

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>

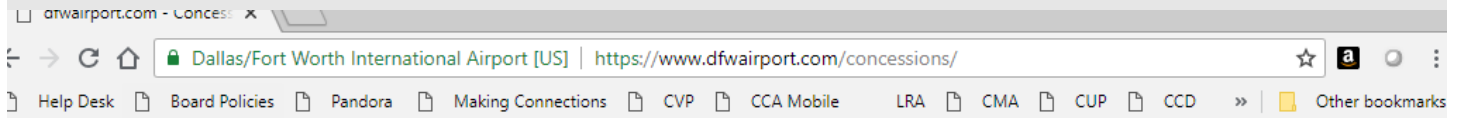
You will be asked to select a new password when you log in.

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



Travel. Transformed. **DFW**

- Home
- Get Started
- Solicitations/RFPs
- Resources**
- About
- Announcements



Register for Concessions Opportunities

Register

Current Concessionaire User Portal

Log-In

Tour the new Terminal A



Click on Concessionaire Portal

The image shows a browser window displaying the DFW Airport Concessions Portal. The browser's address bar shows the URL <https://www.dfwairport.com/concessions/>. The website header includes the slogan "Travel. Transformed." and the DFW logo. A navigation menu is visible with the following items: Home, Get Started, Solicitations/RFPs, Resources (highlighted in orange), About, and Announcements. A dark grey overlay menu is positioned over the Resources link, listing the following options: Employment, Passenger Data, List of Future Locations, Terminal Maps, Required Certifications, Resources and Presentations, Construction Resources, DFW Segmentation Research Study, and Concessionaire Portal (highlighted with a yellow border). Below this menu, there is a "Log-In" button (highlighted in orange) and a "Concessionaire User" label. The background of the website features a photograph of an airport terminal with various retail stores like Lancôme and La Mer. At the bottom of the page, there is a banner for "New Duty Free Opens in" and a link to "Tour the new Terminal A".

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

dfwairport.com - Concessions x Appian for DFW International x

Secure | https://dfw.appiancloud.com/suite/sites/concessions-portal

Help Desk Board Policies Pandora Making Connections CVP CCA Mobile LRA CMA

DFW

Enter your DFW Network login. (Ex. Username: jsmith)

Username Your email

Password password

Remember me on this computer

[External Users, click here to request password reset and include your username.](#) **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.

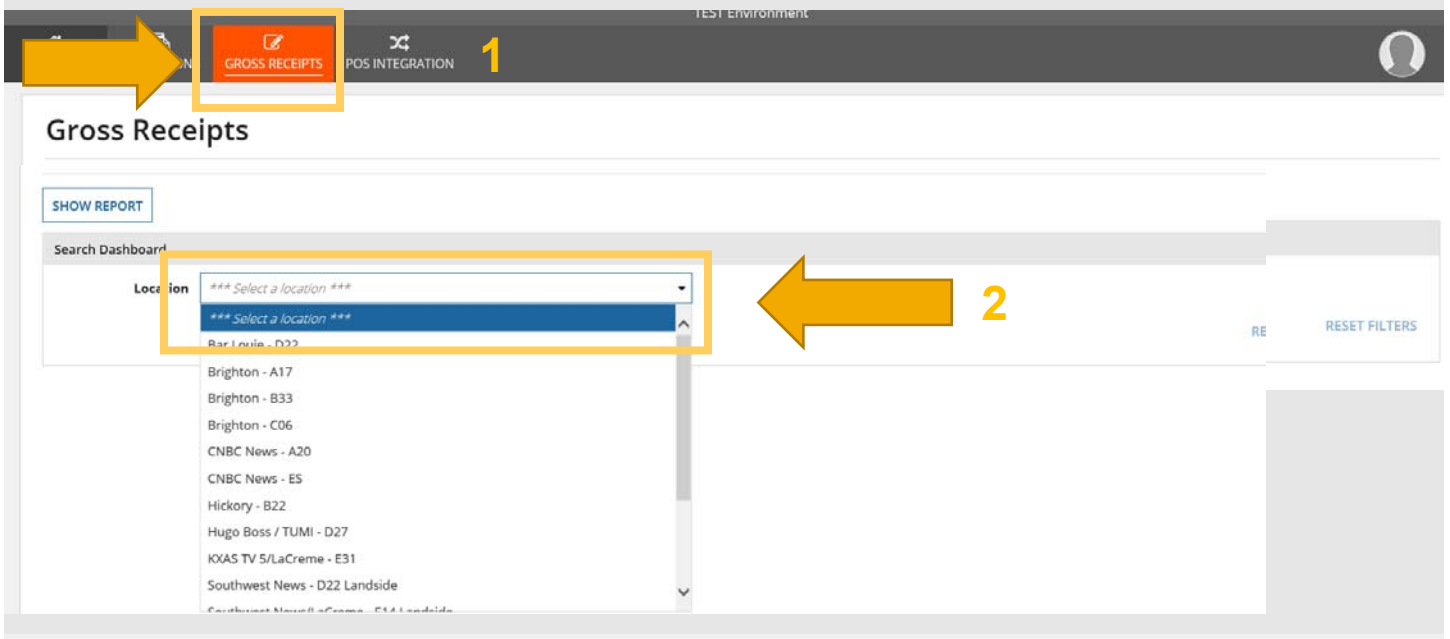
Gross Receipts users will only have access to Gross Receipts.

The screenshot shows the 'Concessionaire Portal Home' dashboard. At the top, there is a navigation bar with tabs for HOME, INSPECTIONS, GROSS RECEIPTS, and POS INTEGRATION. The main content area is divided into several sections:

- My Locations:** A table with columns 'Location Name' and 'Gate'. It lists 7-Eleven locations at gates A25, D21, E13, D22, and B33, along with ABACUS by Kent Rathbun and Artizan.
- My Companies:** A table with 'Company Name' listing HDS & Partners at DFW, LLC, Mercado Gifts-TPS II, LLC, Paradies Lagardere@ DFW Terminal D, LLC, Paradies-DFW 2015 (P&R), LLC, and Paradies-Pugh, Inc.
- My Contacts:** A table with 'Name' listing Karen Clark, Bruce Feuer, Bekah Michinski, Curtis Miller, and Gregg Paradies.
- Inspections:** A table with columns 'Inspection Name', 'Status', 'Non - Compliant Count', 'Days Opened', and 'Over Due'. It shows one inspection: '#1099: CNBC News A20' with status 'Open', 1 non-compliant count, 0 days open, and no over due items.
- Gross Receipts:** A table with columns 'Location Name & Gate', '# Unsubmitted', '# Past Due', and 'Due Date'. It lists four entries for 'IStore Boutique - A21', each with 7 unsubmitted and 7 past due receipts, and due dates of 1/30/2020, 2/6/2020, 2/13/2020, and 2/20/2020.

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



Gross Receipts



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

TEST Environment

HOME INSPECTIONS **GROSS RECEIPTS** POS INTEGRATION

Gross Receipts

SHOW REPORT

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							
Total Gross Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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
Alcohol Sales	\$563.00	\$4,654.00	\$6,548.00	\$354.00	\$654.00	\$6,541.00	\$654.00
Allowances							
Category 14 Sales	\$5.00	\$6.00	\$5.00	\$4.00	\$5.00	\$55.00	\$436.00
Category 2 Sales	\$654.00	\$65,487.00	\$321.00	\$5,843.00	\$157.00	\$654.00	\$654.00
Other Gross Receipts							
Total Transactions	156	269	9654	365	635165	545	545

Daily Gross Receipts Comments

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
Comments							
Deselect All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

IMPORT POS DATA

SAVE GROSS RECEIPTS REVIEW AND SUBMIT

UTW

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

TEST Environment

HOME INSPECTIONS **GROSS RECEIPTS** POS INTEGRATION

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							

Informational Data

Daily Gross Receipts Comments

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
Comments	<input type="text"/>						
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Data will be overwritten by POS data loaded into the system.

IMPORT POS DATA **5** **7** **SAVE GROSS RECEIPTS** **REVIEW AND SUBMIT** **4** **6**

Submit Gross Receipts

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

Location Brighton - B33 To Date 05/01/2021

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							
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

Informational Data

Daily Gross Receipts Comments

By clicking Submit, I attest that the information is true and correct and is in accordance with the terms and conditions of the subject lease agreement.

Should an error be found after submission during the current month request access to make the correction on the actual week.
If an error is found after the month has closed, corrections should be made on the following month to reconcile year-to-date totals. If corrections are made during the following month, please provide a description and

BACK TO GROSS RECEIPTS SUBMIT

Submit Gross Receipts

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

ION

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

NO
YES

Mon - 04/26/21	04/29/2021	5/6/2021	6/2021
\$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.

HOME | INSTRUCTIONS | GROSS RECEIPTS | POSITIVE ACTION

Gross Receipts

12

[SHOW REPORT](#)

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

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	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							

Request to Unlock

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor Comments To Unlock	need to fix	need to fix					

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	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

- 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.
- The status of the dates that were approved will change to unlocked and the rejected will revert back to submitted.

Gross Receipts Unlock Request for "ICE Currency D24" is APPROVED for Sales Date 7/31/2020



Appian PRD <AppianDEV@dfwairport.com>

To

Cc: ● Borden, Brian; ● Flores, Daniel; ● Pagenkopf, Julie; ● Smith, Latricia; ● Callahan, Robert L; ● Nadegouni, Ramya

[← Reply](#)
[↶ Reply All](#)
[→ Forward](#)
⋮

Wed 8/5/2020 12:06 PM

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Team,

Concessions department has reviewed your unlock request. Please refer to the below status.

	Sales Date	Status	Approver Comments
1	7/31/2020	Approved	

DFW Concessions User : [Click here to view Gross Receipts](#)

[HOME](#)
[INSPECTIONS](#)
[GROSS RECEIPTS](#)
[POS INTEGRATION](#)

Gross Receipts

SHOW REPORT

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	Unlocked	Unlocked	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
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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**



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

Reply Reply All Forward

Fri 6/5/2020 9:00 AM

From: Appian TST <AppianDEV@dfwairport.com>
Sent: Friday, June 5, 2020 8:50 AM
To: Soadev, Developer <devsoadev@dfwairport.com>
Cc: Soadev, Developer <devsoadev@dfwairport.com>
Subject: Sales Category Mapping Required

2

In order to view your POS Gross Receipts information, please Log in [here](#), to map Sales Category information.
The Following Locations have Sales Categories that need to be mapped.

POS Store	PW Location
312.00000000000000-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.

cloud.com/suite/sites/concessions-portal/page/pos-integration

Search...

TEST Environment

POS RECEIPTS POS INTEGRATION

Manage POS Location and Categories

Search Filters

Location	# Mapped	# Un-mapped	# Categories
Sonny Bryan's E13	0	7	7
Mega 0037 TOM 027	0	5	5
CNBC News ES	0	5	5
Stockyards Marketplace A15	0	1	1
Love Shack E11	10	0	10

<< < 1 - 5 of 22 > >>

Category Id	Category Name	Propworks Category
1000001	GEN NA BEV310001	Select propworks category
1000003	GEN WINE 320801	Select propworks category
1000004	GEN BEER 327004	Select propworks category
UNKNOWN	UNKNOWN	Select propworks category
460000001	FAS FOOD 306267	Select propworks category
550000001	GEN FOOD 306001	Select propworks category
253000001	SBB FOOD 30723	Select propworks category

SAVE CHANGES