2015	12000	1		1,143.00	05/26/2015		1,063.00	20.00		1,043.00
05 15/2015	12619			75.00			75.00	0.00		0.00
	T	Totals		14,248.16			14,168.16	20.00		1,043.00
			MAILABLE CREDITS						AMOUNTS FOR SELECTED INVOICE	
			1,061.95							1,063.0
			THIS CUSTOMER HAS CREDITS MAILABLE. TO APPLY CREDITS						APPLIED	1,043.0
			CUCK DISCOUNT , CREDITS.						DISCOUNT AND CREDITS APPLIED	20.0

You may choose to enter a credit memo for the entire amount of credit card processing fees charged, rather than applying a fee to each invoice.

IMPORT ERRORS

If you attempt to import a file that includes a transaction(s) where the value in the column "Item Name" in the QuickBooks® Export File does not match an "Item Name" in QuickBooks®, the entire file will not import. Below is an example of the error message. Click **OK** to view the errors.

O1 Transaction Pro Import Wizard 5.0 Ap the fields in your file to the QuickBooks fields: Select the row of the field you want to map and choose the matching QuickBooks field from the drop-down list. Repeat this for all the fields you want to map to QuickBooks. Clicking the Next button saves the current map, overwriting any existing map. K:\shared\temp\RIGHT MAP.dat				
QuickBooks Fields	Import File Columns	Static Value/Formula		
Transaction Type (I/C)	Trans Type			
Customer	Remittance Report			
Transaction Date	Receipt Date			
RefNum 01 Transaction Pro Import Wizard 5.0				
PO Nur				
Terms Class Class Templat To By P Ship Da				
BillToLii OK				
BillTo Line3				
BillTo Line4				
BillTo City				
BillTo State				
Fields marked in red are required Field Match Load Map Save As Clear Map				
Idle				
About Help	< <u>B</u>	ack Next > Cancel		

Choose to **Close** or **Save** then cancel out of TPI. Depending on your needs, either edit the Item Name for the Product in the Avfuel Hub (see Setup – Avfuel Hub Item Name) and re-run the QuickBooks® Export File, or add the Item into QuickBooks® and restart TPI without altering the QuickBooks® Export File.

TPI 5.0 -	Except	tions	
Lists Missing in QuickBooks			
ield	Value	Details	
		Item does not exist in QuickBooks	
			Save Close

FAQs

Does Avfuel provide support for Transaction Pro Importer or QuickBooks®?

Avfuel created the QuickBooks® Export File to assist FBOs in eliminating the need to double post point-of-sale transactions as part of their accounting procedures. Avfuel does not support Transaction Pro Importer or QuickBooks® products. If your FBO is experiencing difficulties with either Transaction Pro Importer or QuickBooks®, and believe it may have something to do with the QuickBooks® Export File and/or setup in the Avfuel Hub, then contact Avfuel Hub support for assistance. For other questions the FBO will be directed to seek support from Transaction Pro Importer and/or QuickBooks®. Transaction Pro Importer provides support in several outlets, both free and fee based. Read more at www.transactionpro.com/support.htm.

Do I have to use Transaction Pro Importer?

Your FBO can choose to use another third party importer tool rather than TPI at their own discretion.

Are AVTRIP transactions included in the QuickBooks® Export File?

No, the QuickBooks® Export File does not include AVTRIP transactions or related charges at this time. A resolution is forth coming.

I'd like to import my transactions differently. Can I do this?

These guidelines describe just one method of importing transactions into QuickBooks®. You can choose to use the CSV file and/or import to suit your specific needs.

When I import transactions, the sales tax does not appear on the invoice. Why?

You are using the Sales Tax preference in QuickBooks® to automatically compute sales tax on each invoice. Sales tax has already been computed by your point-of-sales system; computing it again in QuickBooks® could result in a different computation. To determine the amount of sales tax included in your card transactions, use the Avfuel Hub reports **Tax Detail** and/or **Tax Detail** by **Product**





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