WEB TUTORIALS

Create a New Sale

Cash

THE AVFUEL HUB

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

Selected Account: 2985 - Merchant Training Account

quick LINKS

Transactions

Customer Profiles

Products and Pricing

New Sale

AVTRIP Promotions
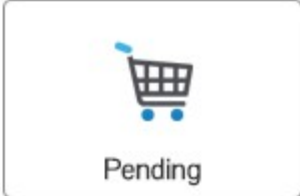
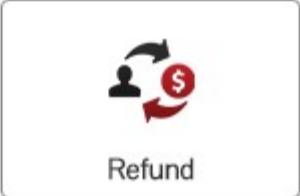Merchant Account

AVTRIP Points

Customer Lookup

To begin, select "Transactions" from the top navigation bar or the main menu button options or the Quick Links.
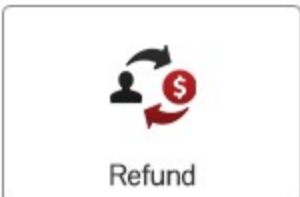
Select "Sale"

Select "Sale" from the top navigation bar or the main menu button options.

Select "Cash"

New Sale Select Payment Method

Avfuel Cards

Bank Cards

To process a cash sale, click the "Cash" button.

Aviation Cards

Cash

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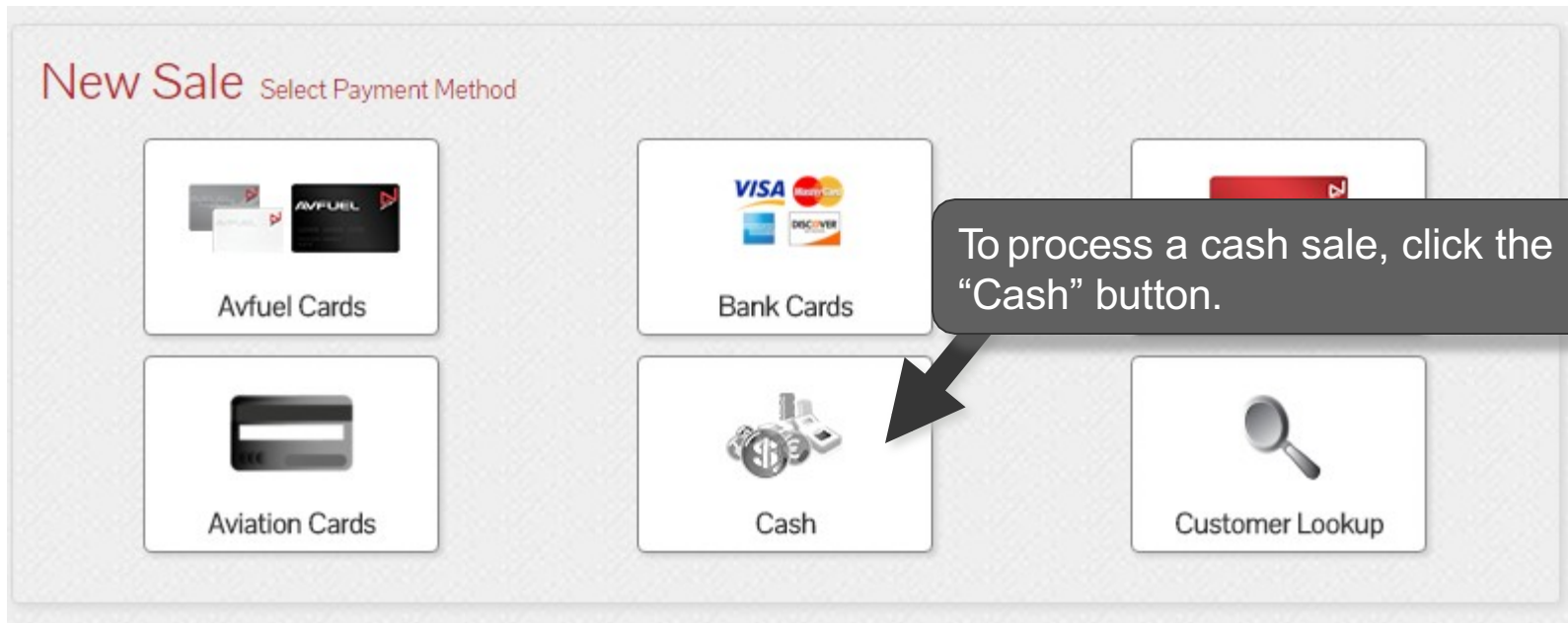
Note **Aviation Cards, Bank Cards, Avfuel Cards and AVTRIP transactions can also be processed by selecting those options. Please refer to those specific sections of the manual for instructions.**

Sale Navigation buttons

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.

Enter the Required Information

Transaction Detail | Products | Review | Complete

Transaction Type Sale

* Delivery Date 03/28/2018

Receipt No. 35285

Original Invoice No.

Customer / Company Name

* Tail No.

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

Cancel | Save & Suspend | Continue

Enter the Required Information

Transaction Detail | Products | Review | Complete

Transaction Type   Sale

* Delivery Date   03/28/2018

Receipt No.   35285

Original Invoice No.

Customer / Company Name

* 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 Information

Transaction Detail	Products	Review	Complete

Transaction Type   Sale

* Delivery Date   03/28/2018

Receipt No.   35285

Original Invoice No.

Customer / Company Name

* Tail No.

> The Tail No. is required to continue.

Cancel	Save & Suspend	Continue

Enter the Required Information

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.

Enter the Required Information

Transaction Detail	Products	Review	Complete

Transaction Type Sale

* Delivery Date 03/28/2018

Receipt No. 35285

Original Invoice No.

Customer / Company Name

* Tail No.

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

Cancel	Save & Suspend	Continue

Enter Products

THE avfuel HUB

| 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

Products are added to the transaction in this screen.

| Total | $0.00 |

| Go Back | Cancel | Save & Suspend | **Complete Transaction** |

If you need to return to a prior screen, use the "Go Back" button. 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" in the "Transactions" top navigation bar.

Enter Products

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

Alternative Payment

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 |

* Quantity

* Unit Price

Add Discount

ransaction

Transaction Summary

Total

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

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

Transaction Summary

Total $0.00

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

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".

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]

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]

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

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

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

Enter More Products

Transaction Detail | Products | Review | Complete

Personalized Pricing

Record Name Select One ▼

Add Product

* Select Select One ▼

* Quantity

* Unit Price

Add Discount

Save

Transaction Summary

+	Jet A Fuel	$439.03	Edit	⊗
+	Hangar Rental	$175.24	Edit	⊗

Repeat the process to add other products to the transaction.

Once all products are added, select "Complete Transaction".

Total | $614.27

Expand All | Collapse All

Go Back | Cancel | Save & Suspend | **Complete Transaction**

Enter Payment Details

The system provides the total amount of sale. Enter the cash received to calculate any change due.

Transaction Total $614.27

Cash Received   [   ]

Change Due $614.27

Complete Transaction

Close

Once the amount has been received and change provided, select "Complete Transaction".

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".

AO
N

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

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.