WEB TUTORIALS

Add Products

With Taxes

Products and Pricing

The "Product and Pricing" menu allows you to add, delete, view and update products and pricing. Custom products can also be created in the Product Profile menu. Activity in this section is normally reserved for administrators or managers of the Avfuel Hub.

Note	**Transactions cannot be processed until products have been added in the "Product Profiles" menu.**

Products and Pricing

Selected Account: 2985 - Merchant Training Account

quick**LINKS**

Transactions

Customer Profiles

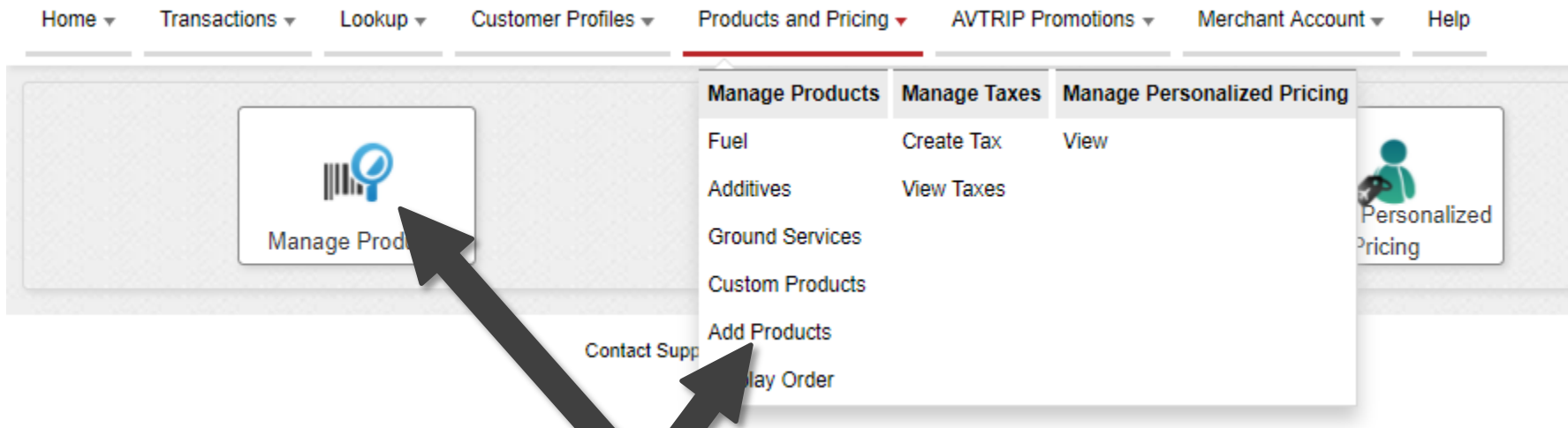Products and Pricing

New Sale

AVTRIP Promotions

Merchant Account

AVTRIP Points

Customer Lookup

To begin, select "Products and Pricing" from the top navigation bar or the main menu buttons.

Select "Manage Taxes"

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

Manage Products	Manage Taxes	Manage Personalized Pricing
Fuel	Create Tax	View
Additives	View Taxes	
Ground Services		
Custom Products		
Add Products		
...lay Order		

Manage Prod...

Personalized Pricing

Contact Supp...

Select "Manage Products" from the main menu buttons or "Add Products" from "Products and Pricing" in the top navigation bar.

Select Product

Add Product

* Product	-- Select One -- ▼

-- Select One --
APU
ATC Filing
After Hours
Air Stairs
Air Start
Aircraft Cleaning
Aircraft Rental
Airport Fee
Avgas Other
Aviator Breathing Oxygen
Bank Commission
Bills Paid
Bonded Jet Fuel
Callout Fee
Car Rental
Charter
Cleaning Service
Coffee
Communications

* Unit of Measure

Cost

Markup

Base Price

ply Tax

Select the product to be added from the dropdown box.

Enter Unit of Measure

Add Product

* Product	Jet A Fuel ▼
* Unit of Measure	-- Select One -- ▼
	-- Select One --
	Liter
Cost	US Gallon
Markup	
Base Price	

Select the unit of measure.

Add | Add & Apply Tax

Add Products with Tax

Add Product

* Product   Jet A Fuel ▼

* Unit of Measure   US Gallon ▼

Cost   4.25

Markup   .05

Base Price   4.30

[**Add**] [Add & Apply Tax]

The appropriate cost, markup and base price may be entered for the product, but is not required. If entering a price, only Base Price is needed while cost and markup are optional. If taxes are to be added later via the tax profiles, the price entered here should exclude taxes.

Note **Products can be added with or without a price. If the price is entered, it will auto-populate in the transaction screen. If not, the price must be manually entered for each transaction.**

Add Products with Tax

Add Product

* Product	Jet A Fuel ▼
* Unit of Measure	US Gallon ▼
Cost	4.25
Markup	.05
Base Price	4.30

Add   Add & Apply Tax

To add the product and apply a tax, select "Add & Apply Tax".

Apply Tax to Product

Jet A Fuel Product Details

Product	Jet A Fuel
Unit of Measure	US Gallon ▼
Cost	4.25
Markup	0.05
Base Price	4.30
Tax Total	0.00
Total Price	4.30

The product has been created. To apply a tax to this product, select "Apply Tax to Product".

Taxes Applied To Product

Apply Tax to Product

No taxes have been applied.

Apply Taxes

Close

Apply Taxes To Jet A Fuel

Select (all on page) / Deselect (all on page) / Clear All   0 Selected

Tax	Rate Type	Rate	
Federal Tax Avgas	Per Unit	$0.194	☐
Sales Tax	Percentage	5.5%	☐
Sales Tax - State	Percentage	2.5%	☐

Select (all on page) / Deselect (all on page) / Clear All   0 Selected

Displaying records 1 - 3 of 3

Save

Select all taxes that are to be applied to this product.

Apply Taxes

Close

Apply Taxes To Jet A Fuel

Select (all on page) / Deselect (all on page) / Clear All   0 Selected

Tax	Rate Type	Rate	
Federal Tax Avgas	Per Unit	$0.194	☐
Sales Tax	Percentage	5.5%	☐
Sales Tax - State	Percentage	2.5%	☐

Select (all on page) / Deselect (all on page) / Clear All   0 Selected

Displaying records 1 - 3 of 3

Save

To apply all taxes on this page to the product, click "Select" or to remove all taxes on this page from the product, click "Deselect". Once all necessary taxes are checked, select "Save".

View Taxes

Jet A Fuel Product Details

Product	Jet A Fuel
Unit of Measure	US Gallon ▼
Cost	4.25
Markup	0.05
Base Price	4.30
Tax Total	0.344
Total Price	4.644

All taxes applied to the product will be listed below.

To remove any taxes, select the "X".

Taxes Applied To Product

Apply Tax to Product

Tax	Rate Type	Rate	Delete
Sales Tax	Percentage	5.5%	✕
Sales Tax - State	Percentage	2.5%	✕

Save Tax Information

Total Price   4.644

Taxes Applied To Product

Apply Tax to Product

Tax	Rate Type	Rate	Delete
Sales Tax	Percentage		
Sales Tax - State	Percentage		

Displaying records 1 - 2 of 2

Once all prices and taxes for the product are correct, select "Save" located at bottom of page.

Delete Product

Save

View Added Products

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

Fuel Products

Product	Unit of Measure	Cost	Markup	Base Price	Tax	Total Price	DLA Contract	
Avgas 100LL	US Gallon			$5.00	$0.194	$5.194		Edit
Jet A Fuel	US Gallon	$4.25	$0.05	$4.30	$0.344	$4.644		Edit

The product will be listed with the applied taxes. To edit the products or the taxes, click "Edit".

View Added Products

Use the top navigation bar to add more products by selecting "Add Products" or choose other menu options.