



Online Billing

An introduction to Online Billing, a value added feature of the Schedule Master TM service

Online Billing – Overview

Online Billing fully integrates all aspects of billing, payment and aircraft/owner management into our popular Schedule Master scheduling system.

Online Billing speeds up payments, reduces the risks of bad debt losses, automates flight time collection and streamlines the generation of aircraft statements (for lease-back or club-owned aircraft). Online Billing will prompt your pilots to complete the billing process at the end of each flight, recording flight time and allowing you to easily manage the financial risk by setting credit limits. In addition, Online Billing can be configured to collect payment online, directly from your pilots using popular merchant credit card payment gateways, eCheck or PayPal. Online Billing can be configured to exchange data with QuickBooks accounting or it may be used as a standalone solution.

This quick introduction to Online Billing is intended for managers and introduces some of the key features, benefits and screens you and your pilots will use. These include:

1. [Preflight Aircraft/pilot status](#)
2. [Postflight flight time capture](#)
3. [Real-time billing](#)
4. [Credit limit management](#)
5. [Online customer statements](#)
6. [Fuel/aircraft credit management](#)
7. [Flight time management](#)
8. [Automated dues](#)
9. [Aircraft/owner statements](#)
10. [Accounting integration](#)

Since the system has many different configuration options, features may be turned off that you are not using, and many things can be customized to meet your requirements.

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.

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 flight time capture

Your pilots use the Postflight screen to record flight time and fuel or other receipts, if any (and if configured).

The system checks their inputs for reasonableness, including checks for duration and any gap or overlap from other flights, helping to reduce input errors. Note that individual pilots and/or managers can postflight data. Below are example print screens for the postflight process.

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

The system prompts the user to check and possibly correct an unreasonable entry as seen in the image below.

This screen is skipped if the entry passes all checks.

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.

Edit Inputs

Calculate Charges

Cancel

After clicking 'Calculate Charges', the user is presented with proposed charges. As you can see, there is still an opportunity to edit before being invoiced. FYI - 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

[Edit Inputs](#) [Save Entry](#) [Cancel](#)

After saving the meter entry, the following screen will have a link for entering postflight credits/receipts (if configured) and for making a payment (if using 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 ---"/> Add Credit Card Add Bank Account

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

[Submit](#)

If users are configured to enter their own receipts, they will be brought to a receipt such as this one. If a fuel cap is configured, any fuel receipt amount exceeding the cap will be changed to the maximum amount with a note in the description that the fuel cap was exceeded. The receipt image can be uploaded for management verification. Multiple receipts can be entered for a single schedule, which allows better receipt verification. Or, management can enter receipts later.

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

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

Once all fuel credits and possible payments are entered, a final summary of the flight charges and credits are displayed.

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

Bond, James A(43592)

[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
	Total		.00

Real-time billing

After entering the meter time and any postflight credits and receipts (if the user does not have a sufficient credit balance) they can be prompted for payment. Your organization can be configured to accept credit card, eCheck, or PayPal. (Management can record traditional payments, such as paper check and cash, if configured.)

In this example, the pilot can select from a credit card that was previously entered, add a new card or even a bank account for eCheck. Or, you may choose to use PayPal for payments.

23456 Joe Bender
5/17/11 12:00PM to 5/17/11 2:00PM

Date	Description	Quantity	Amount
6/8/2011	23456 05/17/11 Rent \$61.50/hr	1.90	116.85
6/8/2011	23456 05/17/11 Fuel receipt (Fuel cap exceeded)	-20.00	-92.00

Total Charges	24.85
Payment Amount:	<input type="text" value="24.85"/>
Payment Option:	<input type="text" value="--- Select payment option ---"/> Add Credit Card Add Bank Account
	<input type="text" value="--- Select payment option ---"/>
	<input type="text" value="Visa ****1111 9/2012"/>

Credit limit management

Online Billing allows you to set credit limits. You can configure it to deny new schedules for pilots who are over their credit limit. Or, you can just set a friendly reminder to the pilot, asking them to make a payment. (You even have the option to redirect them to the payment screen upon login.)

Here is an example of a login message for a pilot who is over their credit limit and therefore unable to make a new schedule.

MM Aviation: Joe Bender

Login info...

Alerts/Reminders

- Your current balance of \$130.00 exceeds your credit limit of \$10.00. Please make a payment before you make additional reservations.
- Your Insurance date is missing.
- Your Medical expiration is 06/30/2011.

Click Snooze to delay selected reminders for: 2 weeks

Reminders can not be snoozed past due date.

If this information is incorrect, please update or contact one of the organization contacts listed below.

MM Aviation

An Aging report is also available, giving you and other managers a view of pilots with a balance due.

Online customer statements

Each pilot can view their statement online at any time. This greatly reduces the time and expense required to generate and mailing paper statements. Instead, email reminders may be scheduled to notify pilots of their balance. They can also make payments through a link on this page

User Name: My Account (43598) From 5/1/2011 To 6/8/2011

[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
	Balance Due		\$130.00

Fuel/aircraft credit management

If pilots are configured to enter their own fuel credits or other credits, they will be displayed in a management approval queue for a single-click approval or reversal of the credit. Receipts can also be approved or rejected on the Flight Transaction screen seen in the next section. Recording receipts against the schedule makes it easy to prevent duplicate receipt submission. Below is a view of the approvals queue screen. Note the simple actions available to managers in the right column

Approvals

<input checked="" type="checkbox"/> Aircraft Receipts	Refresh
<input type="checkbox"/> Maintenance Flights	
<input type="checkbox"/> Rate Override	
<input type="checkbox"/> Informational	

Date	Name	Description	Quantity	Amount	Action
11/27/2018	James Bond	99887 11/27/18 Fuel receipt	3.00	\$15.00	Approve Reject Adjust amount
11/27/2018	James Bond	99887 11/27/18 Fuel receipt	4.00	\$20.00	Approve Reject Adjust amount

Flight time management

Gaps, overlaps or missing flight time entries are easily identified and corrected in the Flight Resolution Queue or Flight Transaction Queue (pictured below). This view is available to managers, highlighting errors and providing quick links to resolve these errors. There are even links provided to find the contact data for the pilot, for their statement, and for viewing receipts to assist in the resolution of errors. This greatly simplifies the resolution of billing meter errors and receipt management.

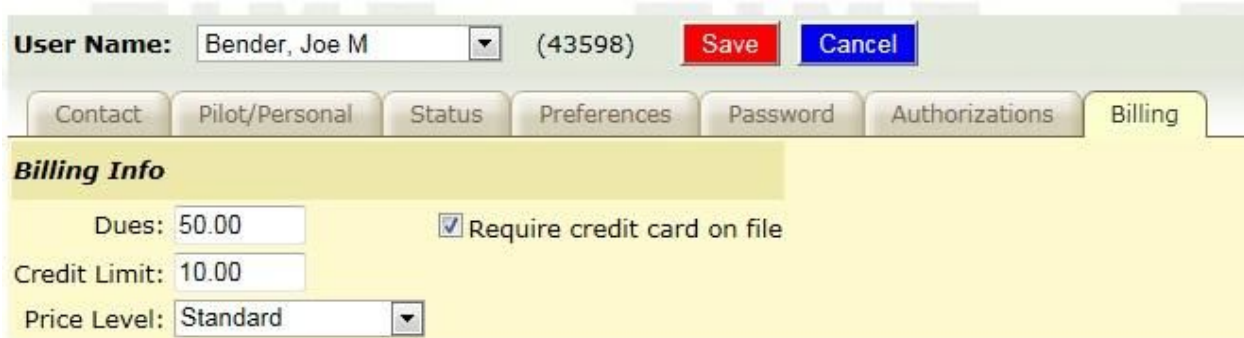
Flight Transactions

Postflight w/No Schedule Meter Change Entry

Schedule	Meter	User	Transactions				Action
12/20/18 1:00 AM 1.0 hours	1327.0 - 1328.0	Joe Bender \$2174.98 owed	12/20/2018	204HH 12/20/18 Rent \$40.00/hr	1.00	40.00	Delete Time Entry Add receipt(s)
			12/20/2018	204HH 12/20/18 Sales Tax - Lake County 5.750%	0.00	2.30	
			1/23/2019	204HH 12/20/18 Fuel receipt	-12.00	-60.00	
12/20/18 3:00 AM 1.0 hours	Overlap 2.00 1326.0 - 1327.0	Joe Bender \$2174.98 owed	12/20/2018	204HH 12/20/18 Rent \$40.00/hr	1.00	40.00	Delete Time Entry Add receipt(s)
			12/20/2018	204HH 12/20/18 Sales Tax - Lake County 5.750%	0.00	2.30	
12/20/18 7:00 AM 1.0 hours	1327.0 - 1328.0	Heidi Haverlock \$123.93 owed	12/20/2018	204HH 12/20/18 Rent \$90.00/hr	1.00	90.00	Delete Time Entry Add receipt(s)
			12/20/2018	204HH 12/20/18 Sales Tax - Lake County 5.750%	0.00	5.18	
			12/20/2018	204HH 12/20/18 Fuel receipt	-20.00	-100.00	

Automated dues

If your organization requires dues, an automated job can be configured to charge dues at specified cycles (i.e. monthly, yearly). Dues can be customized by pilot if that flexibility is desired. Or, dues items can be defined (e.g. Officer Dues, Standard Dues, Inactive Dues) and assigned to the users. Dues items allow you to maintain the dues rates in a single place (the item list) instead of having to update each user. You can choose to have dues immediately paid by credit card or eCheck, or simply put on account.



The screenshot shows a user profile page for "Bender, Joe M" with ID "(43598)". At the top, there are "Save" and "Cancel" buttons. Below this is a navigation bar with tabs for "Contact", "Pilot/Personal", "Status", "Preferences", "Password", "Authorizations", and "Billing". The "Billing Info" section is highlighted in yellow and contains the following fields:

- Dues: 50.00
- Require credit card on file
- Credit Limit: 10.00
- Price Level: Standard

Aircraft/owner statements

If your aircraft are on leaseback, online owner statements can be generated to show rental income, fuel receipt, etc.

A1 Aircraft Leasing	From 5/1/2011	To 6/8/2011	Refresh	
Print	Receive Payment	Pay Owner	Add Bill/Credit memo	Show entry details
Date	Description	Quantity	Amount	
05/01/11 12:00 AM	Beginning Balance		.00	
05/31/11 03:03 PM	204HH Rent thru 04/30/11	13.21	648.40	
05/31/11 03:03 PM	204HH Minimum Charge thru 04/30/11	4.00	320.00	
05/31/11 03:03 PM	204HH Maint flight thru 04/30/11	5.00	.00	
06/06/11 01:57 PM	Fuel	-10.00	-50.00	
06/06/11 01:57 PM	Oil	-1.00	-8.00	
	Amount owed vendor		\$910.40	

Accounting integration

Data from Online Billing can be downloaded to QuickBooks™ for tax accounting, account reconciliation, and management reporting. Alternatively data downloads in Excel format is available for custom integration.

Conclusion

Online Billing will reduce your management workload, speed up payment processing, reduce credit risks, automate flight time collection and streamline the generation of aircraft statements. With Online Billing you can collect payment online, directly from your pilots using popular merchant credit card payment gateways, eCheck or PayPal. For more information, please contact us at support@timesync.com

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