Federal Aviation Administration
Southern Region
Airports Division

Passenger Facility Charge (PFC) Reporting System:
User Guide for Public Agencies

January 2012

Table of Contents

Introduction

The PFC Reporting System is a database containing PFC revenue and disbursement data reported by Public Agencies approved to collect PFC revenues, and by the airlines collecting those revenues. This document is a basic guide for use by authorized public agency personnel tasked with adding and maintaining the public agency's PFC revenue and disbursement data into the system. It is also intended for use by authorized public agency personnel having an interest in viewing the public agency's PFC revenue and disbursement data as well as the PFC collections data reported by the airlines.

PFC Reporting System features

- Lets you do the FAR Part 158 required quarterly reporting of PFC data to the FAA and airlines online.

- Removes the public agency's need to send hard-copy PFC Quarterly Reports to the FAA and airlines.

- Lets the public agency run varied reports summarizing their PFC approvals, collections and disbursements.

- Lets the public agency run reports summarizing PFC collections data that the airlines report to the FAA for their airport(s).

Requesting access

1. Have your airport director or other airport official, such as the chief financial officer, send the FAA's Regional PFC Program Manager in your FAA Region a letter or email requesting that you be granted access to the PFC Reporting System.

    For FAA's Southern Region, send the request to:

    Troy Butler
    Regional Program Manager (AIP and PFC)
    FAA Southern Region
    Airports Division, ASO-610
    P.O. Box 20636
    Atlanta, GA 30320-0631
    troy.butler@faa.gov
    phone (404) 305-6727
    fax   (404) 305-6730

2. In the letter or email message, include the following information for the person(s) seeking access:

    Full Name
    Email address
    Mailing address
    Phone & Fax numbers

3. FAA's Regional PFC Program Manager will load the proposed user's data into the PFC Reporting System.

4. The system will generate an initial email to the new user(s) to verify it has the correct email address(es).

5. Once the user responds to the initial email, the system will generate additional emails, providing the user with their initial user name and password to access the system.

6. At initial logon, the user should change their password to one of their choosing.

Last updated: 1/31/2012

Logging on

1. Open your web browser (Internet Explorer or other) and go to https://soar.airports.faa.gov

    a. The warning screen displays (figure below).
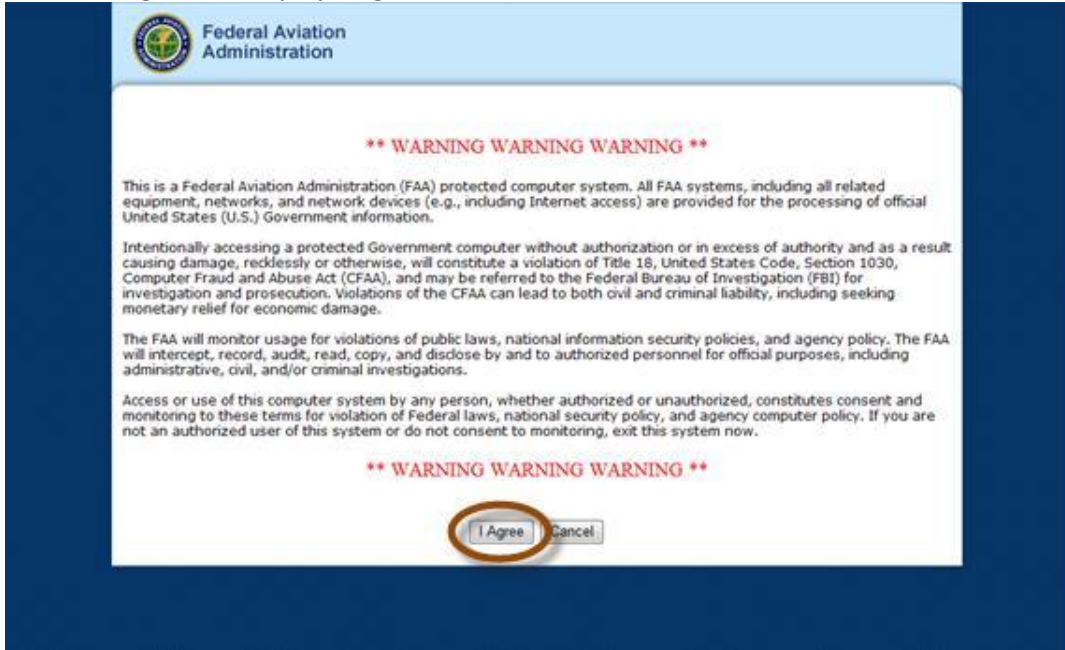
    b. Read what it says, then select the "**I Agree**" button at the bottom of the screen (figure above).

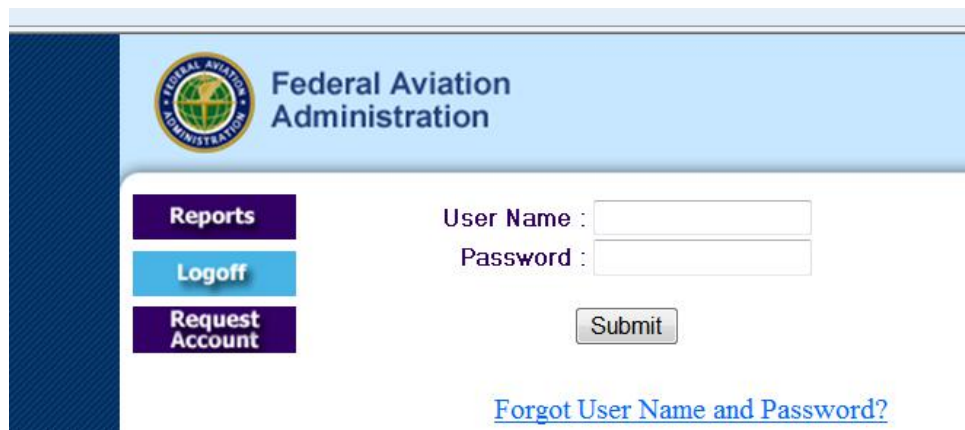   c. The PFC Reporting System main screen displays (figure below).
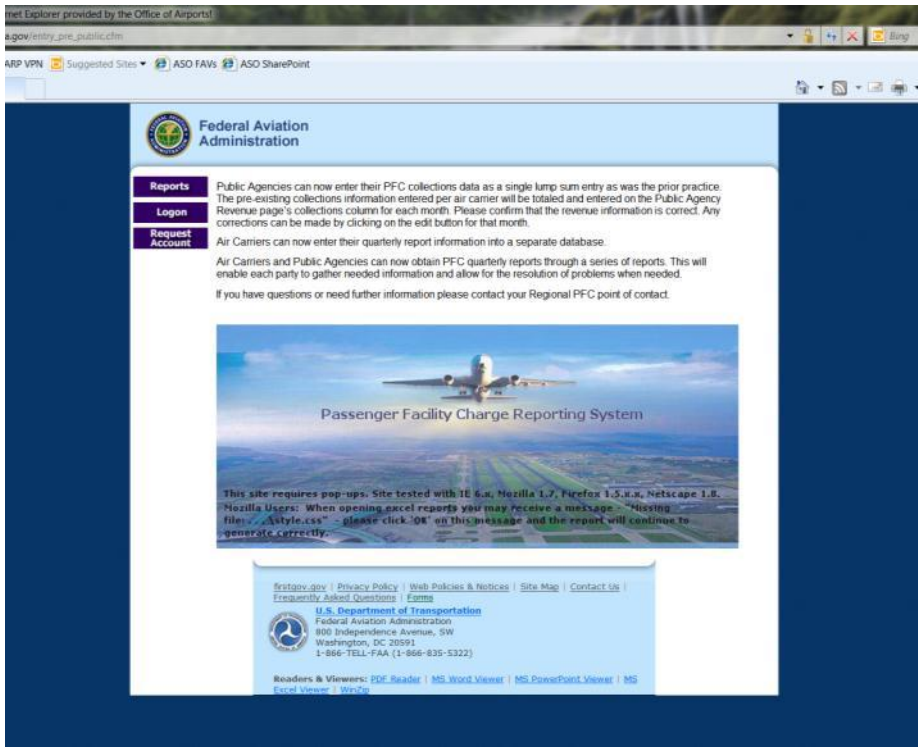
2. On the main screen, you will see three menu buttons in the upper left of the screen. Select the one that says "**Logon**". The logon screen then displays (figure below).

3. Enter your **User Name** and **Password** in the fields provided, and then select the "**Submit**" button.

   a. The **first** time you logon to the PFC Reporting System, clicking "Submit" will take you to the "Select Default" screen where you can select the default page you will see each time you logon to the system. Most users will want to select the "PFC Details" option.

   b. Each time you logon to the PFC Reporting System **after** the first time, the system will take you to your chosen default screen. We'll assume you have selected the "PFC Details" option, so after you select "Submit" on the logon page, you will be taken to the "PFC Details" page for your airport.

Expired or forgotten password

1. Go to the PFC Reporting System logon screen as described above under "How do I logon…?"

2. Select the "**Forgot User Name and Password?**" link, which is under the "Submit" button (See figure above). An email address screen then appears.

3. Enter your email address, and then select "**Submit**".

4. The system then sends a message to your email address with a new password to use to logon to the system.

Entering quarterly PFC financial data, project dates

1. **Logon** to the PFC Reporting System as described above under "How do I logon…?" Assuming you initially selected "PFC Details" as your default screen, you will be taken to your "PFC Details" screen. If PFC Details is not your default screen, select PFC Details in the left border of your screen.

2. To enter your quarterly PFC collections:

    a. Select the "**Revenue**" button at the top of your "PFC Details" screen,
    and then select the "**Go**" button to the right of your airport name. (See figure below).

    Note: if you have more than one airport where you are collecting PFCs, you will also need to select the airport name in the drop box to the right of "**Please Select the Airport").**
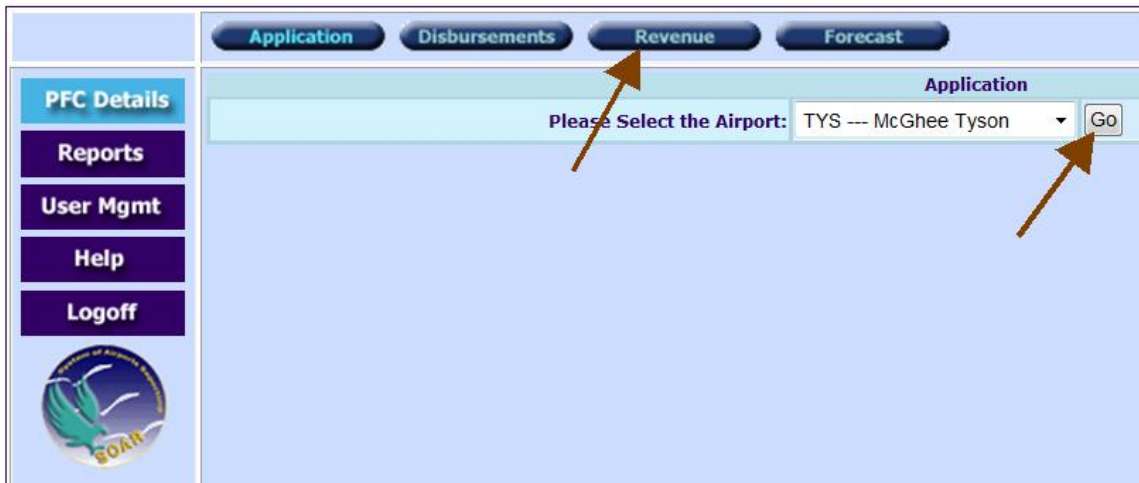
    b. You will now see the Revenue screen for your airport. Here's an example:
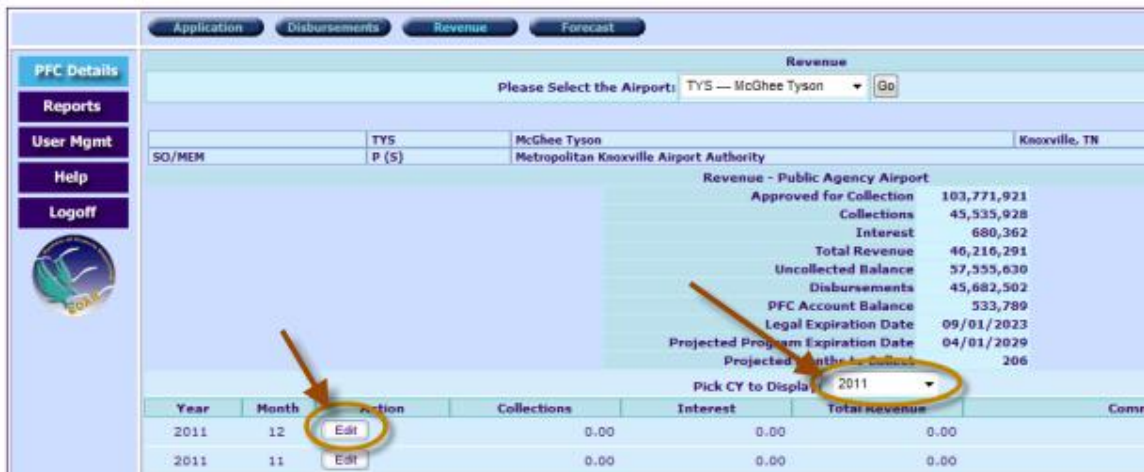
    c. Make sure the correct calendar year is displayed in the "**Pick CY to Display**:" field (see figure above), and then click on the "**Edit**" button for the month in which you want to enter data.

        1) You may enter data for each month, or if you prefer, you may combine the data for all three months of a calendar quarter and enter it for the final month of the quarter. For example, for the fourth quarter of CY 2011, you may sum the October, November and December data and enter it for December 2011.

2) Enter the PFC revenue you received from the airlines during the quarter in the "**Collections**" column, and any interest you earned on PFC revenue during the quarter in the "**Interest**" column.

3. To enter your quarterly PFC disbursements and update project dates:

   a. Select the "**Disbursements**" button at the top of your "**PFC Details**" screen, and then select the "**Go**" button to the right of your airport name. (See figure below)

   Note: if you have more than one airport where you are collecting PFCs, you will also need to select the airport name in the drop box to the right of "**Please Select the Airport**:"

> **IMPORTANT**: If you see a **warning screen** like the one below when you *first* open the **Disbursements** screen, you **MUST** update the **project implementation and/or physical completion dates** for those projects listed on the screen before SOAR will save any of the disbursement data you enter during the current session.

> If you do **not** update the dates for the project(s) before ending your session, your data will be lost and you will have to reenter it.
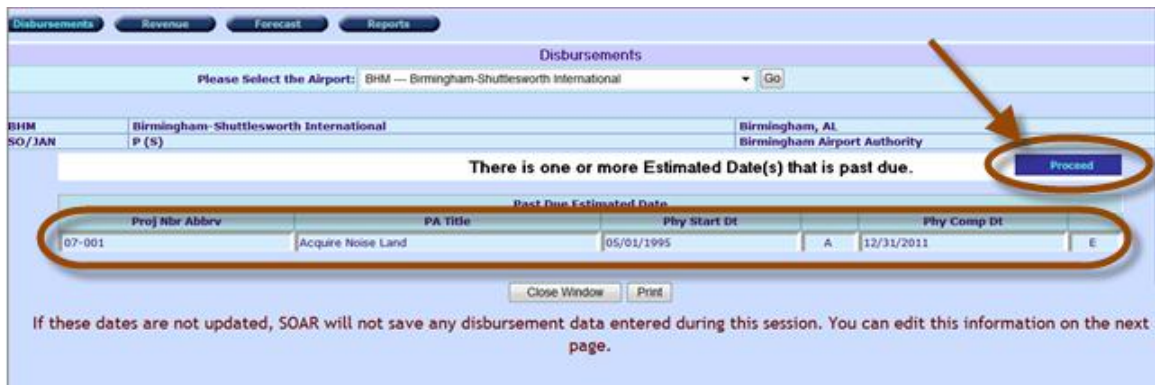
Proceed to the Disbursements screen by clicking on the "**Proceed**" button, but you **must** update the dates for the projects listed on this screen once you get to the Disbursement screen or your disbursement data will not be saved.

You will now see the **Disbursements** screen for your airport. Here's an example:

b.   Make sure the correct calendar quarter is displayed in the "**Quarter End Date**" field (see above),
and then click on the "**Edit**" button for the project for which you want to enter data.

1)   Enter your disbursements for the project during the calendar quarter in the column
labeled "**Current Quarter**" (figure above).

> **IMPORTANT**: if the project is funded from other sources besides PFC revenue, only
> enter the amount of **PFC revenue** spent on the project during the quarter, NOT the
> total amount of funds expended on the project.

2)   If appropriate, update the project "**Implementation**" and/or "**Physical Completion**"
dates in the appropriate columns and select "**A**" (for actual) or "**E**" (for estimated) in the
drop-down box next to the date field.

> **IMPORTANT**: **DO NOT** enter a date in the "**Financial Completion**" date field until the
> project is financially complete, meaning you will not need to enter any other
> disbursements for the project in the future.
>
> Once you enter a date in this field, that project will no longer display on the
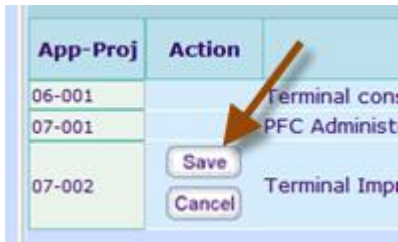> Disbursement screen.
>
> **If you have entered and saved a financial completion date in error**, contact your FAA
> Regional/ADO representative for help.
>
> **IMPORTANT**: if you see a small **red asterisk** (*) next to the "**App-Pro**j" (project
> number) on the Disbursements screen (see the figure below), you **must** update the
> project implementation and/or physical completion dates for that project *before*
> SOAR will save any of the disbursement data you enter during the current session.
>
> If you do **not** update the dates for the project(s), your data will be lost and you will
> have to reenter it.

c. Once you have finished updating the disbursements and dates for the project, select the "**Save**" button in the "**Action**" column to the left of the "PA Title" (project title) (see figure below).

d. Repeat the above steps for each project for which you need to enter disbursement data and/or update project dates for the calendar quarter.

If you don't see one or more of your projects on the Disbursement screen, you may have too many projects to fit on a single screen. You can see the remainder of your projects by clicking on the "**Next Page**" button just above the upper right portion of the project list (see below):
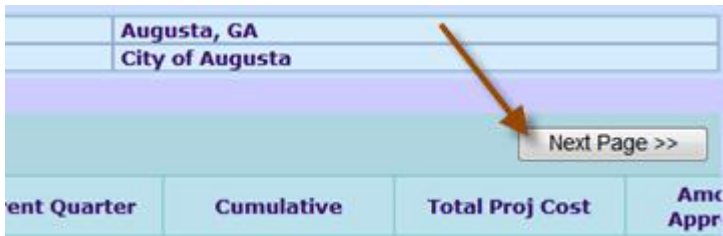
PFC Application status

1. **Logon** to the PFC Reporting System as described above under "How do I logon…?". Assuming you initially selected "PFC Details" as your default screen, you will be taken to your "PFC Details" screen. If PFC Details is not your default screen, select "PFC Details" on the left border of your screen.

2. Select the "**Application**" button at the top of the PFC Details screen, then click on "**Go**". This displays the Application screen.

   Note: If you have more than one airport at which you are collecting PFCs, you will need to select an airport in the drop-down box to the right of "**Please Select the Airport**:".

3. On the **Application** screen you will find basic data concerning the status of your approved PFC applications, total PFC revenue approved, total PFC revenue collected and disbursed, etc. A sample Application screen is below.

Running PFC reports

1. **Logon to the PFC** Reporting System as described above under "How do I logon…?". Assuming you initially selected "PFC Details" as your default screen, you will be taken to your "PFC Details" screen.

2. Select "**Reports**" on the left side menu (figure below). The "PFC Reports" menu screen displays.


3. The buttons at the top of the Report screen labeled "**Public**", "**Public Agen**cy", "**Air Carrier**", and "**Reference**" refer to different groups of reports that you can run. Click on any one of these to see the reports in that group. For example, if you click on the "Air Carrier" button, you will see the following Air Carrier reports that you can run. Just click on "Display Report" to run a report.

Last updated: 1/31/2012

Changing your defaults, password, or user profile

1. While logged in to the PFC Reporting System, select the "**User Mgmt**" button on the left side menu (see figure below).

2. This will take you to the **User Management** screen.
    Select a button at the top to take one of the below actions.
    *   Select your "**default**" screen
    *   Change your password
    *   Edit your user profile
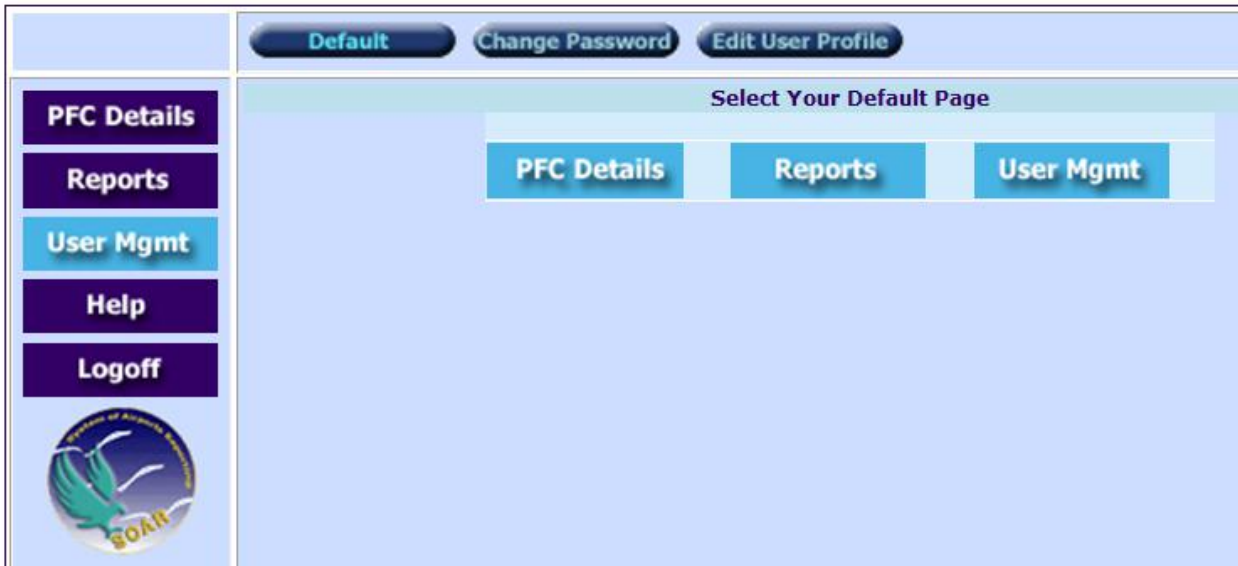
Produced by Troy Butler
Planning & Development Branch, Airports Division, FAA Southern Region