

CHAPTER 2 HOW DO I...

AUTOMATED PERSONAL PROPERTY MANAGEMENT SYSTEM
APPMS 6.00

How Do I...

Using This Chapter

This chapter will serve the user as a quick guide to finding more detailed help in the APPMS manual. Under each broad heading will be common questions and information as to where in the manual to turn for more extensive help.

If an error occurs, check in the Appendix section of this manual to see if a solution to the error is presented. If additional help or assistance with an APPMS problem is needed, call the APPMS Hotline 202-761-4516 at HQUSACE.

General Help

Q: How do I know how to enter dates in APPMS?

A: See Section User's Guide Conventions in Chapter 1.

Q: How do I know what the keys on the APPMS screens mean?

A: See Section Keyboard Description in Chapter 1.

Q: How do I know how to set APPMS permission levels?

A: See Section APPMS Permission Levels in Chapter 1 for background information on what the levels can do. Use Section Maintain APPMS User Files and Section Maintain APPMS Groups in Chapter 9 to actually set APPMS permission levels for users.

Q: How do I know what the different APPMS transaction codes mean?

A: See Section APPMS Transactions and Definitions and Section APPMS Transactions and Associated Forms in the Appendix.

Query Function

Q: How do I select all records with a certain value?

A: See Section Using The APPMS Query Function in Chapter 1.

Q: How do I clear a query and what does it mean?

A: See Section Using The APPMS Query Function in Chapter 1.

Q: How do I know how many records were returned by a query?

A: The bottom right section of the menu screen shows total number of records and total number of query records.

APPMS Users

NOTE: This page is for System Administrators.



Q: How do I add a new user to APPMS?

A: See Section Maintain APPMS User Files in Chapter 9. Then see Section Adding APPMS User in Chapter 9.

Q: How do I change the information for an existing APPMS user?

A: See Section Maintain APPMS User Files in Chapter 9. Then see Section Modifying APPMS User in Chapter 9.

Q: How do I delete an APPMS user?

A: See Section Maintain APPMS User Files in Chapter 9. Then see Section Deleting APPMS User in Chapter 9.

Q: How do I change a user password?

A: Please contact your CEFMS DBA.

Requisitioned Property

Q: How do I process a property requisition, from beginning to end?

A: The general steps to place a property item on the APPMS book from the requisition stage are as follows:

1. Property requisitions, created in CEFMS and needing Logistics Approval/Disapproval, sent to APPMS from CEFMS using the option Maintain pre-loaded property, option Import Requisitions.
2. These requisitions, now in APPMS, can be approved/disapproved, by the line item, by the appropriate Logistic person (option Maintain Pre-Loaded Property, option Maintain Pending Requisitions).
3. Once all line items for a requisition have been approved/disapproved, APPMS will automatically send the requisition back to CEFMS from APPMS for the next stage of processing.
4. When the property physically arrives at Logistics for receiving, the Receiving Officer will use APPMS to create a CEFMS Receiving Report (a copy of which will be maintained in APPMS) (option Maintain Pre-Loaded Property, option Import Received Property).
5. If Logistics would like to allow users to update received property records with information such as Serial No and Model No without actually placing the item onto the property book, option Maintain Pre-Loaded Property and then option Maintain Receiving Dock may be run.
6. The Logistics Officer will formally add the property to the APPMS property book by entering, into APPMS, the item's bar tag number (option Maintain Pre-Loaded Property, option Maintain Received Property).

Q: How do I download into APPMS from CEFMS property

requisitions for logistic approval/disapproval?

A: See Section CEFMS Interface in Chapter 4 and choose option IMPORT REQUISITIONS. Then see Section Import Requisitions in Chapter 4. Before this option can be executed, the user must know his CEFMS Userid/Password.

Q: **How do I approve/disapprove line items on a property requisition?**

A: See Section Maintain Pre-Loaded Property in Chapter 4 and choose option PENDING REQUISITIONS. Then see Section Pending Requisitions in Chapter 4.

Q: **How do I look at requisitions that have been sent to CEFMS with Logistics approval/disapproval but have not yet been received?**

A: See Section Maintain Pre-Loaded Property in Chapter 4 and choose option APPROVED REQUISITIONS. Then see Section Approved Requisitions in Chapter 4.

Q: **How do I update information on Received Property without actually putting the property item on the APPMS property book?**

A: See Section Maintain Pre-Loaded Property in Chapter 4 and choose option MAINTAIN RECEIVING DOCK. Then see Section Maintain Receiving Dock in Chapter 4.

Q: **How do I put a property item on the APPMS property book?**

A: See Section Maintain Pre-Loaded Property in Chapter 4 and choose option ACTIVATE PROPERTY. Then see Section Activate Property in Chapter 4.

Q: **What reports are related to Requisitioned Property?**

A: Pre-Loaded Property Report -
Pending Requisitions
Approved Requisitions
Received Property

Active Property

Q: How do I add a piece of property to the APPMS Property Book that was not requisitioned?

A: See Section Maintain Active Property in Chapter 4.
Then see Section Adding Active Property in Chapter 4.

Q: How do I modify information on Active Property?

A: See Section Maintain Active Property in Chapter 4.
Then see Section Modifying Active Property in Chapter 4.

Q: How do I dispose of Active Property?

A: See Section Maintain Active Property in Chapter 4.
Then see Section Deleting Active Property in Chapter 4.

Q: How do I view an audit trail of transactions for an Active piece of property?

A: See Section View Document Register in Chapter 5.

Q: How do I delete all property with a particular catalog number (or range of numbers)?

A: See Section Global Database Adjustments in Chapter 9
and choose DROP CATALOG NUMBER.

Q: What reports are related to Active Property?

A: Property Master Reports -
Property Book Master Report
Excess Property Listing

ACTIVE PROPERTY

Property Inventory Reports -
Property Inventory Listing
PIL with Transfer of HR holder

Document Register Reports -
Document Register Report

Inventory Reconciliation Reports -
Inventory Reconciliation Report
Inventory Shortage Report
Inventory Overage Report

Archived Property

Q: How do I view information on property that has been previously disposed?

A: See Section View Archived Property in Chapter 4. Then see Section Viewing an Archived Property Item in Chapter 4.

Q: How do I view an audit trail of transactions for a disposed piece of property?

A: See Section View Archived Document Register in Chapter 5.

Q: What reports are related to Archived Property?

A: Property Master Reports -
Property Book Master Report
Excess Property Listing

Property Inventory Reports -
Property Inventory Listing
PIL with Transfer of HR holder

Document Register Reports -
Document Register Report

Stock Catalog

Q: How do I add a stock catalog entry to APPMS?

A: See Section Maintain Stock Catalog in Chapter 4. Then see Section Adding Stock Catalog Entry in Chapter 4.

Q: How do I modify a stock catalog entry?

A: See Section Maintain Stock Catalog in Chapter 4. Then see Section Modifying Stock Catalog Entry in Chapter 4.

Q: How do I delete a stock catalog entry?

A: See Section Maintain Stock Catalog in Chapter 4. Then see Section Deleting Stock Catalog Entry in Chapter 4.

Q: How do I change all occurrences of a catalog number with a new catalog number?

A: See Section Global Database Adjustments in Chapter 9 and choose CHANGE CATALOG NUMBER.

Q: How do I delete all property with a particular catalog number (or range of numbers)?

A: See Section Global Database Adjustments in Chapter 9 and choose DROP CATALOG NUMBER.

Q: What reports are related to Stock Catalog?

A: Catalog Report

Hand Receipt Accounts

Q: How do I add a new HRA to APPMS?

A: See Section Maintain HRA Information in Chapter 6.
Then see Section Adding HRA in Chapter 6.

Q: How do I modify the information for an existing APPMS HRA?

A: See Section Maintain HRA Information in Chapter 6.
Then see Section Modifying HRA in Chapter 6.

Q: How do I delete an APPMS HRA?

A: See Section Maintain HRA Information in Chapter 6.
Then see Section Deleting HRA in Chapter 6.

Q: How do I transfer all property belonging to one HRA to another HRA?

A: See Section Global Database Adjustments in Chapter 9
and choose CHANGE HAND RECEIPT ACCOUNT NUMBER.

Q: What reports are related to Hand Receipt Accounts?

A: Property Inventory Reports -
Property Inventory Listing
PIL with Transfer of HR holder

Hand Receipt Account Report

Inventory Reconciliation Reports -
Inventory Reconciliation Report
Inventory Shortage Report
Inventory Overage Report

Authorization Codes

Q: How do I add an authorization code to APPMS?

A: See Section Maintain Authorization Codes in Chapter 9. Then see Section Adding Authorization Code in Chapter 9.

Q: How do I change an existing APPMS authorization code?

A: See Section Maintain Authorization Codes in Chapter 9. Then see Section Modifying Authorization Code in Chapter 9.

Q: How do I delete an APPMS authorization code?

A: See Section Maintain Authorization Codes in Chapter 9. Then see Section Deleting Authorization Code in Chapter 9.