Appian
Gross Receipts Entry
User Guide

Gross Receipts Entry (GRE)

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Account Creation

1. Contact the Concessionaire Administrator at your company to request **Gross Receipts** access.
2. Once you have an account created you will receive an email from Appian with a temporary password.

Appian for DFW International Airport (PROD) account creation

Wed Jun 27 2018 10:
(Central Daylig

Dear Lady Glittersparkles,

Your Appian for DFW International Airport (PROD) account has been created by your administrator: Appian username and temporary password are below:

Username: ladyglittersparkles@mailinator.com
Temporary Password: T8vA(AMwpKR>9>/YMETK4U77

To log in with your temporary password, navigate to https://dfw.appiancloud.com/suite?signin=native
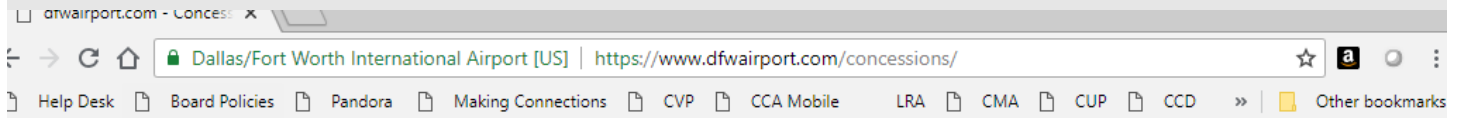
You will be asked to select a new password when you log in.

If you have any questions, please contact your administrator.

Thank you,
Appian for DFW International Airport (PROD)

This message has been sent by Appian

www.dfwairport.com/concessions

Click on Concessionaire Portal

3. Enter your email address and password
4. Click sign in

Forgot Password

1. Email webmaster@dfwairport.com
2. Subject: Appian BRM Forgot Password
3. Enter your email in the body of the email and ask for a password reset.
4. You will receive an email with a temporary password
5. Login with the temporary password
6. Reset the password

Homepage

Once logged in the user view of the homepage will vary depending on access.

Concessionaire Admin will have access to Companies, Locations, Contacts, Inspections and Gross Receipts as shown below.
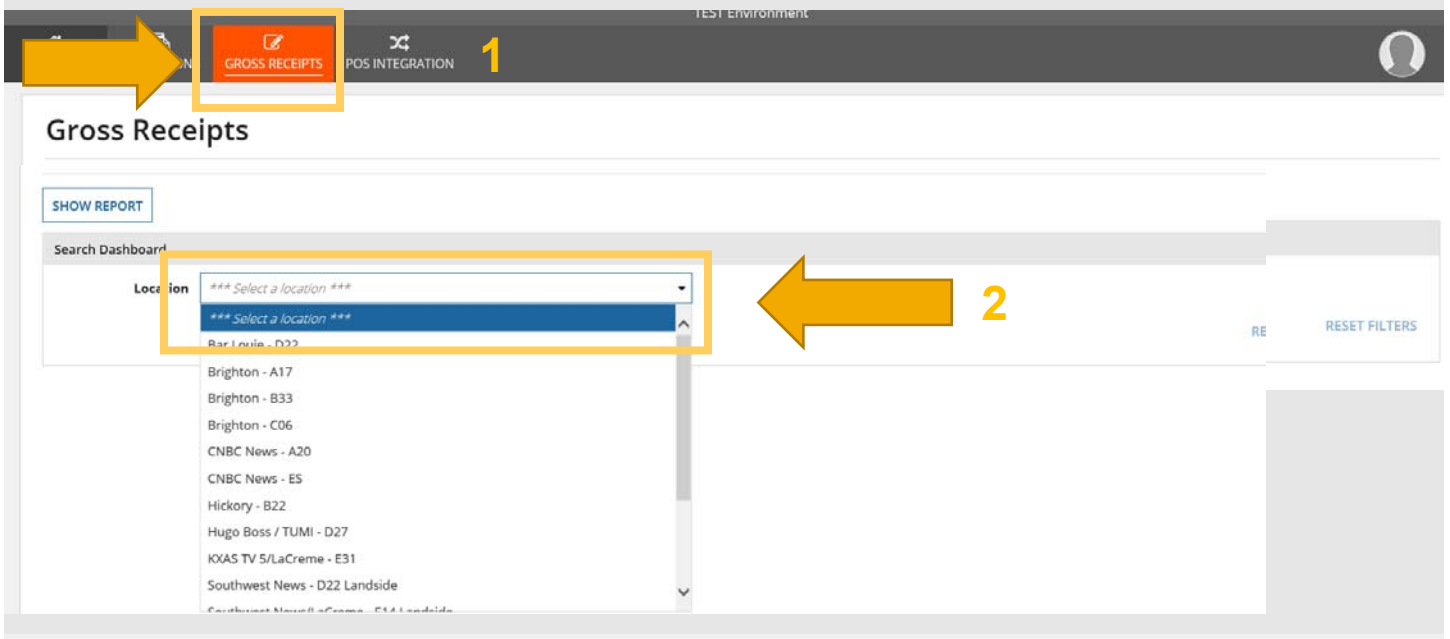
Gross Receipts users will only have access to Gross Receipts.

Enter Gross Receipts

1. Navigate to the Gross Receipts page.
2. Select the location you would like to enter sales for from the location drop down box
3. Select the date – the system will load the previous 7 days for Gross Receipts Entry

Enter Gross Receipts

4. Enter gross receipts by product category
5. Enter comments related to any data that is highlighted in red to explain the variance.
6. Select the dates at the bottom that you would like to submit
7. Click Save to come back to the data or review and submit to finalize

Enter Gross Receipts
With POS Integration

4. Select the dates at the bottom that you would like to submit
5. Once you have dates selected and POS data for the location is available the Import POS Data button will activate. Click the button to import the data. This will overwrite any data that was manually entered. in red to explain the variance. If it is not imported, make sure Total Transactions per day are entered.
6. Enter comments related to any data that is highlighted
7. Click Save to come back to the data or review and submit to finalize

Submit Gross Receipts

8. When Review and Submit is clicked this screen will appear where the Gross Receipts can be reviewed
9. User can read the certification statement before final submission.
10. Click submit

Submit Gross Receipts

11. User will receive a confirmation statement on the dates that were submitted.

Gross Receipts Status

11

4/25/2021 will be Submitted; 4/26/2021 will be Submitted;
4/27/2021 will be Submitted; 4/28/2021 will be Submitted;
4/29/2021 will be Submitted; 4/30/2021 will be Submitted;
5/1/2021 will be Submitted

Mon - 04/26/2   04/29/2021

5/6/2021   /6/2021

NO   **YES**

$1,009.10 $1,238.46 $1,422.03 $1,777.23

12. When you look at the submitted dates the status will now be Submitted.

Gross Receipts

SHOW REPORT

12

Search Dashboard

| Location | Brighton - B33 | ▼ | To Date | 05/01/2021 |

RESET FILTERS

Gross Receipts Summary

Date	Sun - 04/25/2021	Mon - 04/26/2021	Tue - 04/27/2021	Wed - 04/28/2021	Thu - 04/29/2021	Fri - 04/30/2021	Sat - 05/01/2021
Due Date	5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/6/2021
Status	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted
Total Gross Receipts	$2,532.89	$1,009.10	$1,238.46	$1,422.03	$1,777.23	$2,852.59	$836.59

Gross Receipts (Adjusted) - Refer to Agreement for Specifics

DFW

Unlock Request

1. Navigate to the date you would like to request to be unlocked.
2. Expand the request to unlock box, and select the dates that need to be unlocked
3. Enter comments on why it needs to be unlocked
4. Click the Request to Unlock button
5. You will see a red confirmation statement at the top of the page "Email Sent Successfully" and the status will change to Pending Unlock.

Daily Gross Receipts Comments

Date **1**	Sun - 04/25/2021	Mon - 04/26/2021	Tue - 04/27/2021	Wed - 04/28/2021	Thu - 04/29/2021	Fri - 04/30/2021	Sat - 05/01/2021
Comments							
Deselect All							

Request to Unlock **2**

Date	Sun - 04/25/2021	Mon - 04/26/2021	Tue - 04/27/2021	Wed - 04/28/2021	Thu - 04/29/2021	Fri - 04/30/2021	Sat - 05/01/2021
Request To Unlock	☑	☑	☐	☐	☐	☐	☐
Requestor Comments To Unlock	eed to fix	need to fix **3**					

CLEAR SELECTION | | | | | | **4** | REQUEST TO UNLOCK

Email Sent Sucessfully **5**

Gross Receipts Summary

Date	4/25/2021	Mon - 04/26/2021	Tue - 04/27/2021	Wed - 04/28/2021	Thu - 04/29/2021	Fri - 04/30/2021	Sat - 05/01/2021
Due Date	5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/6/2021	5/6/2021
Status	Pending for unlock	Pending for unlock	Submitted	Submitted	Submitted	Submitted	Submitted
Total Gross Receipts	$2,532.89	$1,009.10	$1,238.46	$1,422.03	$1,777.23	$2,852.59	$836.59

Gross Receipts (Adjusted) - Refer to Agreement for Specifics

Date	Sun - 04/25/2021	Mon - 04/26/2021	Tue - 04/27/2021	Wed - 04/28/2021	Thu - 04/29/2021	Fri - 04/30/2021	Sat - 05/01/2021
Allowances	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Category 14 Sales	$2,532.89	$1,009.10	$1,238.46	$1,422.03	$1,777.23	$2,852.59	$836.59
Other Gross Receipts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Transactions	5	5	5	5	5	5	5
Submitted Stamp	5/11/2021 7:00 PM CDT	5/11/2021 7:00 PM CDT	5/12/2021 2:20 PM CDT	5/12/2021 2:20 PM CDT	5/12/2021 2:20 PM CDT	5/12/2021 2:20 PM CDT	5/12/2021 2:20 PM CDT

Informational Data

Unlock Request

6. DFW will receive an email alerting them of the unlock request and will approve or reject the request. An email alerting the users of the approved/rejected status will be sent.
7. The status of the dates that were approved will change to unlocked and the rejected will revert back to submitted.

POS Integration
Map Product Categories

When POS data comes to DFW the product categories don't line up exactly with the lease categories. So, DFW built a tool for Concessionaire users to be able to login and map those categories. This mapping only has to be done once unless the concessionaire adds new categories.

1. Concessionaire users will receive an email alerting them of the need to map the sales categories.
2. Click the link in the email to login to the system.
3. Navigate to POS integration and sort the list by the unmapped column

FW: Sales Category Mapping Required **1**

SD Nadegouni, Ramya on behalf of Soadev, Developer
To ✔ Pagenkopf, Julie

↩ Reply   ↩↩ Reply All   → Forward   …
Fri 6/5/2020 9:00 Al

om: **Appian TST** <AppianDEV@dfwairport.com>
nt: Friday, June 5, 2020 8:50 AM
: Soadev, Developer <devsoadev@dfwairport.com>
: Soadev, Developer <devsoadev@dfwairport.com>
bject: Sales Category Mapping Required

order to view your POS Gross Receipts information, plea e Log in here, to nap oale ategory information.   **2**
e Following Locations have Sales Categories that need to be mapped.

POS Store	PW Location
312.000000000000000-D22	Bank of America D22 Customs

TEST Environment

⤧ POS INTEGRATION   ←   **3**

Manage POS Location and Categories

Search Filters

Location	# Mapped	# Un-mapped ↓	Categories
Hugo Boss / TUMI D27	0	5	5
CNBC News ES	0	5	5
Stockyards Marketplace A15	0	1	1
USA Today Travel Zone, Ruta Maya A14 Landside	4	0	4
Southwest News/LaCreme E37 Landside	3	0	3

« ‹ 1 – 5 of 16 › »

Please select location to map categories

SAVE CHANGES

POS Integration
Map Product Categories

4. Select the desired location. The categories from the POS integration will appear and a dropdown of lease categories.
5. Select the corresponding lease product category to match.
6. All POS categories must have a corresponding Propworks Category.
7. Click Save Changes

Once this process is complete POS data will be available in the Gross Receipts application the next day.