

# Pilot billing management

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# 1- Description

This system allows billing management between an aircraft owner and a pilot who wants to lease an aircraft.

The platform supports two different payment methods:

## Standard / Manual Payments

Payments are managed directly by the aircraft owner.

The system includes organizational tools to keep track of upcoming payments and billing schedules.

The owner is responsible for:

- Managing and recording payments in the system
- Monitoring payment status
- Using the built-in calendar and template system
- Editing installments and lease fees
- Adding extra charges or custom fees
- Marking payments as pending or completed

The system also supports Discord webhooks, allowing the owner to receive automatic payment notifications and reminders.

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## Payments Using the FSE Payment Gateway

With the FSE Payment Gateway, FSELeaseHub handles payment processing on behalf of the owner.

Our team manages payment operations and transfers funds on scheduled payout dates, including a management commission fee.

Our Staff team will provide you with all the accumulated money on a specific date, applying a commission.

You will be able to view all accumulated payments in the **FSE Payment Gateway** module.

**GATEWAY**  
**FSE Payment Gateway**

Let us manage your payments automatically. When activated, each payment receives a unique `LEASE#XXXXXXXX` reference. Pilots send their payment to our managed group with this reference, and the system matches it automatically.

Activate FSE Payment Gateway Active

When enabled, each payment receives a unique `LEASE#XXXXXXXX` reference for automatic matching via FSEconomy.

<b>v\$0.00</b> Current Balance	<b>v\$0.00</b> Total Received (Net)	<b>2%</b> Platform Fee	<b>v\$0.00</b> Total Fees Paid
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The system generates a unique payment ID for each pending payment, allowing pilots to complete payments easily using that ID.

## Activation Manual Payments

1. First, set the aircraft status to Leased.

**LISTINGS**  
**Your listings**

Review your live aircraft, see which ones are still public, and manage them according to your current effective plan.

Visibility:  
**Public:** The listing is still available on the page.  
**Hidden:** The listing is hidden because your account plan has changed or membership has not been paid.

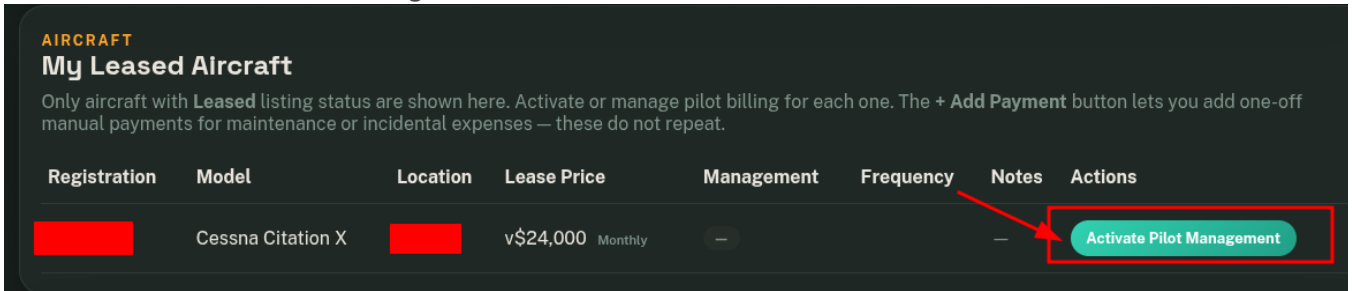
REGISTRATION	AIRCRAFT	STATUS	LEASE PRICE	LOCATION	VISIBILITY	ACTIONS
[REDACTED]	Cessna Citation X	Available	v\$24,000 Monthly	KLGA	Public	Choose action
[REDACTED]	Beechcraft Bonanza A36	Available	v\$7,000 Monthly	KLOU	Public	Choose action Edit Change to Reserved <b>Change to Leased</b> Delete Choose action
[REDACTED]	Fokker 50	Available	v\$150,000 Monthly	GEML	Public	Choose action

2. Go to Pilot Billing Management.

**PILOT BILLING**  
**Pilot billing management** PB

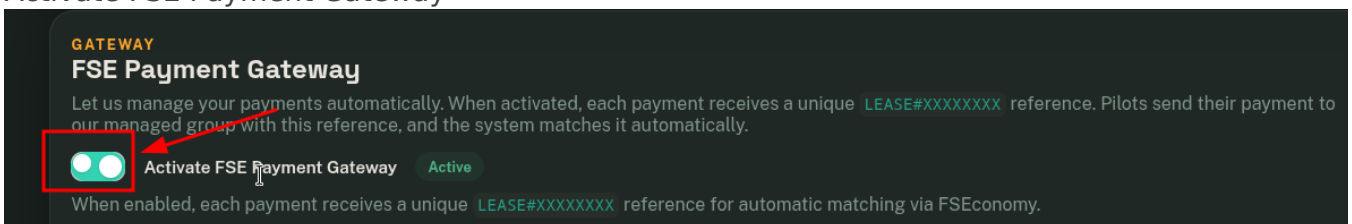
Manage payments, schedules, and contracts for your leased aircraft.

3. Click on "Activate Pilot Management".



## Activation Payment Gateway

1. Follow the previous steps.
2. Activate FSE Payment Gateway

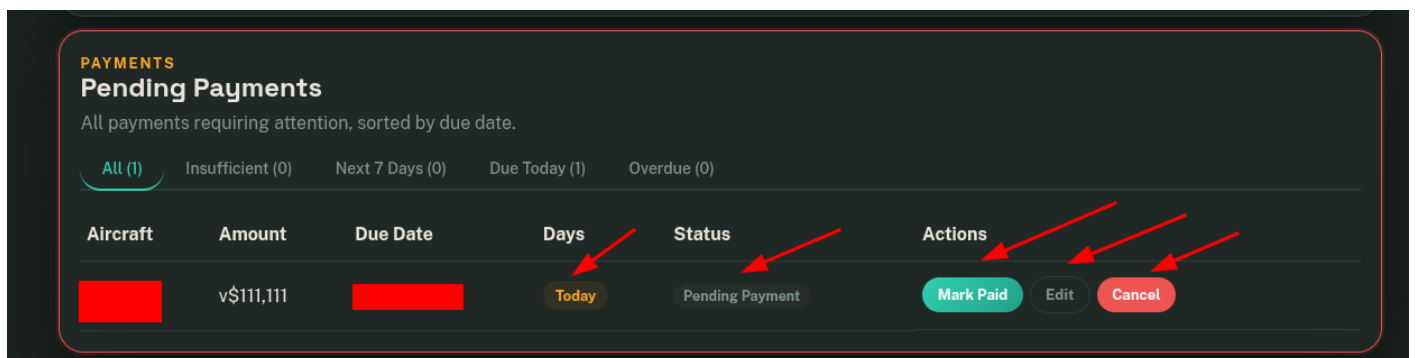


## Alerts and notifications

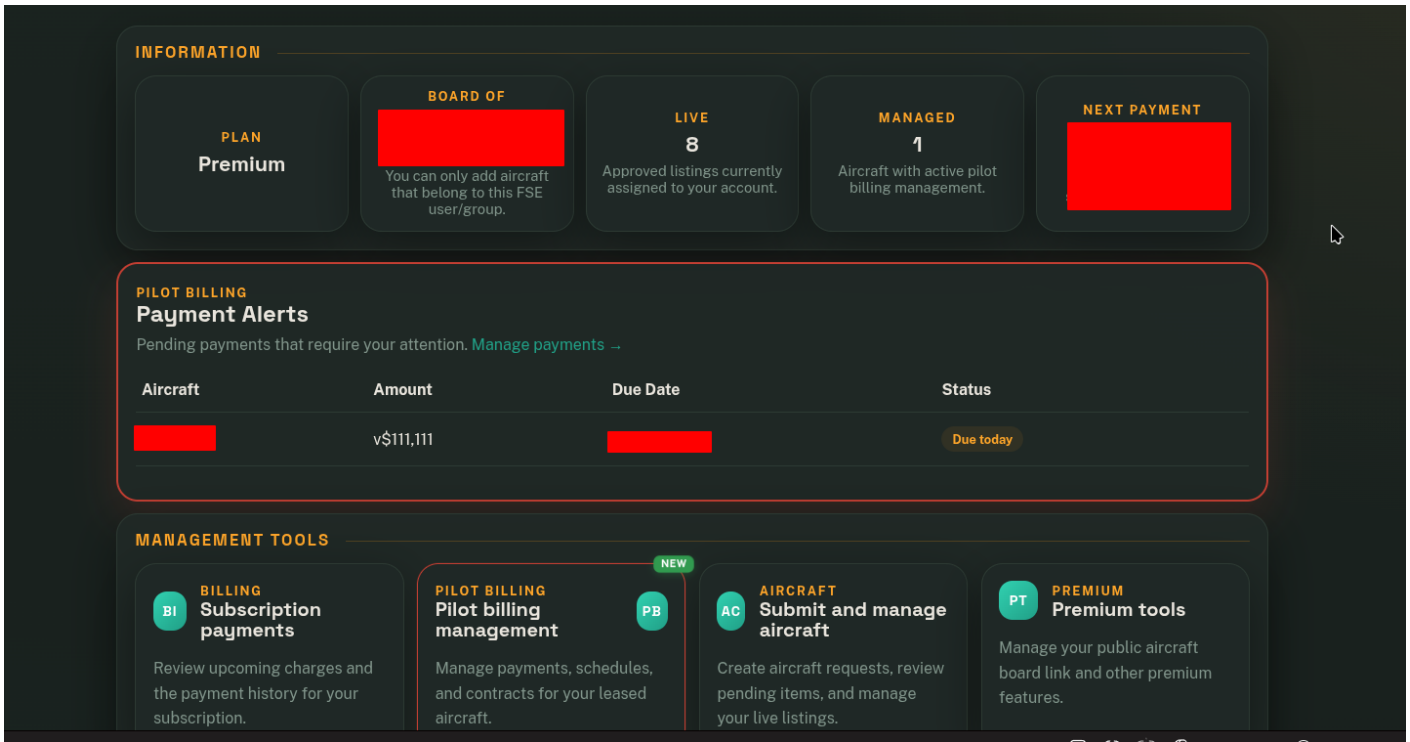
When you activate **Pilot Management**, the system is prepared to display alerts and notifications for the upcoming payments that the pilot needs to make.

### Visual alerts on the Dashboard

On the panel, you will see alerts that are usually displayed with a red border.

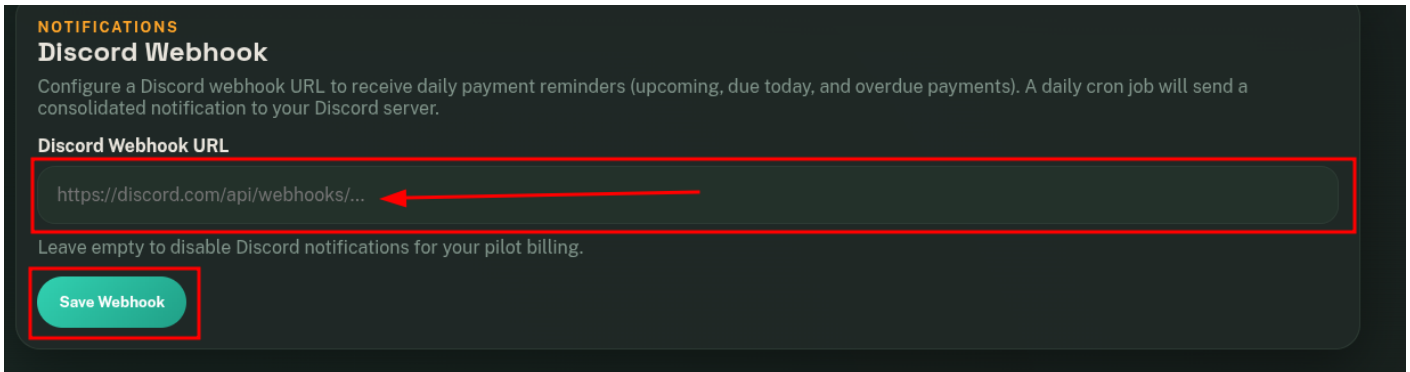


When notifications are important to you, we will also display a notice on the main dashboard.



## Discord Notifications

You can also configure Discord notifications to receive upcoming expiration alerts or payment confirmations when using the Payment Gateway system.



This is an example of the notifications you will receive.

You will also receive notifications when a payment has 7 days or less remaining, another notification when the due date is today, and another notification when it has expired.



test APP 21/5/26, 22:29

### ⚠ Insufficient Payment - FSELeaseHub Gateway

The pilot sent less than the expected amount. Please contact them to arrange the remaining payment.

<b>Aircraft</b> [REDACTED]	<b>Expected</b> v\$4,000	<b>Received</b> v\$2,000
<b>Shortfall</b> v\$2,000	<b>Due Date</b> [REDACTED]	<b>Pilot</b> [REDACTED]



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### Payment Matched - FSELeaseHub Gateway

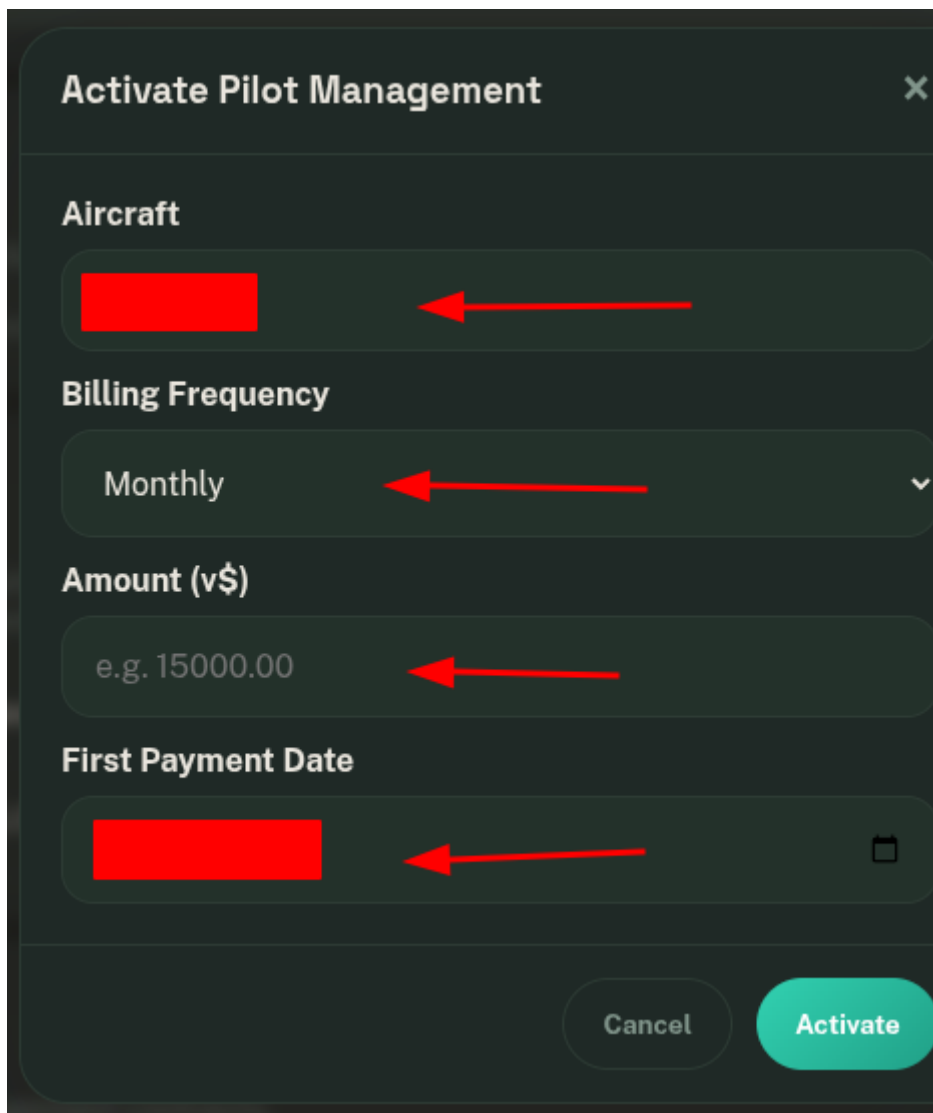
This payment has been credited to your virtual bank account at FSELeaseHub. On the 1st day of each month, we will transfer the funds to you.

<b>Aircraft</b> [REDACTED]	<b>Amount</b> v\$4,000	<b>Payment Date</b> [REDACTED]
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# 2- Manage payments

## Manual payment management

When you click on **Activate Pilot Management**, you can configure the installments, their corresponding amounts, and the date of the first payment.

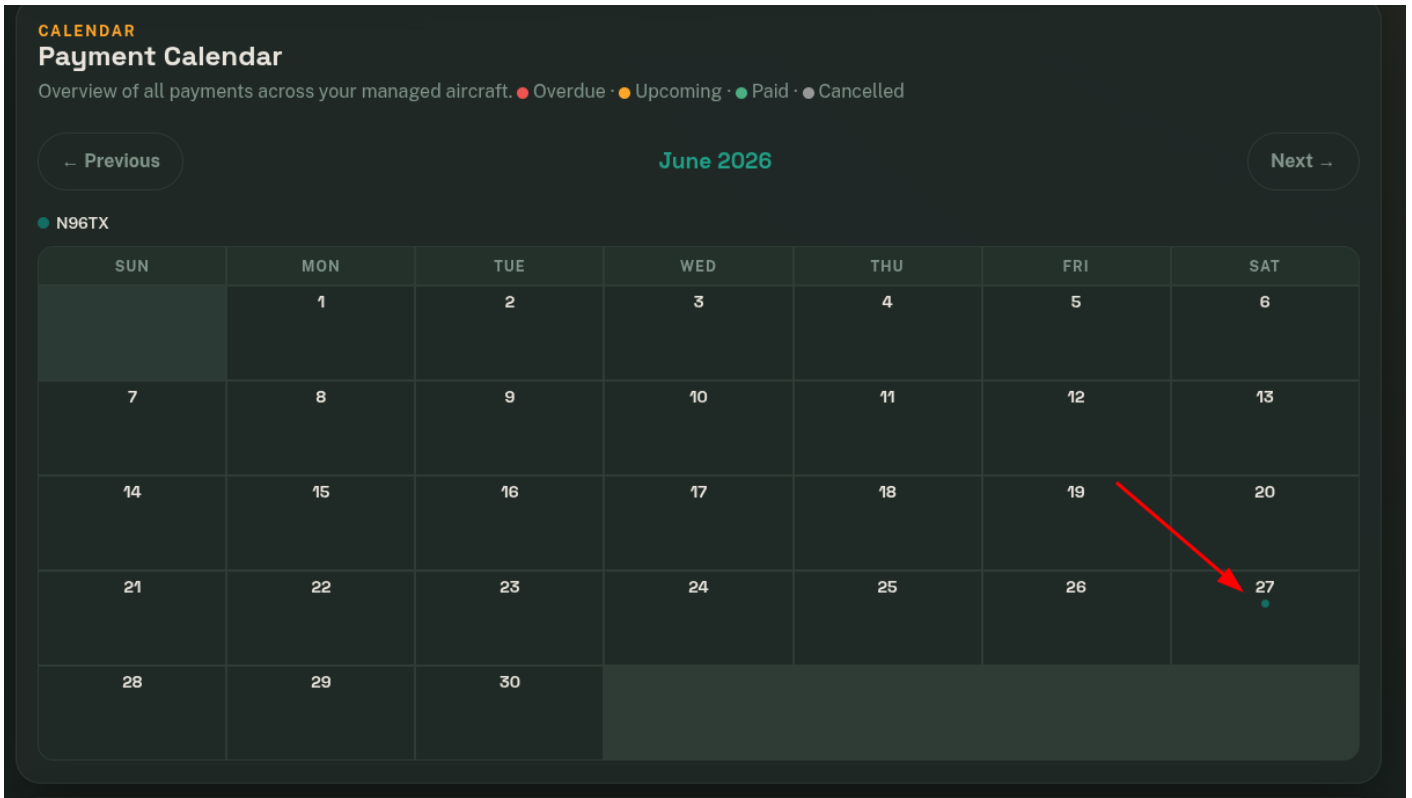


The image shows a dark-themed dialog box titled "Activate Pilot Management" with a close button (X) in the top right corner. The dialog contains four input fields, each with a red arrow pointing to it from the right:

- Aircraft:** A text input field with a red rectangle obscuring the text.
- Billing Frequency:** A dropdown menu currently showing "Monthly".
- Amount (v\$):** A text input field with the placeholder text "e.g. 15000.00".
- First Payment Date:** A date picker input field with a red rectangle obscuring the date and a calendar icon on the right.

At the bottom of the dialog, there are two buttons: a "Cancel" button and an "Activate" button.

At this moment, the calendar will display the next payment that the pilot needs to make.

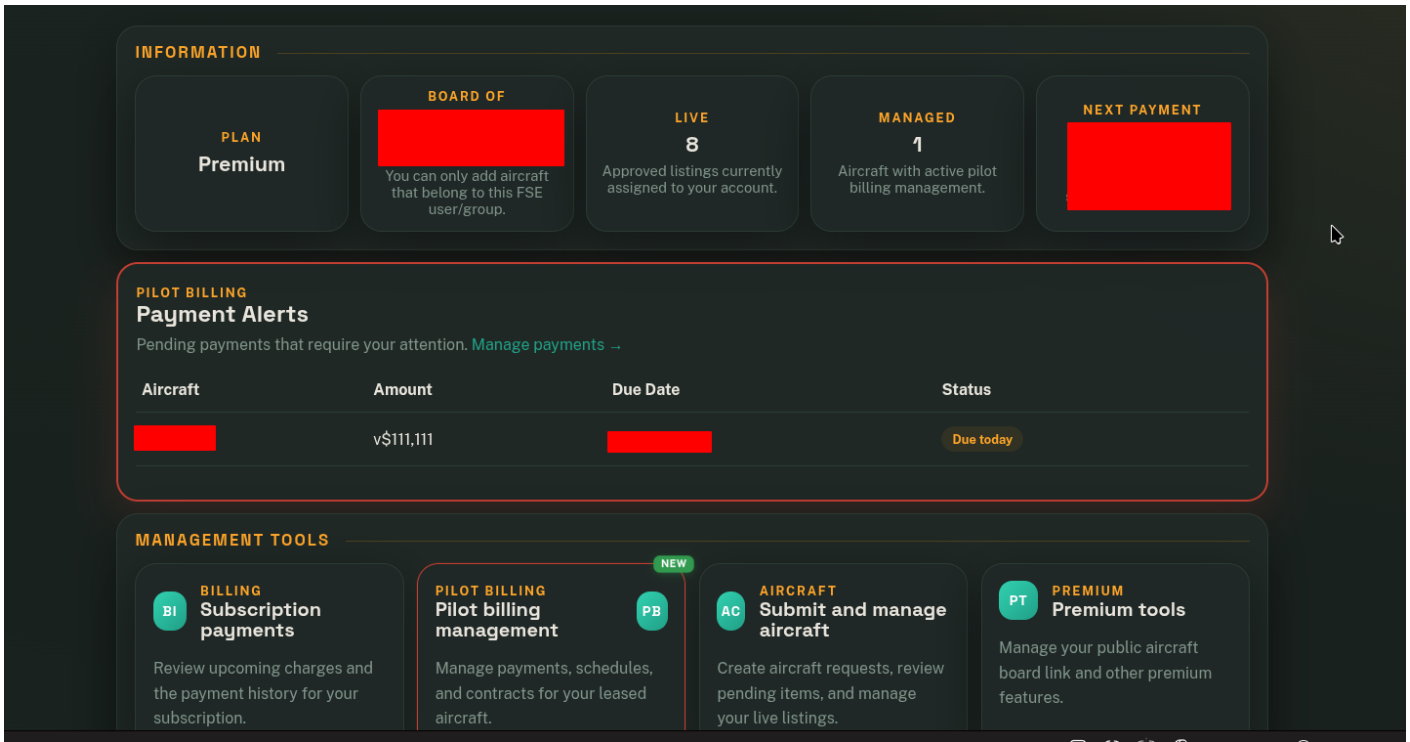


In the **Pending Payments** module, upcoming due payments within the next 7 days or less will be displayed. Alerts will also appear on the dashboard to notify you of the next payment.

**PAYMENTS**  
**Pending Payments**  
 All payments requiring attention, sorted by due date.

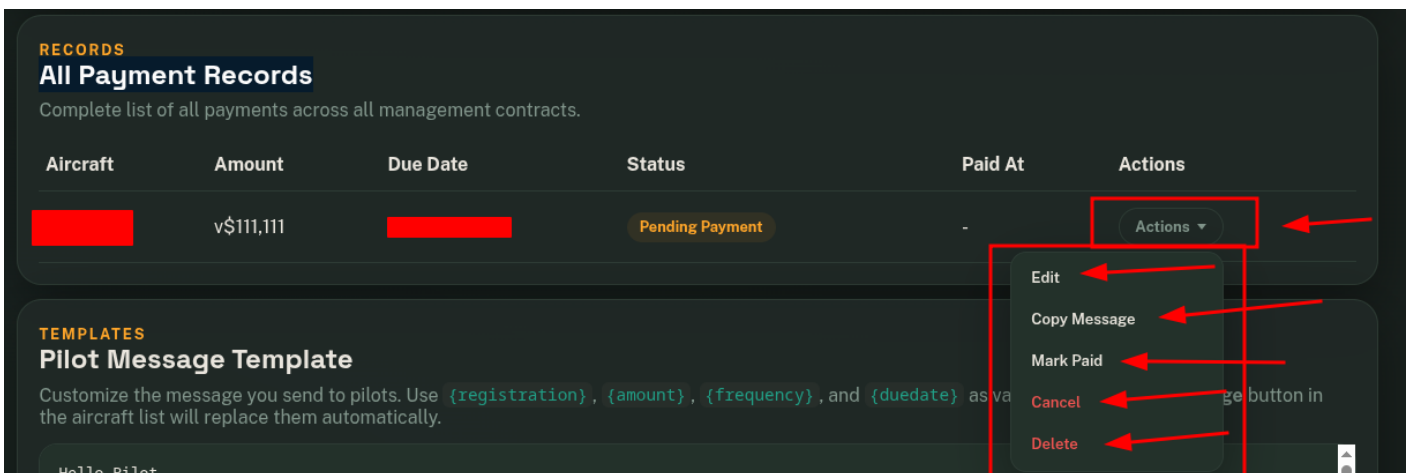
**All (1)** Insufficient (0) Next 7 Days (0) Due Today (1) Overdue (0)

Aircraft	Amount	Due Date	Days	Status	Actions
[Redacted]	v\$111,111	[Redacted]	Today	Pending Payment	<span>Mark Paid</span> <span>Edit</span> <span>Cancel</span>



In the **All Payment Records** module, you will be able to view all upcoming pending payments. From this panel, you can edit, mark as paid, cancel, or delete payments.

When you click on **Pay**, the next payment will be automatically generated according to the configured payment frequency.



## Automatic Payment Gateway

When you enable FSE Payment Gateway, payments start being managed automatically and will be handled by FSELeaseHub.

At this moment, all payments that were previously configured manually are converted into automatic payments and assigned a unique payment ID.

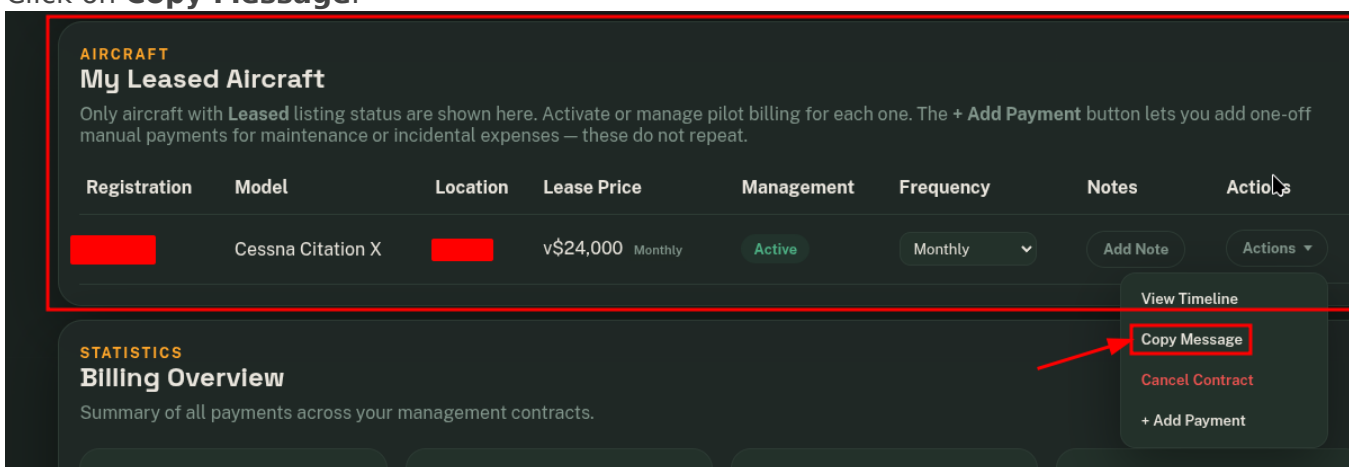
The best and easiest way to manage these payments with the pilot is to contact them and provide the new information, including the payment ID, due date, amount, and the group where the payments must be made.

# Pilot Message Template

For this reason, we have made this task easier for you, and you can use the Text Template system. A text template is a block of information with a format and variables that you only need to copy to your clipboard and send to the pilot.

This system can be used for the manual payment system or the automatic Gateway payment system.

1. Go to **My Leased Aircraft**.
2. Click on **Copy Message**.



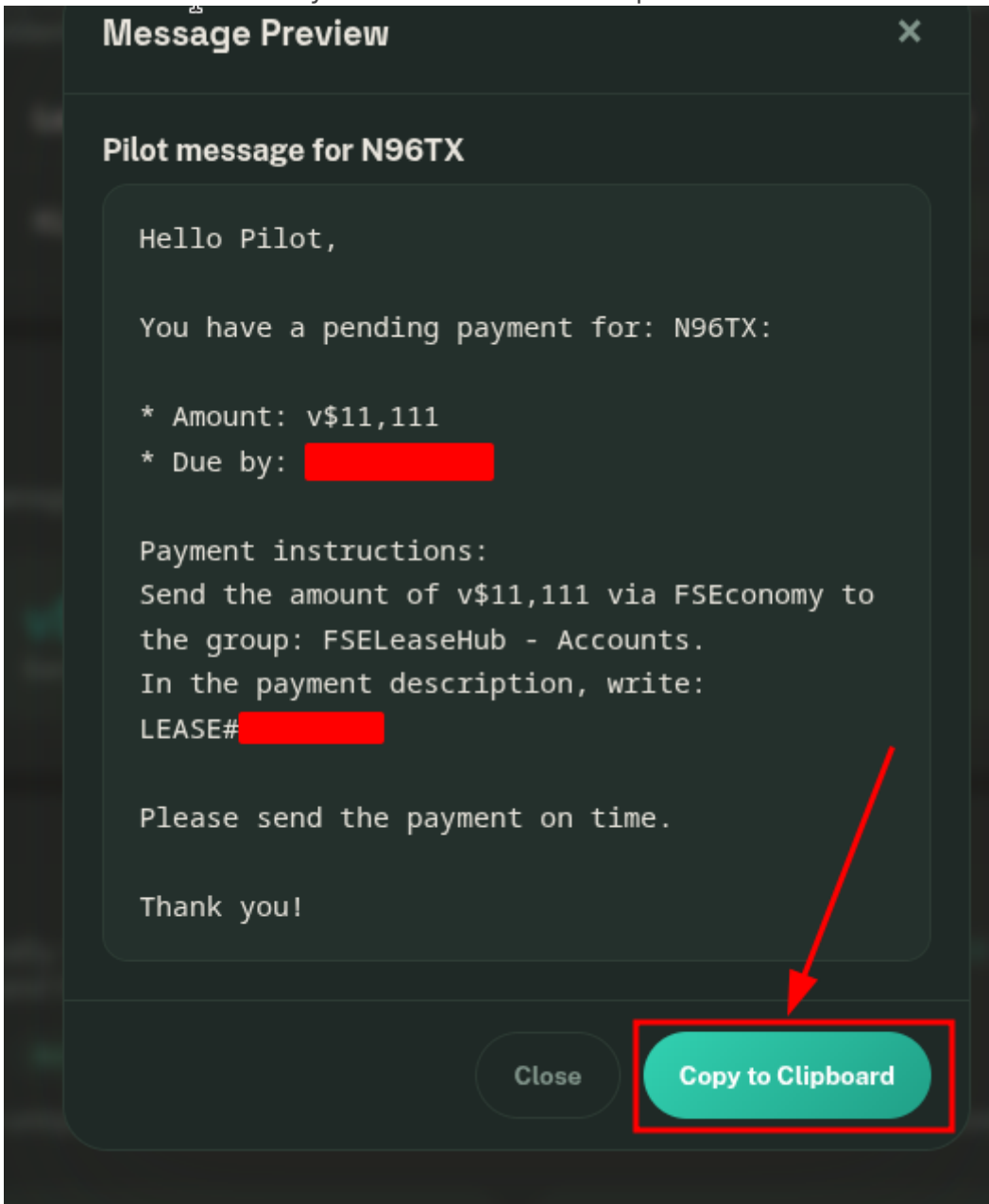
The screenshot displays the 'My Leased Aircraft' section of a dashboard. It features a table with columns for Registration, Model, Location, Lease Price, Management, Frequency, Notes, and Actions. A red box highlights the 'Copy Message' option in the 'Actions' dropdown menu for the first aircraft entry.

Registration	Model	Location	Lease Price	Management	Frequency	Notes	Actions
[Redacted]	Cessna Citation X	[Redacted]	v\$24,000 Monthly	Active	Monthly	Add Note	Actions

**STATISTICS**  
**Billing Overview**  
Summary of all payments across your management contracts.

- View Timeline
- Copy Message**
- Cancel Contract
- + Add Payment

3. This is the information you need to send to the pilot.



## Text Template Customization

The previous text template can be customized.

1. Go to the **Pilot Message Template** module.
2. Customize the template using the available variables shown on the same page.
3. Save Template

TEMPLATES

## Pilot Message Template

Customize the message you send to pilots. Use `{registration}`, `{amount}`, `{frequency}`, and `{duedate}` as variables. When FSE Payment Gateway is active, you can also use `{payment_id}` — it will be replaced with the `LEASE#XXXXXXXX` reference for the next pending payment. The **Copy Message** button in the aircraft list will replace them automatically.

Hello Pilot,

You have a pending payment for: `{registration}`:

- \* Amount: `{amount}`
- \* Due by: `{duedate}`

Save Template

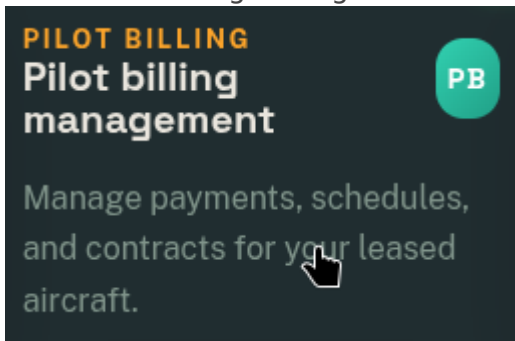
Reset to Default

# 3- Disable billing management

At any time, you can disable the Billing Management system individually for each aircraft.

When you disable this system, the aircraft is automatically marked as Available again on the FSEaseHub platform, and you will no longer receive notifications about upcoming payments or expirations.

1. Go to Pilot Billing Management.



2. In the **My Leased Aircraft** module, click on **"Cancel Contract"**.

