



AIRPORT ESTATE & REVENUE INTELLIGENCE SYSTEM

ADD-ON MODULE DOCUMENTATION

Invoicing & Billing

Architecture, feature inventory, data, integrations and controls — written for airport IT, finance systems and information security review.

DOCUMENT	Technical & feature documentation
MODULE	Invoicing & Billing
REQUIRES	Active AERIS platform licence
DELIVERY	Live within 2 weeks of approval.
CLASSIFICATION	Commercial in confidence

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INTRODUCTION

Scope of this document

This is the technical and feature documentation for the AERIS Invoicing & Billing add-on module. It covers how the module runs on your AERIS tenancy, the complete feature inventory, the data it holds, the integration points, the controls that sit around it and what is required from the airport to deploy it.

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.

ARCHITECTURE

How the module is built

Aspect	Specification
Runs on	The core AERIS tenancy. No separate system, sign-in or database.
Inputs	Lease terms, rent schedules, indexation rules, service charge apportionment and the chart of accounts held in the lease register.
Outputs	Sequentially numbered PDF invoices, credit notes and statements on your letterhead; CSV/XLSX ledger and ageing exports.
Scheduling	A configured billing day per property or per lease; runs can be triggered manually by an authorised user.
Numbering	Sequential, gap-free numbering per series, with the series prefix configured to your finance policy.
Controls	Draft, review and approve stages before issue; approval limits and segregation of duties enforced by role.
Reversals	Credit notes and write-offs are recorded against the original document — nothing is deleted or silently altered.

CAPABILITIES

Feature inventory

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

DAY TO DAY

Operating cycle

- 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

DATA MODEL

Data held by the module

- Invoice header and lines with the calculation basis stored against each line, so any figure can be explained to a tenant.
- Ageing computed at current, 30, 60 and 90+ days, recalculated on every receipt or credit.
- Part payments, credits and write-offs held as discrete ledger movements with actor and timestamp.
- Every issued document retained as an immutable PDF alongside the record.

INTEROPERABILITY

Integration points

- Export to your accounting or ERP system in CSV or XLSX, mapped to your chart of accounts at implementation.
- Email delivery through your authenticated sending domain with delivery and bounce logging.
- Tenant portal access to the same invoice history your team sees, with no duplicate data entry.
- Feeds the Online Payments module directly when that add-on is licensed.

GOVERNANCE

Controls and audit

- Only roles with the billing permission can run, approve or issue a cycle.
- Full audit trail on draft, edit, approval, issue, credit and write-off.
- Templates are locked to the approved design; changes are version-controlled.
- No invoice can be deleted once issued — correction is by credit note only.

DELIVERY

Deployment requirements

Requirement	Detail
Prerequisite	Active AERIS platform licence with the lease register populated and reconciled.
Airport inputs	Invoice template and letterhead, numbering policy, billing day, late payment policy, chart of accounts mapping.
Configuration	Delivered by the vendor against your live register, tested on staging before the first production run.
Training	Role-based walkthrough for finance and credit control, with a written operating guide.

Typical timeline: Live within 2 weeks of approval.

DELIVERABLES

What the vendor 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

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.

This document is written for airport IT, information security, finance systems and procurement reviewers. Commercial terms are issued separately on a formal quotation and are visible to verified airport accounts in the AERIS client portal.

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