



WEB TUTORIALS

Fuel Inventory



Adding New Tanks and New
Owners

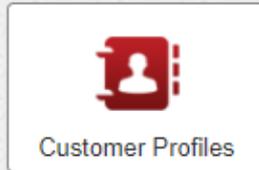
Products and Pricing



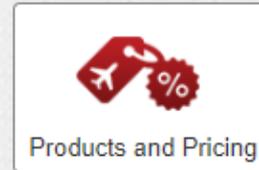
Selected Account: 1123 - Avfuel (Switch Account)



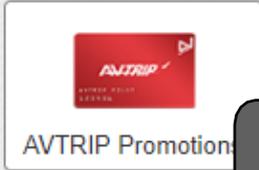
Transactions



Customer Profiles



Products and Pricing



AVTRIP Promotions

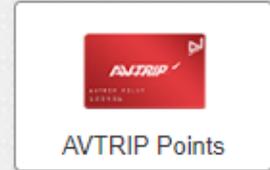


Fuel Inventory is managed from the "Products and Pricing" Menu

quickLINKS



New Sale



AVTRIP Points



Customer Lookup

Fuel Inventory



THE avfuelHUB

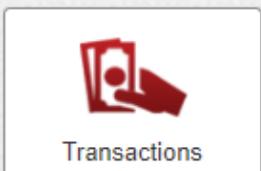
welcome, Jennifer Rott | Sign Out

Contact Support | +1-913-217-9368 | theavfuelhub@avfuel.com

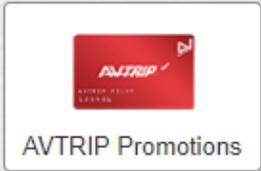


Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ **Products and Pricing ▾** AVTRIP Promotions ▾ Merchant Account ▾ Help

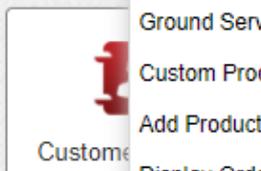
- Manage Products
 - Manage Taxes
 - Manage Personalized Pricing
 - Fuel Inventory**
- Fuel
 - Additives
 - Ground Services
 - Custom Products
 - Add Products
 - Display Order
- Create Tax
 - View Taxes
- View
- Fuel Inventory**



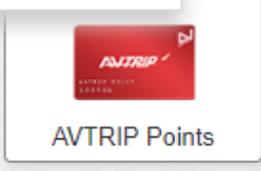
Transactions



AVTRIP Promotions



Customer Profiles



AVTRIP Points



Customer Lookup

Select "Fuel Inventory" from the "Products and Pricing" drop down menu.

Add New Tank



THE avfuel HUB

Welcome, Tiffany Plank ▾ | Sign Out

Contact Support | +1-913-217-9368 | theavfuelhub@avfuel.com

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

Selected Account: 1123 - Avfuel (Switch Account)

Fuel Inventory

View by Tank/Owner

View By Tank View By Owner

[Add New Tank](#) [Add New Owner](#)

i There is no Fuel Inventory Data to show at the present time

Select "Add New Tank" to enter details for the new tank.

New Tank Details



Add New Tank

* Tank Name

* Fuel

* Capacity

* Minimum

Enter the desired Tank Name.

Note

All fields that have a red asterisk next to the title are required fields.

Select Fuel Type



Selected Account: 1123 - Avfuel (Switch Account)

Fuel Inventory

View by Tank/Owner

View By Tank

View By Owner

Select the "Fuel" type

Add New Tank

Add New Owner

i There is no Fuel Inventory Data to show at the present time

Add New Tank

* Tank Name

Tank 1

* Fuel

Jet A Fuel (US Gallor ▾)

* Capacity

Enter Tank Capacity...

* Minimum

Enter Tank Minimum

Cancel

Add

Enter Capacity Details



Add New Tank

| | | | | | |
|-------------------------------------|---|------------------------------------|----------------------------------|--------|-----|
| * Tank Name | * Fuel | * Capacity | * Minimum | Cancel | Add |
| <input type="text" value="Tank 1"/> | <input type="text" value="Jet A Fuel (US Gallon)"/> | <input type="text" value="10000"/> | <input type="text" value="500"/> | | |

Enter the Fuel Capacity for the New tank then select “Add”.

Note Capacity refers to the largest volume of fuel that the tank can hold, while the minimum is the lowest desired volume for the tank.

New Tank Added



Fuel Inventory

i Successfully Added New Tank "Tank 1"

Create Fuel Level Adjustment

| | | | | | | | |
|-------------------|------------------|------------------|---------------------|---------------------|------------|--------|--------|
| * Adjustment Type | * Tank | Owner | Reference No. | * Quantity | * Key Date | Cancel | Adjust |
| -- Select One -- | -- Select One -- | -- Select One -- | Enter Reference No. | Enter Fuel Quantity | 11/02/201 | | |

View by Tank/Owner

View By Tank **View By Owner**

Once the tank is added it will appear in the list of tanks on the main Fuel Inventory screen.

Add New Tank Add New Owner

| Tank | Fuel | Inventory | Capacity | UOM | |
|--------|------------|-----------|----------|-----------|----------------|
| Tank 1 | Jet A Fuel | 0 | 10000 | US Gallon | Edit Delete |

Adjust Tank Fuel Level



Fuel Inventory

Successfully Added New Tank "Tank 1"

Create Fuel Level Adjustment

* Adjustment Type

-- Select One --

* Tank

-- Select One --

Owner

-- Select One --

Reference No.

Enter Reference No...

* Quantity

Enter Fuel Quantity...

* Key Date

11/07/201

Cancel

Adjust

View by Tank/Owner

View By Tank

View By Owner

Add New Tank

Add New Owner

| Tank | Fuel | Inventory | Capacity | UOM | |
|--------|------------|-----------|----------|-----|----------------|
| Tank 1 | Jet A Fuel | | | | Edit Delete |

Once the tanks and/or trucks are added the Fuel Inventory the amount in the tanks can be adjusted. To begin select an "Adjustment Type".

Note

Any Adjustment Type that is *Positive* will Increase the total volume of fuel in the tank. Alternatively, any Adjustment Types that are *Negative* will decrease the total volume of fuel in the tank.

Select Adjustment Type



Fuel Inventory

Create Fuel Level Adjustment

* Adjustment Type

Receipt (Positive) ▼

* Tank

Tank 1 (Jet A Fuel) ▼

Owner

-- Select One -- ▼

Reference No.

Enter Reference No...

* Quantity

Enter Fuel Quantity...

* Key Date

11/07/2011

Cancel

Adjust

View by Tank/Owner

View By Tank

View By Owner

Add New Tank

Add New Owner

| Tank | Fuel | Inventory | Capacity | UOM | |
|--------|------|-----------|----------|-----------|----------------|
| Tank 1 | | | | US Gallon | Edit Delete |

Once the "Adjustment Type" has been selected, choose a "Tank" and/or "Owner".

Enter Fueling Details



Fuel Inventory

Create Fuel Level Adjustment

* Adjustment Type

Receipt (Positive) ▼

* Tank

Tank 1 (Jet A Fuel) ▼

Owner

-- Select One -- ▼

Reference No.

123456

* Quantity

9000

* Key Date

11/07/2018

Cancel

Adjust

View by Tank/Owner

View By Tank

View By Owner

Add New Tank

Add New Owner

After all the details for the adjustment have been entered select "Adjust".

| Tank | Fuel | Invent | |
|--------|------------|--------|--------|
| Tank 1 | Jet A Fuel | 0 | Delete |

Fuel Added to Tank



Fuel Inventory

Successfully added Fuel Inventory Adjustment.

Each time fuel is adjusted or sold the total fuel inventory on the main screen will reflect the change.

Create F

* Adj

-- S

Reference No.

Enter Reference No...

* Quantity

Enter Fuel Quantity...

* Key Date

11/07/2018

Cancel

Adjust

View by Tank/Owner

View By Tank

View By Owner

Add New Tank

Add New Owner

| Tank | Fuel | Inventory | Capacity | UOM | |
|----------|------------|-----------|----------|-----------|----------------|
| + Tank 1 | Jet A Fuel | 9000 | 10000 | US Gallon | Edit Delete |

Viewing Inventory Levels



Fuel Inventory

Create Fuel Level Adjustment

* Adjustment Type

* Tank

Owner

Reference No.

* Quantity

* Key Date

View by Tank/Owner

View By Tank

View By Owner

In order to view tanks organized by owners select "View by Owner"

Add New Tank

Add New Owner

| Tank | Fuel | Inventory | Capacity | UOM | |
|----------|------------|-----------|----------|-----------|----------------|
| + Tank 1 | Jet A Fuel | 9000 | 10000 | US Gallon | Edit Delete |

Add New Owner



Fuel Inventory

Create Fuel Level Adjustment

* Adjustment Type

* Tank

Owner

Reference No.

* Quantity

* Key Date

View by Tank/Owner

View By Tank

View By Owner

Add New Tank

Add New Owner

Owner

Inventory

Owners can also be added to Tanks.
To add a New Owner select "Add New Owner" and enter the Owner Name.

Add New Owner

* Owner Name

Confirm New Owner Added



Fuel Inventory

i Successfully Added New Owner "Avfuel"

Create Fuel Level Adjustment

* Adjustment Type: -- Select One --
* Tank: -- Select One --
Owner: -- Select One --
Reference No.: Enter Reference No...
* Quantity: Enter Fuel Quantity...
* Key Date: 11/07/2018
Cancel Adjust

View by Tank/Owner

View By Tank View By Owner

Add New Tank Add New Owner

| Owner | inventory | |
|--------|-----------|----------------|
| Avfuel | 0 | Edit Delete |

Once a New Owner is added it will appear in the list of Owners on the Fuel Inventory screen.