Alberta Personal Property Registry Electronic System (APPRES)

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# 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.

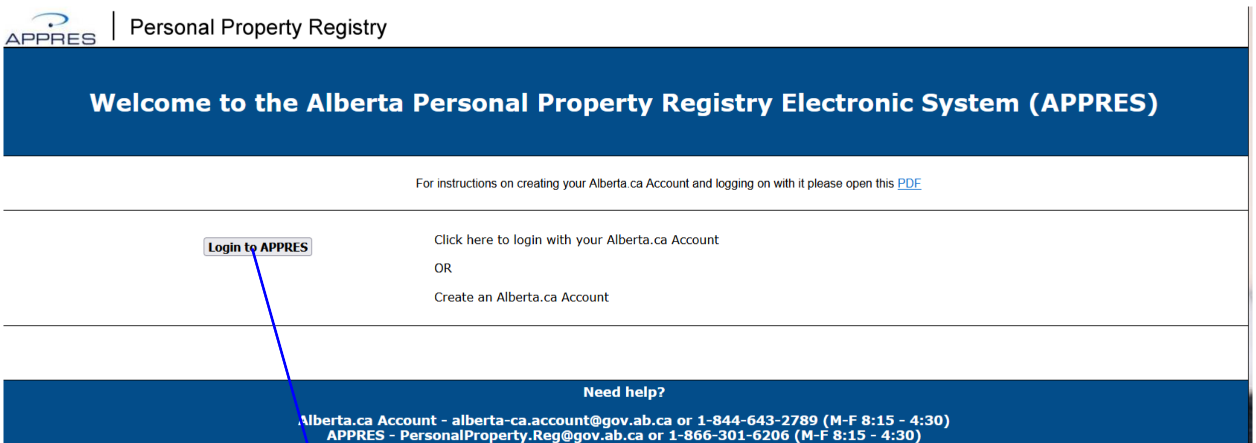
## Getting Started

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

Once you have an Alberta.ca Account/password navigate to APPRES at this location:

[https://appres.alberta.ca](https://appres.alberta.ca)

Click Login to APPRES and supply your Alberta.ca Account and password and click Next.

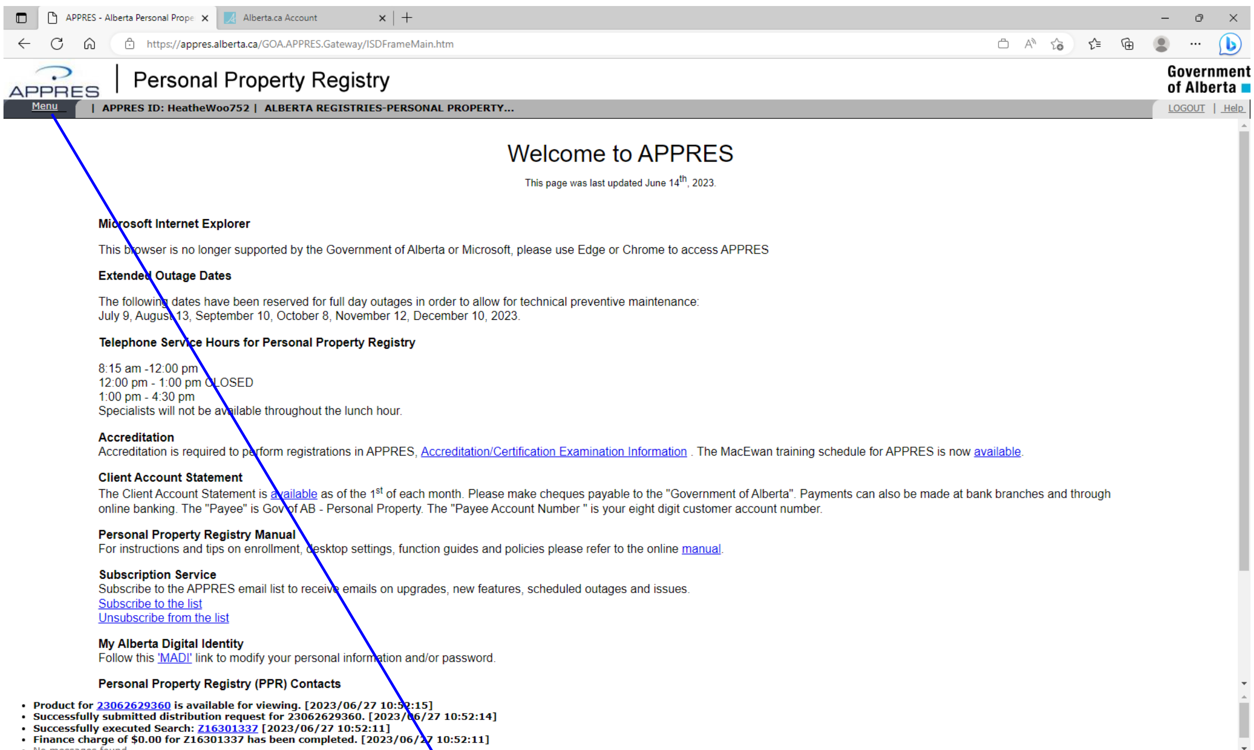



Click this button then supply your User ID and password

# 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.




Select Maintain Preferences to continue.

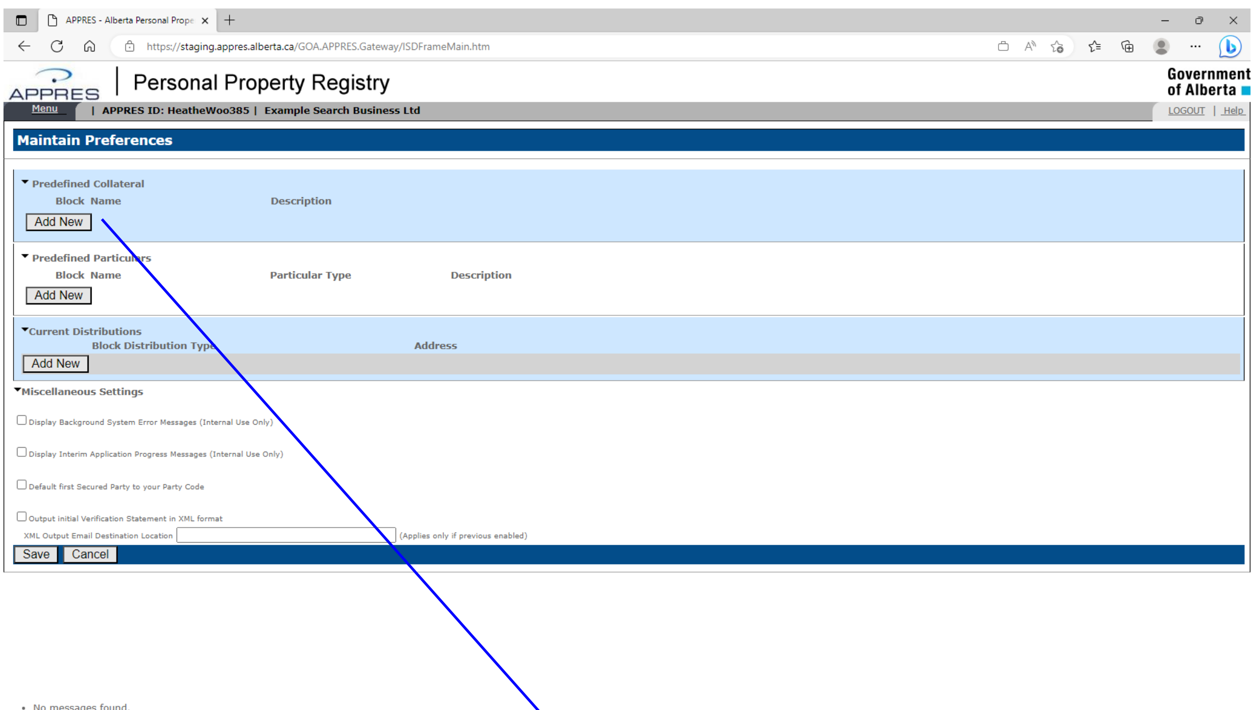
## Maintain Preferences

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.




Click on Add New to create a new description.



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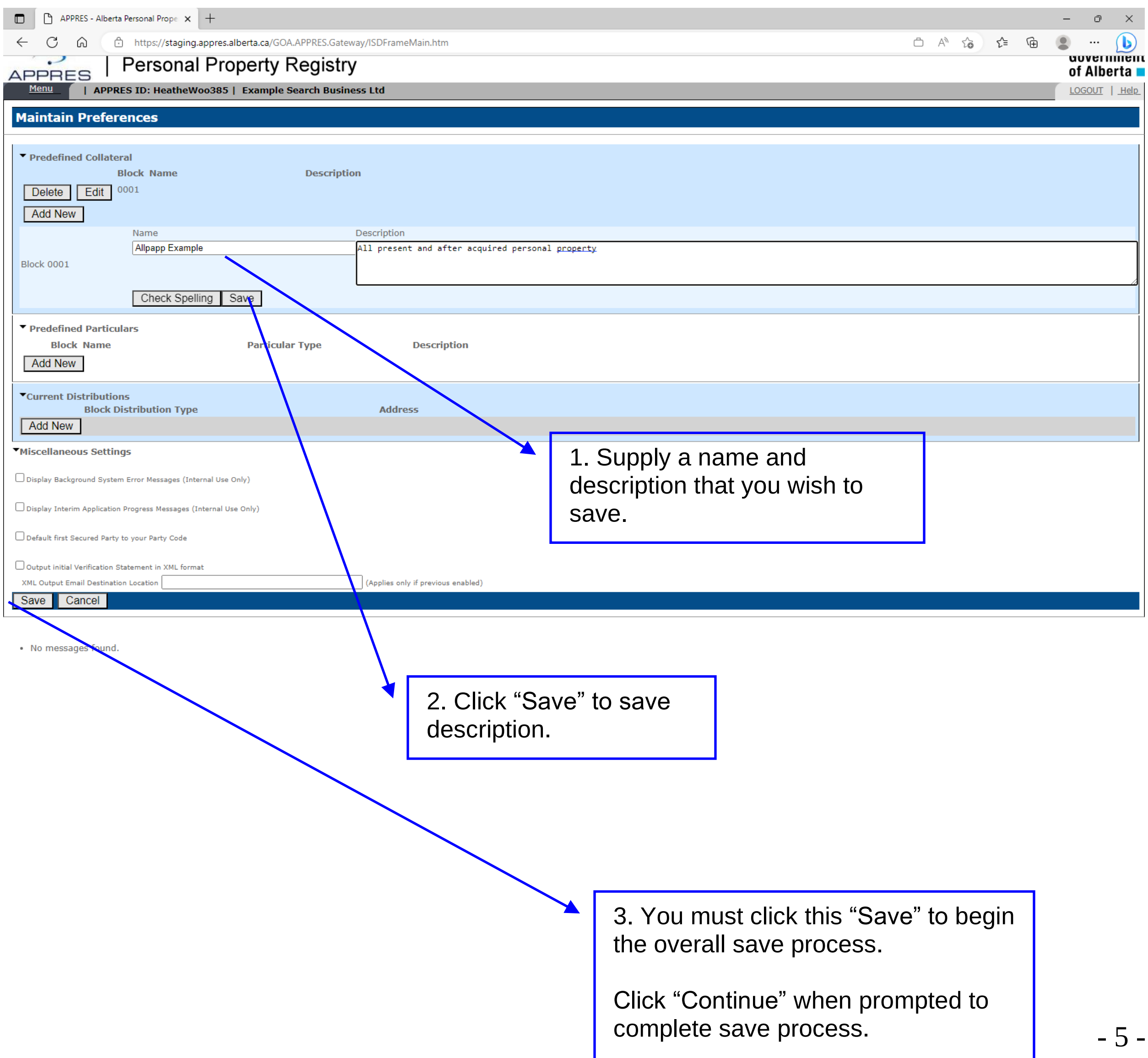
## Predefined Description

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.



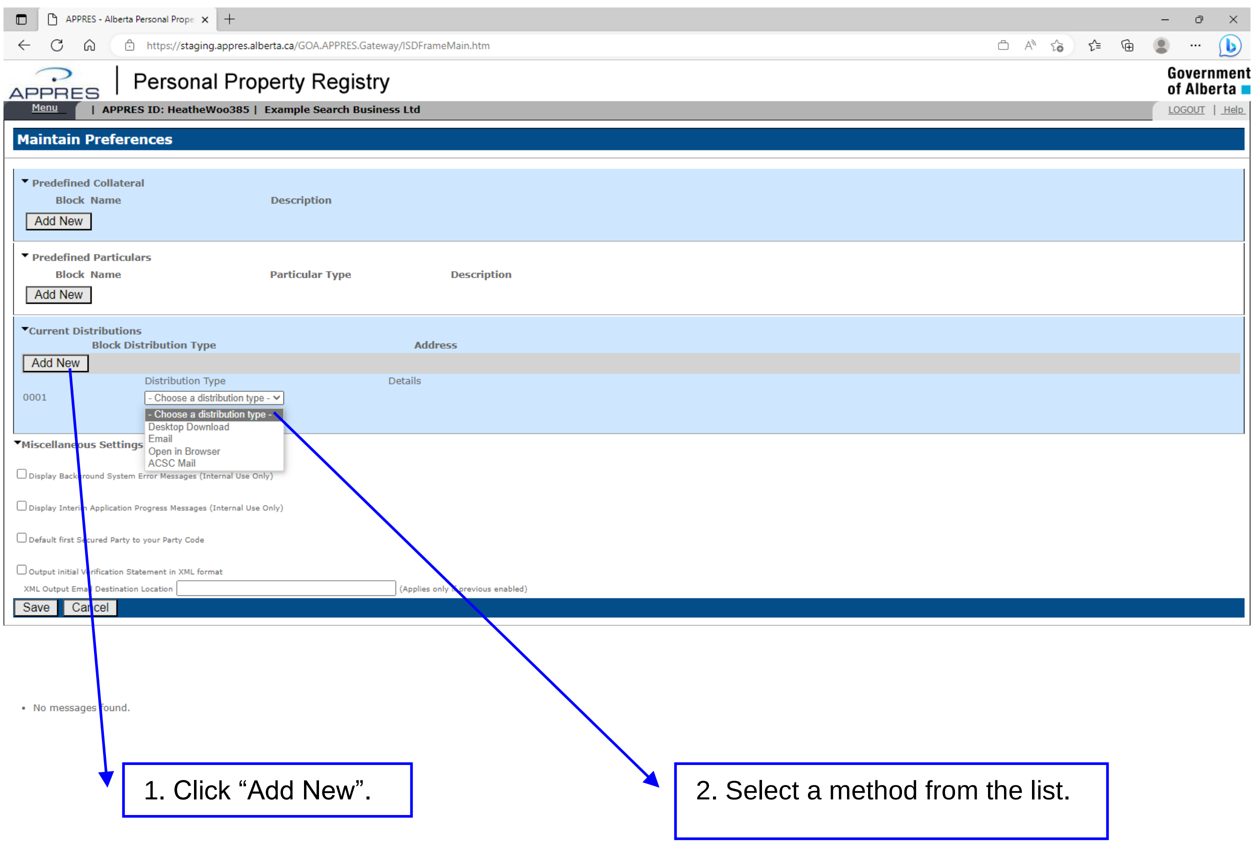
## Setting a default Distribution Method

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.

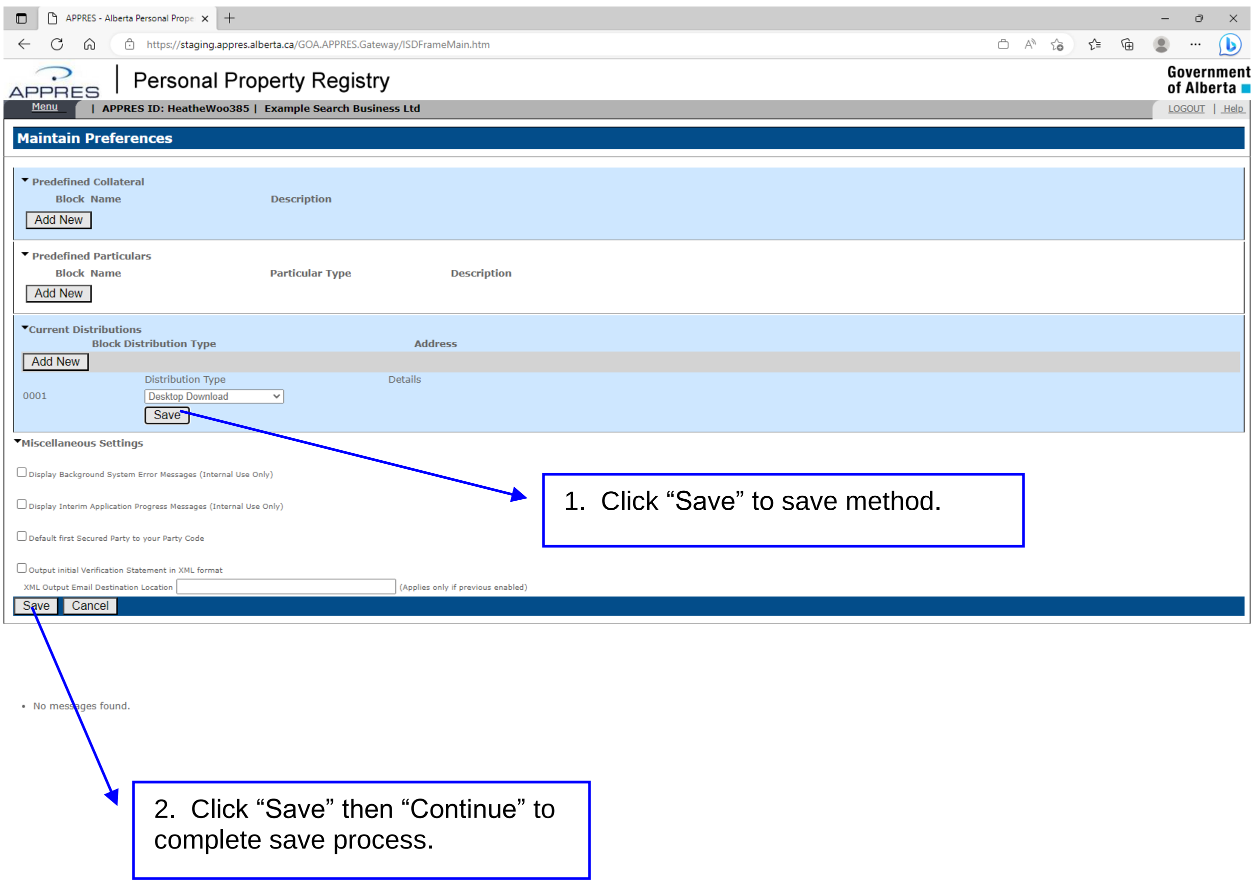


## Setting a default Distribution Method - continued

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.



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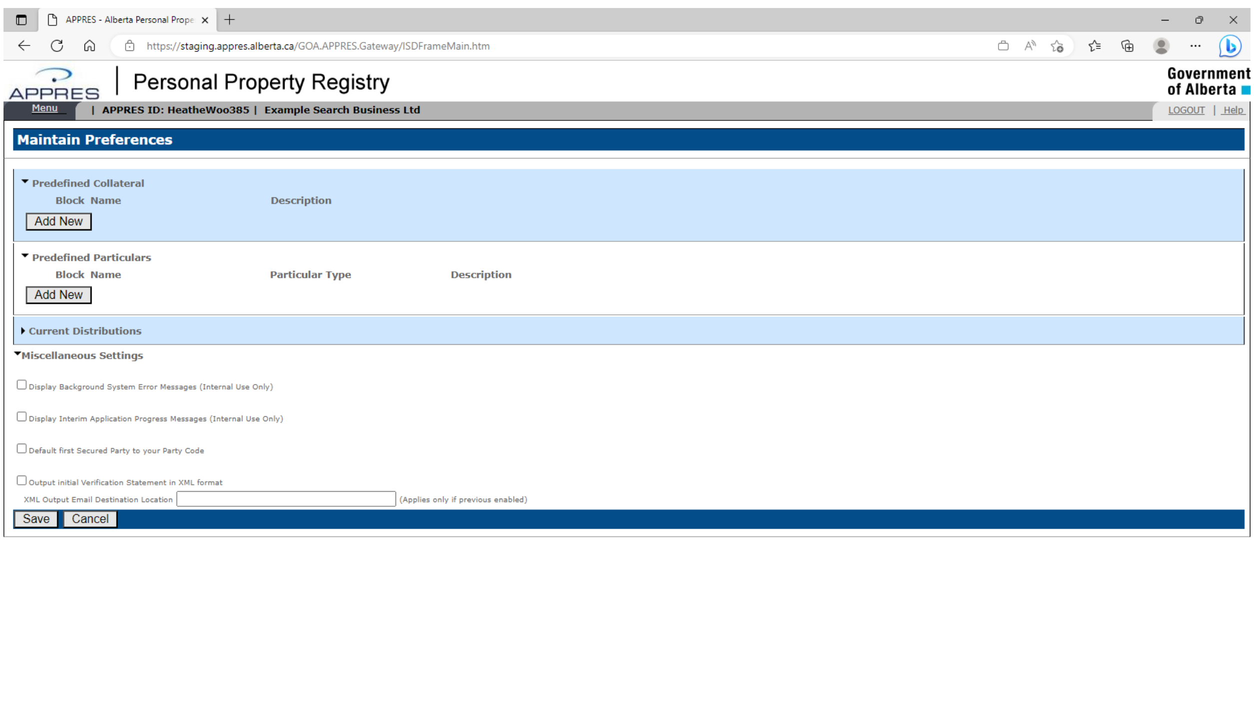
## Miscellaneous Settings

**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.

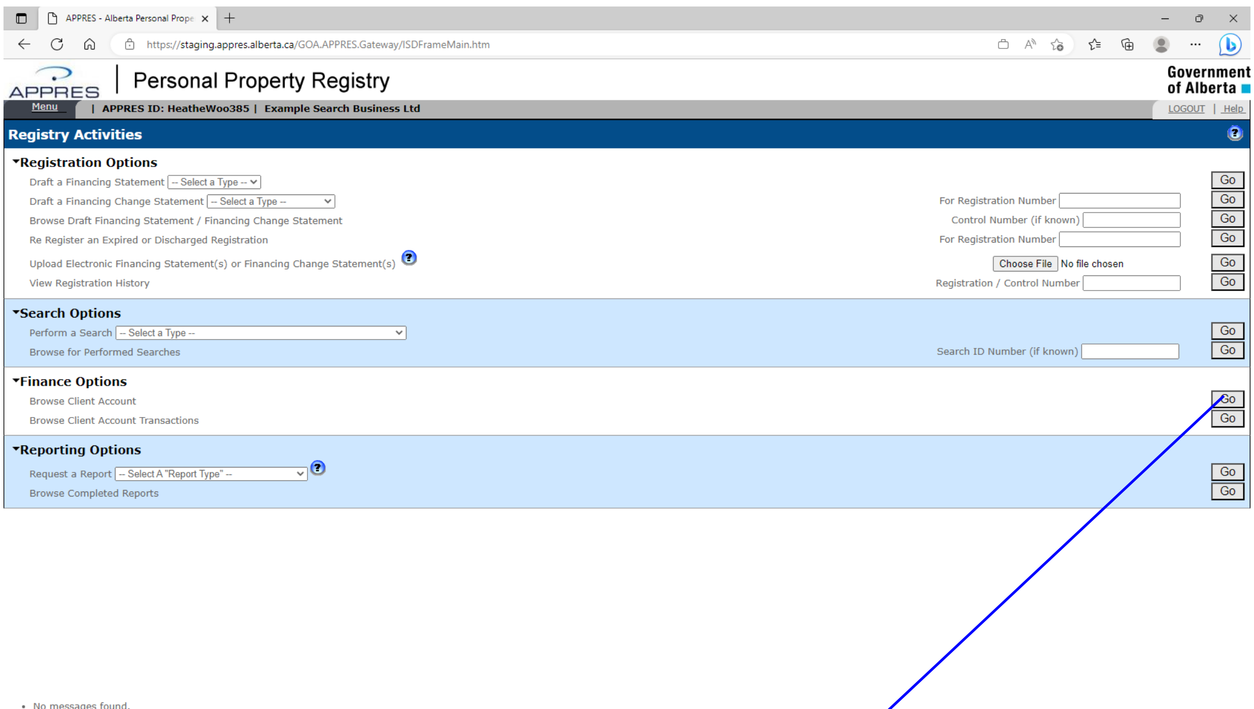
**Output initial Verification Statement in XML format (and email location)**
If you are using the upload functionality to create draft financing statement / financing change statement and wish to receive the Verification Statement in XML format, check this box, supply the email address you wish the output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



## 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.

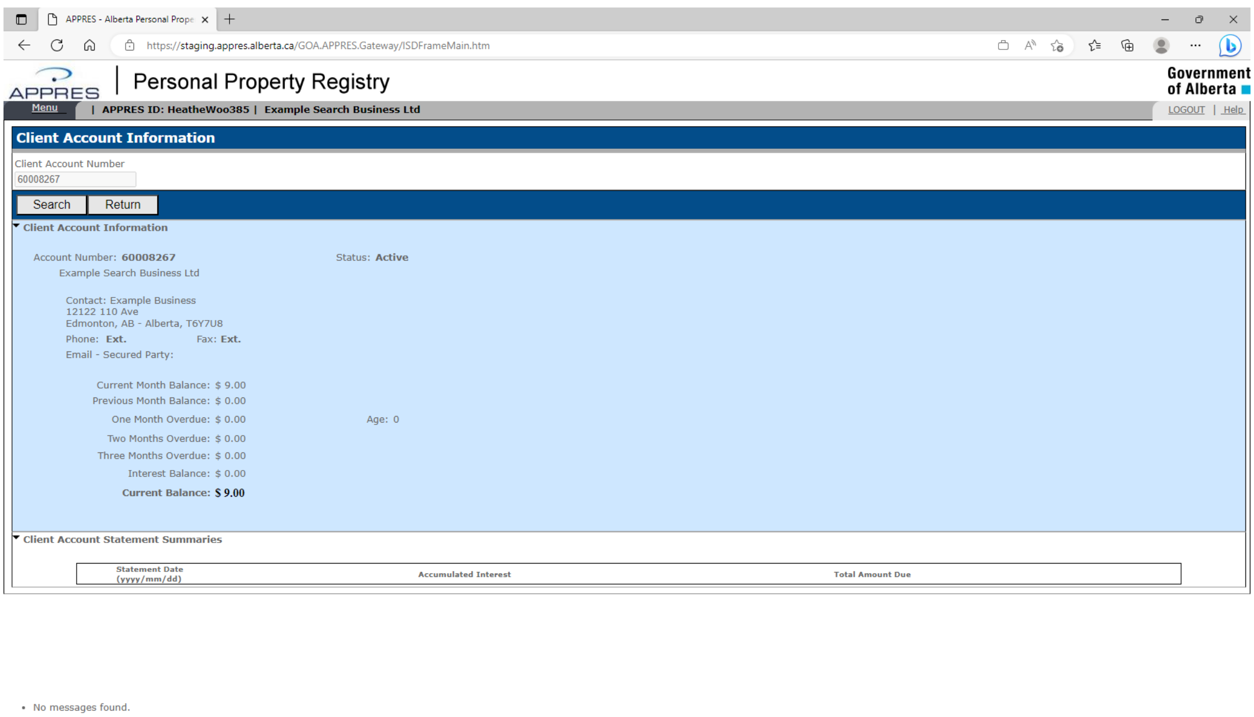



Click “Go” to view client account information and redistribute a Client Account Statement.

## 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).

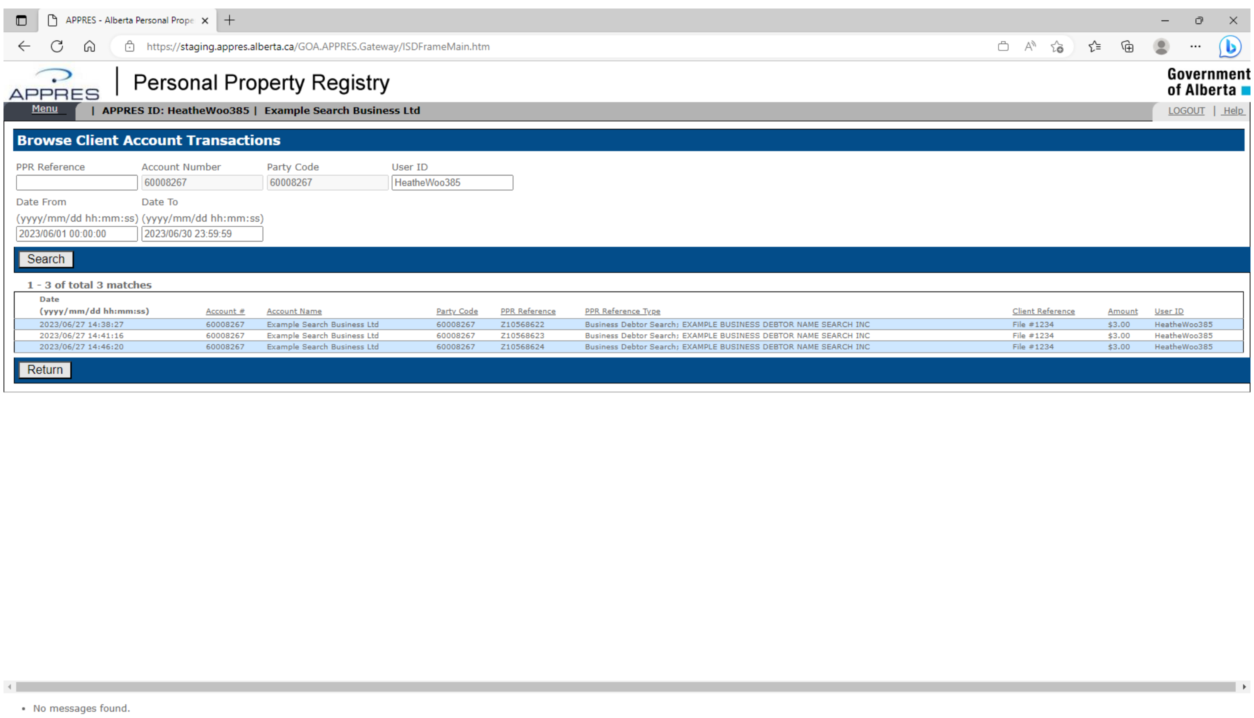


## Browse Client Account Transactions

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.

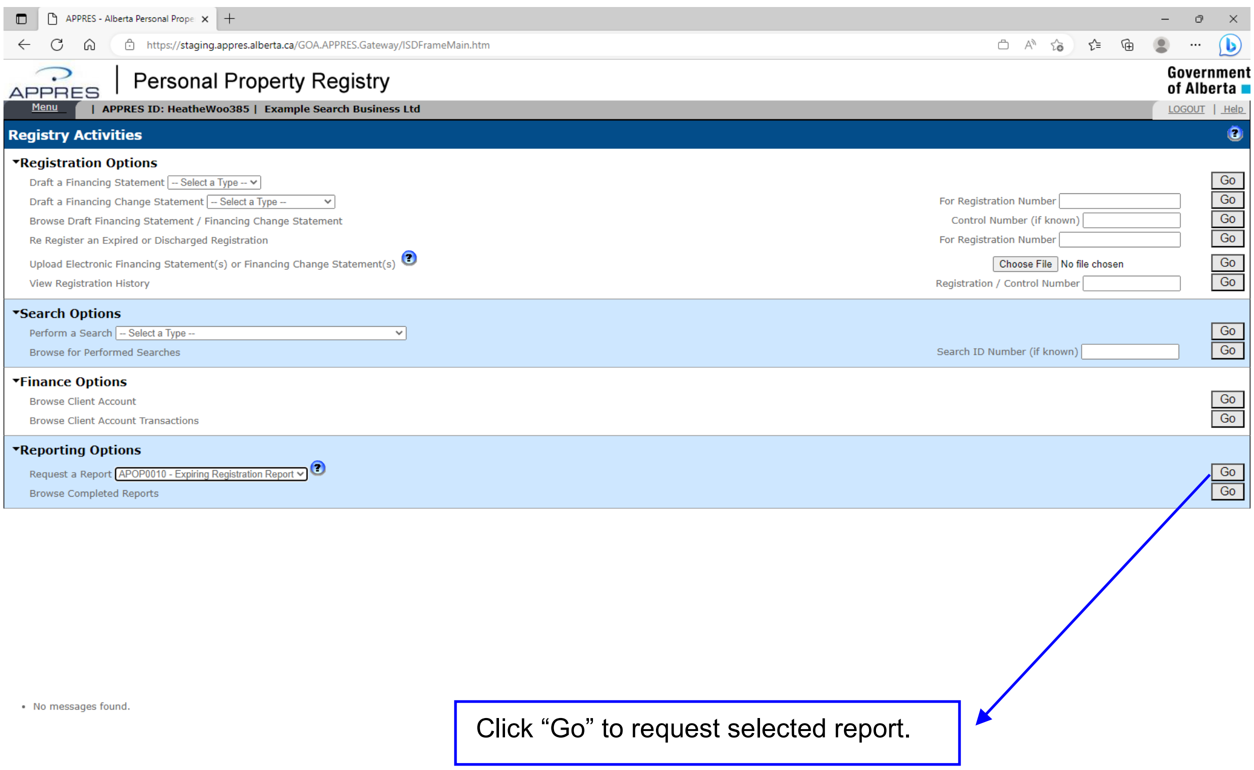


## Registry Activities – Reporting Options

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

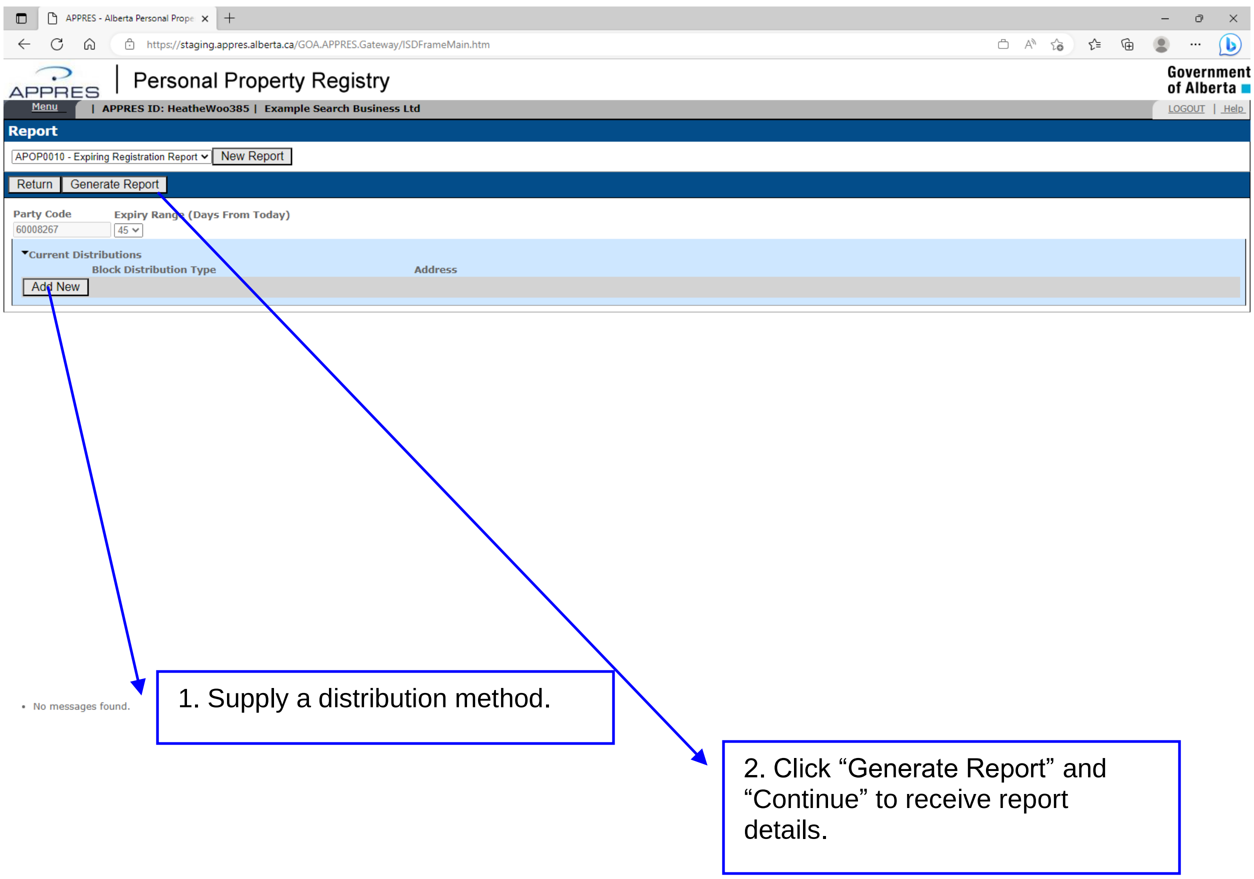
For the purpose of this example, the Expiring Registration Report has been selected.



## 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.



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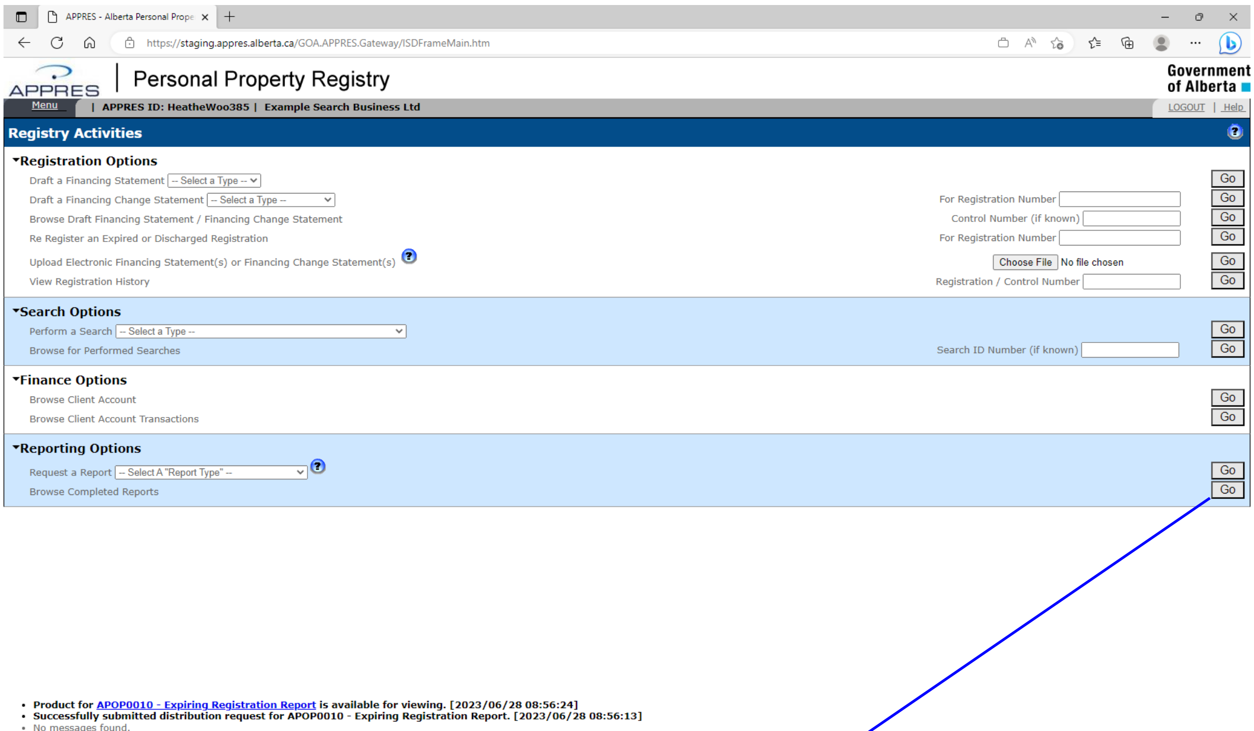
## Reporting Options – Browse for Completed Reports

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




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

## 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).