

# Online Billing

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*An introduction to Online Billing, a value added feature of the Schedule Master™ 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. [Real-time flexible payment options](#)
5. [Credit limit management](#)
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7. [Fuel/aircraft credit management](#)
8. [Flight time management](#)
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10. [Aircraft/owner statements](#)
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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.

Here is an example of a pilot who enters meter times for a two hour schedule block. Hobbs is entered with an error (no decimal point in the end reading of 1307.9)

**POSTFLIGHT DISPATCH**  
**23456** (\$61.50/hr) **Joe Bender**  
**5/17/11 12:00PM to 5/17/11 2:00PM**

NO FLIGHT     MAINTENANCE flight

Hobbs Start:	1306.0	End:	
Tach Start:	1005.6	End:	
Dest. Airfields:	local	CFI:	

Credits (must submit receipts)		
Fuel (cap \$4.60/Gal)		Gal \$
Oil		Qts \$
Other Expense*		\$
Gift Cert/Coupon Code		\$

\* Expenses other than fuel and oil must be pre-approved by the owner.

The system prompts the pilot to correct the entry:

**POSTFLIGHT DISPATCH**  
**23456** (\$61.50/hr) **Joe Bender**  
**5/17/11 12:00PM to 5/17/11 2:00PM**  
 Billing Meter Entered: 1306.0 to 13079  
 Maint Meter Entered: 1005.6 to 1006.5

**Warning(s):**

*Your billing meter hour total of 11773 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.

## Real-time billing

After corrections and adding a fuel receipt the total billed amount is displayed to the pilot for confirmation. In this example, the fuel credit is calculated using the maximum fuel cost that has been configured. Note that receipts entered by pilots are further reviewed by managers in Fuel/aircraft credit management

**POSTFLIGHT DISPATCH**  
**23456** (\$61.50/hr) **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 Amount Due: \$**24.85**

If the pilot does not have a sufficient credit balance, the next page will collect payment.

*Real-time /Flexible payment options*

Pilots make payments in real-time through any of the configured methods, including 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 if configured. Or, you may choose to use PayPal for payments.

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

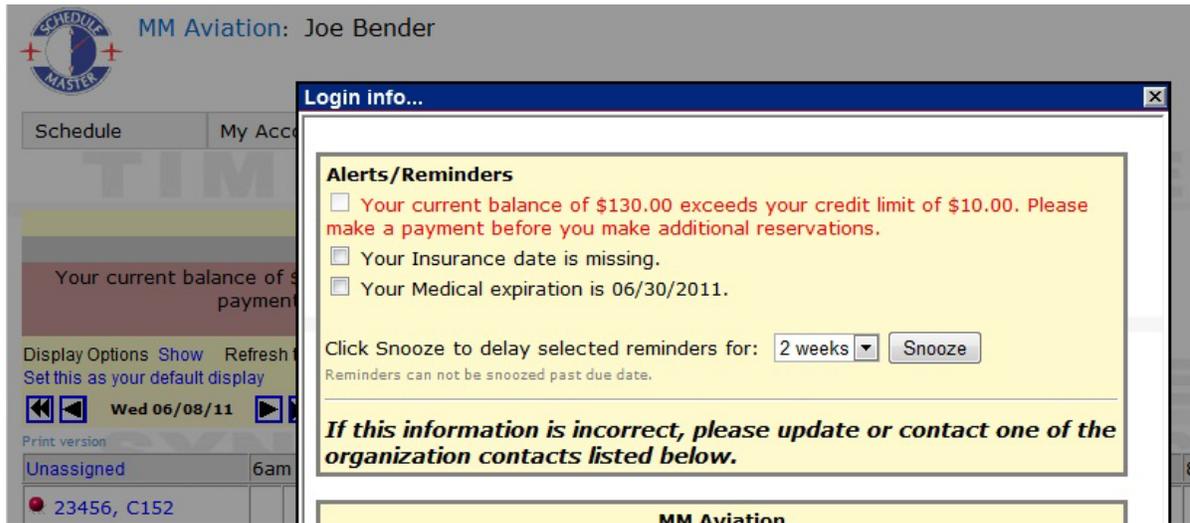
Date	Description	Quantity	Amount
6/8/2011	23456 05/17/11 Rent \$61.50/hr	1.90	116.85
6/8/2011	23456 05/17/11 Fuel receipt (Fuel cap exceeded)	-20.00	-92.00

<b>Total Charges</b>	<b>24.85</b>
Payment Amount:	<input type="text" value="24.85"/>
Payment Option:	<input type="button" value="Add Credit Card"/> <input type="button" value="Add Bank Account"/>
	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">--- Select payment option ---</div> <div style="background-color: #e0e0e0; padding: 2px;">--- Select payment option ---</div> <div style="padding: 2px;">                     Visa ****1111 9/2012                 </div> </div>

**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.



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	Refresh
Print <a href="#">Make a payment</a>				
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>	

## Fuel/aircraft credit management

Pilots may enter their own fuel credits and other credits (if configured). Approval for these credits is presented to managers in an approvals queue for a single-click approval or reversal of the credit.

Here is a view of the approvals queue screen. Note the simple actions available to managers in the right column

Date	Name	Description	Quantity	Amount	Action
5/21/2009	Rohl	204HH 04/14/09 Gift certif/coupon: gc	0.00	\$5.00	Approve Reject Adjust amount
5/26/2009	James Bond	204HH 05/05/09 Oil receipt	1.00	\$6.00	Approve Reject Adjust amount
6/23/2009		12NEW 05/17/09 Oil Receipt	1.00	\$7.00	Approve Reject Adjust amount
7/24/2009	Rohl	204HH 07/22/09 Fuel receipt (Fuel cap exceeded)	4.00	\$18.40	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. 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 or and viewing their statement to assist in the resolution of errors. This greatly simplifies the resolution of billing meter (Hobbs or tech) entry errors, rounding errors or

missing entries.

### Flight Resolution Queue

Set this as your default display

5/20/2011 To 6/8/2011

Show all  
 By location ALL LOCATIONS  
 Single resource 204HH

[Refresh](#)

HELPFUL HINT: We recommend resolving the missing entries first since these entries may resolve the gaps.

Gap 0.10	204HH	5/18/11 1:00 AM 1.0 hours	Rohl   	297.0 - 298.1	Charge 0.10 to Rohl Delete Time Entry
		5/22/11 1:00 AM 25.0 hours	Rohl   	298.2 - 299.0	Charge 0.10 to Rohl Delete Time Entry Show Flight Transactions
					Enter schedule and meter Lost hobbs
Overlap 1.00	204HH	5/25/11 7:00 AM 1.0 hours	Heidi Rohl  	300.0 - 301.0	Delete Time Entry
		5/25/11 12:00 PM 0.2 hours	Heidi Rohl  	300.0 - 301.5	Credit 1.00 to Rohl Delete Time Entry Show Flight Transactions

## Automated dues

If your organization requires dues and automated job can be configured to charge dues at specified cycles (i.e. monthly, yearly). Dues can be customized by pilot, for example exempting an owner or reducing the fee for officers, etc. You can choose to have dues immediately paid by credit card or eCheck, or simply put on account.

**User Name:** Bender, Joe M (43598) [Save](#) [Cancel](#)

[Contact](#) [Pilot/Personal](#) [Status](#) [Preferences](#) [Password](#) [Authorizations](#) [Billing](#)

**Billing Info**

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	
<a href="#">Print</a>	<a href="#">Receive Payment</a>	<a href="#">Pay Owner</a>	<a href="#">Add Bill/Credit memo</a>	<a href="#">Show entry details</a>
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	
	<b>Amount owed vendor</b>		<b>\$910.40</b>	

## 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](mailto:support@timesync.com)

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