

# iReceivables



## Tutorial

January, 2013

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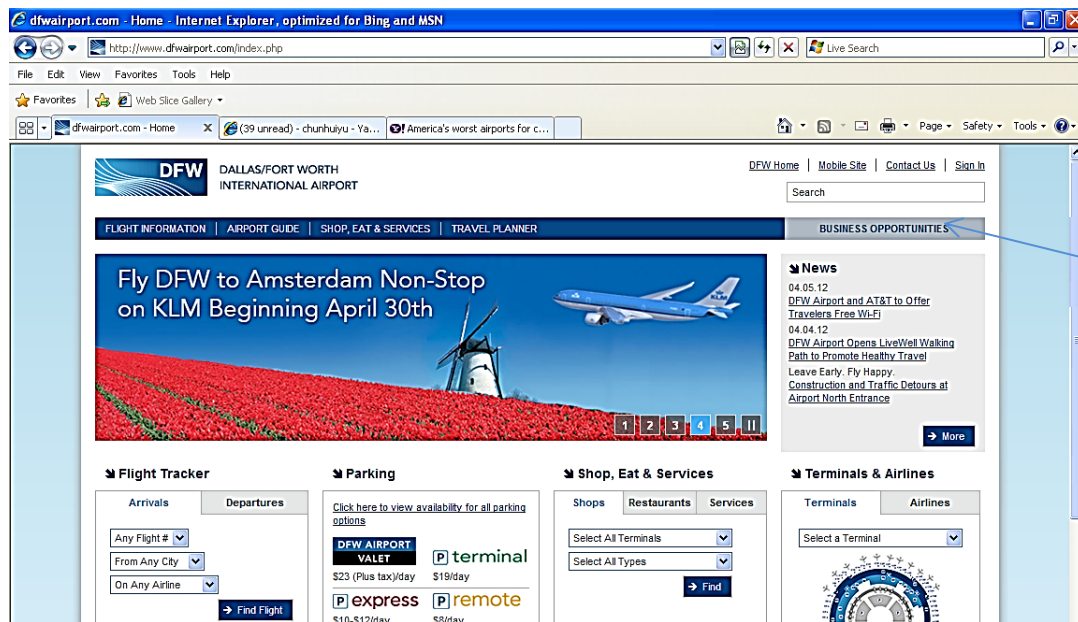
### **WHAT IS iRECEIVABLES?**

iReceivables is a web-based, self-service Oracle application that provides customers secure access to invoices with a standard web browser. Customers can use iReceivables to view their own account information, print transactions, and contact DFW Accounts Receivable specialists with questions or comments.

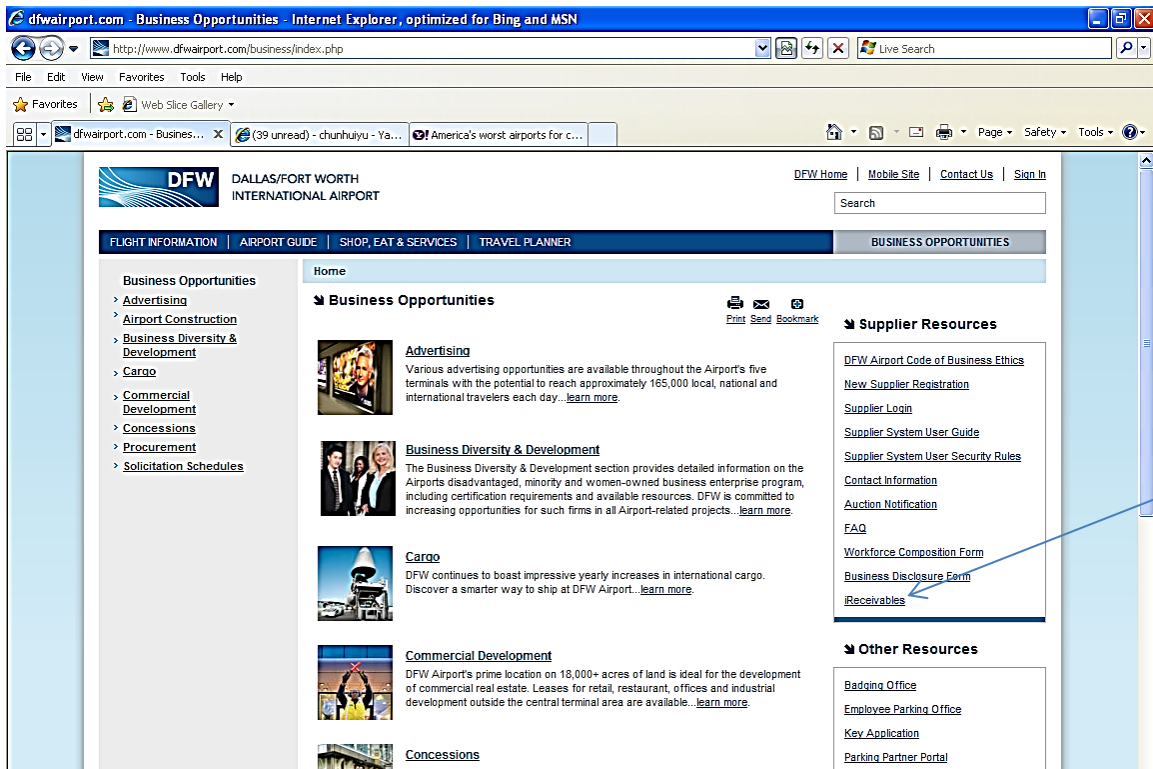
### **GETTING STARTED**

iReceivables can be accessed using two methods:

1. Open Internet Explorer.
2. In the address box, type the following:  
<http://www.dfwairport.com/concessions/ireceivables/index.php> or
3. In the address box, type <http://www.dfwairport.com>

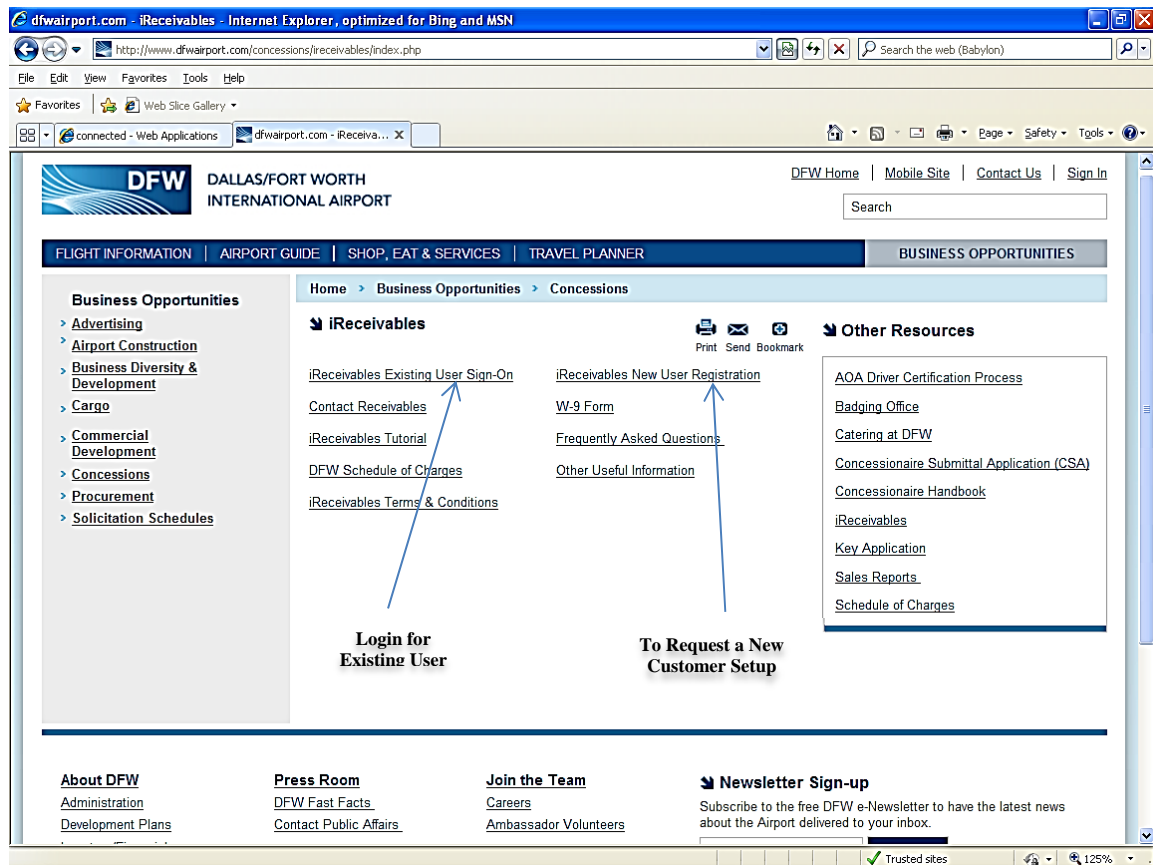


4. Select “Business Opportunities” from top right of the screen.



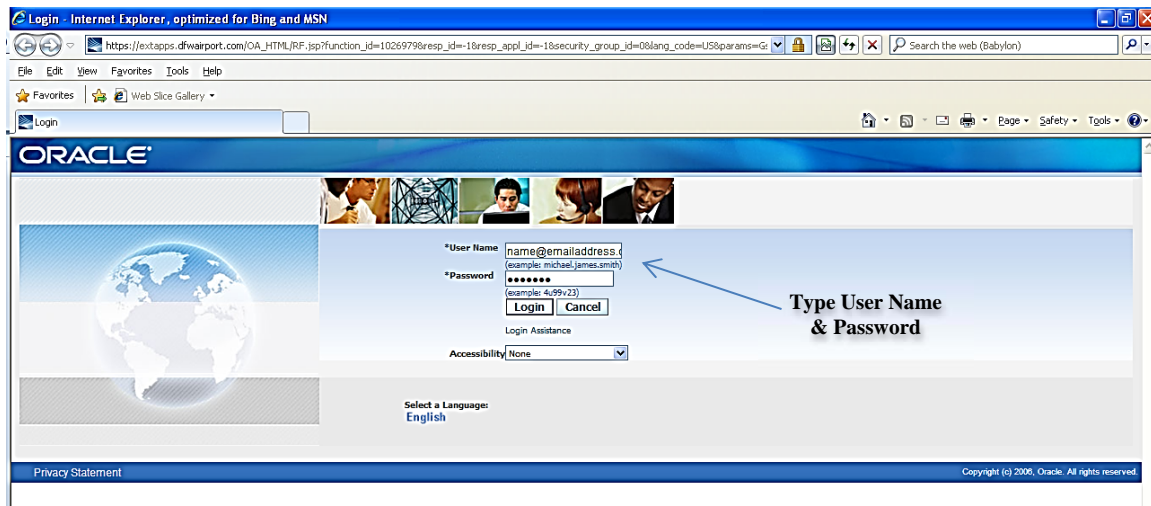
5. Select “iReceivables”

## iReceivables Homepage



- 6 If you are a new user and need to setup an iReceivables account, you can click “iReceivables New User Registration” and follow the steps. You can also send an email request to [dfwacctrec@dfwairport.com](mailto:dfwacctrec@dfwairport.com)
- 7 If you are an existing user and already have a user name and password, you can access your account information by clicking on “iReceivables Existing User Sign-On”

## iReceivables Login



The screenshot shows the iReceivables Login page in Internet Explorer. The browser window title is "Login - Internet Explorer, optimized for Bing and MSN". The address bar shows the URL: [https://extapps.dfwairport.com/OA\\_HTML/RF.jsp?function\\_id=1026979&resp\\_id=-1&resp\\_appl\\_id=-1&security\\_group\\_id=0&lang\\_code=US&params=G](https://extapps.dfwairport.com/OA_HTML/RF.jsp?function_id=1026979&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US&params=G). The page features the Oracle logo and a globe. The login form includes the following elements:

- \*User Name**: A text input field containing "name@emailaddress.com". Below it, a small text says "(example: michael.james.smith)".
- \*Password**: A text input field containing "\*\*\*\*\*". Below it, a small text says "(example: 4/99v23)".
- Login** and **Cancel** buttons.
- Login Assistance** link.
- Accessibility** dropdown menu set to "None".
- Select a Language:** dropdown menu set to "English".

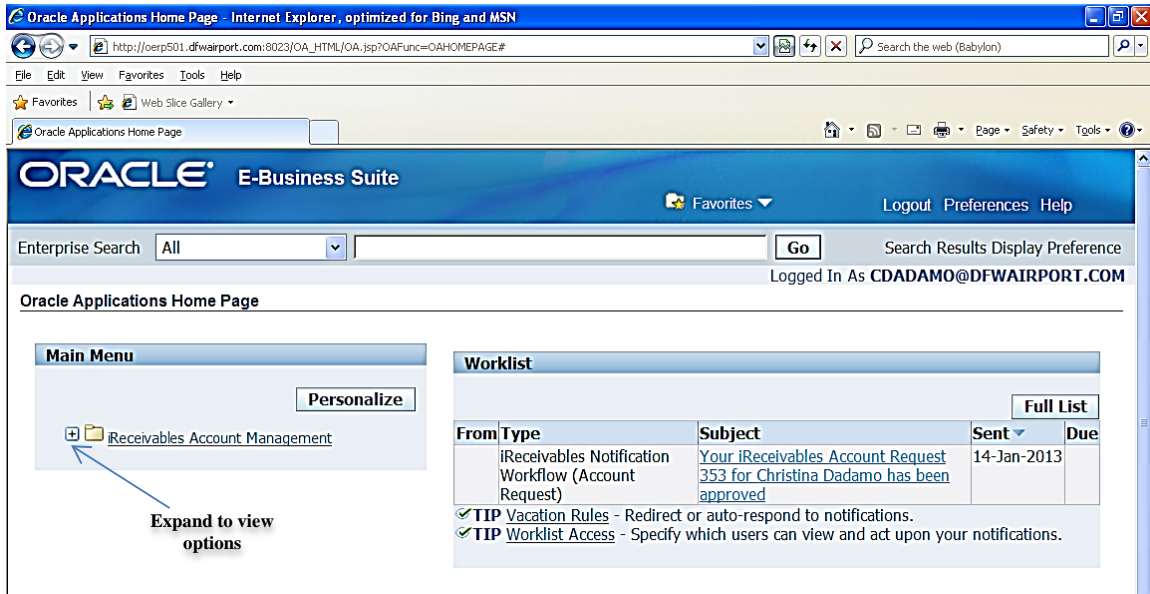
A blue arrow points to the User Name field with the text "Type User Name & Password". The footer includes a "Privacy Statement" link and "Copyright (c) 2008, Oracle. All rights reserved."

Enter your **User Name** and **Password**.

- User name is usually an email address.
- Password is case sensitive.
- Account will be locked if inactive for 30-days.

## NAVIGATING iRECEIVABLES

### iReceivables Main Menu



Oracle Applications Home Page - Internet Explorer, optimized for Bing and MSN

http://oerp501.dfwairport.com:8023/OA\_HTML/OA.jsp?OAFunc=OAHOMEPAGE#

Enterprise Search All [Go] Search Results Display Preference

Logged In As CDADAMO@DFWAIIRPORT.COM

Oracle Applications Home Page

**Main Menu** Personalize

Receivables Account Management

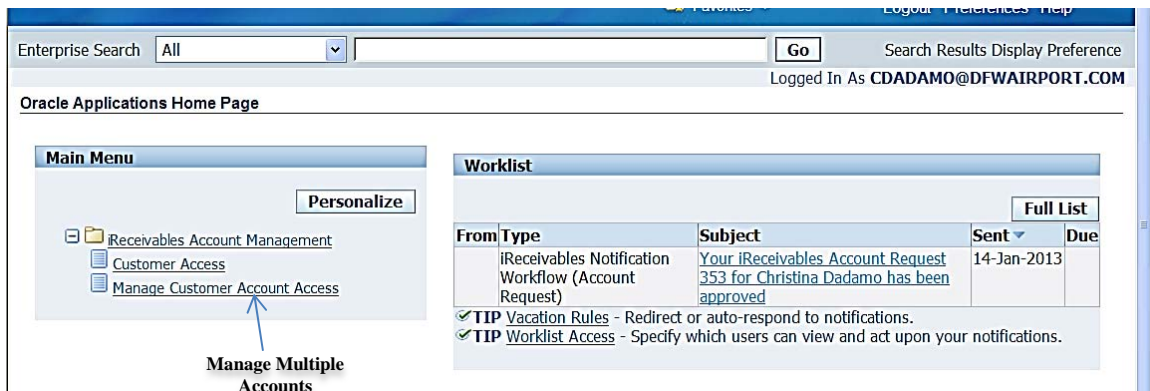
Expand to view options

**Worklist** Full List

From	Type	Subject	Sent	Due
iReceivables Notification Workflow (Account Request)		Your iReceivables Account Request 353 for Christina Dadamo has been approved	14-Jan-2013	

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.  
 ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

1. After logged in to your account, you can view the options of how to manage your account by expanding “iReceivables Account Management” folder



Enterprise Search All [Go] Search Results Display Preference

Logged In As CDADAMO@DFWAIIRPORT.COM

Oracle Applications Home Page

**Main Menu** Personalize

Receivables Account Management

Customer Access

Manage Customer Account Access

Manage Multiple Accounts

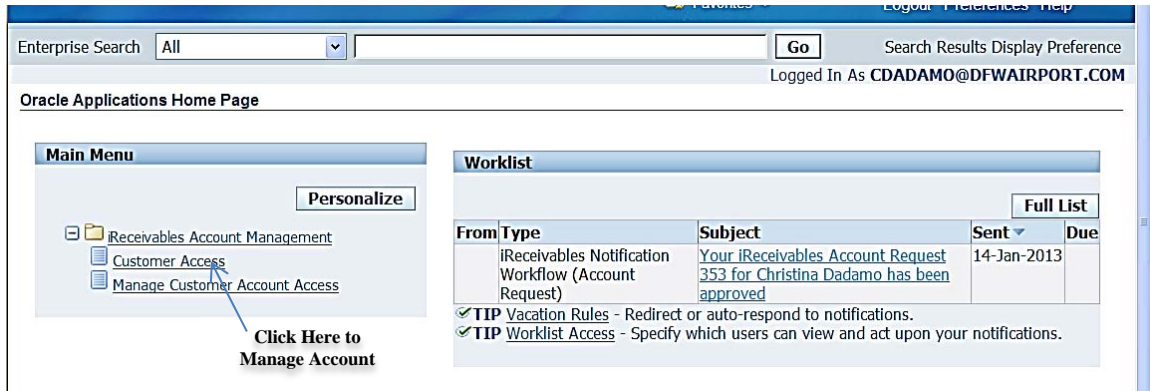
**Worklist** Full List

From	Type	Subject	Sent	Due
iReceivables Notification Workflow (Account Request)		Your iReceivables Account Request 353 for Christina Dadamo has been approved	14-Jan-2013	

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.  
 ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

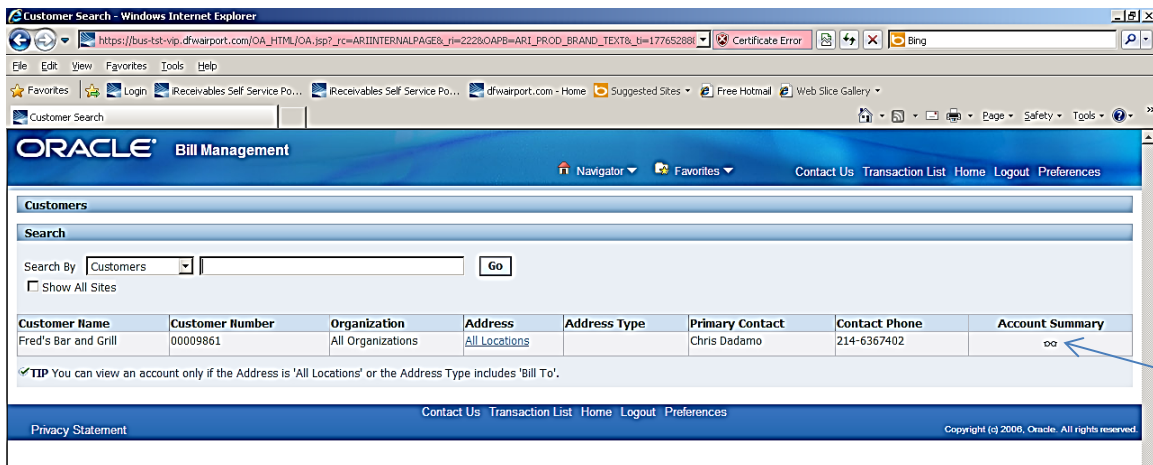
2. If you want to manage multiple accounts under one login, you can do so by clicking “Manage Customer Account Access”.

## View and Manage Invoices



The screenshot shows the Oracle Applications Home Page. At the top, there is an "Enterprise Search" bar with a dropdown menu set to "All" and a "Go" button. To the right, it says "Search Results Display Preference" and "Logged In As CDADAMO@DFWAIRPORT.COM". Below this is the "Oracle Applications Home Page" header. On the left, the "Main Menu" is displayed with a "Personalize" button. The menu items are: "Receivables Account Management", "Customer Access", and "Manage Customer Account Access". An arrow points from the "Customer Access" link to the text "Click Here to Manage Account". On the right, the "Worklist" is shown with a "Full List" button. The worklist table has columns: "From", "Type", "Subject", "Sent", and "Due". The first row is: "iReceivables Notification Workflow (Account Request)", "Your iReceivables Account Request 353 for Christina Dadamo has been approved", "14-Jan-2013". Below the table, there are two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

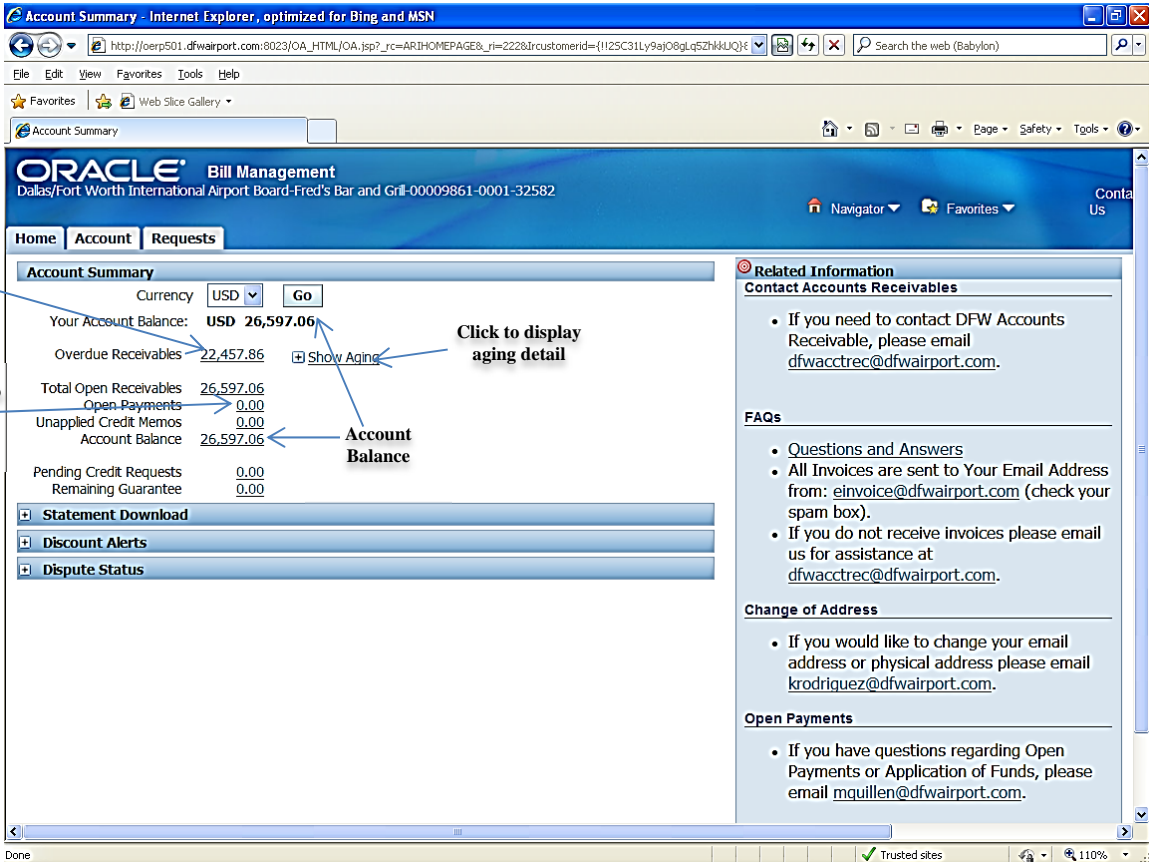
1. Click “Customer Access” link to begin to view and manage your account activities.



The screenshot shows the Oracle Bill Management Customer Search page. At the top, there is a "Customer Search" header. Below it, there is a "Search" section with a "Search By" dropdown menu set to "Customers" and a "Go" button. There is also a "Show All Sites" checkbox. Below the search section is a table with columns: "Customer Name", "Customer Number", "Organization", "Address", "Address Type", "Primary Contact", "Contact Phone", and "Account Summary". The first row is: "Fred's Bar and Grill", "00009861", "All Organizations", "All Locations", "Chris Dadamo", "214-6367402", and an eyeglass icon. An arrow points from the text "Click on the Eyeglass Icon" to the eyeglass icon in the "Account Summary" column. Below the table, there is a tip: "TIP You can view an account only if the Address is 'All Locations' or the Address Type includes 'Bill To'." At the bottom, there is a "Privacy Statement" link and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

2. Click on to the eyeglass icon under the “Account Summary” to see account details. Some customers may have multiple locations, you must click the top eyeglass with “All Locations” listed under “Address” column.





**Account Summary - Internet Explorer, optimized for Bing and MSN**

http://oerp501.dfwairport.com:8023/OA\_HTML/OA.jsp?\_rc=ARHOMEPAGE&\_ri=222&trcustomerid={1125C311y9sj08glq5ZhhWUQ}x

File Edit View Favorites Tools Help

Account Summary

**ORACLE Bill Management**  
Dallas/Fort Worth International Airport Board-Fred's Bar and Grill-00009861-0001-32582

Home Account Requests

**Account Summary**

Currency: USD Go

Your Account Balance: **USD 26,597.06**

Overdue Receivables: 22,457.86 [Show Aging](#)

Total Open Receivables: 26,597.06

Open Payments: 0.00

Unapplied Credit Memos: 0.00

Account Balance: 26,597.06

Pending Credit Requests: 0.00

Remaining Guarantee: 0.00

[Statement Download](#)

[Discount Alerts](#)

[Dispute Status](#)

**Related Information**

**Contact Accounts Receivable**

- If you need to contact DFW Accounts Receivable, please email [dfwacctrec@dfwairport.com](mailto:dfwacctrec@dfwairport.com).

**FAQs**

- Questions and Answers
- All Invoices are sent to Your Email Address from: [einvoice@dfwairport.com](mailto:einvoice@dfwairport.com) (check your spam box).
- If you do not receive invoices please email us for assistance at [dfwacctrec@dfwairport.com](mailto:dfwacctrec@dfwairport.com).

**Change of Address**

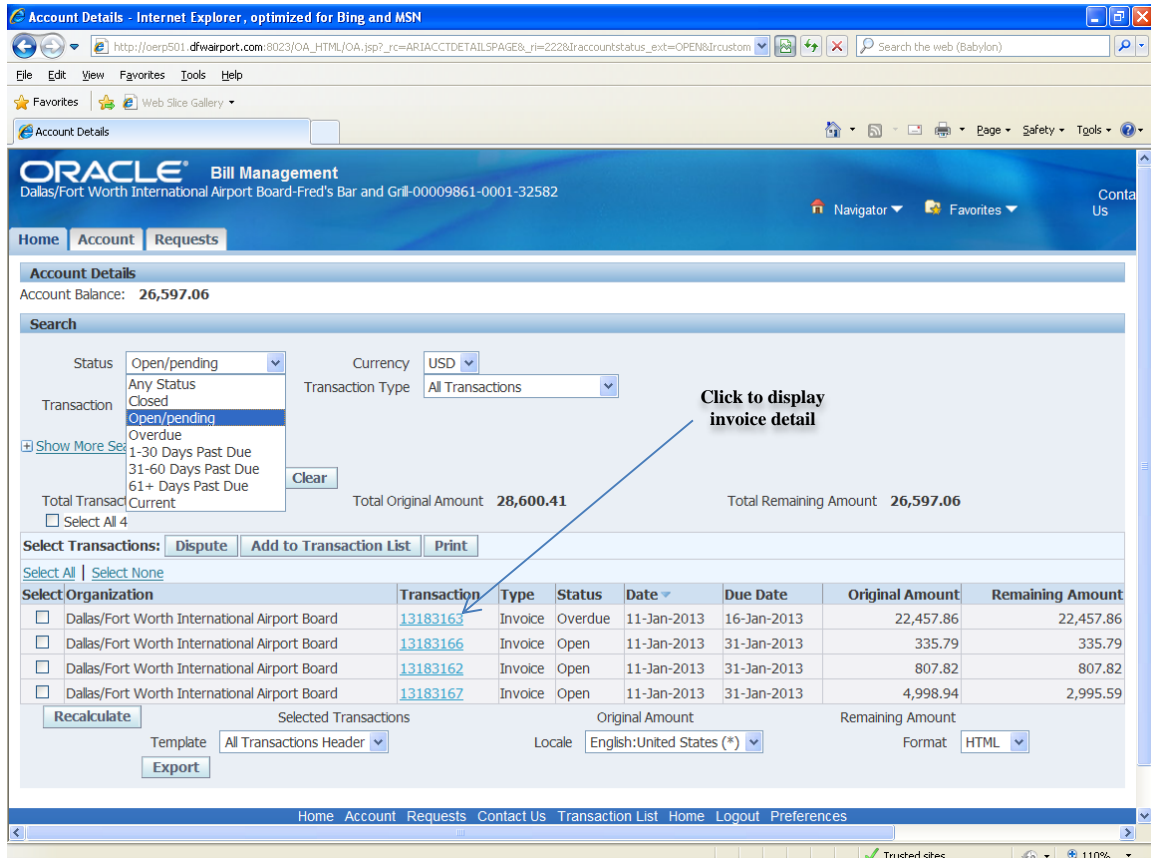
- If you would like to change your email address or physical address please email [krodriquez@dfwairport.com](mailto:krodriquez@dfwairport.com).

**Open Payments**

- If you have questions regarding Open Payments or Application of Funds, please email [mquillen@dfwairport.com](mailto:mquillen@dfwairport.com).

3. Once you are in “Account Summary” page, you will be able to view the following:
  - A. Account Balance – including open and overdue invoices. Click the amount to see account details (see Figure A)
  - B. Open Payments – payments not yet posted. Click on the amount to see unapplied payment information.
  - C. Overdue Receivables – click on the overdue amount to display overdue invoice(s)
  - D. Show Aging – click on “Show Aging” to display aging status.

## Figure A – Account Details



**Account Details - Internet Explorer, optimized for Bing and MSN**

http://oerp501.dfwairport.com:8023/OA\_HTML/OA.jsp?\_rc=ARIACCTDETAILSPAGE&n=222&accountstatus\_ext=OPEN&ircustom

File Edit View Favorites Tools Help

Account Details

**ORACLE® Bill Management**  
Dallas/Fort Worth International Airport Board-Fred's Bar and Grill-00009861-0001-32582

Home Account Requests

**Account Details**  
Account Balance: **26,597.06**

**Search**

Status: Open/pending  
Transaction: Open/pending  
Currency: USD  
Transaction Type: All Transactions

Click to display invoice detail

Total Original Amount: **28,600.41**  
Total Remaining Amount: **26,597.06**

Select Transactions: Dispute Add to Transaction List Print

Select	Organization	Transaction	Type	Status	Date	Due Date	Original Amount	Remaining Amount
<input type="checkbox"/>	Dallas/Fort Worth International Airport Board	13183163	Invoice	Overdue	11-Jan-2013	16-Jan-2013	22,457.86	22,457.86
<input type="checkbox"/>	Dallas/Fort Worth International Airport Board	13183166	Invoice	Open	11-Jan-2013	31-Jan-2013	335.79	335.79
<input type="checkbox"/>	Dallas/Fort Worth International Airport Board	13183162	Invoice	Open	11-Jan-2013	31-Jan-2013	807.82	807.82
<input type="checkbox"/>	Dallas/Fort Worth International Airport Board	13183167	Invoice	Open	11-Jan-2013	31-Jan-2013	4,998.94	2,995.59

Recalculate

Selected Transactions: Original Amount Remaining Amount

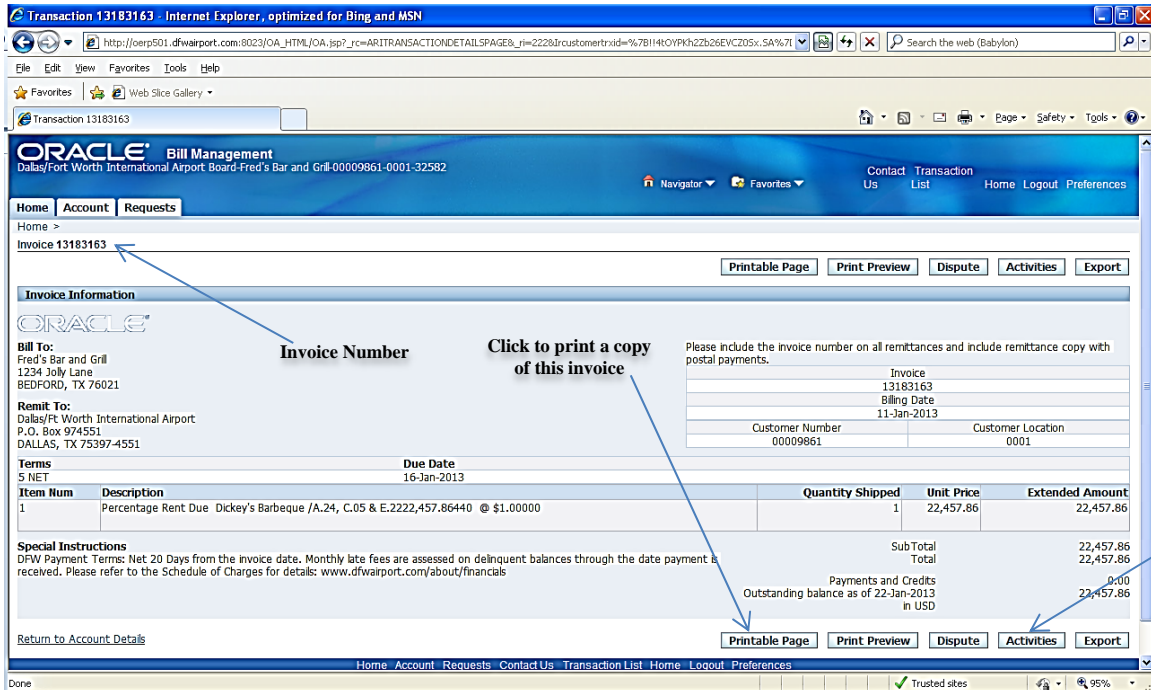
Template: All Transactions Header Locale: English:United States (\*) Format: HTML

Export

Home Account Requests Contact Us Transaction List Home Logout Preferences

- The above screen is “Account Details”. Transaction numbers are the same as invoice numbers. By clicking a specific transaction number, you will see that specific invoice information such as invoice description (see Figure A1).
- From here, you can also research payment history on open/closed invoices (see Figure A2)

**Figure A1 – Invoice Information**



**Transaction 13183163** - Internet Explorer, optimized for Bing and MSN

http://oerp501.dfwairport.com:8023/OA\_HTML/OA.jsp?\_rc=ARITRANSACTIONDETAILSPAGE&\_i=222&customertrid=%7B1140YPhZb26EVC205x:SA%7U

**ORACLE Bill Management**  
Dallas/Fort Worth International Airport Board-Fred's Bar and Grill-00099861-0001-32582

Home Account Requests

Home > Invoice 13183163

Printable Page Print Preview Dispute Activities Export

**Invoice Information**

**Bill To:**  
Fred's Bar and Grill  
1234 Jolly Lane  
BEDFORD, TX 76021

**Remit To:**  
Dallas/Fort Worth International Airport  
P.O. Box 974551  
DALLAS, TX 75397-4551

**Terms:** 5 NET **Due Date:** 16-Jan-2013

Item Num	Description	Quantity Shipped	Unit Price	Extended Amount
1	Percentage Rent Due Dickey's Barbeque /A.24, C.05 & E.2222,457.86440 @ \$1.00000	1	22,457.86	22,457.86

**Special Instructions:**  
DFW Payment Terms: Net 20 Days from the invoice date. Monthly late fees are assessed on delinquent balances through the date payment is received. Please refer to the Schedule of Charges for details: www.dfwairport.com/about/financials

SubTotal: 22,457.86  
Total: 22,457.86  
Payments and Credits: 0.00  
Outstanding balance as of 22-Jan-2013 in USD: 22,457.86

Return to Account Details

Printable Page Print Preview Dispute Activities Export

Home Account Requests Contact Us Transaction List Home Logout Preferences

Done

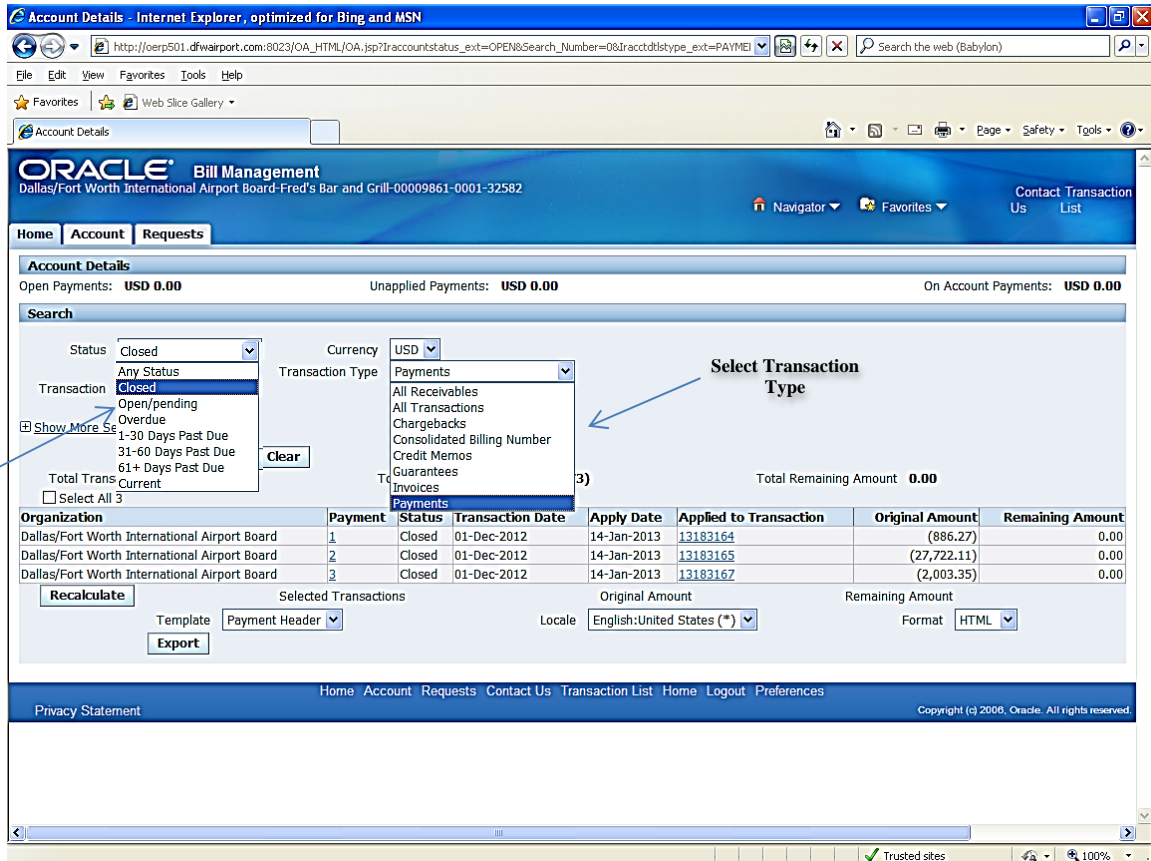
Trusted sites 95%

**Annotations:**

- Invoice Number (points to the invoice number field)
- Click to print a copy of this invoice (points to the Printable Page button)
- Click to see applied payment information (points to the Activities button)

- The above “Invoice Information” screen displays more details on a selected invoice
- To print a copy of this invoice, click “Printable Page” button
- If this invoice is paid in full or partially paid, click on “Activities” button to see payment information

**Figure A2 – Other Account Information**



**Account Details - Internet Explorer, optimized for Bing and MSN**

http://oerp501.dfwairport.com:8023/OA\_HTML/OA.jsp?iaccountstatus\_ext=OPEN&Search\_Number=0&iacctdltstype\_ext=PAYMEI

File Edit View Favorites Tools Help

Account Details

**ORACLE® Bill Management**  
Dallas/Fort Worth International Airport Board-Fred's Bar and Grill-00009861-0001-32582

Home Account Requests

Account Details

Open Payments: **USD 0.00** Unapplied Payments: **USD 0.00** On Account Payments: **USD 0.00**

Search

Status: Closed  
Transaction: Closed  
Currency: USD  
Transaction Type: Payments

**Select Invoice Status** (points to Status dropdown)  
**Select Transaction Type** (points to Transaction Type dropdown)

Clear

Total Trans: 3  
Total Remaining Amount: 0.00

Organization	Payment	Status	Transaction Date	Apply Date	Applied to Transaction	Original Amount	Remaining Amount
Dallas/Fort Worth International Airport Board	1	Closed	01-Dec-2012	14-Jan-2013	13183164	(886.27)	0.00
Dallas/Fort Worth International Airport Board	2	Closed	01-Dec-2012	14-Jan-2013	13183165	(27,722.11)	0.00
Dallas/Fort Worth International Airport Board	3	Closed	01-Dec-2012	14-Jan-2013	13183167	(2,003.35)	0.00

Recalculate

Selected Transactions

Template: Payment Header

Export

Locale: English:United States (\*)

Format: HTML

Original Amount

Remaining Amount

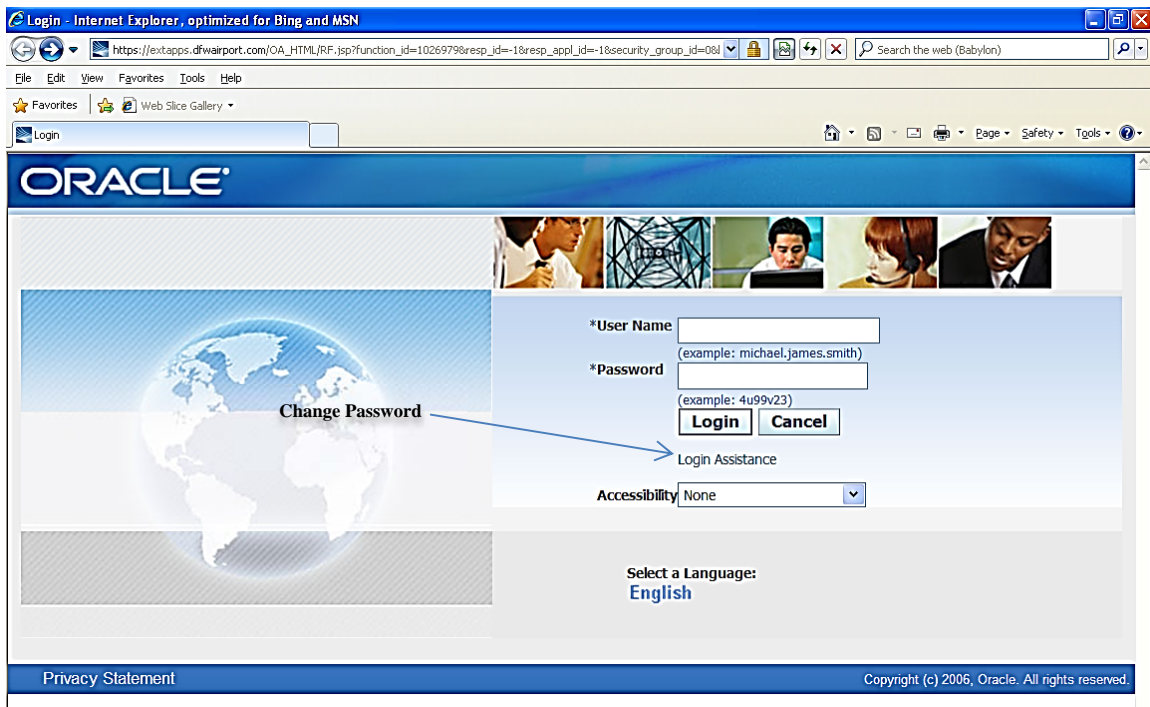
Home Account Requests Contact Us Transaction List Home Logout Preferences

Privacy Statement

Copyright (c) 2008, Oracle. All rights reserved.

- From the above “Account Details” screen, you can also find other account information by selecting different combinations of “Status” and “Transaction Type”. After selecting desired combination, be sure to click the “Go” button to refresh the search result.

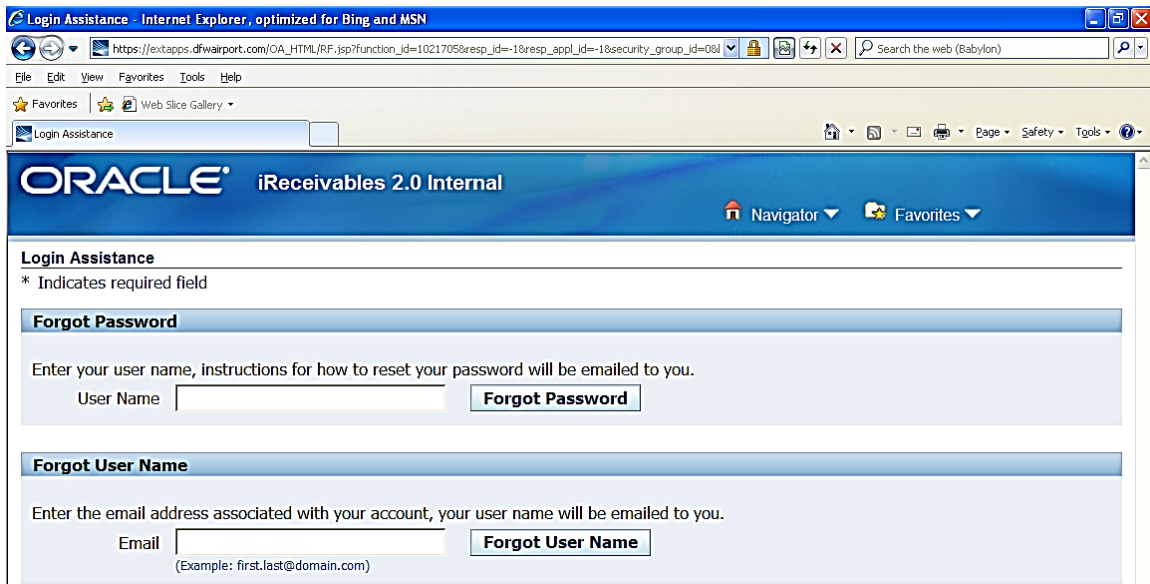
## HOW TO CHANGE PASSWORD



Oracle iReceivables 2.0 Internal Login page. The page displays a login form with the following elements:

- \*User Name** (example: michael.james.smith)
- \*Password** (example: 4u99v23)
- Login** and **Cancel** buttons
- Login Assistance** link
- Accessibility** dropdown menu (set to None)
- Select a Language:** English
- Privacy Statement** link
- Copyright (c) 2006, Oracle. All rights reserved.**

If you forget or want to change your password, click “Login Assistance”. You will need to provide your account information in the following screen. Your password will be sent to you via email.

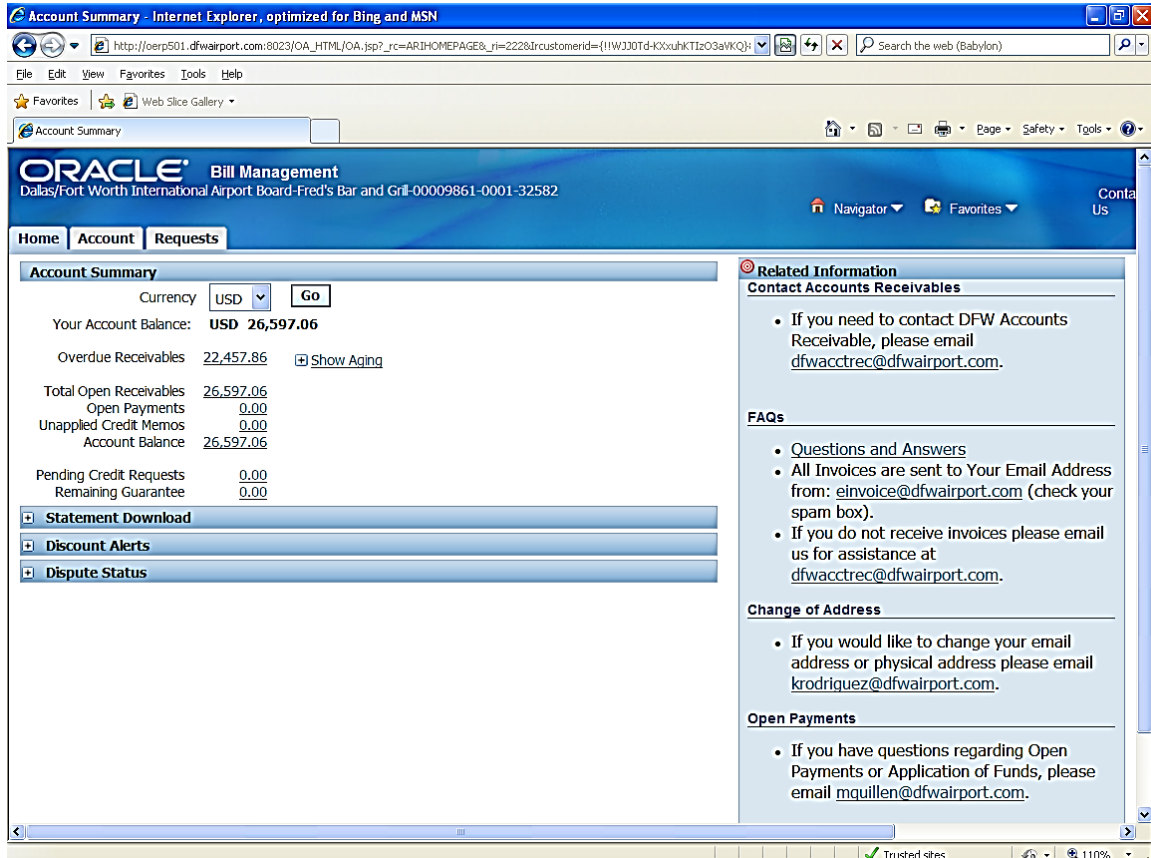


Oracle iReceivables 2.0 Internal Login Assistance page. The page includes the following sections:

- Login Assistance**
  - \* Indicates required field
- Forgot Password**
  - Enter your user name, instructions for how to reset your password will be emailed to you.
  - User Name** (required field)
  - Forgot Password** button
- Forgot User Name**
  - Enter the email address associated with your account, your user name will be emailed to you.
  - Email** (required field, Example: first.last@domain.com)
  - Forgot User Name** button

## CONTACT INFORMATION

Q&A and Other Contact information can be found on “Account Summary” page in iReceivables (see below)



**Account Summary - Internet Explorer, optimized for Bing and MSN**

http://oerp501.dfwairport.com:8023/OA\_HTML/OA.jsp?\_jc=ARIHOMEPAGE&\_ri=222&trcustomerid={11WJ30T4-K0xuhKTz03aVKQj}

File Edit View Favorites Tools Help

Account Summary

**ORACLE® Bill Management**  
Dallas/Fort Worth International Airport Board-Fred's Bar and Grill-00009861-0001-32582

Home Account Requests

**Account Summary**

Currency: **USD**

Your Account Balance: **USD 26,597.06**

Overdue Receivables: **22,457.86** [Show Aging](#)

Total Open Receivables: **26,597.06**

Open Payments: **0.00**

Unapplied Credit Memos: **0.00**

Account Balance: **26,597.06**

Pending Credit Requests: **0.00**

Remaining Guarantee: **0.00**

[Statement Download](#)

[Discount Alerts](#)

[Dispute Status](#)

**Related Information**

**Contact Accounts Receivables**

- If you need to contact DFW Accounts Receivable, please email [dfwacctrec@dfwairport.com](mailto:dfwacctrec@dfwairport.com).

**FAQs**

- Questions and Answers**
- All Invoices are sent to Your Email Address from: [einvoice@dfwairport.com](mailto:einvoice@dfwairport.com) (check your spam box).
- If you do not receive invoices please email us for assistance at [dfwacctrec@dfwairport.com](mailto:dfwacctrec@dfwairport.com).

**Change of Address**

- If you would like to change your email address or physical address please email [krodriquez@dfwairport.com](mailto:krodriquez@dfwairport.com).

**Open Payments**

- If you have questions regarding Open Payments or Application of Funds, please email [mquillen@dfwairport.com](mailto:mquillen@dfwairport.com).

For further assistance, please contact Ms. Christina D'Adamo.

Ms. Christina D'adamo

Collection Specialist

E-mail: [cdadamo@dfwairport.com](mailto:cdadamo@dfwairport.com)

Phone: 972-973-5415