

# 18: Manual Fuel Sale Correction

Manual Fuel Sale Correction is a simple method of making fuel sale corrections, it can be used for both sales and refunds. It can be used to correct wrong pump selection, or incorrect payment type processed.

The uses of the Manual Fuel Sale must be closely monitored to avoid misuse or abuse.

**From the POS screen select Menu -> Fuel\* -> Manual Fuel Sale** (\*actual position of the button may vary)

1

Select the required grade from the list presented.

Select Grade	
Grade	Description
1	Unleaded
2	Diesel
3	Super Unleaded
4	Super Diesel

2

Enter the value of fuel. The volume will be calculated based on the current PPL (pence per litre).

3

The Manual Fuel Sale, will appear in the transaction window. Grade, volume and PPL will be displayed. No pump is displayed.

*Manual Fuel* will be displayed to identify manual fuel transactions.

Take payment in the usual way.

Transaction	Price
Unleaded Manual Fuel 23.095L @£1.299/L	£30.00



No *wet stock* is affected by the transaction, it is a retail sale.



All Grade reports / Nozzle reports / Pump reports on evoPOS are unaffected.



The manual sales will appear in Department reports, VAT reports and Tender reports.

Due to fuel card restrictions, refunds CANNOT be processed against Fuel Card transactions. In this situation a manual refund will need to be processed. Contact the card provider for more information.