



PPMS Frequently Asked Questions

This document is designed to help you learn about GSA's Office of Personal Property Management's new PPMS system.

BACKGROUND:

1. What is the Personal Property Management System (PPMS)?

- a. PPMS combines GSA's legacy personal property applications (e.g., GSAXcess, AAMS, MySales, GSAAuctions and the Computers for Learning website) into a unified, modern, easy-to-use system. PPMS will make it easier to track property throughout the disposal process, upload and edit photos, update property descriptions, download standard forms, and perform advanced searches, among many other benefits. GSAXcess, AAMS and MySales functions will be housed in PPMS.

2. Why is GSA modernizing these systems?

- a. Our customers told us they found the legacy applications confusing and disjointed, and that they desired a more user-friendly experience with modern features. GSA designed PPMS using customer feedback from surveys and included customers in user acceptance testing to guide development efforts.

3. When will PPMS go online?

- a. PPMS will go live on July 24, 2023.

4. What will the web address (URL) be?

- a. The URL for PPMS is www.PPMS.gov. GSAAuctions.gov and computersforlearning.gov will retain their existing URLs.

TRANSITION AND KEY DATES:

5. What is the transition process from the legacy systems to PPMS?

- a. GSAXcess and the other legacy applications will go offline starting on July 15, 2023 so that historical data can be migrated to PPMS for its go-live on July 24, 2023.

6. Will there be a cut off for reporting property?

- a. Most transactions will need to be closed in the legacy systems to successfully migrate the historical data to PPMS. This means there will be cutoff dates on the reporting of new property records in GSAXcess. The last day to submit items in GSAXcess varies by property type:

Property Type	Last day to report
AAMS (IADS/EADS) Customers	May 30, 2023
Excess Property	June 5, 2023
Exchange/Sale Property - AAMS (IADS/EADS) Customers	June 9, 2023
Exchange/Sale Property - all others	June 14, 2023

*Notes:

- Defense Logistics Agency (DLA) reporting cutoff is June 29th.
- Agencies have until COB on the cutoff date to report property.

7. Will utilization and donation screening times be affected?

- a. Yes. To minimize downtime for agencies reporting property while balancing system transition needs, excess items may see shortened screening times. GSA's goal is for all excess property to screen for at least 7 days during this transition period. In June and July, customers seeking to acquire excess/surplus property should check GSAXcess more frequently.

8. Is there a deadline for Approving Officials approving pending transfer orders?

- a. Yes, in order to ensure all legacy transactions are closed for data migration, Approving Officials must approve or deny all transfer orders by June 16, 2023 (July 11, 2023 for DLA property).

9. What will happen with my property if it isn't closed on time (e.g., is in the middle of a transfer action)?

- a. GSA APOs and SCOs will be working hard with customers to close all transactions on time. However, if there are open transactions, at the time

of deadline, GSA will be handling each case individually on a case by case basis.

10. How will GSAAuctions be affected?

- a. GSA intends to close all auctions by June 30, 2023. The last day for property removals is July 12, 2023. (Note: GSA Fleet and Real Estate auctions may continue during this time period.) Bidder registration will not be available between July 14-23. This will impact any auction posted by GSA Fleet/Real Estate. Only registered bidders before July 14 will be able to participate in auctions between July 14-23.

11. Will items reported in GSAXcess automatically roll over to PPMS?

- a. GSA's goal is to process all items reported in GSAXcess via transfer, donation, or sale before PPMS launches. Some items that have completed U&D screening, but were not sold, may be held and offered for auction once PPMS goes live.

12. Will agencies still be able to report via batch and web service?

- a. Yes, agencies will still be able to report electronically by batch or web service in the legacy systems until the cut off dates noted above.
- b. After go live, the batch layout and web services specification will update slightly, and the system interface endpoints will change. GSA provided the new batch layout and web services specification to participating agency NUOs and IT professionals in November 2022. GSA also hosted open house sessions for agency IT professionals to go over the batch and web services changes and testing requirements. Most agencies have responded and successfully tested their interfaces and will be ready to report property via batch and web services post go live.
- c. Agencies who have not updated their interfaces will need to report property online in PPMS until their agency's IT organization updates the interface for PPMS.

13. What will happen to computersforlearning.gov?

- a. The computersforlearning.gov website is also being modernized for a more intuitive, user-friendly experience. Schools and educational nonprofits will continue using the computersforlearning.gov website, while agency CFL functions will be housed in PPMS.

14. How will computersforlearning.gov be affected?

- a. The legacy Computersforlearning.gov website will be turned off on June 5, 2023. This includes both the GSA-hosted Computers for Learning module and the Post Transaction Module (PTM). Agencies should completely requisition (completely transfer) all CFL transfers within the GSA-hosted Computers for Learning module or enter PTM transactions no later than June 5, 2023.
- b. If agency policy permits, agencies can conduct direct / offline CFL transfers during the CFL outage and upload the data retroactively after PPMS launches on July 24th. Direct transfers can be uploaded via the new PPMS CFL Direct Transfers module (currently called the Post Transaction Module (PTM) within GSAXcess) once the system launches.

RECORDS MIGRATION:

15. Will GSAXcess and MySales user IDs migrate to PPMS or do we need to enroll in PPMS separately?

- a. Existing user IDs/profiles for GSAXcess and MySales will migrate to PPMS, retaining the same permissions. Please note that while users will still have assigned user IDs, the associated email address will be used to locate users in PPMS.
- b. The only exception is users with select permission and their Approving Officials. Approving Officials are not automatically created in PPMS and will require a full account. Therefore, if the AO account has not been created in GSAXcess, there will be no account to migrate to PPMS and the associated requester account will be migrated with search only.

16. Will legacy system historical records be migrated to PPMS?

- a. Yes, historical records from the legacy systems (e.g. GSAXcess) will be migrated to PPMS in time for 'go live.' GSA intends to improve data reporting capabilities for customers in future PPMS releases.

TRAINING:

17. What kind of training will be provided?

- a. PPM will host live, virtual training in the PPMS test environment. The training is organized by user role. We will explain step-by-step how to perform every task in the new system. PPM will also offer [short videos \(link\)](#), detailed presentations, and user guides for on-demand training.

18. How can I access the live, virtual training?

- a. All training classes will be held on the Zoom for Government platform. You must register in order to receive your access link. You can register for as many sessions as you would like.

19. When will the live training start?

The live, virtual training is organized by user roles, and will be scheduled as follows:

- a. National Utilization Officers (NUOs) and the State Agencies for Surplus Property will occur in late May.
- b. Training for all other property professionals will start June 5th. All training classes will be on the Zoom for Government platform. [Register now!](#)

20. Will contracting officers / contractors get training?

- a. GSA will provide training to all user types who are interested in receiving training, including contracting officers.

21. Will there be training on GSA Auctions?

- a. Property custodians (and other interested Federal users) can attend live virtual training on how to use new Sales-related features in the Managing Property training class (starting June 5th).
- b. GSA Auctions will also have several on-demand videos available highlighting new features and preparing customers for the change.