



**WEB TUTORIALS**

# Create a New Sale



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## Aviation Cards

AIR Card®  
Multi Service Aviation  
Avcard

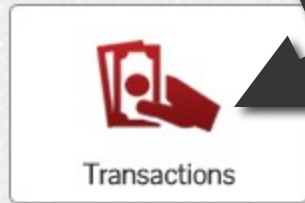
# THE AVFUEL HUB



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



New Sale



AVTRIP Promotions



Merchant Account



AVTRIP Points



Customer Lookup

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

# Select "Sale"

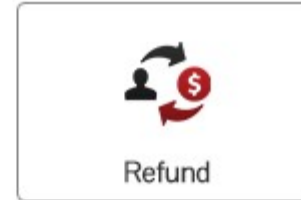


Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

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



AVTRIP Points



Refund



Pending



Batch Management



Transaction History

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

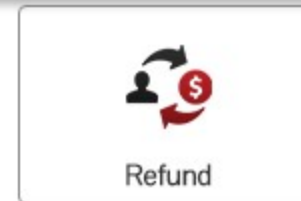
Select "Sale" from the top navigation bar or the main menu button options.



Sale



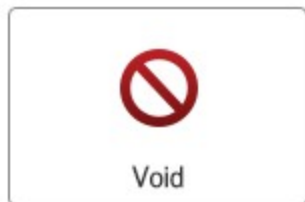
AVTRIP Points



Refund



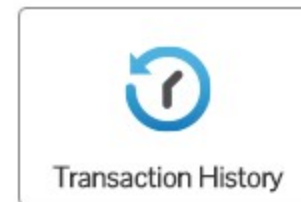
Pending



Void

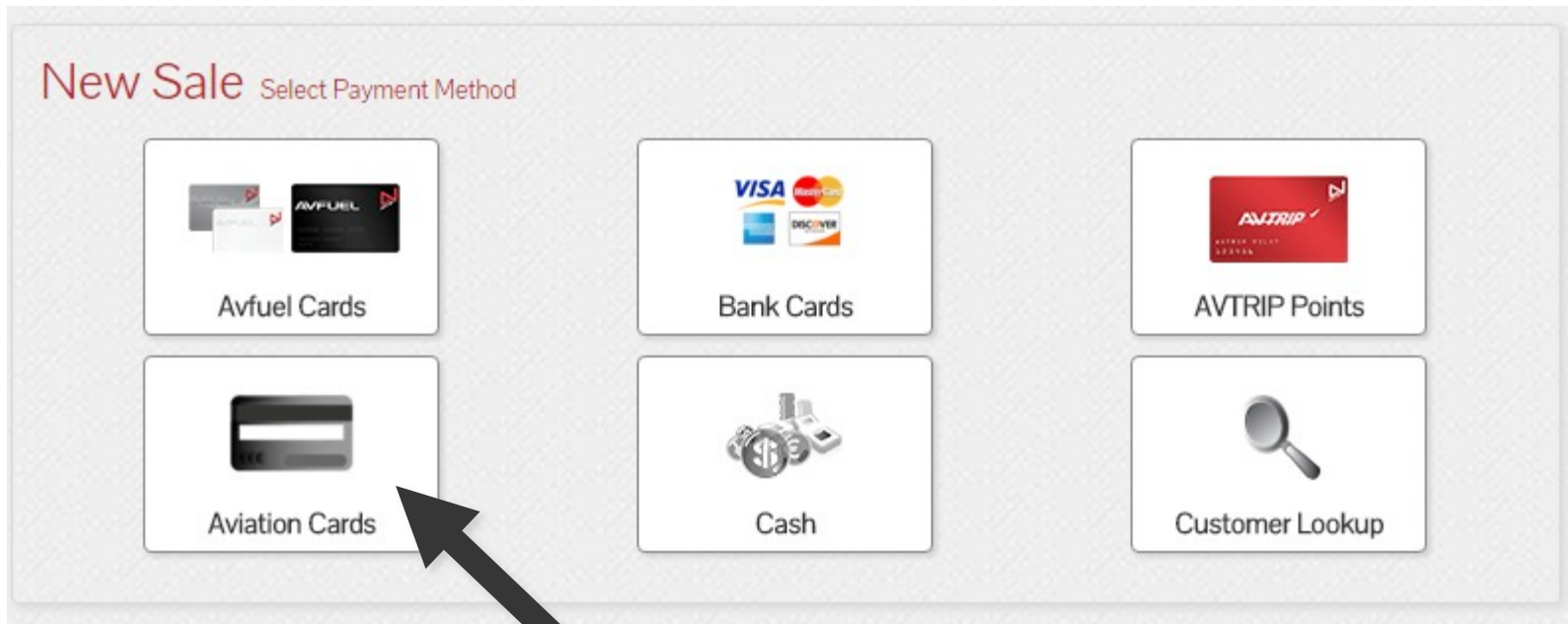


Batch Management



Transaction History

# Select “Aviation Cards”



To process an Aviation Card, select the “Aviation Cards” button.

## Note

Bank 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 instructions.


# Enter Payment Details



Close

**Aviation Card Transaction**  
Swipe card OR enter card number

Card Number



**Begin Transaction**



Swipe the card or manually key the number. For Aviation Cards, the card number is required and the expiration date may be required.

# Sale Navigation buttons



Card Number:

Transaction Detail Products Review Complete

Transaction Type Refund

\* Delivery Date 03/23/2018

Lot No. 570850

Product No.

Item No. N1234

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.

# Enter the Required Information



Transaction Detail | Products | Review | Complete

Transaction Type Sale

\* Delivery Date

Receipt No. 35285

Original Invoice No.

Customer / Company Name

\* Tail No.

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




# Enter the Required Information



Transaction Detail | Products | Review | Complete

Transaction Type Sale

\* Delivery Date  

Receipt No. 35285

Original Invoice No.

Customer / Company Name

\* Tail No.

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

Receipt No. 35285

Original Invoice No.

Customer / Company Name

\* Tail No.

The Tail No. is required to continue.

# Enter the Required Information



Transaction Detail | Products | Review | Complete

Transaction Type Sale

\* Delivery Date 03/28

Receipt No. 35285

Original Invoice No.

Customer / Company Name

\* Tail No.

Cancel Save & Suspend Continue

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

Receipt No. 35285

Original Invoice No.

Customer / Company Name

\* Tail No.

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

# Enter Products



Transaction Detail **Products** Review Complete

**Personalized Pricing**

Record Name

**Add Product**

\* Select

\* 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

### Add Product

\* Select

\* Quantity

\* Unit Price

Add Discount

- 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

Transaction

### 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

### Add Product

\* Select

\* Quantity  on

\* Unit Price

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

**Add Product**

\* Select

\* Quantity  US Gallon

\* Unit Price

Add Discount

**Add To Transaction**

**Transaction Summary**

Total	\$0.00
-------	--------

Select "Add to Transaction".

Products added will appear here.



# 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	
---------------------------------	----------	------	--

Total \$250.00

**Additional charges and services may be added.**

## 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

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



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".

## 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 <input type="button" value="✕"/>
+ Handling Charge	\$130.69	Edit <input type="button" value="✕"/>

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

**Add Product**

\* Select

\* Quantity

\* Unit Price

Add Discount

**Save**

**Transaction Summary**

+	Jet A Fuel	\$439.03	Edit	<input type="button" value="✕"/>
+	Hangar Rental	\$175.24	Edit	<input type="button" value="✕"/>

Total \$614.27

Expand All Collapse All

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

Repeat the process to add other products to the transaction.

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

# Generate an Invoice



THE avfuelHUB

Home ▾ Transactions ▾ Look

Card Type: MSAviation Card  
Card Number: \*\*\*\*\*0004

Transaction Detail Products

Print Receipt    Email Receipt

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



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
MSAviation Card	Type	Exp Date	Auth No.	
	0004 Keyed	12/25	OK2820	
OC	License/Reg No.			

**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.

Approved!  
Your transaction is now a

Next Up: Award some points

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
<b>Total</b>			<b>370.00</b>		<b>380.69</b>

Customer Signature

Merchant Training Account (Switch Account)



Email Receipt

*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: MSAviation Card  
Card Number: 50002974

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 Invoice".

# 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: MSAviation Card  
Card Number: 50002974

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



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

## RECEIPT

<b>Receipt No.</b> 570315	<b>Batch No.</b> 1368	<b>Merchant No.</b> 2985	<b>Terminal ID</b> 10290016046	<b>Entered By</b> Avfuel Training
<b>Delivered On</b> 01/05/2016	<b>Destination</b>	<b>Tail No.</b> N123	<b>Ref No.</b>	<b>Entered On</b> 01/05/2016 15:27:22
<b>Payment Type</b> MSAviation Card ****2974 Keyed			<b>Exp Date</b>	<b>Auth No.</b>

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	Q	Total
	USD		USD

# 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.	Batch No.	Merchant No.	Terminal ID	Entered By
570005	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.
MSAviation Card ****2974 Keyed				
AOC No				

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

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

# Upload a Document



Card Type: MSAviation Card  
Card Number: 50002974

Transaction Detail

Products

Review

Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



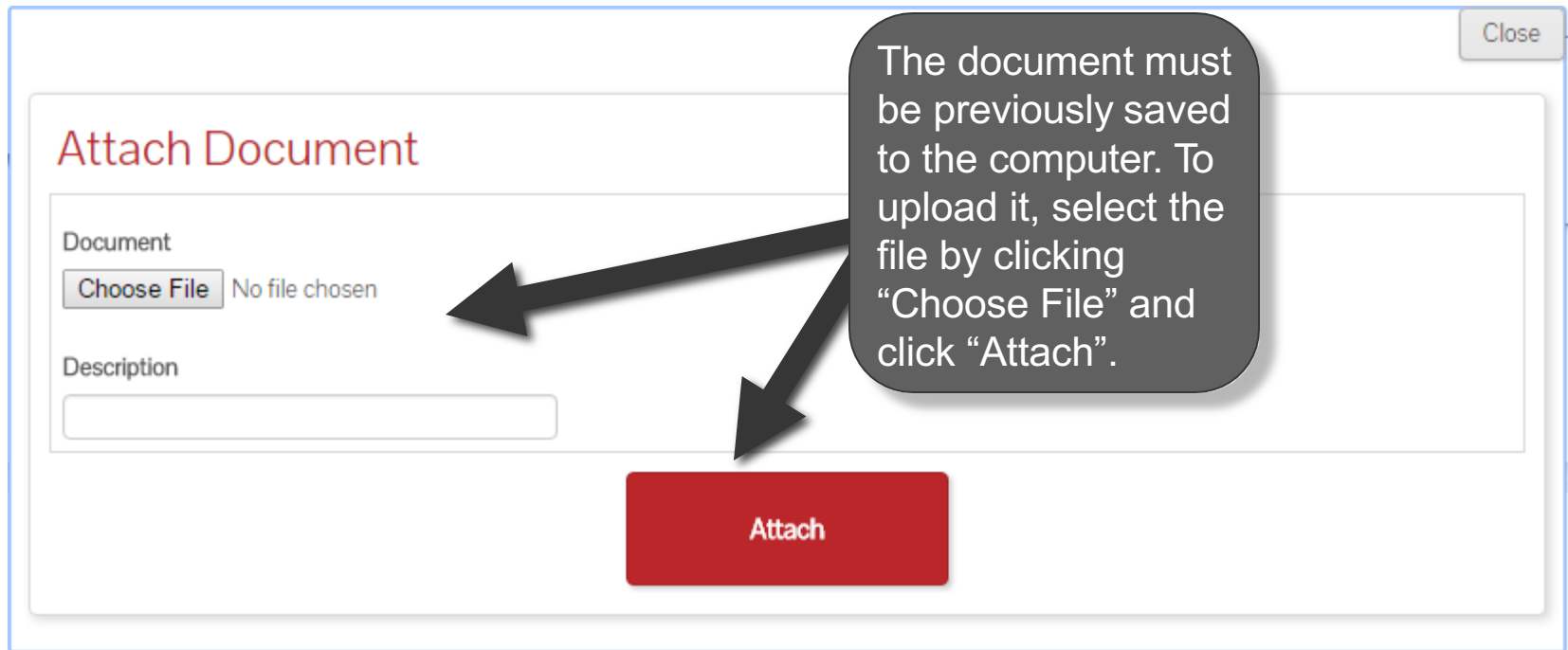
Print Receipt



View/Create PDF

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

# Attach Document



Close

## 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: MSAviation Card  
Card Number: 50002974

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.