



WEB TUTORIALS

Create a New Sale



Bank Cards

MasterCard

Visa

American Express

Discover

THE AVFUEL HUB



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

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

quickLINKS



Transactions



Customer Profiles



Products and Pricing



AVTRIP Promotions



Merchant Account



New Sale



AVTRIP Points



Customer Lookup

To begin, select "Sale" from the "Transactions" menu in the top navigation bar or the "Transactions" button or the "New Sale" button from the main menu options.

Select “Transactions”

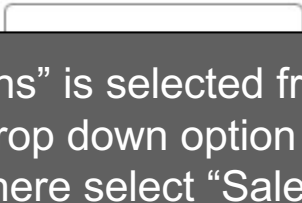
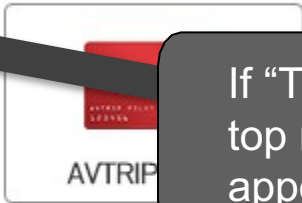


Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

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



If “Transactions” is selected from the top menu a drop down option will appear from here select “Sale”



Select “Transactions” button



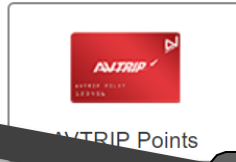
Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help



Sale



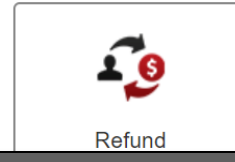
Void



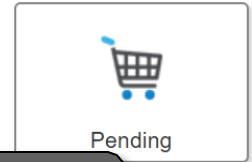
AVTRIP Points



Batch Management



Refund



Pending

If “Transactions” is selected from the button on the main dashboard this screen will appear, from here select the “Sale” button.

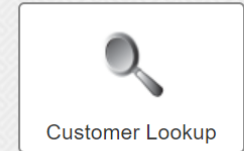
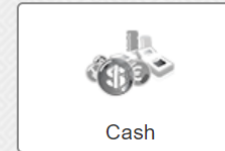
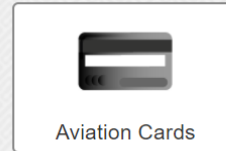
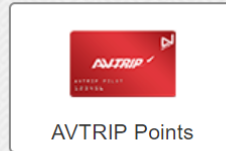
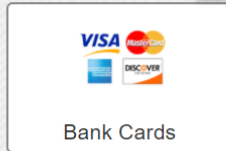
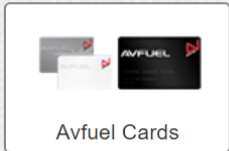
Select “Bank Cards”



To process a bank card, select the “Bank Cards” button.

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

New Sale Select Payment Method



Note

Aviation Cards, Avfuel Cards, AVTRIP and Cash transactions can also be processed by selecting those options. Please refer to those specific sections of the manual for further instructions.

Default Information



Transaction Type

Sale

* Delivery Date

03/22/2018

Receipt No.

570643

* Receipt NO.

Transaction type defaults to Sale and the Receipt No. is auto-generated.

Cancel

Save & Suspend

Continue

Enter the Required Delivery Date



The delivery date is auto-populated with today's date. To change it, click on the calendar to select the correct delivery date or type the date in the field – MM/DD/YYYY.

Transaction Type

* Delivery Date

Receipt No. 570643

* Tail No.

Cancel

Save & Suspend

Continue

Enter the Required Tail Number



Transaction Type

* Delivery Date

Receipt No. 570643

* Tail No.

The Tail No. is required to continue.

Cancel

Save & Suspend

Continue

Cancel or Suspend the Sale



To cancel the transaction completely, select “Cancel”. The transaction can be saved to be completed later by selecting “Save & Suspend”. Saved transactions can be accessed by selecting “Pending” from the “Transactions” menu.

A screenshot of a web application interface for a transaction. At the top, there is a dropdown menu with 'Sale' selected. Below it is a date input field containing '03/22/2018' with a calendar icon. Further down, there is a label 'Receiv. No.' followed by the value '570643'. Below that is a label '* Tail No.' followed by an empty input field. At the bottom of the form, there are three buttons: 'Cancel', 'Save & Suspend', and 'Continue'. Two large black arrows originate from the text box on the left, pointing to the 'Cancel' and 'Save & Suspend' buttons respectively. The 'Continue' button is highlighted in red.

Sale Navigation buttons



Card Type: (Bank Card)
Card Number:

Transaction Detail Products Review Complete

Transaction Type Sale

Delivery Date 03/22/2018

570643

Save & Suspend Continue



The Navigation buttons along the top of the sale window are for Suspended transactions only.

They are not for navigation during a new sale.

If information is entered for a tail number it will not be saved to the transaction unless "Continue" or "Save & Suspend" is selected.

Continue the Sale



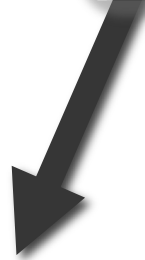
Transaction Type

* Delivery Date

Receipt No. 570643

* Tail No.

Once all necessary information has been entered, click "Continue".



Cancel

Save & Suspend

Continue

Select the Products



Transaction Detail

Products

Review

Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

If a "Personalized Pricing" is required this is where that can be selected. For further instruction on "Personalized Pricing" consult the "Personalized Pricing" of section of the Help Menu.

Total

\$0.00

Go Back

Cancel

Save & Suspend

Manually Enter Card
Data

Swipe Card

Select the Products



Alternative Payment

Transaction Detail **Products** Review Complete

Personalized Pricing

Record Name

Add Product

* Select

- Select One
- Avgas 100LL**
- FSII - Fuel System Icing Inhibitor
- Handling Charge - Handling Charge
- Jet A Fuel
- Maintenance
- Labor
- Hangar Rental - Hangar Rental
- Miscellaneous - T-Shirts
- Ground Handling
- Defuel Service
- Overtime Fee
- Push Back
- Crew Transportation
- Parking Fee - Parking Fee
- Oxygen
- Flight Instruction
- Charter
- Landing Fee - Landing Fee
- Slot Time & Fee

Add Discount

Transaction Summary

Total \$0.00

Products are added to the transaction by selecting the appropriate products from the dropdown box.

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Enter Products



Transaction Detail

Products

Review

Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

Enter the quantity by typing in the correct value. The unit price will auto-populate.

Total \$0.00

Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Note

The unit price is auto-populated if a price was created in the Products menu. The price can be added on this screen or updated if the auto-populated price is not correct.

Enter Products



Transaction Detail

Products

Review

Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity US Gallon

* Unit Price

Add Discount

Add To Transaction

Select "Add to Transaction".

Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Transaction Summary

Products added will appear here.

Total

\$0.00

Enter Products



Transaction Detail

Products

Review

Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

+ Jet A Fuel with FSII Additive	\$250.00	Edit
---------------------------------	----------	------

Additional charges and services may be added.

Total \$250.00

Expand All

Collapse All

Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Note

The unit price is auto-populated if a price was created in the "Manage Products" menu. The price can be added on this screen or updated if the auto-populated price is not correct.

View Product Details



Transaction Detail | **Products** | Review | Complete

Personalized Pricing

Record Name

Add Product

Transaction Summary

- Jet A Fuel with FSII Additive	\$250.00	Edit	⊗
100 Each @ 2.50000	\$250.00		
- Handling Charge	\$130.69	Edit	⊗
1 Each @ 120.00000	\$120.00		
IVA Tax @ 5.20000%	\$6.24	Exempt	
Provincial Sales Tax @ 0.25000	\$0.25	Exempt	
Federal Oil Spill @ 3.50000%	\$4.20	Exempt	
Total	\$380.69		

Taxes are automatically applied to the sale when set up in the Tax Profiles. To view all product details, select “Expand All” or view details of an individual product by clicking the “+”. To return to original view, select “Collapse All” or click the “-” next to the expanded product.

Note

You can exempt taxes from a product on this screen. Please refer to that specific section of the manual. Exempt taxes will be shown as such on the invoice.

Edit or Delete Product Details



Transaction Detail

Products

Review

Complete

Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

+ Jet A Fuel with FSII Additive	\$250.00	Edit	
+ Handling Charge	\$130.69	Edit	

Total

Expand All

[Collapse All](#)

Products can be deleted by clicking the "X" or edited by selecting the "Edit".

Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Note

Discounts can be added to products other than fuel on this screen. Please refer to that specific section of the manual. Discounts will be shown as such on the invoice.

Edit or Delete Product Details



Transaction Detail

Products

Review

Complete

Update Product

Product Jet A Fuel with FSII Additive

Quantity US Gallon

Unit Price

Add Discount

Save

Transaction Summary

+ Jet A Fuel with FSII Additive	\$250.00	Edit	⊗
+ Handling Charge	\$130.69	Edit	⊗

Selecting "Edit" will allow you to edit the quantity and unit price of the product. Enter new values and select "Save".

Total \$380.69

Expand All

Collapse All

Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Enter More Products



Transaction Detail

Products

Review

Complete

Update Product

Product Jet A Fuel with FSII Additive

Quantity US Gallon

Unit Price

Add Discount

Repeat the process as needed to add other products to the transaction.

Save

Transaction Summary

+ Jet A Fuel with FSII Additive	\$250.00	Edit	⊗
+ Handling Charge			⊗

To process a bank card, select the appropriate method of entry. If the card is present select "Swipe Card" if the card is not present select "Manually Enter Card Data"

Total 3380.69

Expand All

Collapse All

Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Swipe Card



Jet A Fuel with FSII Additive

Close

Swipe Card for Authorization

Populates Upon Swine

VISA MasterCard
DISCOVER

Once "Swipe Card" is selected it is possible to swipe the card and have the information populate into the field. This window will not allow a card to be entered manually.

Manually Entered Card

A screenshot of a web form titled "Key in Bank Card Data for Authorization". The form has a "Close" button in the top right corner. It contains the following fields: "* Card Number" (a large text input), "CVV2" (a smaller text input), "* Month" and "* Year" (two small text inputs), and "Zip Code" (a text input). To the right of the CVV2 field is a graphic showing logos for VISA, MasterCard, and DISCOVER. Below the form is a red button labeled "Complete Transaction". A note at the bottom of the form states "CVV2 may be required for certain bank cards." Two black arrows point from a text box below to the Card Number field and the Complete Transaction button.

Once "Manually Enter Card Data" is selected enter the card number, expiration date, CVV code, and the zip code. Then select "Complete Transaction".

Note

A CVV code can be found on the back of the bank card. It is a three digit number found on the right hand side of the center of the card.

Generate an Invoice



THE avfuelHUB

Home ▾ Transactions ▾ Look

Card Type: VISA
Card Number: *****0004

Transaction Detail Products

Approved!
Your transaction is now a

Next Up: Award some points

Print Receipt Email Receipt



Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
570847	1429	2985	10290016046	Jennifer Roth
Delivered On	Destination	Tail No.	Ref No.	Entered On
03/23/2018		N1234		03/23/2018 08:09:41
Payment Type		Exp Date	Auth No.	
VISA *****0004 Keyed		12/25	OK2820	
License/Reg No.				

Close Welcome, Jennifer Roth | Sign Out
7-9368 | theavfuelhub@avfuel.com

AVFUEL LOCATION
Merchant Training Account
KIXD
888-720-3797
theavfuelhub@avfuel.com
www.theavfuelhub.com

Once the transaction is complete, the invoice will automatically generate and appear on the screen. From here the invoice can be printed or emailed.

DESCRIPTION	UNIT PRICE			UNIT PRICE	AMOUNT
	USD				
Jet A Fuel with FSII Additive	2.50000				250.00
Handling Charge - Handling Charge	120.00000 /EA	1	120.00		130.69
				IVA Tax	6.24
				Provincial Sales Tax	0.25
				Federal Oil Spill	4.20
Total			370.00		380.69

Customer Signature

Merchant Training Account (Switch Account)



By signing this receipt, I agree I have received and will pay for the above goods and/or services rendered. Card payments are governed by card issuer agreement.

Email the Receipt



Card Type: MasterCard
Card Number: *****1592

Transaction Detail Products **Review** Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



To send a copy of the invoice via email, select "Email Receipt".

Email the Receipt



Close

Add Recipient

* Email Receipt to

Add

Invoice Recipients

No invoice recipients have been added.

Enter the email address of the recipient and select "Add".

Email the Receipt



Close

Add Recipient

✓ Insert Successful

*Email Receipt to

Add



An invoice may be sent to more than one recipient. Add additional email addresses if necessary by entering the email address and selecting "Add".

Invoice Recipients

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

0

Email Address

customer@xyz.net



Delete

Email Invoice

Email the Receipt



Close

Add Recipient

✓ Insert Successful

* Email Receipt to

Add

Invoice Recipients

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

0 Selected

Email Address

customer@xyz.net

Delete

Email Invoice

To delete an email address, check the box next to the address to be removed and select "Delete".

Email the Receipt



Close

Add Recipient

✓ Insert Successful

* Email Receipt to

Add

Invoice Recipients

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

0 Selected

Email Address

customer@xyz.net



Delete

Email Invoice

To send invoices, select "Email Invoice".

Print the Receipt



Card Type: MasterCard
Card Number: *****1592

Transaction Detail Products **Review** Complete

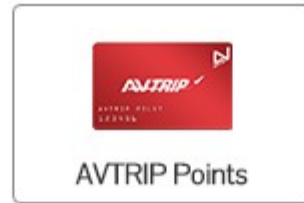
Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



To print a receipt, select "Print Receipt".

Print the Receipt



Close

Print Receipt

Email Receipt



AVFUEL LOCATION
Merchant Training Account
KIXD
866-720-3797
theavfuelhub@avfuel.com
www.theavfuelhub.com

RECEIPT

Receipt No. 570315	Batch No. 1368	Merchant No. 2985	Terminal ID 10290016046	Entered By Avfuel Training
Delivered On 01/05/2016	Destination	Tail No. N123	Ref No.	Entered On 01/05/2016 15:27:22
Payment Type			Exp Date	Auth No.

The receipt will be displayed as either a thermal paper receipt or a full invoice. Click "Print Receipt". Your printer dialog box will open. Follow the normal print commands. Print two copies if desired – one for the customer and one with a signature for your records.

DESCRIPTION	UNIT PRICE	QTY	PRODUCT	TAX/DISCOUNT	Total
	USD		USD	USD	USD

Print the Receipt



Close

Print Receipt

Email Receipt



RECEIPT

Receipt No.	Batch No.	Merchant No.	Terminal ID	Entered By
570315	1368	2985	10290016046	Avfuel Training
Delivered	Destination	Tail No.	Ref No.	Entered On
01/05/2016		N123		01/05/2016 15:27:22
Payment Type			Exp Date	Auth No.
AC				
N				

The receipt can also be emailed from this screen by selecting "Email Receipt".

AVFUEL LOCATION

Merchant Training Account
 KIXD
 866-720-3797
 theavfuelhub@avfuel.com
 www.theavfuelhub.com

DESCRIPTION	UNIT PRICE	QTY	PRODUCT	TAX/DISCOUNT	Total
	USD		USD	USD	USD

Upload a Document



Card Type: MasterCard
Card Number: *****1592

Transaction Detail Products **Review** Complete

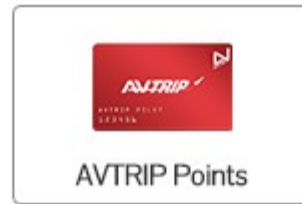
Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



To upload a document such as the signed delivery ticket to the transaction history, select "Attach Document".

Attach Document

A screenshot of a web form titled "Attach Document". The form has a "Document" section with a "Choose File" button and the text "No file chosen". Below it is a "Description" section with an empty text input field. At the bottom of the form is a large red "Attach" button. A grey callout box with rounded corners contains the text: "The document must be previously saved to the computer. To upload it, select the file by clicking 'Choose File' and click 'Attach'." Two black arrows point from the callout box to the "Choose File" button and the "Attach" button. A "Close" button is visible in the top right corner of the form's container.

Attach Document

Document

No file chosen

Description

The document must be previously saved to the computer. To upload it, select the file by clicking "Choose File" and click "Attach".

Return to Main Menu



Card Type: MasterCard
Card Number: *****1592

Transaction Detail Products **Review** Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



Print Receipt



View/Create PDF

Once the activity for this transaction is complete, use the top navigation bar to return to a new sales screen or select from other menu options.