Refueling

Introduction

Leon can help you to track all aircraft refuelings. In the main section Refueling you can view details of previously inserted data. Also, fuel details added in this page can be viewed i.e. in **Custom Flights List** report.

Refuelings data can be exported to Excel file with fuel & invoice details in a special section

New Refueling
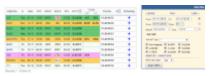

Adding a new refueling & invoice data

To add a new refueling go to Handling > Refueling and click on 'New refueling' icon. This will take you to a new window where a few details need to be filled in.

Refueling screen is divided into **2** sections: **Receipt** and **Invoice**.

- **Receipt** - fill in available fields of which the most important are: airport, date and aircraft. Once the date and aircraft have been added, Leon will show available flights to be selected. You can also choose fuel supplier from the drop-down list, the aviation card as well as add the card number, and select the fuel type. Quantity of fuel is a mandatory field to be filled in - Leon will not allow you to save refueling without this data.
- **Invoice** - this section does not have to be filled in with details to save the refueling. However, by adding invoices on this page, you can generate all refuelings data to Excel in section Accounting Projects.

You can also upload files which appear in the main screen, in the column **Documents**

Unrefueled legs

Unrefueled legs displayed

Next to **New refueling** option, in Refueling section there is one named **Unrefueled legs**. Click on it

to find out which fuel receipts have not been added yet. Click on to go to the 'Refueling' screen and add missing data. You can always add a new refueling for unrefueled legs by using 'new refueling' option and specifying airport, aircraft, date & quantity of fuel.

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