WEB TUTORIALS

Create a New Sale

Bank Cards

MasterCard
Visa
American Express
Discover

THE AVFUEL HUB

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

quick**LINKS**

Transactions

AVTRIP Promotions

Customer Profiles

Merchant Account

Products and Pricing

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.
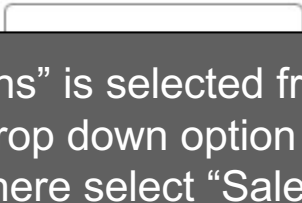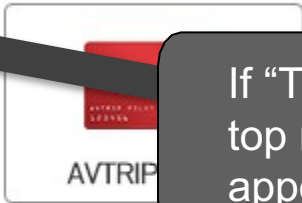
Select "Transactions"

If "Transactions" is selected from the top menu a drop down option will appear from here select "Sale"
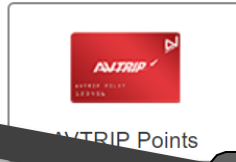
Select "Transactions" button

Sale

AVTRIP Points

Refund

Pending

Void

Batch Management
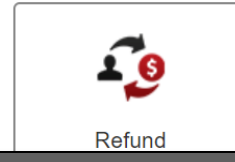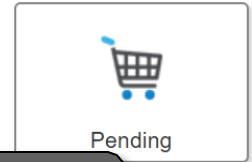
If "Transactions" is selected from the button on the main dashboard this screen will appear, from here select the "Sale" button.

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

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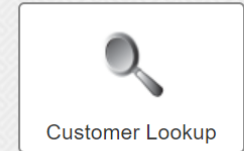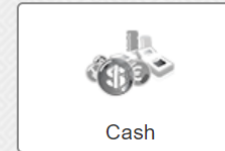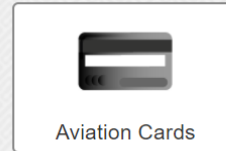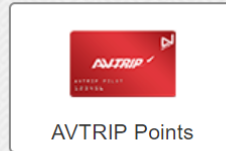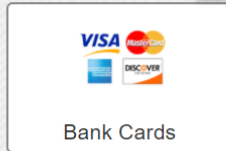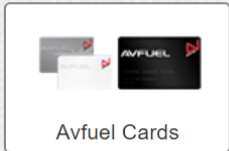
Note Aviation Cards, Avfuel Cards, AVTRIP and Cash transactions can also be processed by selecting those options. Please refer to those specific sections of the manual for further instructions.

Default Information

Transaction Type   [Sale ▾]

* Delivery Date   [03/22/2018]

Receipt No.   570643

* ___ No.   [   ]

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

[Cancel]   [Save & Suspend]   [Continue]

Enter the Required Delivery Date

Transaction Type Sale ▼

* Delivery Date 03/22/2018 ▦

Receipt No. 570643

* Tail No.

Cancel   Save & Suspend   Continue

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.

Enter the Required Tail Number

Transaction Type	Sale ▾
* Delivery Date	03/22/2018 📅
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.

Sale ▼

03/22/2018 🗓

Rece... No.   570643

* Tail No:

| Cancel | Save & Suspend | Continue |

Sale Navigation buttons

Card Type: (Bank Card)
Card Number:

| Transaction Detail | Products | Review | Complete |

Trans... ...n Type   Sale ▼

...elivery Date   03/22/2018 📅

570643

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.

Save & Suspend   Continue

Continue the Sale

Transaction Type	Sale ▼
* Delivery Date	03/22/2018 📅
Receipt No.	570643
* Tail No.	N1234

Once all necessary information has been entered, click "Continue".
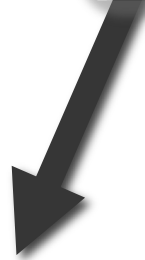
Cancel	Save & Suspend	Continue

Select the Products

| Transaction Detail | Products | Review | Complete |

Personalized Pricing

Record Name [Select One ▼]

Add Product

* Select [Select One ▼]

* 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 | Select One ▼

Add Product

* Select | Select One ▼

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

* Quantity

* Unit Price

Add Discount

Transaction Summary

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

Total $0.00

ransaction

Cancel | Save & Suspend | **Manually Enter Card Data** | **Swipe Card**

Enter Products

| Transaction Detail | Products | Review | Complete |

Personalized Pricing

Record Name Select One ▼

Add Product

* Select Jet A Fuel with FSII Additive ▼

* Quantity 1

* Unit Price 2.50000

Add Discount

Add To Transaction

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

Transaction Summary

| 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   Select One ▼

Add Product

* **Select**   Jet A Fuel with FSII Additive ▼

* **Quantity**   1   US Gallon

* **Unit Price**   2.50000

Add Discount

Add To Transaction

Transaction Summary

Products added will appear here.

Total	$0.00

Select "Add to Transaction".

Back   Cancel   Save & Suspend   **Manually Enter Card Data**   **Swipe Card**

Enter Products

| Transaction Detail | Products | Review | Complete |

Personalized Pricing

Record Name Select One ▾

Add Product

* **Select** Select One ▾

* **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: Select One ▼

Add Product

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.

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 |

Expand All   Collapse All

Cancel   Save & Suspend   Manually Enter Card Data   Swipe Card

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 [Select One ▼]

Add Product

* Select [Select One ▼]

* 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 100.000 US Gallon

Unit Price 2.50000

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 100.000 US Gallon

Unit Price 2.50000

Add Discount

Save

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

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 $380.69

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 Swipe

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

Key in Bank Card Data for Authorization

* Card Number

CVV2

* Month   * Year

Zip Code

Complete Transaction

Close

CVV2 may be required for certain bank cards.

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

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

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!

AVTRIP Points

Attach Document

Email Receipt

Print Receipt

View/Create PDF

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

Email the Receipt

Close

Add Recipient

* Email Receipt to   customer@xyz.net   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

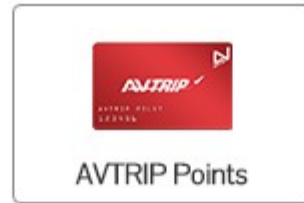| Transaction Detail | Products | Review | Complete |

Approved!

Your transaction is now authorized and complete.

Next Up: ➡

Award some points!

AVTRIP Points

Attach Document

Email Receipt

Print Receipt

View/Create PDF

To print a receipt, select "Print Receipt".

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 On	Destination	Tail No.	Ref No.	Entered On
01/05/2016		N123		01/05/2016 15:27:22

Payment Type		Exp Date	Auth No.

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

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

...ment Type			Exp Date	Auth No.

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!

AVTRIP Points

Attach Document

Email Receipt

Print Receipt

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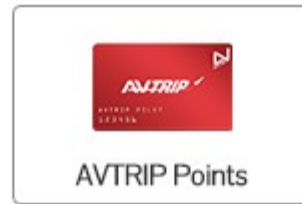
To upload a document such as the signed delivery ticket to the transaction history, select "Attach Document".

Attach Document

Attach Document

Document

[Choose File] No file chosen

Description

[   ]

[Attach]

Close

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.