



WEB TUTORIALS

Transaction History



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

The Avfuel Hub stores all transaction records that are pending or processed through the system. These records can be searched in the Transaction History Screen.

Transactions



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

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

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

AVTRIP Promotions

Customer Profiles

Products and Pricing

quickLINKS

New Sale

Merchant Account

Customer Lookup

To begin, select "Transactions" from the top navigation bar or the main menu buttons.

Transactions

Customer Profiles

Products and Pricing

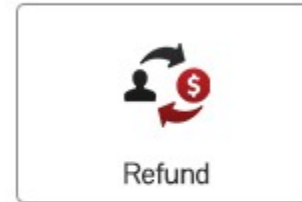
New Sale

Select “Transaction History”



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



Select “Transaction History” from the Transactions menu item in the top navigation bar or the “Transaction History” button from the “Transactions” menu button options.

Search Options



Sales AVTRIP

Search Invoices

Invoice No. <input type="text"/>	Batch No. <input type="text"/>
Customer Name <input type="text"/>	Tail No. <input type="text"/>
Reference Number <input type="text"/>	Entered By <input type="text"/>
Invoice Status <input type="text" value="Select One"/>	Card Type <input type="text" value="Select One"/>

Search transactions by:

- Invoice No.
- Batch No.
- Customer Name (if entered)
- Tail No.
- Reference Number (if entered)
- Entered By (the username of the representative who entered the transaction)
- Processing Status (Authorized, Created, Processed, Settled, Voided)
- Invoice Date or Delivery Date

Select “Search”



Sales AVTRIP

Search Invoices

Invoice No. <input type="text"/>	Batch No. <input type="text"/>
Customer Name <input type="text"/>	Tail No. <input type="text"/>
Reference Number <input type="text"/>	Entered By <input type="text"/>
Invoice Status <input type="text" value="-- Select One -"/>	Card Type <input type="text" value="-- Select One --"/>
Invoice Date From <input type="text" value="08/20/2015"/>	Invoice Date To <input type="text" value="08/31/2015"/>
Delivery Date From <input type="text"/>	Delivery Date To <input type="text"/>

Enter the value for the search criteria and select “Search”. For this example, we are searching for all invoices with a delivery date between Aug 20 to Aug 31.

Search Results

Sales

AVTRIP

✓ Query Successful

Search Invoices

Invoice No.

Batch No.

All invoices within our search criteria will be displayed below. The search results will include all authorized, settled, cancelled and pending invoices.

Click on the header titles to sort by that category.

Invoice Date From



Invoice Date To



Delivery Date From



Delivery Date To



Search

Search Invoices

Batch No.	Invoice No.	Invoice Status	Customer Name	Tail No.	Delivery Date	Invoice Date	Invoice Total	
1352	570198	Processed		123	08/25/2015	08/25/2015	\$500.02	Select
	570197	Cancelled			08/25/2015	08/25/2015	\$0.00	Select

Displaying records 1 - 2 of 2

Search Results



Sales

AVTRIP

✓ Query Successful

Search Invoices

Invoice No.	<input type="text"/>	Batch No.	<input type="text"/>
Customer Name	<input type="text"/>	Tail No.	<input type="text"/>
Reference Number	<input type="text"/>	Entered By	<input type="text"/>
Invoice Status	-- Select One - ▾	Card Type	-- Select One -- ▾
Invoice Date From	<input type="text"/>		
Delivery Date From	<input type="text"/>		

Settled invoices will be displayed with their batch number while non-settled invoices will not have a batch number associated with it.

Search

Search Invoices

Batch No.	Invoice No.	Invoice Status	Customer Name	Tail No.	Delivery Date	Invoice Date	Invoice Total	
1352	570198	Processed		123	08/25/2015	08/25/2015	\$500.02	Select
	570197	Cancelled			08/25/2015	08/25/2015	\$0.00	Select

Displaying records 1 - 2 of 2

Search Results



✓ Query Successful

Search Invoices

Invoice No.	<input type="text"/>	Batch No.	<input type="text"/>
Customer Name	<input type="text"/>	Tail No.	<input type="text"/>
Reference Number	<input type="text"/>	Entered By	<input type="text"/>
Invoice Status	-- Select One - ▾	Card Type	-- Select One -- ▾
Invoice Date From	08/20/2015	Invoice Date To	08/31/2015
Delivery Date From	<input type="text"/>	Delivery Date To	<input type="text"/>

To view the transaction details, click "Select".

Search

Search Invoices

Batch No.	Invoice No.	Invoice Status	Customer Name	Tail No.	Delivery Date	Invoice Date	Invoice To	
1352	570198	Processed		123	08/25/2015	08/25/2015	\$500.02	Select
	570197	Cancelled			08/25/2015	08/25/2015	\$0.00	Select

Invoice details



Transaction Detail

Products

Review

Complete

Review Transaction

Transaction Type Sale

Delivery Date 08/25/2015

Invoice Number 570198

Reference No.

Customer / Company Name

Tail Number 123

Flight / Leg No.

Next Destination IATA/ICAO

AOC

VAT Registration No.

Jet A Fuel	\$0.00
500 US Gallon @ .00000	\$0.00
Maintenance	\$500.02
1 Each @ 500.00000	\$500.00
State Excise Tax @ .02000	\$0.02
TOTAL	\$500.02

Selecting the transaction will direct you to the review transaction screen with specific invoice details.

Invoice details



Transaction Detail

Products

Review

Complete

Review Transaction

Transaction Type Sale

Delivery Date 08/25/2015

Invoice Number 570198

Reference No.

Customer / Company Name

Tail Number 123

Flight / Leg No.

Next Destination IATA/ICAO

AOC

VAT Registration No.

Jet A Fuel	\$0.00
500 US Gallon @ .00000	\$0.00
Maintenance	\$500.02
1.00000 @ 500.00000	\$500.00
State Sales Tax @ .02000	\$0.02

To take additional action on an invoice, select "Complete".

TOTAL	\$500.02
-------	----------

Invoice Options



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

From this screen, the invoice can be emailed, printed and AVTRIP points can be awarded – just as from the final transaction screen.

Email the Receipt



Transaction Detail

Products

Review

Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



/Create PDF

To send a copy of the invoice via email, select "Email Invoice".

Print the Receipt



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 the receipt, select
"Print Receipt".

Award AVTRIP Points



Transaction Detail

Products

Review

Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt



Award AVTRIP Points based on the transaction details. If AVTRIP points were awarded at the time of sale, clicking on this button will bring up the completed AVTRIP transaction for review.

Upload a Document



Transaction Detail

Products

Review

Complete

Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



AVTRIP Points



Attach Document



Email Receipt

To upload a new document, select "Attach Document".

Print Receipt



View/Create PDF

Document Management



Close

Attach Document

Document

No file chosen

Description

To view an already downloaded document, select "Download".

Current Documents

	Document	Description	
Download	Avfuel-Receipt-Copy-Signed.pdf	Signed Copy	Delete

To remove a document from the transaction, select "Delete".

Return to Main Menu



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.