



Alberta Personal Property Registry Electronic System (APPRES)

Maintain Preferences APPRES Finance and Reporting User Guide

Please note: The material in this package was prepared by PPR business support staff and is intended to assist users with maintain preferences, APPRES finance and reporting functionality in APPRES.



Preferences, Finance and Reporting User Guide

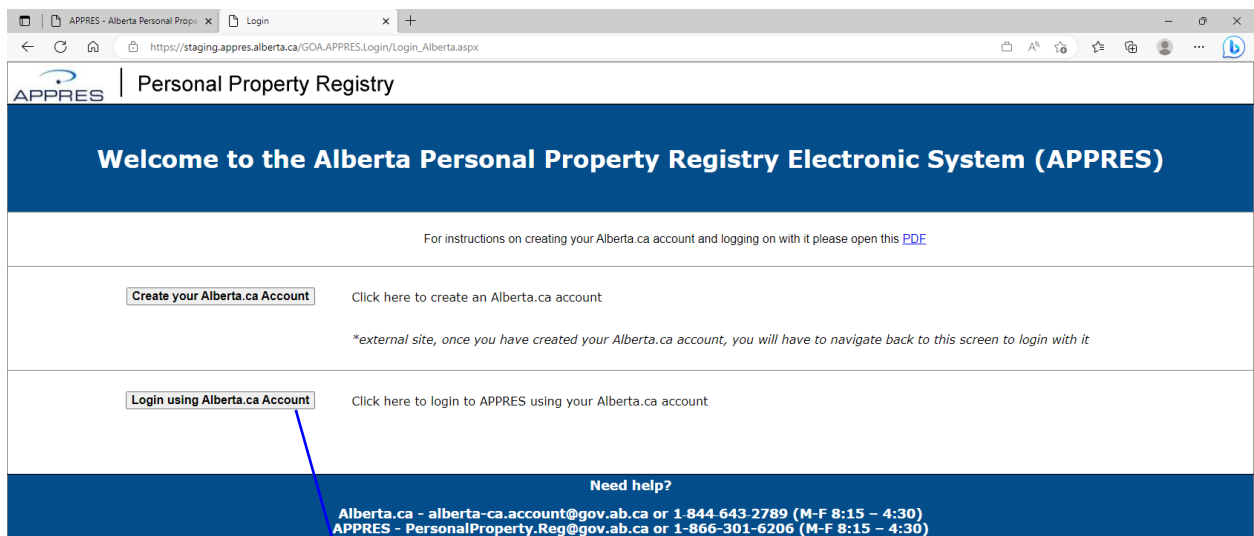
Getting Started

You will require an Alberta.ca Account to access APPRES. Please refer to the APPRES Affiliation Guide for instructions on creating a user id and password.

Once you have a User ID/password navigate to APPRES at this location:

<https://appres.alberta.ca>

Click Login using Alberta.ca Account and supply your User ID/password and click “Sign in”.



Click this button then supply your User ID and password

Preferences, Finance and Reporting User Guide

APPRES Home Page

The APPRES home page will appear, the information on the page will be updated to reflect current events or system outages.

To continue maneuver your cursor over the “Menu” text, a drop down menu will appear, select “Maintain Preferences” from the list.

The screenshot shows the APPRES Personal Property Registry home page. The page title is "Personal Property Registry" and the user is logged in as "HeatheWoo752". The main heading is "Welcome to APPRES" with a sub-heading "This page was last updated June 14th, 2023." Below this, there are several sections of information:

- Microsoft Internet Explorer**: A notice that this browser is no longer supported and users should use Edge or Chrome.
- Extended Outage Dates**: A notice that the following dates have been reserved for full day outages: July 9, August 13, September 10, October 8, November 12, December 10, 2023.
- Telephone Service Hours for Personal Property Registry**: Hours are 8:15 am - 12:00 pm, 12:00 pm - 1:00 pm (CLOSED), and 1:00 pm - 4:30 pm. Specialists will not be available throughout the lunch hour.
- Accreditation**: A notice that accreditation is required to perform registrations in APPRES, with a link to "Accreditation/Certification Examination Information".
- Client Account Statement**: A notice that the Client Account Statement is available as of the 1st of each month, with instructions on how to make payments.
- Personal Property Registry Manual**: A notice that for instructions and tips on enrollment, desktop settings, function guides and policies please refer to the online manual.
- Subscription Service**: A notice that users can subscribe to the APPRES email list to receive emails on upgrades, new features, scheduled outages and issues, with links to "Subscribe to the list" and "Unsubscribe from the list".
- My Alberta Digital Identity**: A notice that users should follow the "MAD!" link to modify their personal information and/or password.
- Personal Property Registry (PPR) Contacts**: A list of recent system messages, including product availability, distribution requests, search results, and finance charges.

A blue arrow points from the "Menu" link in the top navigation bar to a box containing the text "Select Maintain Preferences to continue."

Preferences, Finance and Reporting User Guide

Maintain Preferences

Maintain Preferences allows you to save a frequently used description for general collateral or particulars, you will then be able to supply the saved description during the registration process.

Refer to the *Maintain Preferences* section in the Help Guide for additional information on this screen.

To create a predefined description, click on “Add New” under predefined collateral or predefined particulars for the type of description you wish to save.

For this example a predefined collateral description will be created and saved.

APPRES - Alberta Personal Property Registry

Personal Property Registry

Government of Alberta

Menu | APPRES ID: HeathWoo385 | Example Search Business Ltd | LOGOUT | Help

Maintain Preferences

▼ Predefined Collateral

Block Name	Description
Add New	

▼ Predefined Particulars

Block Name	Particular Type	Description
Add New		

▼ Current Distributions

Block Distribution Type	Address
Add New	

▼ Miscellaneous Settings

Display Background System Error Messages (Internal Use Only)

Display Interim Application Progress Messages (Internal Use Only)

Default first Secured Party to your Party Code

Output initial Verification Statement in XML format

XML Output Email Destination Location: (Applies only if previous enabled)

[Save](#) [Cancel](#)

Click on Add New to create a new description.

Preferences, Finance and Reporting User Guide

Predefined Description

Supply a name and the description that you wish to save. Up to 15 predefined collateral and 15 predefined particulars descriptions can be saved.

To successfully save the description the following details are required:

- Collateral – name of description and the general collateral text up to a maximum of 2000 characters.
- Particulars – name of description, particulars type and the particulars description up to a maximum of 500 characters.

In this example, the details shown below were supplied. Click “Save” to save the description then click “Save” at the bottom of the screen to complete the overall save of the description. You must log off and on again for the change to take affect.

The screenshot shows the 'Maintain Preferences' page in the APPRES system. The 'Predefined Collateral' section contains a table with the following data:

Block Name	Description
0001	All present and after acquired personal property

Below the table, the 'Name' field is populated with 'Allpapp Example' and the 'Description' field is populated with 'All present and after acquired personal property'. The 'Save' button is highlighted with a blue box and an arrow pointing to a text box.

1. Supply a name and description that you wish to save.

2. Click “Save” to save description.

3. You must click this “Save” to begin the overall save process.
Click “Continue” when prompted to complete save process.

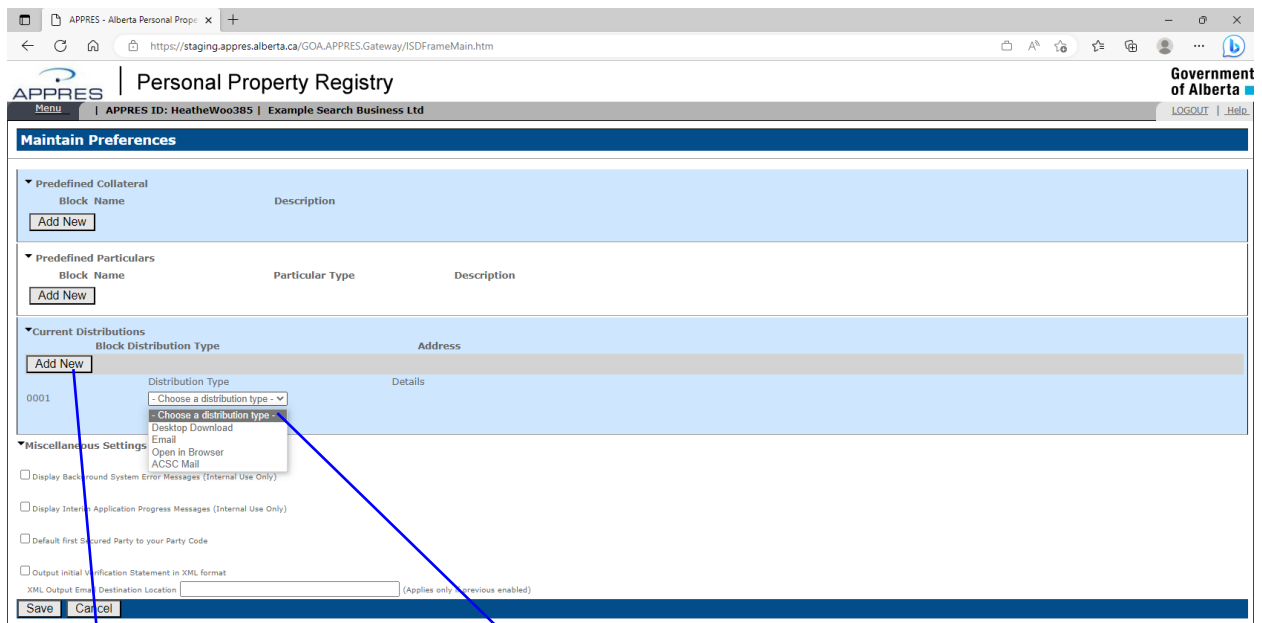
Setting a default Distribution Method

To select a distribution method that will default whenever you distribute a product, click on “Add New” under the Current Distributions section.

These additional details are required if these distribution methods are selected:

- Email Address – must be in example@example.com format

Please refer to the *Methods of Distributing Material* section of the Help Guide for additional information.



1. Click “Add New”.

2. Select a method from the list.

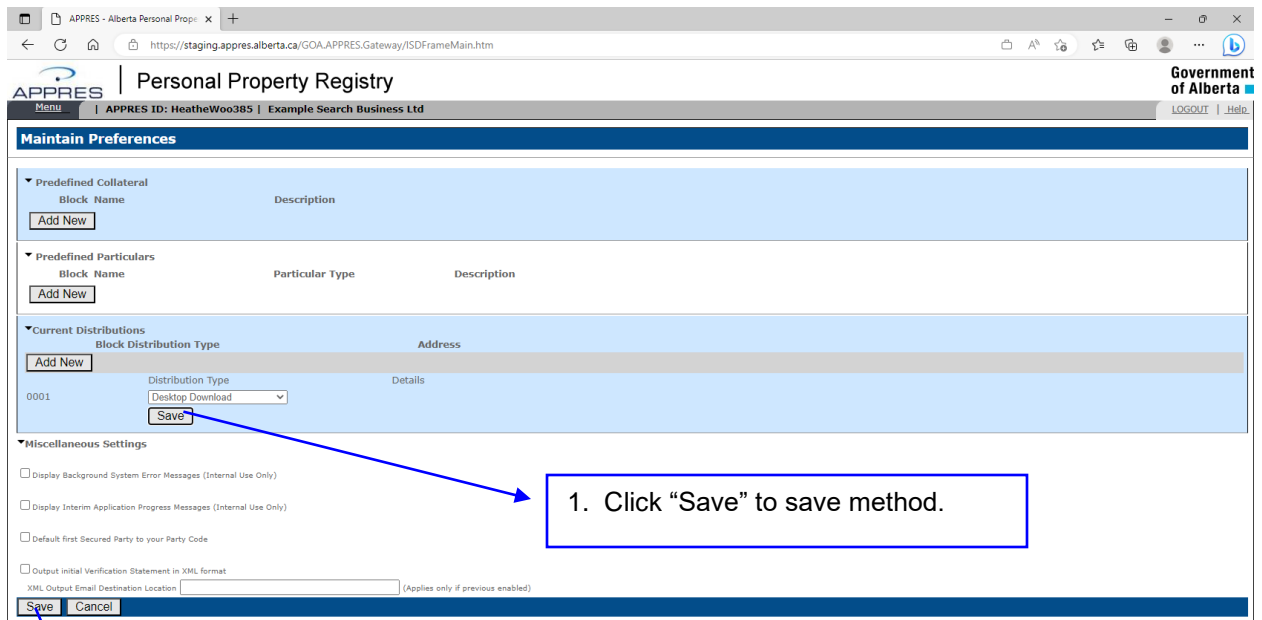
Preferences, Finance and Reporting User Guide

Setting a default Distribution Method - continued

Click “Save” to under the “Current Distribution” section, then you must click “Save” at the bottom of the screen to complete the overall save.

You can select “Add New” to select additional methods of receiving the material if required.

You must logout and sign in again for the changes to take affect.



APPRES - Alberta Personal Propri x +
https://staging.appres.alberta.ca/GOA.APPRES.Gateway/ISDFrameMain.htm

APPRES | Personal Property Registry | Government of Alberta
APPRES ID: HeathWoo385 | Example Search Business Ltd | LOGOUT | Help

Maintain Preferences

▼ Predefined Collateral

Block Name	Description
<input type="button" value="Add New"/>	

▼ Predefined Particulars

Block Name	Particular Type	Description
<input type="button" value="Add New"/>		

▼ Current Distributions

Block	Distribution Type	Address
0001	Desktop Download	Details
<input type="button" value="Save"/>		

▼ Miscellaneous Settings

Display Background System Error Messages (Internal Use Only)

Display Interim Application Progress Messages (Internal Use Only)

Default first Secured Party to your Party Code

Output initial Verification Statement in XML format

XML Output Email Destination Location (Applies only if previous enabled)

• No messages found.

2. Click “Save” then “Continue” to complete save process.

Miscellaneous Settings

Display Background System Error Messages (Internal Use Only)

Display Interim Application Progress Messages (Internal Use Only)

These two settings only apply to internal users, whether you check in the box or leave blank will not have an impact on the messages viewed in the results window.

Default first Secured Party Code to your Party Code

If you would like the first secured party on a financing statement to default to your organization's name and address - check this box.

Output initial Verification Statement in XML format (and email location)

If you are using the upload functionality to create draft financing statement / financing change statement and wish to receive the Verification Statement in XML format, check this box, supply the email address you wish the output to be sent to on the next line.

APPRES - Alberta Personal Propri x +
https://staging.appres.alberta.ca/GOA.APPRES.Gateway/ISDFrameMain.htm

Personal Property Registry | APPRES ID: HeathWoo385 | Example Search Business Ltd | Government of Alberta | LOGOUT | Help

Maintain Preferences

▼ Predefined Collateral

Block Name	Description
<input type="button" value="Add New"/>	

▼ Predefined Particulars

Block Name	Particular Type	Description
<input type="button" value="Add New"/>		

► Current Distributions

▼ Miscellaneous Settings

Display Background System Error Messages (Internal Use Only)

Display Interim Application Progress Messages (Internal Use Only)

Default first Secured Party to your Party Code

Output Initial Verification Statement in XML format

XML Output Email Destination Location: (Applies only if previous enabled)

• No messages found.

Preferences, Finance and Reporting User Guide

Registry Activities – Finance Options

To view and redistribute the Client Account Statement for your organization, click “Go” beside “Browse Client Account” under the “Finance Options”.

Please note: you will only be able to see this option if it has been enabled by your Site Coordinator. If you are the Site Coordinator and do not see this option, refer to the Site Coordinator Information Package for instructions on obtaining this option.

The screenshot shows the APPRES Personal Property Registry interface. The 'Registry Activities' section is expanded, and the 'Finance Options' sub-section is highlighted in light blue. Under 'Finance Options', the 'Browse Client Account' option has a 'Go' button next to it. A blue arrow points from this 'Go' button to a callout box. Other options include 'Draft a Financing Statement', 'Draft a Financing Change Statement', 'Browse Draft Financing Statement / Financing Change Statement', 'Re Register an Expired or Discharged Registration', 'Upload Electronic Financing Statement(s) or Financing Change Statement(s)', 'View Registration History', 'Perform a Search', 'Browse for Performed Searches', 'Request a Report', and 'Browse Completed Reports'. Each of these options also has a 'Go' button.

Click “Go” to view client account information and redistribute a Client Account Statement.

Preferences, Finance and Reporting User Guide

Browse Client Account Information

The organization name, address, phone, fax number and contact name will appear. In addition the current balance, previous month, 30, 60 and 90 day balances are also displayed.

You are also able to redistribute a client account statement that had been generated in the past 3 months. In this example there are none available to redistribute, if there was, you would see the statement date, accumulated interest (if any) and the amount due on that statement. To redistribute, you would see a radio button beside each statement, click in the radio button beside the statement you wish to redistribute and supply a distribution method (if you have not chosen a default method or if you wish to distribute through a different method).

The screenshot displays the 'Client Account Information' page in the APPRES system. The page header includes the APPRES logo, 'Personal Property Registry', and the Government of Alberta logo. The user is logged in as 'HeatheWoo385' for 'Example Search Business Ltd'. The main content area shows the following details:

- Client Account Number: 60008267
- Account Number: 60008267, Status: Active
- Example Search Business Ltd
- Contact: Example Business, 12122 110 Ave, Edmonton, AB - Alberta, T6Y7U8
- Phone: Ext., Fax: Ext., Email - Secured Party
- Current Month Balance: \$ 9.00
- Previous Month Balance: \$ 0.00
- One Month Overdue: \$ 0.00, Age: 0
- Two Months Overdue: \$ 0.00
- Three Months Overdue: \$ 0.00
- Interest Balance: \$ 0.00
- Current Balance: **\$ 9.00**

Below the account information is a section for 'Client Account Statement Summaries' with a table structure:

Statement Date (yyyy/mm/dd)	Accumulated Interest	Total Amount Due
-----------------------------	----------------------	------------------

• No messages found.

Preferences, Finance and Reporting User Guide

Browse Client Account Transactions

To view transactions that have been charged to your client account, click “Go” beside “Browse Client Account Transactions” under the “Finance Options” on the Registry Activities screen.

You will be able to view transactions performed by all users of your organization by removing the default User ID and clicking search. You can also filter by a specific party code associated to your account number or for a specific date range.

The transaction detail includes the date, time, account number, account name, party code, control number and registration number or search ID, type of registration or search performed, reference number (if supplied), the amount charged and the user ID of the individual who performed the transaction.

Personal Property Registry

Government of Alberta

APPRES ID: HeathWoo385 | Example Search Business Ltd

Browse Client Account Transactions

PPR Reference: Account Number: Party Code: User ID:

Date From: Date To:

Search

1 - 3 of total 3 matches

Date (yyyy/mm/dd hh:mm:ss)	Account #	Account Name	Party Code	PPR Reference	PPR Reference Title	Client Reference	Amount	User ID
2023/06/27 14:38:27	60008267	Example Search Business Ltd	60008267	Z10568622	Business Debtor Search: EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	File #1234	\$3.00	HeathWoo385
2023/06/27 14:41:16	60008267	Example Search Business Ltd	60008267	Z10568623	Business Debtor Search: EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	File #1234	\$3.00	HeathWoo385
2023/06/27 14:46:25	60008267	Example Search Business Ltd	60008267	Z10568624	Business Debtor Search: EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	File #1234	\$3.00	HeathWoo385

Return

No messages found.

Preferences, Finance and Reporting User Guide

Registry Activities – Reporting Options

Depending on the type of organization you are affiliated with, you will have the ability to generate the following reports:

- Expiring Registration Report
- Report of Seizure Registration Report
- Report of Seizure Sheriff's Report

For the purpose of this example, the Expiring Registration Report has been selected.

The screenshot shows the APPRES Personal Property Registry web application. The page title is "Personal Property Registry" and the user is logged in as "HeatheWoo385 | Example Search Business Ltd". The "Registry Activities" section is expanded to show "Reporting Options". Under "Reporting Options", the "Request a Report" dropdown menu is set to "APOP0010 - Expiring Registration Report". A blue arrow points from a text box below to the "Go" button next to this selected report.

Click "Go" to request selected report.

Preferences, Finance and Reporting User Guide

Registry Activities – Reporting Options - continued

For this report type, you can choose an expiry date range up to 45 days from today's date. If you have not provided a default distribution method, supply those details first then click "Generate Report" to obtain the report.

Please refer to the *Expiring Registration Report* section of the Help Guide for detailed information on this report.

The screenshot shows the APPRES Personal Property Registry interface. At the top, there is a navigation bar with the APPRES logo and the text "Personal Property Registry" and "Government of Alberta". Below this, there is a "Report" section with a dropdown menu set to "APOP0010 - Expiring Registration Report" and a "New Report" button. Below the dropdown, there are "Return" and "Generate Report" buttons. The main form area contains a "Party Code" field with the value "60008267" and an "Expiry Range (Days From Today)" dropdown menu set to "45". Below this, there is a section titled "Current Distributions" with a table header containing "Block Distribution Type" and "Address". An "Add New" button is located at the bottom left of the table area.

• No messages found.

1. Supply a distribution method.

2. Click "Generate Report" and "Continue" to receive report details.

Preferences, Finance and Reporting User Guide

Reporting Options – Browse for Completed Reports

You can distribute a previously requested report by accessing the “Browse Completed Reports” under the Reporting Options section.

The screenshot shows the APPRES Personal Property Registry interface. The top navigation bar includes the APPRES logo, the text "Personal Property Registry", and the Government of Alberta logo. Below the navigation bar, the user's name "HeatheWoo385" and the company name "Example Search Business Ltd" are displayed. The main content area is titled "Registry Activities" and contains several sections: "Registration Options", "Search Options", "Finance Options", and "Reporting Options". The "Reporting Options" section is highlighted in blue and contains two items: "Request a Report" and "Browse Completed Reports". Each item has a "Go" button next to it. A blue arrow points from the "Go" button next to "Browse Completed Reports" to a text box below the screenshot.

- Product for [APOP0010 - Expiring Registration Report](#) is available for viewing. [2023/06/28 08:56:24]
- Successfully submitted distribution request for [APOP0010 - Expiring Registration Report](#). [2023/06/28 08:56:13]
- No messages found.

Click “Go” to view and distribute previously requested reports.

Preferences, Finance and Reporting User Guide

Browse for Completed Reports

A list of reports that have been previously requested within the report execution date range will appear. The report execution date will default to the current month and can be modified to include reports requested up to 4 months in the past.

You can also choose to filter the list of reports to a specific user within your organization by supplying the APPRES User ID of that person in the User ID field and clicking search.

To distribute a report, click on “Distribute” beside the report you wish to receive and supply a distribution method (only if you have not provided a default method or wish to receive in a method other than the default method).

APPRES | Personal Property Registry | Government of Alberta

Menu | APPRES ID: HeatheWoo385 | Example Search Business Ltd | LOGOUT | Help

Browse Completed Reports

Return Search

Party Code: 60008267 | User ID: HeatheWoo385 | Report Type: -- Select a "Report Type" --

Report Execution Date: (yyyy/mm/dd hh:mm:ss) 2023/06/01 00:00:00 - 2023/06/30 23:59:59 | Report Request Identification Number: []

1 - 1 of total 1 matches

Report Request Identification Number	Party Code	User ID	Report Type	Report Execution Date (yyyy/mm/dd hh:mm:ss)	
22946339	60008267	HeatheWoo385	APOPO010 - Expiring Registration Report	2023/06/28 08:56:12	Distribute

- Product for APOPO010 - Expiring Registration Report is available for viewing. [2023/06/28 08:56:24]
- Successfully submitted distribution request for APOPO010 - Expiring Registration Report. [2023/06/28 08:56:13]
- No messages found.