WEB TUTORIALS

Tax Exemption

From Any Transaction

Expand All

ADD PRODUCTS

*Select [-- Select One -- ▼]

*Quantity [   ]

*Unit Price [   ]

ADD TO TRANSACTION >>>

TRANSACTION SUMMARY

| + | Jet A Fuel | $114.26 | Edit | ✕ |

Once products have been added to the TRANSACTION SUMMARY screen, the product details, including taxes, can be viewed and edited by selecting "Expand All."

TOTAL $114.26

[Expand All] [Collapse All]   Add A Discount

GO BACK <<<

CANCEL

SAVE & SUSPEND

CONTINUE >>>

View Product Details

ADD PRODUCTS

*Select   -- Select One --

*Quantity

*Unit Price

ADD TO TRANSACTION >>>

TRANSACTION SUMMARY

-	Jet A Fuel	$114.26	Edit	✕
	25 Gallons @ 4.30000	$107.50		
	State Tax @ 0.09000%	$0.10	Exempt	
	Flow Fee jet @ 0.02300	$0.58	Exempt	
	Federal Tax Jet @ 0.24300	$6.08	Exempt	

Expand All   Collapse All

Add A Discount

To remove a tax from a product, select "Exempt" next to the tax to be removed.

GO BACK <<<   **CANCEL**   **SAVE & SUSPEND**   **CONTINUE >>>**

Exempt Taxes

ADD PRODUCTS

*Select   -- Select One --

*Quantity

*Unit Price

ADD TO TRANSACTION >>>

TRANSACTION SUMMARY

-	Jet A Fuel	$108.18	Edit	✕
	25 Gallons @ 4.30000	$107.50	
	State Tax @ 0.09000%	$0.10	Exempt
	Flow Fee jet @ 0.02300	$0.58	Exempt
	Federal Tax Jet @ 0.24300	EXEMPT	Re-Apply

Expa...

Once Exempt has been selected, the tax remains visible in the details, but is listed as "EXEMPT" and the tax is no longer added to the total. To re-apply the tax to the transaction, select "Re-Apply."

GO BACK <<<

CANCEL

SAVE & SUSPEND

CONTINUE >>>

Exempt Taxes

ADD PRODUCTS

*Select   -- Select One --

*Quantity

*Unit Price

ADD TO TRANSACTION >>>

TRANSACTION SUMMARY

-	Jet A Fuel		$108.18	Edit	✕
	25 Gallons @ 4.30000		$107.50		
	State Tax @ 0.09000%		$0.10	Exempt	
	Flow Fee jet @ 0.02300		$0.58	Exempt	
	Federal Tax Jet @ 0.24300		EXEMPT	Re-Apply	

Once all of the products have been entered and the appropriate taxes are applied, select "CONTINUE."

TOTAL $108.18

Expand All   Collapse All   Add A Discount

GO BACK <<<

CANCEL

SAVE & SUSPEND

CONTINUE >>>

Review and Complete Transaction

Review Transaction

*Transaction Type	Sale	**Jet A Fuel**	**$108.18**
*Delivery Date	09/04/2012	25 Gallons @ 4.30000	$107.50
*Invoice Number	1056	State Tax @ 0.09%	$0.10
Authorization No.		Flow Fee jet @ .02300	$0.58
Reference No.		Federal Tax Jet @ .24300	EXEMPT

Alternate Name

*Tail Number

Flight

Next
IATA/

The exempted tax is still visible on the Review Transaction screen. If the transaction is correct, select "ENTER CARD DETAILS" for bank cards or "COMPLETE TRANSACTION" for all others.

TOTAL $108.18

GO BACK <<<   **CANCEL**   **SAVE & SUSPEND**   **ENTER CARD DETAILS** >>>