



AIRPORT ESTATE & REVENUE INTELLIGENCE SYSTEM

ADD-ON MODULE

Invoicing & Billing

The lease register becomes a billing engine.

DOCUMENT	Add-on module brief
MODULE	Invoicing & Billing
REQUIRES	Active AERIS platform licence
DELIVERY	Live within 2 weeks of approval.
CLASSIFICATION	Commercial in confidence

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THE PROBLEM

Why this module exists

- Rent and service charge invoices are prepared by hand every month
- Tenants query amounts because the calculation is never shown
- Ageing and arrears have to be rebuilt manually for reporting

Monthly rent and common use service charge are generated from the live lease register, issued as branded PDFs, and tracked through to settlement without a spreadsheet in sight.

CAPABILITIES

What you get

Billing runs — One-click monthly run across every active lease — Base rent, service charge and indexation applied automatically — Pro-rated first and last months on commencement and expiry — Per-lease overrides so exceptions never break the run	Documents — Branded PDF invoices, credit notes and statements — Automatic email delivery with a tenant portal link — Sequential invoice numbering with a full audit trail — Templates carrying your airport's own identity
Tracking — Ageing buckets at current, 30, 60 and 90+ days — Part payments, credits and write-offs against each invoice — Overdue notices driven by your own late payment policy — Tenants see the same invoice history your team sees	

OPERATION

How it runs day to day

- 01. Confirm the billing day and invoice template once during setup
- 02. Run the monthly cycle — draft invoices are produced for review
- 03. Approve the batch; PDFs are issued and emailed to each tenant
- 04. Record settlement, or let Online Payments post it for you
- 05. Ageing, arrears and collection reports update in real time

DELIVERABLES

What Trident hands over

- Invoicing register configured against your live lease data
- Branded invoice, credit note and statement templates
- Staff walkthrough and written operating guide
- Twelve months of support and updates

Timeline: Live within 2 weeks of approval.

COMMERCIAL

What you are paying for

Included in the licence	Detail
Module licence	Invoicing & Billing enabled on your AERIS tenancy for the licence term, with no per-user or per-transaction platform charge.
Configuration	Set-up against your live lease register, templates and policies as part of the delivery above.
Training	Role-based walkthrough for the teams that operate the module, with a written operating guide.
Support & updates	Included for the term of the licence alongside the core platform.
Dependency	Requires an active AERIS platform licence. Add-on modules can be added at any point in the term and are co-terminous with it.

AERIS is licensed to the airport authority as a white-label platform under an annual agreement with Trident Marketing & Technologies Inc. The licence covers hosting, security operations, maintenance, product updates and support for the term. Commercial terms — licence fee, add-on module fees, implementation and payment schedule — are issued on a formal quotation to the airport authority and are confirmed in the AERIS client portal once your organisation is verified.

FAQ

Questions we are usually asked

Does this replace our accounting system?

No. It produces and tracks tenant invoices, and exports the postings so your accounting system remains the book of record.

Can we still raise one-off charges?

Yes. Ad-hoc charges, credits and adjustments can be raised against any lease at any time.

What happens if we stop the module?

Existing invoices and history stay viewable. Only the ability to issue new ones is switched off.

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