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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”
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

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”
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

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

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

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

2. Click on 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.
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

- 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

- 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
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.
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.
CONTACT INFORMATION

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

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

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