

# PROPworks® Module Descriptions

## *Agreement Management*

**Agreement Management** contains information on each agreement that the airport has with its tenant companies, service providers, or individuals. They may occupy space at an airport or within a commercial building, they may operate from a transportation facility, or they may provide services to other facility tenants.

Basic information and amendments on each agreement, special lease provisions, space and leaseholds, product categories, billing rules, utilities, and more are tracked. Because the agreement information is the foundation for billing and invoicing, this information can be maintained and easily updated on a regular basis.

The “Associated Documents” feature allows users to referencel back to scanned images such as original lease documents and any external documents including CAD drawings, spreadsheets, and any other documents in an organization’s database.

## *Billing and Invoicing*

Information in **Billing and Invoicing** can be based on tenancy or occupancy, minimum guarantees, activities or miscellaneous fees. For example, this feature is used by airports to generate invoices for airlines, airport tenants, service providers and concession operators that compensate the airport for the use of its facilities or services. **Billing and Invoicing** contains billing calculation rules and allows users to monitor payments and balances.

The information needed for Billing and Invoicing can be resident in other **PROPworks**® modules. Terms are defined in **Agreement Management**, activity is recorded in **Billing and Invoicing**, and additional key information can reside in **Utility Management**, **Concession Sales Management**, **Aeronautical Statistics Management**, or **Carrier Activity Tracking**.

## *Company/Contact Management*

**Company/Contact Management** contains information on each company that has a business relationship with the airport. This includes corporate information as well as the people identified as official contacts for that company. **PROPworks**® can also track information on companies that may potentially do business with the airport. Additionally, **Company/Contact Management** can serve as the enterprise-wide contact database.

## *Concession Sales Management*

**Concession Sales Management** is designed for airports to track concessionaires and service providers for compliance to agreements and by corporations to monitor internal or external sales. It tracks revenue-related activity for food, beverage, retail operations, and ground transportation providers, as well as product sales for business units and internal departments.

Once information is collected and entered into the **PROPworks**® system, reports can be generated to detail and track performance. Sales can be shown by location by product by day, or summary information can be reported, such as total annual sales by concession operator or concession type. Information from **Concession Sales Management** can be combined with other data to create important benchmarks (e.g., sales/PAX, sales/s.f.).

## *Cash Posting*

The **Cash Posting** module is used to enter or view cash payments made against invoices. **Cash Posting** enables users to do such things as group payments by batch, apply payments to invoices at the line or invoice level, create Credit Memos and apply against invoices, reverse payments, and write off unpaid invoices as bad debt. In addition, G/L codes can be associated with accounting functions and campuses. G/L transactions can be created and edited.



### *Aeronautical Activity Statistics*

At the center of every airport's operation is the need to track statistical information. **Aeronautical Activity Statistics** (*Air Stats*) provides the capability to store data on internal operations, volume or inventory, and activity by location. *Air Stats* is one of the most versatile in the industry with many user definable features. Movements, passengers, cargo, mail, freight, duration of stay, and many types of information can be tracked and maintained within the system.

A powerful feature of the *Air Stats* module is its ability to "transfer" information such as passenger volumes and market share to the billing system. This is important for passenger based charging schemes and joint use calculations. Information in this module can be reported on a detailed or summary basis and can be combined with other features, such as *Concession Sales Management*, for analysis and planning.

### *Carrier Activity Tracking (CAT)*

**Carrier Activity Tracking** (CAT) is designed for use in any environment where a conveyance, such as a plane, ship, or train, makes an arrival or departure and will be billed for the use of services and infrastructure. CAT significantly enhances the user's ability to track and bill using very specific information about carrier movements and the services provided by the facility operator while the carrier is located at the facility.

CAT includes the capability to export and import data to and from external systems.

### *PROPworks® Direct*

**PROPworks® Direct** allows for the collection of operational flight information from radar sources and makes it available for direct billing of airlines, auditing of airline reported data, and other operational activity uses. *PROPworks® Direct* turns **PROPworks®** into more than an automated landing fee billing system. Depending on an airport's objectives, *PROPworks® Direct* can be implemented at various levels of complexity, from a simple single-sensor system that provides a delayed data feed to track flights and use that data to reconcile airline statements or directly bill airlines, to a multi-sensor multilateration real time data feed including wide area flight tracking and surface movement radar. Beyond billing, examples of uses for captured data include updating FIDS and Resource Management systems and tracking ground vehicles for safety, security, and other purposes.

### *Space Management*

**Space Management** tracks the physical space and related real property assets at each facility. This is a user-configurable system that allows for nearly unlimited definition of space and assets unique to your facility. An optional GIS component, designed for the business user, serves as a graphical front end to the PROPworks® data.

*Space Management* provides features for maintaining an inventory of land, buildings, rooms, and other entities. This inventory can be used to support marketing, leasing, planning, and other functions. In addition, *Space Management* provides features for maintaining information about the inventory of a room or area.

### *Risk Management*

The Risk Management module is used to record agreement requirements that call for insurance coverage and monetary security deposits, and then track and manage the documents that are provided by the tenant as evidence of requirement compliance. The Risk Management module is configurable and supported by security features that, together, allow different approaches to this aspect of agreement and tenant management

### *Utility Management*

**Utility Management** allows the tracking of utility use by recording the monthly readings of electrical, gas and other utility meters, and assigning use to tenants, internal departments, business units, or the enterprise. Meters, or portions of meters, can be assigned to tenants in order to fully charge for utility usage. *Utility Management* is linked with *Billing and Invoicing* and *Agreement Management* in order to bill tenants directly for utility usage based on the terms and conditions of the agreement that they have with the airport.

### *Tenant Alterations*

**Tenant Alterations** tracks changes tenants make to their space. Application numbers, status and descriptions, costs, descriptions, firms employed and their locations are tracked, as well as department reviews, CADD file names, and alteration dates. *Tenant Alterations* information is used to generate status reports.