



# Online Billing - tutorial for General Users

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## Tutorial – Overview

This tutorial will walk through the various activities your pilots will use related to Online Billing. These include:

1. [Preflight Aircraft/pilot status](#)
2. [Postflight time capture/receipt entry/payment](#)
3. [Online customer statements](#)
4. [Payment options and preferences](#)

Since the system has many different configuration options, some screens may be a little different than those configured for your organization.

On the pages to follow, you will find some screen prints as well as additional details.

## Preflight aircraft/pilot status

The Preflight screen allows pilots to view aircraft status, such as unresolved squawks (if configured) and scheduled maintenance items, such as Annuals (if configured). It also displays pilot status, such as their current balance, medical date, flight review date, etc. If you are not directed to the Preflight/Postflight page upon login, you can get there from the menu (My Account >> My Pre/Postflight), or you can right click on a schedule to find this option.

### PREFLIGHT DISPATCH

**204HH** (\$80.00/hr) **Joe Bender** - [Delete Schedule](#) -  
**6/8/11 5:00PM to 6/8/11 6:00PM**

I reviewed the aircraft and pilot status as of 6/8/11 4:52PM [Save & Print](#)

Take this printed page with you to record your meter readings.  
 Submit this page along with original receipts for expenses when you return and close your flight.  
 Fuel cap: 4.60/gal

Hobbs Start:		End:	
Tach Start:		End:	
Dest. Airfields:	cc	CFI:	

### Aircraft Status: **GROUND**

Date	Squawks	Urgency	Scheduled Maintenance	Date Due	Time Due
1/12/2007	torn seat	Low	100 hour inspection		1699.0
1/29/2010	missing screw	Low	Annual Inspection	06/03/2011	

### Pilot Status: **GROUND** - see items in red - [Make a payment](#) -

Annual Review	09/30/2011
Balance	\$130.00 is over your credit limit of \$10.00.
Credit Cards	OK
Medical	06/30/2011

[Return to Dispatch List](#)

## Postflight time capture/receipt entry/payment

The Postflight screen is used to record flight time and fuel or other receipts, if any (and if configured). If you are not redirected there upon login, you can get there from the menu (My Account >> My Pre/Postflight) or by right-clicking a schedule. Once on the preflight/postflight list screen, click on the date/time of the schedule. Or if there is no schedule, click on the link seen in the red box below for postflighting without a schedule.

### OUTSTANDING PREFLIGHTS - Click on a schedule to preflight

23456	James Bond	1/23/19 3:00PM to 1/23/19 5:00PM
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### OUTSTANDING POSTFLIGHTS - Click on a schedule to postflight

23456	James Bond	1/16/19 8:00PM to 1/16/19 9:30PM
23456	James Bond	1/18/19 6:30PM to 1/18/19 8:00PM



[Click here for Postflight w/no schedule](#)

Below is an example of a postflight. Notice the schedule information at the top followed by meter information from the previous flight entry.

Configuration notes: The start time may be defaulted if available and configured to do so. If your organization is not using Scheduled Maintenance, you will only see Hobbs or Tach, depending on the meter for that aircraft. Some of the fields in the lower section may be different due to your club's configuration.

Enter the time for the following flight.

Schedule	My Account	Resource Info	Group Info	Help	Lo
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### POSTFLIGHT

**204HH** (\$90.00/hr) **James Bond**  
**1/2/19 7:00PM to 1/2/19 9:00PM**

**Last Flight Entry:** Jan 2 2019 4:30PM Hobbs: 1335.10 Tach: 1406.80

**WARNING: 1 incomplete flight schedules**

NO FLIGHT  MAINTENANCE flight

	Start	End
Hobbs	<input type="text"/>	<input type="text"/>
Tach	<input type="text"/>	<input type="text"/>

Dest. Airfields	<input type="text"/>
CFI	<input type="text"/>
#Landings	<input type="text"/>

**Note: A link for adding credits and receipts is displayed after saving the flight time.**

[Calculate Charges](#)

[Cancel](#)

After clicking 'Calculate Charges', the system will check to see if the entries are reasonable (e.g. comparing elapsed scheduled time to meter duration, checking gaps/overlaps from previous entries). If not, the user will be warned and given the opportunity to go back and correct the entries.

**POSTFLIGHT**

**204HH (\$90.00/hr) James Bond**  
**1/2/19 7:00PM to 1/2/19 9:00PM**

Billing Meter Entered 1336.1 to 1400.8  
 Maint Meter Entered to 1400.8

*Warning(s):  
 Your billing meter hour total of 64.7 is greater than your scheduled hour span of 2.*

If these entries are correct, press button to Calculate Charges. To make corrections, press button to Edit Inputs.

Once the entries are correct and the user clicks 'Calculate Charges', the following screen will display the proposed charges. As you can see, there is still the opportunity to go back and edit the entry or to cancel the postflight if the charges do not look correct.

Configuration notes: Sales tax is a configuration option.

**POSTFLIGHT**

**204HH (\$90.00/hr) James Bond**  
**1/2/19 7:00PM to 1/2/19 9:00PM**

Date	Description	Quantity	Amount
1/23/2019	204HH 01/02/19 Rent \$90.00/hr	1.80	162.00
1/23/2019	204HH 01/02/19 Sales Tax - Lake County 5.750%	0.00	9.32

After clicking 'Save Entry' the customer is invoiced for the flight charges, and the user will have the option to enter a postflight credit (e.g. receipt) if the organization is configured to allow this. Or, if there are no receipts to enter, the user can make a payment if the organization is configured for electronic payments.

**Add credit or select payment option.**

Schedule	My Account	Resource Info	Group Info	Help
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**204HH James Bond  
1/2/19 7:00PM to 1/2/19 9:00PM**

Date	Description	Quantity	Amount
1/23/2019	204HH 01/02/19 Rent \$90.00/hr	1.80	162.00
1/23/2019	204HH 01/02/19 Sales Tax - Lake County 5.750%		9.32

**Click link below to add any credits or receipts**  
- Add postflight credit -

Total Charges:	171.32
Payment Amount:	<input type="text" value="171.32"/>
Payment Fee:	0.00
Total Payment:	171.32
Payment Option:	<input type="text" value="--- Select payment option ---"/> <a href="#">Add Credit Card</a> <a href="#">Add Bank Account</a>

You will be invoiced for the payment fee/discount, if applicable, after your payment is approved.

**Submit**

The **postflight credit/receipt entry** screen is pictured below. Receipt images can be uploaded for proof of the purchase. If the amount of the fuel receipt exceeds a fuel cap set by the organization, the amount will be reduced by the system to the allowable amount. Be careful to enter the correct amount since edits can only be made by management.

**204HH James Bond  
1/2/19 7:00PM to 1/2/19 9:00PM**

Item:	<input type="text" value="Fuel receipt"/>
Description:	<input type="text" value="Fuel receipt"/>
Quantity:	<input type="text"/>
Rate:	<input type="text" value="5.00"/>
Amount:	<input type="text" value="0.00"/>
Account:	Fuel Expense
<input type="button" value="Choose File"/>	No file chosen
<input type="button" value="Add Credit"/> <input type="button" value="Cancel"/>	

After saving the receipt, the user is returned to the screen with the transactions related to this postflight. From there they can click the link to enter an additional receipt or make a payment. If the organization is configured for credit card or eCheck, there will be links for entering a new card or account.

**Add credit or select payment option.**

Schedule	My Account	Resource Info	Group Info	Help	Logout
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**204HH James Bond  
1/2/19 7:00PM to 1/2/19 9:00PM**

Date	Description	Quantity	Amount
1/23/2019	204HH 01/02/19 Rent \$90.00/hr	1.80	162.00
1/23/2019	204HH 01/02/19 Sales Tax - Lake County 5.750%		9.32
1/23/2019	204HH 01/02/19 Fuel receipt (Fuel cap exceeded)	-10.00	-50.00

**Click link below to add any credits or receipts**  
- Add postflight credit -

Total Charges:	121.32
Payment Amount:	<input type="text" value="121.32"/>
Payment Fee:	0.00
Total Payment:	121.32
Payment Option:	<input type="text" value="--- Select payment option ---"/> <a href="#">Add Credit Card</a> <a href="#">Add Bank Account</a>

You will be invoiced for the payment fee/discount, if applicable, after your payment is approved.

**Submit**

After submitting the payment or clicking Done if no options are available, a final display of all charges and credits (including the payment if applicable) are displayed. From there the user will see a link for printing as well as a link for entering squawks (if the organization is using the squawk module).

Schedule	My Account	Resource Info	Group Info	Help
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[Click here to enter a squawk for 204HH](#)

**Bond, James A(43592)** [Refresh](#)

[Print](#)

Date	Description	Quantity	Amount
01/23/19 12:43 PM	204HH 01/02/19 Rent \$90.00/hr	1.80	162.00
01/23/19 12:43 PM	204HH 01/02/19 Sales Tax - Lake County 5.750%		9.32
01/23/19 12:44 PM	204HH 01/02/19 Fuel receipt (Fuel cap exceeded)	-10.00	-50.00
01/23/19 12:45 PM	Payment: Visa *****1111 2/2020 (test)		-123.93
01/23/19 12:45 PM	Payment fee		2.61
	<b>Total</b>		<b>.00</b>

## Online customer statements

Your statement can be viewed online at any time. This greatly reduces the time and expense required to generate and mailing paper statements. If electronic payments are enabled, a link for making a payment will be displayed as pictured below.

User Name: My Account (43598)		From 5/1/2011	To 6/8/2011	Refresh
Print    Make a payment				
Date	Description	Quantity	Amount	
05/01/11 12:00 AM	Beginning Balance		-109.60	
05/19/11 01:50 PM	Payment: Check# 5		-5.00	
06/02/11 05:43 PM	204HH 08/26/10 Rent \$80.00/hr		.00	
06/03/11 02:59 PM	204HH 02/10/11 Rent \$80.00/hr	1.00	80.00	
06/03/11 03:00 PM	23456 02/16/11 Rent \$61.50/hr	1.00	61.50	
06/08/11 09:50 AM	Payment: Visa *****1111 9/2012 (test)		-26.90	
06/08/11 02:28 PM	204HH 05/17/11 Rent \$80.00/hr	1.00	80.00	
06/08/11 02:30 PM	Paypal 81J13205M42394529		-10.00	
06/08/11 03:07 PM	23456 05/16/11 Rent \$61.50/hr	1.00	61.50	
06/08/11 03:09 PM	Paypal 1ED795411N3444824		-1.50	
06/08/11 04:59 PM	23456 05/17/11 Rent \$61.50/hr	1.90	116.85	
06/08/11 04:59 PM	23456 05/17/11 Fuel receipt (Fuel cap exceeded)	-20.00	-92.00	
06/08/11 05:00 PM	Payment: Visa *****1111 9/2012 (test)		-24.85	
			<b>Balance Due</b>	<b>\$130.00</b>

The payment screen will list previously entered payment methods (e.g. credit card or bank account) and have links for entering new cards and accounts.

## Payment options and preferences

You can maintain your available cards and accounts by going to My Account >> My Payment Accounts. If your organization has an auto-pay for dues or your balance, you can also specify your auto-pay preference on this screen.

**My Account**

**Credit/Debit Cards on File**

Visa \*\*\*\*\*1111 2/2020 [Edit](#) [Del](#)

--- [Click here to add card](#) ---

**Bank Accounts on File** *(Available only to account-holder)*

Balanced \*0003 [Edit](#) [Del](#)

--- [Click here to add bank account](#) ---

**Auto-pay Preferences**

Primary:            Visa \*1111 2/2020            [Edit](#)

Secondary:        Not selected