WEB TUTORIALS

Void A Transaction

Any Card Type

Transactions

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

quick**LINKS**

Transactions

Customer Profiles

Products and Pricing

AVTRIP Promotions

Merchant Account

New Sale

AVTRIP Points

Customer Lookup

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

Note	**A Void can only be processed when the transaction has not yet been settled. If the transaction has already been settled, see the "Refund" section of the manual.**

MANAGE TRANSACTIONS

Sale | AVTRIP Points | Refund

Void | Batch Management | 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

AVTRIP Points | Refund | Pending

Batch Management | Transaction History

Select "Void" from the top navigation bar or the main menu buttons.

Select Transaction

Current Authorized Transactions
In Batch

Invoice Number	Tail No.	Customer Name	Card Type	Entered By	Invoice Total	
570289	ANY		Avfuel Contract	AVFUEL.TRAINING	$0.00	Select
570288	N9876		MasterCard	AVFUEL.TRAINING	$33.92	Select
570287	N1234		Avfuel Contract	AVFUEL.TRAINING	$187.02	Select

Displaying records 1 - 3 of 3

< First   Prev   Next   Last >

Select a transaction to be voided from among the authorized transactions pending settlement.

Verify Transaction to be Voided

Transaction Detail | Products | Review | Complete

Review Transaction

Transaction Type Sale

Delivery Date 01/19/2016

Invoice Number 570338

Reference No.

Customer / Company Name

Tail Number N123

Flight / Leg No.

Next Destination IATA/ICAO

AOC

VAT Registration No.

Jet A Fuel	$4.39
1 US Gallon @ 3.55000	$3.55
Sales Tax @ 7.62500%	$0.27
State Tax @ 9.20000%	$0.33
Federal Tax Jet @ .24300	$0.24

TOTAL $4.39

Verify the selected transaction is the one to be voided. If correct, select "Void".

Void

Verify Transaction to be Voided

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

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

Card Type
Card Num

Transactio   Review   Complete

Review
Transa

Tr

Delivery Date 01/19/2016

Invoice Number 570338

Reference No.

Customer / Company Name

Tail Number N123

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Jet A Fuel	$4.39
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State Tax @ 9.20000%	$0.33
Federal Tax Jet @ .24300	$0.24

If the selected transaction is not the correct invoice to be voided, return to the previous screen by selecting "Void" in the top navigation bar.

TOT   .39

Note: If you select VOID, a pop up box will appear and click on 'leave' to continue. This will return you to the list of transactions.

Print or Email Voided Receipt

Transaction Detail | Products | Review | Complete

Receipt 570338 VOIDED

Attach Document

Email Receipt

Print Receipt

View/Create PDF

A receipt for the voided transaction can now be printed or emailed.

Transaction Voided

Current Authorized Transactions In Batch

Invoice Number	Tail No.	Customer Name	Card Type	Entered By	Invoice Total	
570289	ANY		Avfuel Contract	AVFUEL.TRAINING	$0.00	Select
570287	N1234		Avfuel Contract	AVFUEL.TRAINING	$187.02	Select

Displaying records 1 - 2 of 2

< First   Prev   Next   Last >

The transaction which has been voided is no longer listed with the authorized transactions pending settlement.

Transaction Voided

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

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Selected Account: 2985 - Merchant Training Account

Curre____ el Transactions
In Ba____

Invoice Nu____	No.	Cu____mer Name	Card Type	Entered By	Invoice Total	
570289			Avfuel Contract	AVFUEL.TRAINING	$0.00	Select
570287	34		Avfuel Contract	AVFUEL.TRAINING	$187.02	Select

Displaying records 1 - 2 of 2

< First   Prev   Last >

You can void another transaction by clicking "Select" next to the invoice or use the top navigation bar to return to the "New Sale" screen or select from other menu options.