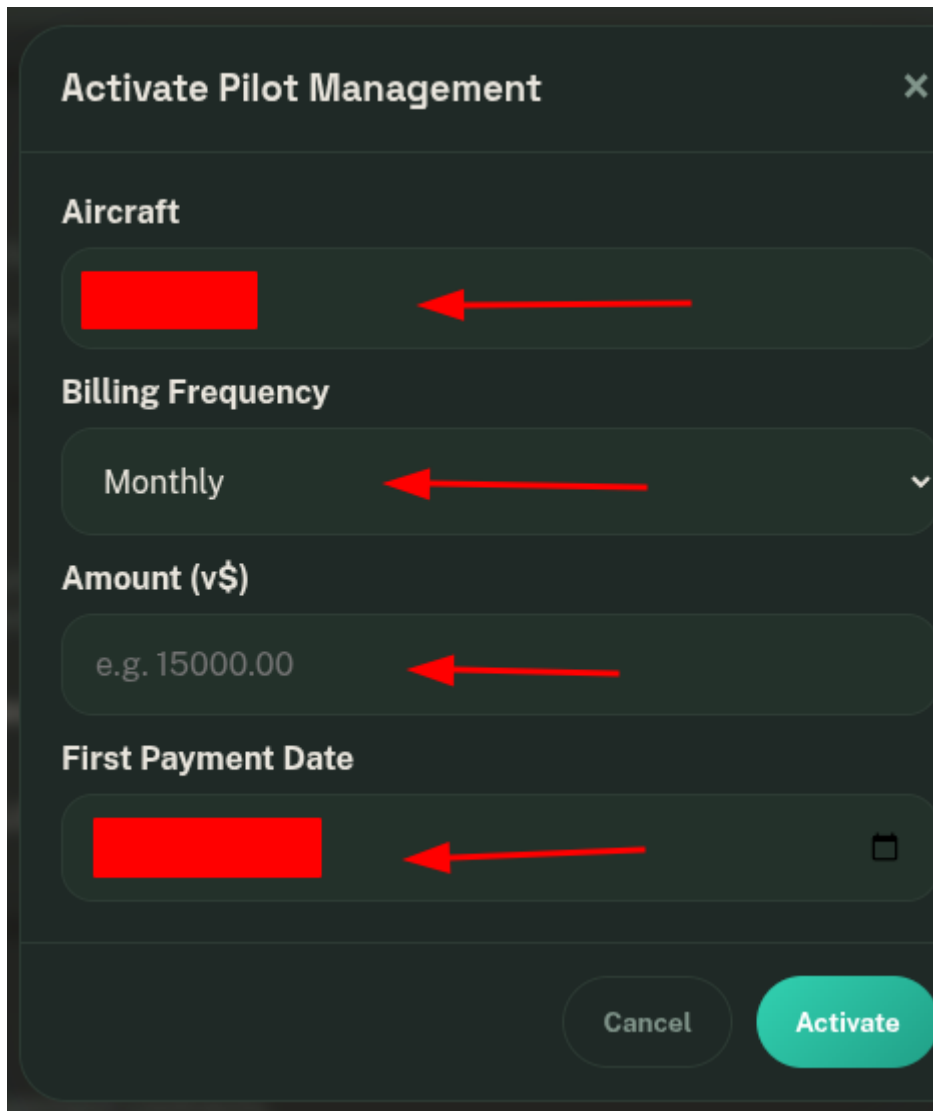


2- Manage payments

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.

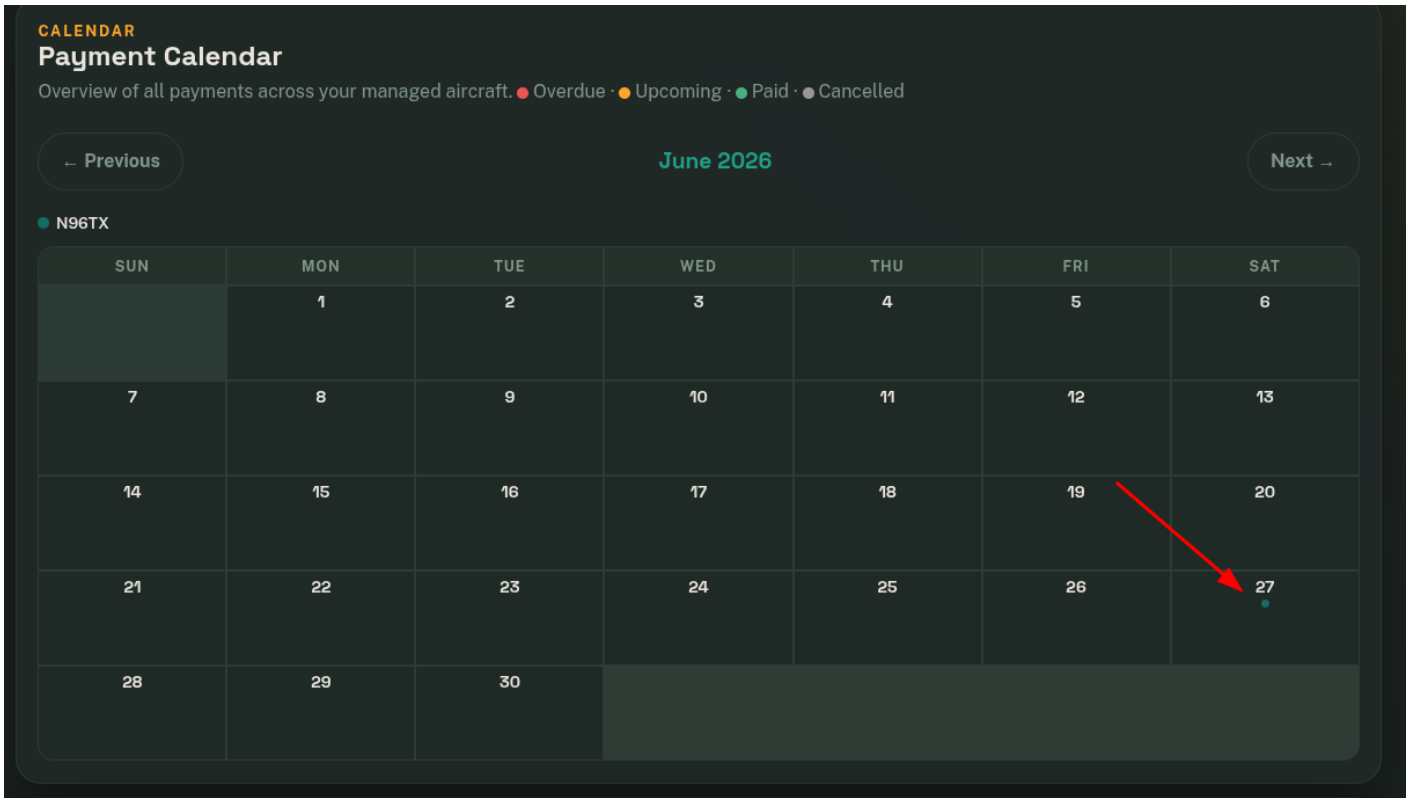


The image shows a dark-themed dialog box titled "Activate Pilot Management" with a close button (X) in the top right corner. The dialog contains four main sections, each with a red arrow pointing to its input field:

- Aircraft:** A text input field containing a redacted value.
- Billing Frequency:** A dropdown menu currently set to "Monthly".
- Amount (v\$):** A text input field containing the example value "e.g. 15000.00".
- First Payment Date:** A date picker input field containing a redacted date, with a calendar icon on the right.

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

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

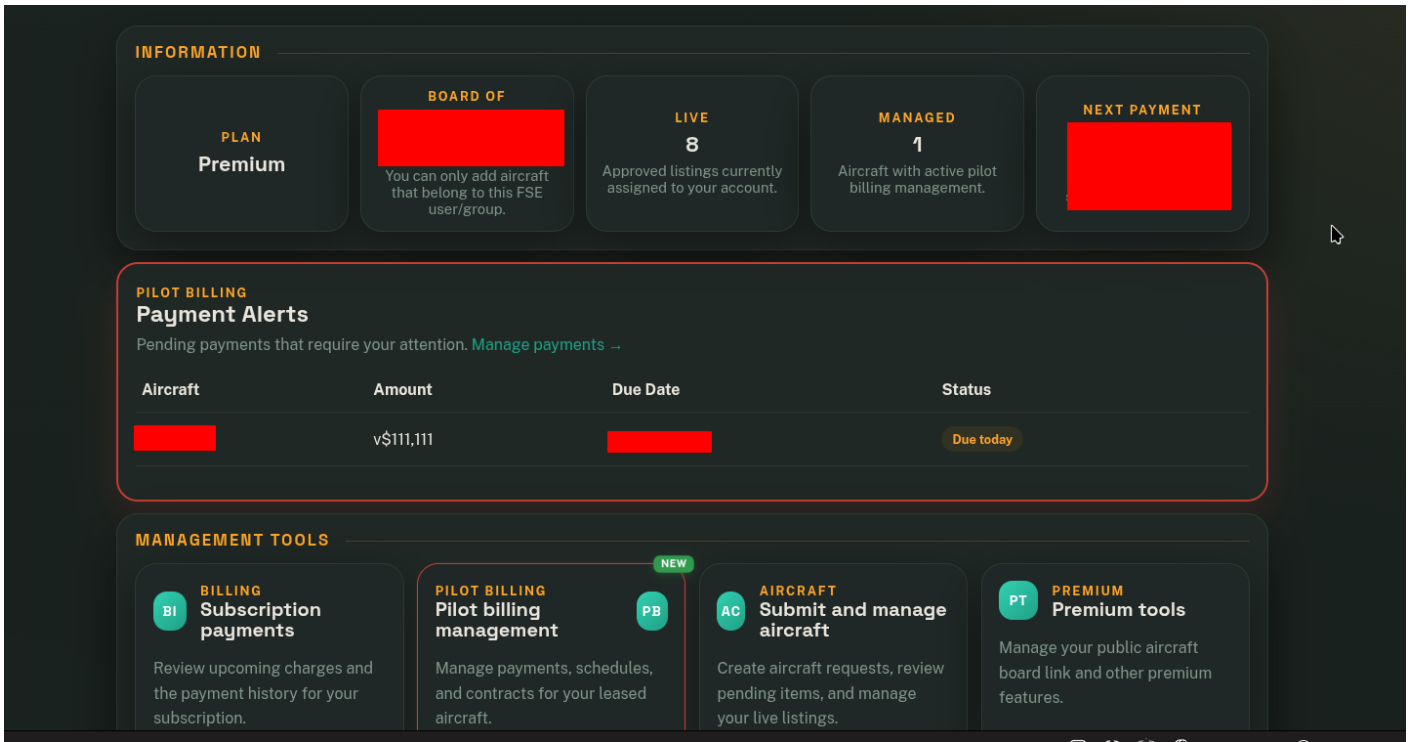


In the **Pending Payments** module, upcoming due payments within the next 7 days or less will be displayed. Alerts will also appear on the dashboard to notify you of the next payment.

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

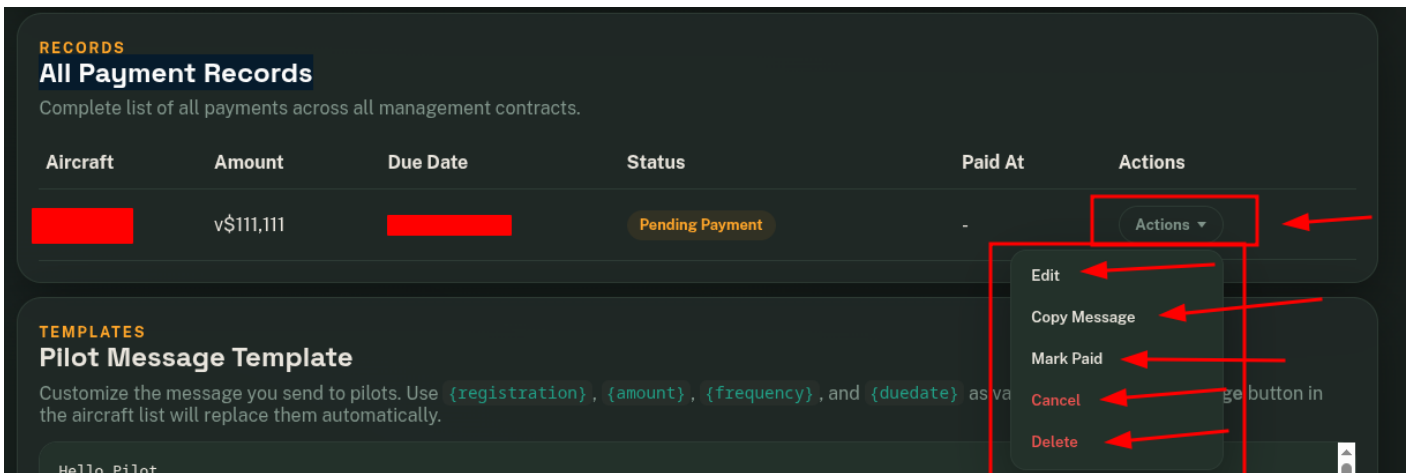
All (1) Insufficient (0) Next 7 Days (0) Due Today (1) Overdue (0)

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



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.

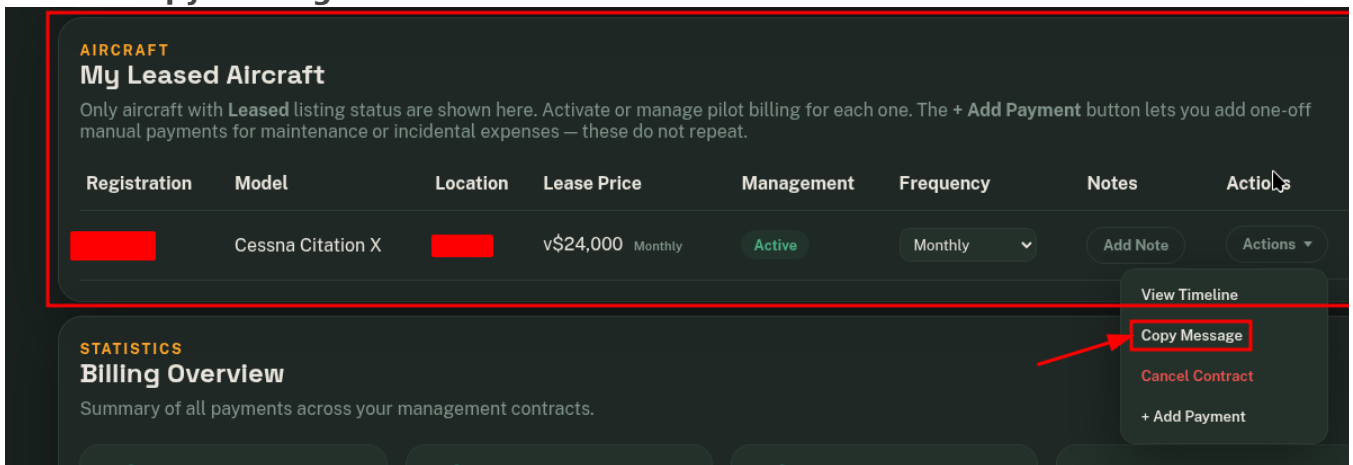
The best and easiest way to manage these payments with the pilot is to contact them and provide the new information, including the payment ID, due date, amount, and the group where the payments must be made.

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**.



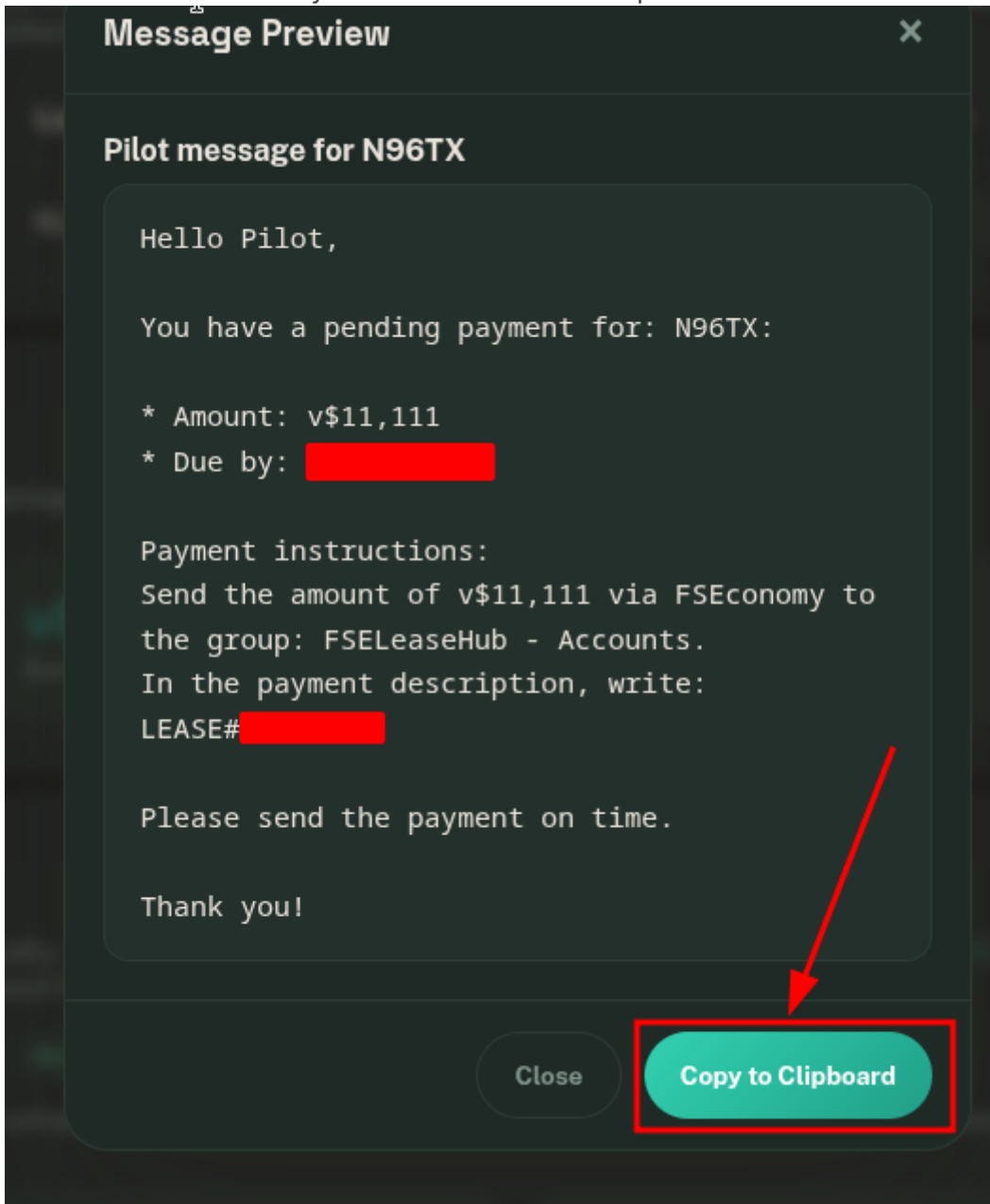
The screenshot displays the 'My Leased Aircraft' section of a dashboard. It features a table with columns for Registration, Model, Location, Lease Price, Management, Frequency, Notes, and Actions. A red box highlights the 'Copy Message' option in the 'Actions' dropdown menu for the first aircraft entry.

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

Revision #6

Created 2026-05-27 08:44:27 UTC by Leuros88

Updated 2026-05-27 10:06:43 UTC by Leuros88