WEB TUTORIALS

Initial Set Up Quick Start Guide

Add Products
Add Taxes

Quick Start Guide

Selected Account: 2985 - Merchant Training Account

quick**LINKS**

Transactions

Customer Profiles

Products and Pricing

New Sale

AVTRIP Promotions

Merchant Account

AVTRIP Points

Customer Lookup

Upon initial login, the Avfuel Hub will not have any products or taxes set up in the system. A sales transaction cannot be processed until products and taxes are established.

Set Up Products

Home   Transactions ▼   Lookup ▼   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
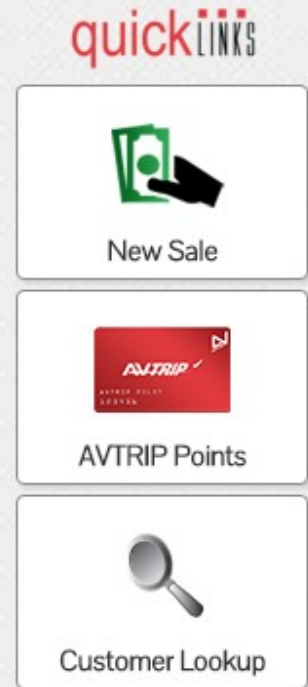
The first step is to set up products to run a transaction. Select "Products and Pricing" from the top navigation bar or the main menu button options.

Select "Manage Products"
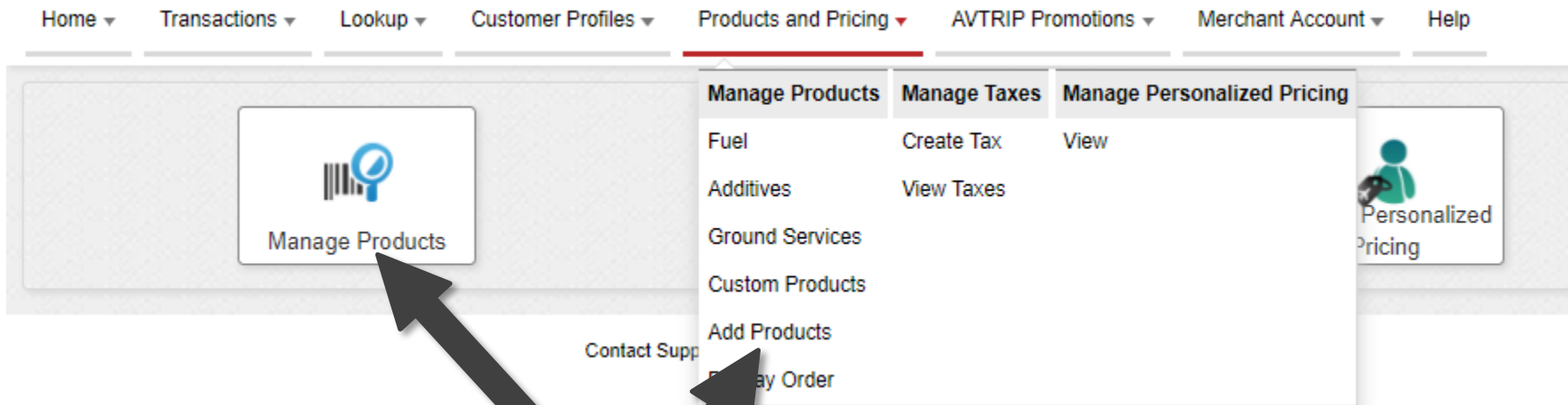
Select "Manage Products" from the main menu buttons or "Add Products" from "Products and Pricing" in the top navigation bar.

Select Product

Add Product

* Product	-- Select One -- ▼

-- Select One --
APU
ATC Filing
After Hours
Air Stairs
Air Start
Aircraft Cleaning
Aircraft Rental
Airport Fee
Avgas 100LL
Avgas Other
Aviator Breathing Oxygen
Bank Commission
Bills Paid
Bonded Jet Fuel
Callout Fee
Car Rental
Charter
Cleaning Service
Coffee

* Unit of Measure

Cost

Markup

Base Price

pply Tax

Select the product to be added from the dropdown box.

Enter Unit of Measure

Add Product

* Product   Avgas 100LL ▾

* Unit of Measure   -- Select One -- ▾

    -- Select One --
    Liter
    US Gallon

Cost

Markup

Base Price

Select the unit of measure.
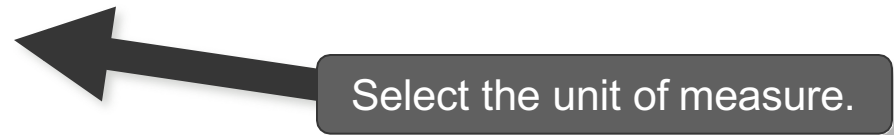
Add   Add & Apply Tax

Enter Base Price

Add Product

* Product	Avgas 100LL ▼	
* Unit of Measure	US Gallon ▼	
Cost		
Markup		
Base Price	5.00	←

Add   Add & Apply Tax

The appropriate cost, markup and base price may be entered for the product, but is not required. If entering a price, only Base Price is required while cost and markup are optional. If taxes are to be added later via the tax profiles, the price entered should exclude taxes.

Note Products can be added with or without a price. If the price is entered, it will auto-populate in the transaction screen. If not, the price must be manually entered for each transaction.

Select "Add"

Add Product

* Product	Avgas 100LL ▾
* Unit of Measure	US Gallon ▾
Cost	
Markup	
Base Price	5.00

Select "Add" to save the product. Cost, markup and base price may also be added.

Add   **Add & Apply Tax**

Repeat Process

✓ Product saved

Add Product

* Product   -- Select One --   ▾

* Unit of Measure   ▾

Cost

Markup

Base Price

This confirmation will appear when the product has been added successfully.

Add   **Add & Apply Tax**

Repeat the steps to add other products. It is most efficient when all products are entered first and taxes are added in the next step.

Set Up Tax Profiles

Selected Account: 2985 - Merchant Training Account

✓ Product saved

Add Product

* Product   -- Select One --   ▼

* Unit of Measure   ▼

Cost   [   ]

Markup   [   ]

Base Price   [   ]

Once all products have been entered, taxes should be set up and applied to the products. Select "Products and Pricing".

[Add]   [Add & Apply Tax]

Create Taxes

THEavfuelHUB

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

Manage Products	Manage Taxes	Selected Account: 2985 - Merchant Training Account
Fuel	Create Tax	
Additives	View Taxes	
Ground Services		
Custom Products		
Add Products		
Display Order		

✓ Product saved

Add Product

* Product   -- Select One --

* Unit of Measure

To add and apply taxes, select "Create Tax".

Cost

Markup

Base Price

[Add]   [Add & Apply Tax]

Select Tax

Add Tax

* Tax   -- Select One -- ▼

| -- Select One -- |
| Airport Tax |
| Canadian Excise Tax |
| County Tax |
| Customs Duty |
| Departure Tax |
| Energy Duty |
| Fed Tax reduced rate Jet |
| Fed Tax reduced rate Jet + LUST |
| Federal Excise Tax |
| Federal LUST |

* Rate Type

* Rate

Select the tax to be created from the options in the dropdown box.

Add & Apply Tax   Add Tax

Select Rate Type and Rate

Add Tax

* Tax   Federal Tax Avgas   ▼

* Rate Type   ○ Percentage   ● Per Unit

* Rate   .194

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

Add & Apply Tax   Add Tax

Add & Apply Tax

Add Tax

*Tax	Federal Tax Avgas ▼	
*Rate Type	○ Percentage ● Per Unit	
*Rate	.194	

Add & Apply Tax   **Add Tax**

Select "Add & Apply Tax" to select the products to which the tax will be applied.

Add Tax to Product

Federal Tax Avgas Details

Tax	Federal Tax Avgas
* Rate Type	○ Percentage ● Per Unit
* Rate	0.194

Accounting Export Configuration

Tax Name	Federal Tax Avgas		
Remittance Type	Retail	Avfuel Contract	AIR Card Contract
General Ledger Account			

Delete Tax   Save

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

Tax Applied To Products

Apply Tax to Product

Federal Tax Avgas has not been applied to any products.

No records to display.

Tax Applied To Other Taxes

Apply Tax to Other Taxes

Federal Tax Avgas has not been applied to any taxes.

No records to display.

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

Close

Apply Federal Tax Avgas To PRODUCTS

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

Product	Base Price	Tax	Total Price	
Hangar Rental	$0.00	$0.00	$0.00	☐
Maintenance	$0.00	$0.00	$0.00	☐
Landing Fee	$0.00	$0.00	$0.00	☐
Catering	$0.00	$0.00	$0.00	☐
Avgas 100LL	$5.00	$0.00	$5.00	☑

Select (all on page) / Deselect (all on page) / Clear All   1 Selected

Displaying records 1 - 5 of 5

Select all products to which this tax is applicable.

Save

Apply Tax to Products

Close

Apply Federal Tax Avgas To PRODUCTS

Select (all on page) / Deselect (all on page) / Clear All   1 Selected

Product	Base Price	Tax	Total Price	
Hangar Rental	$0.00	$0.00	$0.00	☐
Maintenance	$0.00	$0.00	$0.00	☐
Landing Fee	$0.0			☐
Catering	$0.0			☐
Avgas 100	$5.00	$0.00	$5.00	☑

To apply the tax to all products visible on this page, click "Select".

Select (all on page) / Deselect (all on page) / Clear All   1 Selected

Displaying records 1 - 5 of 5

Save

Save Taxes Applied to Products

Close

Apply Federal Tax Avgas To PRODUCTS

Select (all on page) / Deselect (all on page) / Clear All   1 Selected

Product	Base Price	Tax	Total Price	
Hangar Rental	$0.00	$0.00	$0.00	☐
Maintenance	$0.00	$0.00	$0.00	☐
Landing Fee	$0.00			☐
Catering	$0.00			☐
Avgas 100LL	$5.00	$0.00	$5.00	☑

Select (all on page) / Deselect (all on page) / Clear All   1 Selected

Displaying records 1 - 5 of 5

Once all necessary products are selected, select "Save".

Save

View Tax Applied to Products

Federal Tax Avgas Details

Tax   Federal Tax Avgas

* Rate Type   ○ Percentage   ● Per Unit

* Rate   [0.194]

Accounting Export Configuration

Tax Name	Federal Tax Avgas		
Remittance Type	Retail	Avfuel Contract	AIR Card Contract
General Ledger Account			

[Delete Tax] [Save]

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

Tax Applied To Products

Apply Tax to Product

Product	Base Price	Tax	Total Price	Delete
Avgas 100LL	$5.00	$0.194	$5.194	✕

Displaying records 1 - 1 of 1

Select "Save"

Federal Tax Avgas Details

Tax   Federal Tax Avgas

* Rate Type   ○ Per

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

* Rate   0.194

Accounting Export Configuration

Tax Name	Federal Tax Avgas		
Remittance Type	Retai	Avfuel Contract	AIR Card Contract
General Ledger Account			

Delete Tax   Save

Tax Applied To Products

Apply Tax to Product

Product	Base Price	Tax	Total Price	Delete
Avgas 100LL	$5.00	$0.194	$5.194	✗

Displaying records 1 - 1 of 1

Repeat the Process

Taxes

Tax	Rate Type	Rate	
Federal Tax Avgas	Per Unit	$0.194	Edit
Sales Tax	Percentage	5.5%	Edit
Sales Tax - State	Percentage	2.5%	Edit

Displaying records 1 - 3 of 3

Repeat the process until all taxes have been created.

The Avfuel Hub

Taxes

Tax	Rate Type	Rate	
Federal Tax Avgas	Per Unit	$0.194	Edit
Sales Tax	Percentage	5.5%	Edit
Sales Tax - State	Percentage	2.5%	Edit

Displaying records 1 - 3 of 3

Once all products and taxes have been entered into the system, the Avfuel Hub is ready to process transactions. Please refer to that section of the manual for further instruction.