



WEB TUTORIALS

Pending Transactions



Save & Suspend



Personalized Pricing

Record Name

Add Product

* Select

* Quantity

* Unit Price

Add Discount

Add To Transaction

Transaction Summary

Total	\$0.00
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Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Below each screen of a transaction is a “Save & Suspend” button which allows you to save a transaction and return to it at a later time.

Select “Pending”



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

To access any “Save & Suspend” transactions, select “Pending” from the “Transactions” menu in the top navigation bar or the “Pending” button from the “Transactions” menu button options.

Select Transaction



Pending Invoices

Invoice No.	Customer Name	Tail No.	Delivery Date	Entered By	Invoice Total	
570304		1236	12/22/2015	TDK.SUPPORT	\$0.00	Select
570303	Avfuel Pro Test Card Acct	123456	12/22/2015	TDK.SUPPORT	\$0.00	Select
570300		12345	12/22/2015	TDK.SUPPORT	\$0.00	Select
570299		1234	12/22/2015	TDK.SUPPORT	\$0.00	Select
570294	Avfuel Pro Test Card Acct	N26ICP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570293	Avfuel Pro Test Card Acct	N26ICP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570292	Avfuel Pro Test Card Acct	N26ICP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570291	Avfuel Pro Test Card Acct	N26ICP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570274		N123	11/09/2015	AVFUEL.TRAINING	\$841.56	Select

Displaying records 1 - 9 of 9

Pending Fuel Quantity (Gallons) 100
Pending Total \$841.56



The pending screen provides a total gallon and dollar amount for all transactions pending.

Select Transaction



Sales

AVTRIP

Pending Invoices

Invoice No.	Customer Name	Tail No.	Delivery Date	Entered By	Invoice Total	
570304				SUPPORT	\$0.00	Select
570303	Avfuel Pro Test C			SUPPORT	\$0.00	Select
570300				SUPPORT	\$0.00	Select
570299				SUPPORT	\$0.00	Select
570294	Avfuel Pro Test Card Acct	N261CP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570293	Avfuel Pro Test Card Acct	N261CP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570292	Avfuel Pro Test Card Acct	N261CP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570291	Avfuel Pro Test Card Acct	N261CP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570274		N123	11/09/2015	AVFUELTRAINING	\$841.56	Select

The screen will default to pending sales transactions but you may also review pending AVTRIP transactions by clicking on the "AVTRIP" tab.

Displaying records 1 - 9 of 9

Pending Fuel Quantity (Gallons)	100
Pending Total	\$841.56

Select Transaction



Sales

AVTRIP

Pending Invoices

Invoice No.	Customer Name	Tail No.	Delivery Date	Entered By	Invoice Total	
570304		1236	12/22/2015	TDK.SUPPORT	\$0.00	Select
570303	Avfuel Pro Test Card Acct	123456	12/22/2015	TDK.SUPPORT	\$0.00	Select
570300		12345	12/22/2015	TDK.SUPPORT	\$0.00	Select
570299		1234	12/22/2015	TDK.SUPPORT	\$0.00	Select
570294	Avfuel Pro Test Card Acct	N26ICP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570293	Avfuel Pro Test Card Acct	N26ICP	12/22/2015	TDK.SUPPORT	\$0.00	Select
570292	Avfuel Pro Test Card Acct				\$0.00	Select
570291	Avfuel Pro Test Card Acct				\$0.00	Select
570274					\$841.56	Select

Select the pending transaction to be viewed/updated/cancelled from the list by clicking "Select".

Displaying records 1 - 9 of 9

Pending Fuel Quantity (Gallons) 100
Pending Total \$841.56

Complete the Transaction



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

Review Transaction

Transaction Type Sale

Delivery Date 11/09/2015

Invoice Number 570274

Authorization No.

Reference No.

Customer / Company Name

Tail Number NI23

Flight / Leg No.

Next Destination IATA/ICAO

AOC

VAT Registration No.

Jet A Fuel	\$573.42
100 US Gallon @ 3.55000	\$355.00
Passenger Tax @ .25000	\$25.00
Provincial Fuel Tax @ .02500	\$2.50
Sales Tax @ 7.62500%	\$27.07
State Tax @ 9.20000%	\$32.66
Turnover Tax @ 5.50000%	\$19.53
VAT @ 6.00000%	\$21.30
Flow Fee jet @ .50000	\$50.00
TOTAL	\$841.56

Selecting the transaction from the pending screen will return you to the review section of the transaction process.

Go Back

Cancel

Save & Suspend

Manually Enter Card Data

Swipe Card

Complete the Transaction



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

Review Transaction

Transaction Type Sale

Delivery Date 11/09/2015

Invoice Number 570274

Authorization No.

Jet A Fuel	\$573.42
100 US Gallon @ 3.55000	\$355.00
Passenger Tax @ .25000	\$25.00
Provincial Fuel Tax @ .02500	\$2.50
Sales Tax @ 7.62500%	\$27.07
State Tax @ 9.20000%	\$32.66
Turnover Tax @ 5.50000%	\$19.53
VAT @ 6.00000%	\$21.30

Next Destination IATA/ICAO

AOC

VAT Registration No.

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

A large black arrow points from the text box above to the 'Manually Enter Card Data' button at the bottom of the screen.

If changes need to be made, use the “Go Back” button to return to the appropriate screen. To cancel the transaction, select “Cancel.” If the transaction is ready for payment, select “Manually Enter Card Data” or “Swipe Card” for bank cards. For all other card types, select “Complete” located at the bottom of the screen. See “Create a New Sale” for transaction processing instructions.

Pending AVTRIP



Pending AVTRIP transactions will appear like this.

Sales AVTRIP

Pending AVTRIP Transactions

Receipt No.	41016418	Tail No.	Receipt Date	Point Total	
569909	569903	NI234	03/03/2015	200	Select
569616	569615	NI234	06/25/2014	0	Select
569511			04/08/2014	200	Select
568686			06/06/2013	240	Select

Displaying records 1 - 4 of 4

Select AVTRIP Transaction



Select an AVTRIP transaction from the list by clicking "Select".



Sales AVTRIP

Pending AVTRIP Transactions

Receipt No.	41016418	Tail No.	Receipt Date	Point Total	
569909	569903	NI234	03/03/2015	200	Select
569616	569615	NI234	06/25/2014	0	Select
569511			04/08/2014	200	Select
568686			06/06/2013	240	Select

Displaying records 1 - 4 of 4

Complete the Transaction



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

+ Jet A Fuel Points	200	Edit	Delete
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Total Points to Award	200 PTS
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Expand All

Collapse All

Selecting the transaction from the pending screen will return you to the “Award Points” section of the transaction process.

Save & Close

Cancel

Continue

Complete the Transaction



Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

+ Jet A Fuel Points	200	Edit	Delete
Total Points to Award		200 PTS	
Expand All		Collapse All	

To cancel the transaction completely, select "Cancel". If the transaction is complete, select "Continue". See the "Award AVTRIP Points" section of the manual for complete transaction processing instructions.