



WEB TUTORIALS

Batch Management



Settle Batch

Transactions



Home Transactions ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Selected Account: 2985 - Merchant Training Account



Transactions



Customer Profiles



Products and Pricing



AVTRIP Promotions



Merchant Account

quickLINKS



New Sale



AVTRIP Points



Customer Lookup

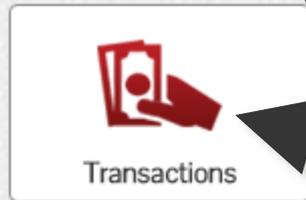
When transactions have been authorized or “completed”, the batch of invoices must be settled for processing. It is recommended that you settle daily.

Transactions



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Selected Account: 2985 - Merchant Training Account (Switch Account)



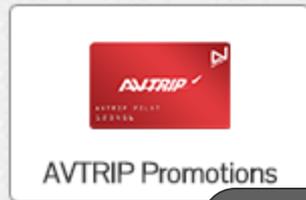
Transactions



Customer Profiles



Products and Pricing



AVTRIP Promotions



Merchant Account

quickLINKS



New Sale



AVTRIP Points



Customer Lookup

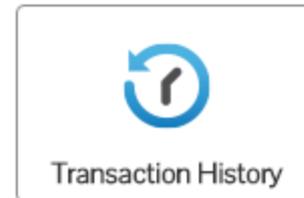
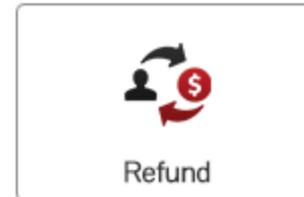
To begin, select the “Transactions” button on the screen or “Batch Management” from the “Transactions” menu item in the top navigation bar.

Batch Management



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

- Sale
- AVTRIP Points
- Refund
- Pending
- Void
- Batch Management**
- Settle Batch
- View Batch Reports
- Transaction History



Select the “Batch Management” button from the “Transactions” dashboard (pictured here) or from the “Transactions” menu in the top navigation bar.

Review Batch to be settled



Batch: 1367

Current Authorized Transactions In Batch

Invoice No.	Tail No.	<u>Customer Name</u>	Card Type	Invoice Total	
570314	N888		MasterCard	\$362.34	Select
570313	ANY		AVTRIP		Select
570312	ANY		Cash	\$710.62	Select
570311	650979		AIR Card	\$27.43	Select
570310	NI23		Avfuel Contract	\$13.88	Select

Displaying records 1 - 5 of 5

< First Prev Next Last >

BATCH FUEL QUANTITY (Gallons)

115

Batch Total

\$1,114.27

The total fuel gallon quantity and corresponding dollar amount for the batch are listed here.

Settle Batch

Review Batch



Batch: 1367

Current Authorized Transactions In Batch

Invoice No.	Tail No.	<u>Customer Name</u>	Card Type	Invoice Total	
570314	N888		MasterCard	\$362.34	Select
570313	ANY		AVTRIP		Select
570312	ANY		Cash	\$710.62	Select
570311	650979		AIR Card	\$27.43	Select
570310	NI23				Select

To view or void any transactions prior to settling the batch, "Select" the transaction.

Displaying records 1 - 5 of 5

< First Prev Next Last >
115
BATCH FUEL QUANTITY (Gallons)
Batch Total \$1,114.27

Settle Batch

Review Individual Transactions



Transaction Detail Products **Review** Complete

Review Transaction

Transaction Type Sale

Delivery Date 01/05/2016

Invoice Number 570314

Authorization No. VTLMC1

Reference No.

Customer / Company Name

Tail Number N888

Flight / Leg No.

Next Destination IATA/ICAO

AOC

VAT Registration No.

Charter	\$362.34
90 Each @ 3.00000	\$270.00
Passenger Tax @ .25000	\$22.50
Provincial Fuel Tax @ .02500	\$2.25
Turnover Tax @ 5.50000%	\$14.85
VAT @ 6.00000%	\$16.20
Goods & Services Tax @ 5.20000%	\$14.04
Provincial Sales Tax @ .25000	\$22.50
TOTAL	\$362.34

If the transaction is not valid and needs to be voided, select "Void".

Void

Review Individual Transactions



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Selected Account: 2985 - Merchant Training Account (Switch Account)

- Sale
- AVTRIP Points
- Refund
- Pending
- Void
- Batch Management
- Settle Batch
- View Batch Reports
- Transaction History

Review Complete

Charter	\$362.34
90 Each @ 3.00000	\$270.00
Passenger Tax @ .25000	\$22.50
Provincial Fuel Tax @ .02500	\$2.25
Turnover Tax @ 5.50000%	\$14.85
VAT @ 6.00000%	\$16.20
Goods & Services Tax @ 5.20000%	\$14.04
Provincial Sales Tax @ .25000	\$22.50
TOTAL	\$362.34

Use the top navigation bar to return to the batch settle screen.

Next Destination IATA/ICAO

AOC

VAT Registration No.

Settle Batch



Batch: 1367

Current Authorized Transactions In Batch

Invoice No.	Tail No.	<u>Customer Name</u>	Card Type	Invoice Total	
570314	N888		MasterCard	\$362.34	Select
570313	ANY		AVTRIP		Select
570312	ANY		Cash	\$710.62	Select
570311	650979		AIR Card	\$27.43	Select
570310	NI23		Avfuel Contract	\$13.88	Select

Displaying records 1 -

If the transactions in the batch are correct, select "Settle Batch".

< First Prev Next Last >

BATCH FUEL QUANTITY (Gallons)

115

\$1,114.27

Settle Batch

Settlement Confirmation



✓ Batch 1367 was successfully settled.

Selected Account: 2985 - Merchant Training Account

Batch:

Current Authorized Transactions In Batch

No authorized transactions exist for settlement

Contact Support: 9AM-5PM CST M-F | +1-913-217-9368 | theavfuelhub@avfuel.com

A batch settlement confirmation with the batch number will appear once the batch is settled successfully.