



**WEB TUTORIALS**

# Create Taxes



# Products and Pricing



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- Merchant Account ▾
- Help

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

quickLINKS



The “Manage Taxes” menu allows you to add, delete, view and update taxes for the Avfuel Hub.

# Products and Pricing



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Account: 2985 - Merchant Training Account (Switch Account)

**quickLINKS**

- New Sale
- AVTRIP Points
- Customer Lookup

**Products and Pricing**

- Manage Products
- Manage Taxes
  - Create Tax
  - View Taxes
- Group Services
- Customer Products
- Add Products
- Display Order

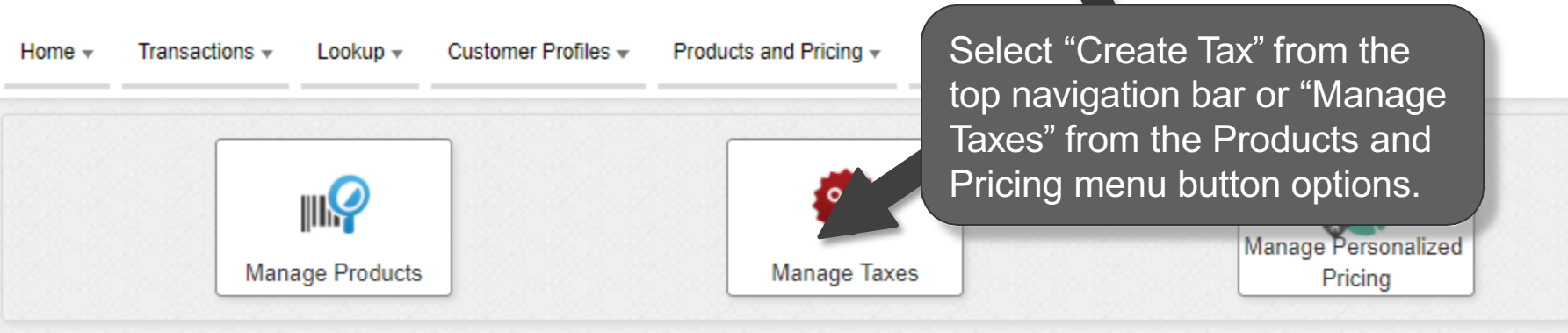
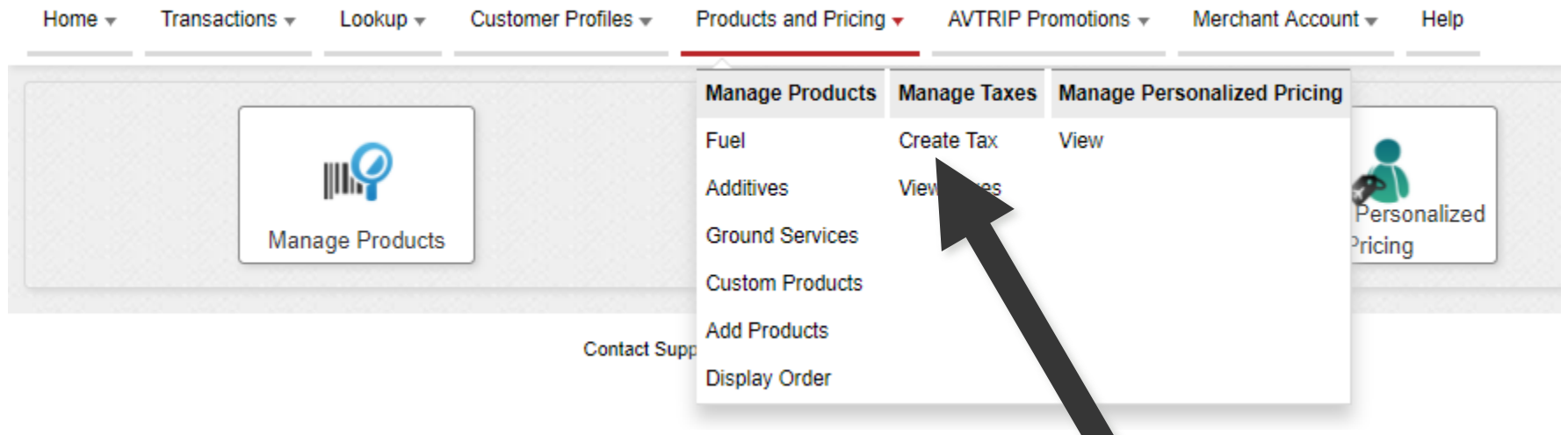
Transactions

Customer Profiles

Merchant Account

To begin, select “Create Tax” from the “Products and Pricing” menu in the top navigation bar or the “Products and Pricing” button from main menu buttons.

# Select “Manage Taxes”



Select “Create Tax” from the top navigation bar or “Manage Taxes” from the Products and Pricing menu button options.

# Select the Tax



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<b>* Tax</b>	<input type="text" value="-- Select One --"/>
<b>* Rate Type</b>	<input type="text" value="-- Select One --"/>
<b>* Rate</b>	<input type="text" value=""/>

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<input type="button" value="Add Tax"/>	<input type="button" value="Add &amp; Apply Tax"/>
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Select the tax to be created from the options in the dropdown box.

# Enter Tax Information



\* Tax

\* Rate Type  Percentage  Per U

\* Rate

Select the Rate Type and enter the rate for the tax.

Add Tax

Add & Apply Tax

# Enter Tax Information



\* Tax

\* Rate Type  Percentage  Per Unit

\* Rate

Add Tax

Add & Apply Tax

The tax can be created without adding it to a specific product by selecting “Add Tax”.

Note

Taxes can be created and then added to a product later. Please see the “Add Taxes to Products” section of the manual.



# Add & Apply Tax



\* Tax

\* Rate Type  Percentage  Per Unit

\* Rate

Add Tax

Add & Apply Tax

If you want to apply the tax to specific product immediately, select “Add & Apply Tax” to select the products to which the tax will be applied.

## Note

In order to apply a tax to a product, the product must first be created. Please see the “Add Products” section of the manual.

# Apply Tax to Product



**Details**

**Tax**

\* Rate Type  Percentage  Per Unit

\* Rate

Delete Tax Save

**Tax Applied To Products**

has not been applied to any products.

No records to display.

Apply Tax to Product

**Tax Applied To Other Taxes**

has not been applied to any taxes.

No records to display.

To apply the tax to a product, select “Apply Tax to Product”.



**Note** Once taxes are attached to a product, they will always be applied in the transaction screen, To exempt the tax at the time of sale, see the “Tax Exemption” section of the manual.

# Select Products



## Apply Federal Tax Jet To PRODUCTS

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

1 Selected

Product	Base Price	Tax	Total Price	
Avgas 100LL	\$5.00	\$2.20125	\$7.20125	<input type="checkbox"/>
Jet A Fuel	\$3.55	\$0.59729	\$4.14729	<input checked="" type="checkbox"/>
Jet B Fuel	\$4.75	\$2.11744	\$6.86744	<input type="checkbox"/>
FSII - Fuel System Icing Inhibitor	\$0.09	\$0.55517	\$0.64517	<input type="checkbox"/>
Jet A Fuel with FSII Additive	\$5.25	\$2.05206	\$7.30206	<input type="checkbox"/>
Hangar Rental	\$150.00	\$25.2375	\$175.2375	<input type="checkbox"/>
Jet Fuel JP8	\$4.00	\$1.193	\$5.193	<input type="checkbox"/>
Air Stairs	\$100.00	\$34.32	\$134.32	<input type="checkbox"/>
Ground Handling	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Corrosion Inhibitor	\$5.50	\$2.05038	\$7.55038	<input type="checkbox"/>
Defuel Service	\$75.00	\$25.66875	\$100.66875	<input type="checkbox"/>
Maintenance	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Terminal Fee	\$8.00	\$2.767	\$10.767	<input type="checkbox"/>
Labor	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Aviator Breathing Oxygen	\$2.50	\$1.25313	\$3.75313	<input type="checkbox"/>
Pilot Supplies - Example	\$2.00	\$1.1955	\$3.1955	<input type="checkbox"/>
Ground Auxiliary Power	\$20.00	\$3.885	\$23.885	<input type="checkbox"/>
Intoplane	\$100.00	\$34.05	\$134.05	<input type="checkbox"/>
Overtime Fee	\$20.00	\$5.39	\$25.39	<input type="checkbox"/>
Handling Charge	\$120.00	\$20.565	\$140.565	<input type="checkbox"/>

Select all products to which this tax is applicable.

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

1 Selected

Displaying records 1 - 20 of 35  
< First Prev 1 2 Next Last >

Save

# Select Products



Defuel Service	\$75.00	\$25.66875	\$100.66875	<input type="checkbox"/>
Maintenance	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Terminal Fee	\$8.00	\$2.767	\$10.767	<input type="checkbox"/>
Labor	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Aviator Breathing Oxygen	\$2.50	\$1.25313	\$3.75313	<input type="checkbox"/>
Pilot Supplies - Example	\$2.00	\$1.1955	\$3.1955	<input type="checkbox"/>
Ground Auxiliary Power	\$20.00	\$3.885	\$23.885	<input type="checkbox"/>
Intoplane	\$100.00	\$34.05	\$134.05	<input type="checkbox"/>
Overtime Fee	\$20.00	\$5.39	\$25.39	<input type="checkbox"/>
Handling Charge	\$120.00	\$20.565	\$140.565	<input type="checkbox"/>

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

1 Selected

Displaying records 1 - 20 of 35

<First Prev 1 2 Next Last >

Save

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

# View Tax and Products



✓ Save Successful

Selected Account: 2985 - Merchant Training Account

## Federal Tax Jet Details

Tax Federal Tax Jet

\*Rate Type  Percentage  Per Unit

\*Rate

To delete a product associated with the tax, click the "X" next to the product.

## Accounting Export Configuration

Tax Name

Avfuel Contract

AIR Card Contract

All products on which this tax will be applied are viewed here.

## Tax Applied To Products

Product	Base Price	Tax	Total Price	Delete
Jet A Fuel	\$3.55	\$0.243	\$4.39029	X

# Select "Save"



✓ Save Successful

Selected Account: 2985 - Merchant Training Account

## Federal Tax Jet Details

Tax Federal Tax Jet

\* Rate Type  Percentage  Per Unit

\* Rate

Once all products have been added for this tax, select "Save".

## Accounting Export Configuration

Tax Name	<input type="text" value="Federal Tax Jet"/>		
Remittance Type	<input type="text" value="Ret"/>	<input type="text" value="Avfuel Contract"/>	<input type="text" value="AIR Card Contract"/>
General Ledger Account	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete Tax

Save

## Tax Applied To Products

Apply Tax to Product

Product	Base Price	Tax	Total Price	Delete
Jet A Fuel	\$3.55	\$0.243	\$4.39029	X

# View Taxes



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

Selected Account: 2985 - Merchant Training Account

- Manage Products
- Manage Taxes
  - Fuel
  - Additives
  - Ground Services
  - Custom Products
  - Add Products
  - Display Order
  - Create Tax
  - View Taxes



The created tax can be viewed under the "View Taxes" menu.

## Taxes

Tax		Rate	
Fed Tax reduced rate Jet		\$0.219	Edit
Federal Oil Spill		\$0.02	Edit
Federal Tax Avgas		\$0.25	Edit
Federal Tax Jet		\$0.243	Edit
Goods & Services Tax		5.2%	Edit
Passenger Tax		\$0.25	Edit
Provincial Fuel Tax		\$0.025	Edit
Provincial Sales Tax	Per Unit	\$0.25	Edit
Sales Tax	Percentage	7.625%	Edit
State Excise Tax	Per Unit	\$0.02	Edit
State Tax	Percentage	9.2%	Edit
Turnover Tax	Percentage	5.5%	Edit
VAT	Percentage	6%	Edit

Displaying records 1 - 13 of 13