



Auction Process – Texas Overview

Although all public actions follow a similar process, each auctioneer will have his or her own operating style. Some will bring their own trailer and staff complete with computers, software and printers, relying on the vehicle storage facility (VSF) to provide only the list of vehicles. Others will provide just their personality and vocal skills to increase the amount bid for each vehicle, leaving the VSF to provide all of the other services. VTS Systems software auction package is a fully automated and systematic process that manages the complete auction process. Whether you hire a professional auctioneer or manage the entire process in-house, VTS Systems offers a one-stop solution. Obviously, a clear understanding of the roll and responsibilities of all those participating is very important if the auction is to run smoothly.

VTS Systems Auction Software Package covers three basic kinds of Auction:

- For vehicles impounded in a Vehicle Storage Facility for a period of not less 30 days if held in state licensed VSF and auctioned to a Motor Vehicle Demolisher under the direction of a Law Enforcement Authority (LEA). Disposal of a Vehicle to a Demolisher (Salvage Auction)
- For vehicles impounded in a Vehicle Storage Facility for a period of not less 31 days and auctioned to the general public under the direction of a Law Enforcement Agency under the State Transportation Code, (Police Auction)
- For LEA and private property non-consent, vehicle impoundments, held in a state licensed vehicle storage facility for a period of not less than 45 days, and offered for sale 30 days following the final notification notice to the required parties via certified mail, return receipt requested, and sold at a public sale.

As suggested during your company's original VTS Systems installation and initial operator training, "there is no such thing as too much information. " Once the VSF staff have obtained and entered all of the required data into the VTS from the initial call for service, through dispatch, towing, and the storage lot process, including all electronic certified mail processing, return receipt requested, letters, and all notices required by state and LEA. In addition to notification/lien letters, and as required newspaper notices etc., VTS Systems Auction Software Package (ASP) will provide a projection of vehicles available for auction on a given date and process all of the required forms. When instructed, ASP automatically compiles the available data and inserts the information into the required boxes on the selected auction forms.

- VTS Classic ASP provides the following auction forms:
- Buyers Guide (Conditions of Sale –Warranty)
- Emissions Declaration (State Emissions Standards for Used Vehicles)
- Storage Lien for Licensed Vehicle Facility

- Application for Title,
- Application for Authority to Dispose of a Vehicle to a Demolisher

For a complete Transfer of Title package on presentation to the local tax office, you will also need to include copies of the following forms:

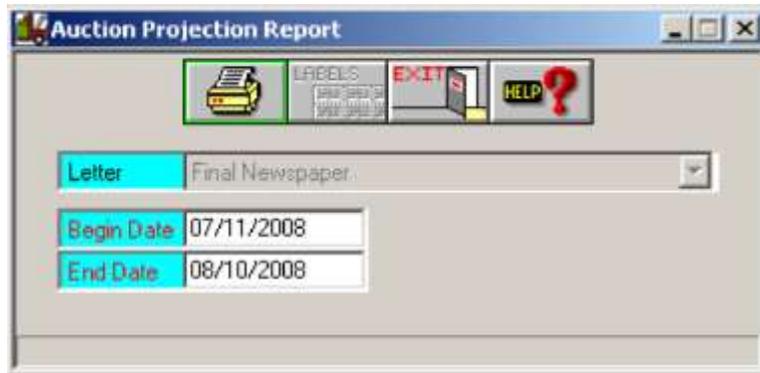
- Copies of the First Notification/lien holder letters, along with USPS proof of delivery, or the USPS returned unopened letter(s)
- Copies of the USPS Firm Book 3877, proof of mailing,
- Copies of the state or county LEA 10 Day Abandoned Notice(s), along with USPS proof of delivery, or the USPS returned unopened letter
- A copy of the USPS Firm Book 3877, proof of mailing
- Copies of the Final Notification/lien holder letters, along with USPS proof of delivery, or the USPS returned unopened letter(s)
- A copy of the USPS Firm Book 3877, proof of mailing

On auction day, the VSF Auction staff enters Bidder Names, Assign Bidder Numbers, and hands out Bidder "Flash" Cards. Once all perspective bidders are entered into the ASP and the auction begins, the VSF keyboarding staff must log out of VTS and relaunch the application to synchronize all of the multiple workstations and data.

When receiving auction bid sheets from the outside auctioneer, via a sales runner the keyboard operator(s) enters the successful bid against the vehicle offered and when the auction is complete, the buyer comes to close out his/her account and pay for his/her purchases. The VSF operator (auction staff) prints a Bidder Statement of account and receives payment. Finally, when the entire auction process is finished, meaning all accounts are paid and reconciled, the VSF auction personnel will print-out a Cashiers Auction Report or full Auction P&L Report, providing closing cash values, bidder data, and taxes owed. When each successful bidder completes payment for the vehicles purchased, it is important to release the vehicles auctioned from within the VTS program, to avoid additional daily storage charges.

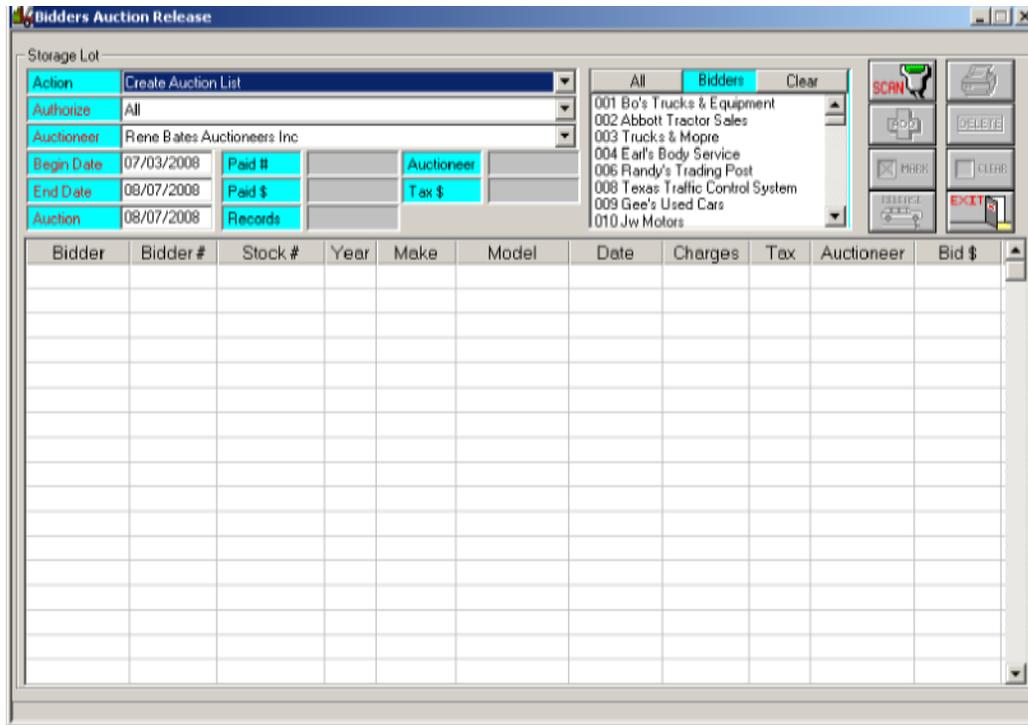
How to Begin the Auction Process

VTS ASP provides more than one way to obtain a list of vehicles that qualify for action on a specific date. One method is from the Auction Projection. Select Menu>Reports>Auction Projection.



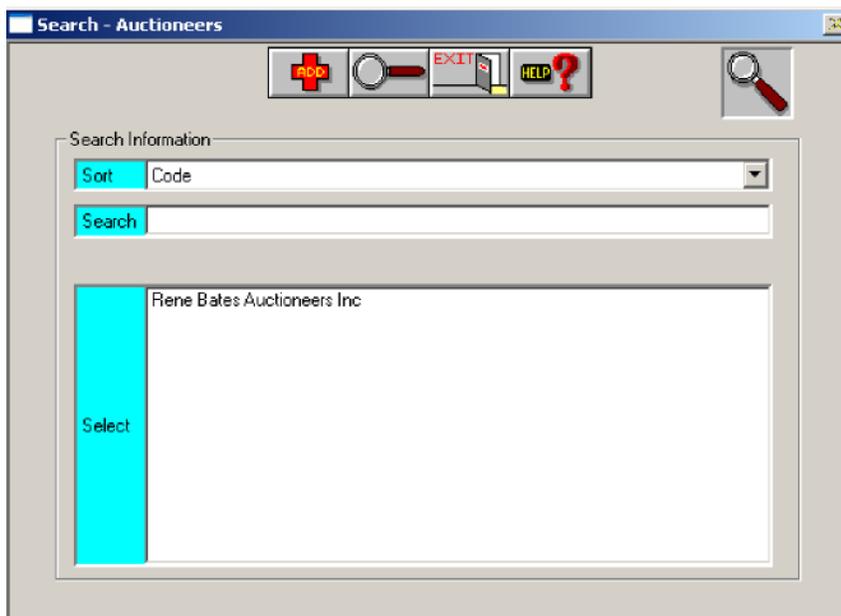
This projection is based on the final newspaper report and reflects the non-consent vehicles tows that were brought into lot based on final newspaper report time table (See Set-up>System>County Dates). The second method and the one used to compile a list for the actual auction is to select from the menu bar Procedures>Bidder Auction Report and follow the process described below under Preparing a List of Vehicles for Auction.

(Note: The Auction process by nature is a fluid process and if you print both lists for comparison more than 10 days prior to the auction, they most likely will **NOT** match. One being an Auction Projection without date or HOLD restrictions will include all eligible vehicles in the lot; another method is limited by several variables that will restrict what is included. As the date for the auction nears, the variables diminish, and the vehicle list becomes FIRM, the Bidder Auction Report becomes the list of choice).

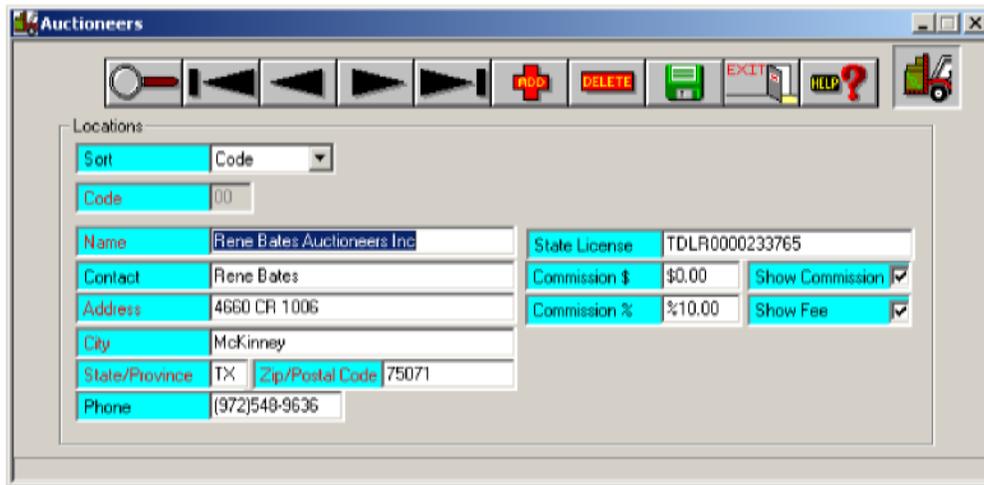


Adding or Modify an Auctioneer

Log onto VTS Classic using your personal logon username and password; using the menu bar, select Setup>System>Auctioneers



This presents the auctioneers search and setup screen, Click the ADD button to enter new Auctioneer data and save. The Auctioneer can be a professional Auctioneer, registered with the state, a sworn officer of law enforcement designated to the task, or the VSF owner, or designate. To Edit an existing Auctioneer, double-click the auctioneer's name, make any necessary changes and Save >Exit the screen.



The screenshot shows a software window titled "Auctioneers". At the top, there is a toolbar with icons for search, navigation (back, forward), and actions: ADD (red cross), DELETE (red X), SAVE (green floppy disk), EXIT (red X), and HELP (question mark). Below the toolbar is a "Locations" section with a "Sort" dropdown and a "Code" input field containing "00". The main form contains the following fields:

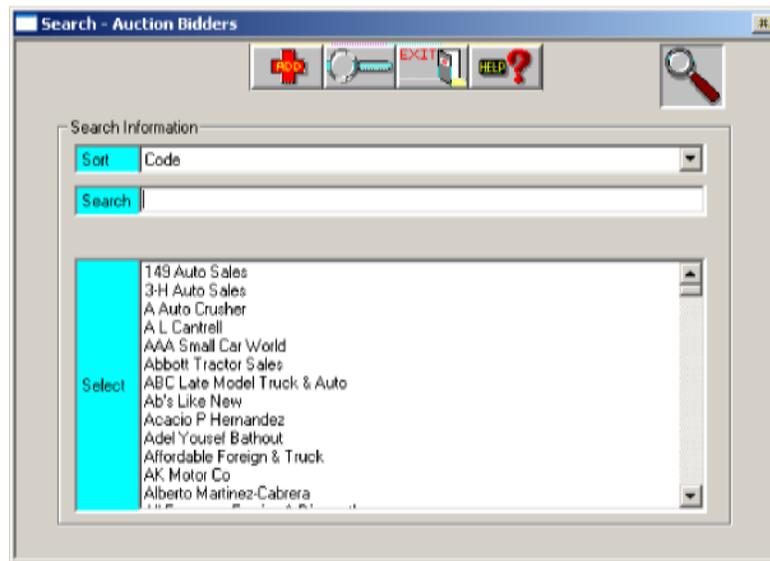
Name	Rene Bates Auctioneers Inc	State License	TDLR0000233765
Contact	Rene Bates	Commission \$	\$0.00 <input type="checkbox"/> Show Commission
Address	4660 CR 1006	Commission %	%10.00 <input type="checkbox"/> Show Fee
City	McKinney		
State/Province	TX	Zip/Postal Code	75071
Phone	(972)548-9636		

Adding to or Modifying the Auction Bidders List

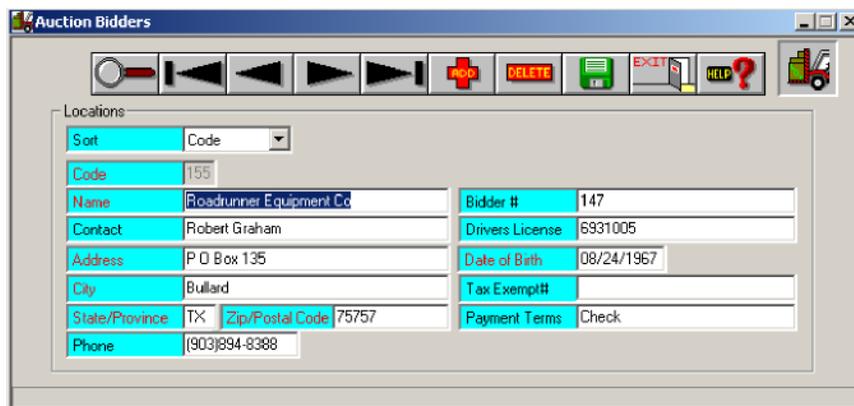
Most established auctions have a list of regular attendees or bidders, these are often given or allocated the same bidder number for each auction, most auctioneers, or VSF's holding the auction have established prior financial terms for these regular bidders. To avoid the chaos of auction day, we recommended, that as many of the regular (known) bidders are entered into the Auction Bidders list prior to the auction day.

To reduce the keyboarding stress on one person of entering 60+ new bidders in a VERY LIMITED period, multiple workstations may be used if you are operating a networked server and workstations. If you have or are expecting an exceptional number of NEW and unregistered bidders, you can open up a second bidder entry workstation, providing the workstation is online and part of the VSF computer network. (Note: Just like starting/entering a tow ticket, only ONE workstation operator can deal with ONE bidder registration at any ONE time. If you are operating a single PC operation, network workstations are not an option. (If the auction or public sales becomes too much for one keyboard person to enter and manage the data, please contact VTS Computing Solutions.

To add additional workstations, (if already part of the company's computer network) Log onto VTS using your personal logon username and password, using the menu bar, select Setup>System>Auction Bidders This presents the Auction Bidders search and setup screen.



Click the ADD button to enter new Bidders data and Save
To Edit an existing Bidder, locate the person or company using the search mode or simply use the slide bar until the Bidders name is visible; double-click the Bidder's name, in the main window, make any necessary changes and Save >Exit the screen.



At auction time, if operating a networked computer system, with multiple keyboard operators who are assisting with Bidder data entry they should Log onto VTS using their personal logon username and password.

Using the menu bar, select Setup>System>Auction Bidders, presents the Auction Bidders search and setup screen

Click the ADD button to enter new Bidders data and Save when each individual entry is complete. If editing the name, address or Bidder number of an Existing Bidder, follow the procedure above, but instead of adding, select the bidder name from those presented and double-click to open, edit as required, and Save.

Preparing a List of Vehicles for Auction

Log onto VTS using your standard logon username and password and using the menu bar, select Procedures>Bidders Auction List. Begin with entering the Begin dates and Auction dates etc.

In the Storage Lot set-up box, locate the Date Fields on the left side of the window Begin Date – at a minimum this should reflect the day after the previous auction or if a vehicle(s) are holdovers due to legal or processing issues, enter an earlier date that will capture all vehicles eligible for auction. Using the day after the previous auction date will preclude prior eligible vehicles and limit the vehicles to those within the date range. (Note: Preparing for an auction is by necessity a fluid process; you can added or delete vehicles up to and including the auction day by using the Add/Delete buttons). The Add/Delete feature allows the auction facility the capability of importing and auctioning vehicles from other VSF locations, and LEA's.

End Date this will reflect the closeout day, the day all charges cease being applied. It could be the actual auction date or a date the VSF or the State statute determines, in most cases this will be the auction date. When sold at auction, and the vehicle released at the time of payment, daily incremental charges will cease as of this date and time. If released at the time of payment, vehicles paid out in the Bidders Auction List line item will turn from red to blue.

Auction Date enter the date of the auction
Create Auction List

In the Storage Lot set-up box, locate the Create Auction List. This drop-down menu will provide the ability to Create Auction List, Recall Auction List, and finally Process Auction List. In this case, we need to begin with Create Auction List.

Caution! Once you have created an Auction List, make sure all workstation operators are aware that an existing Auction List is in play, from there forward, use only the Recall Auction List feature. Creating multiple new Auction Lists will ultimately slow down the system and confuse all of those using the MASTR Auction List. Should you encounter multiple Auction Lists, please call VTS tech support for assistance. (877.374.7225 opt. 1)

Authorize

Under the Authorize drop-down menu box, you will be able to select those vehicles that were brought in from other law enforcement agencies in an effort to either reduce LEA auction costs or improve the bidder's choice of vehicle. When wishing to print the Auction Sales Receipt you should select/highlight the individual LEA department using the VIN or stock number and print their numbered DMV Auction Sales Receipts. In this instance, select "All".

Auctioneer

Using the drop-down menu box, select the auctioneer of record. Check to see that all of the information boxes are completed.

Select SCAN. This will provide a list of vehicles available for auction or public sale defined by the Begin Date and the Auction Date, based on the type of auction you are holding, and the time (number of days); the State requires the vehicle held before the VSF lien is proven [VTR 265 VSF], or the municipality auctions the vehicle. This information is taken of the Final Newspaper Report that is found in Setup>System>County Dates. If running a 30-Day Auction to dispose of a Vehicle to a Demolisher under the direction of LEA, the Final Newspaper Report date should be set at 30 Days. (Note: You may add or delete vehicles LATER from the auction list by using the Add/Delete buttons.) To add a vehicle to the Auction Bidders List, you must first enter the vehicle into VTS Classic, as a lot vehicle. If you are combining vehicles from multiple lot owners into one auction, these vehicle must be entered into the lot using the original tow ticket date and charges applicable to calculate the correct taxes required by the State Comptroller's/Tax Office. Once the Vehicle Auction Release Screen or Master List is confirmed, and the VIN checked for validity/eligibility several times against the list, the VSF should then print of the required auction forms.

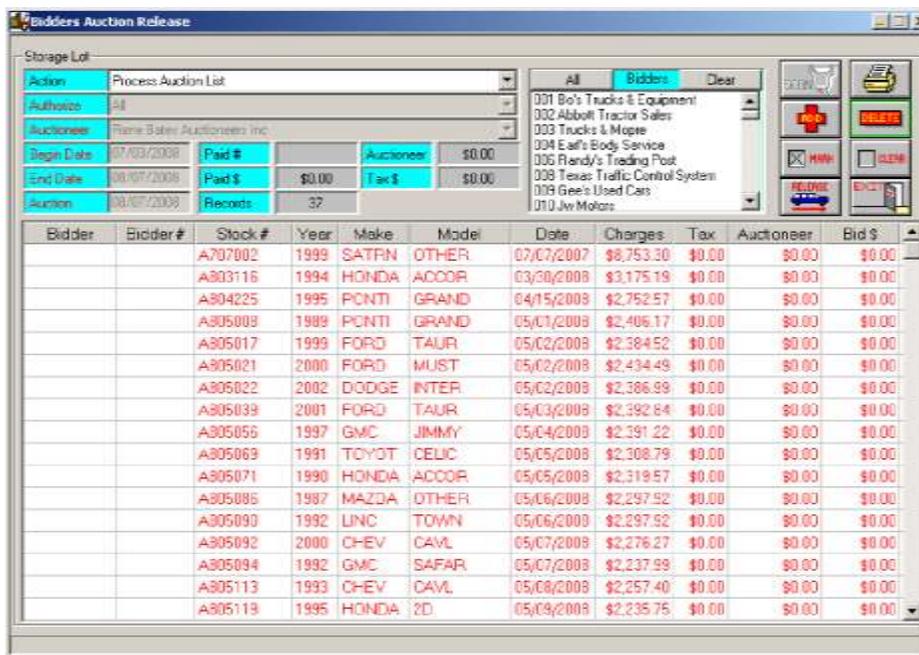
Note! To avoid last minute pulling of vehicles from the auction or worse, having once auctioned a vehicle, then having to buy it back because a staff member failed to run an DMV/MVR eligibility check prior to auction, noting a change of registered owner status, or indicating the vehicle reported as stolen, negating all prior preparation work and expense. VTS Systems recommends that standard operating procedures (SOP) include avoiding such situations, and therefor protect the VSF from possible litigation, running a DMV/MVR at least (2) twice, or even (3) three times. Yes, it adds 50 cent in cost, but may save thousands. Run a DMV/MVR when the vehicle is impounded, again before (if required) the second or final notification or lien letter is sent, and finally, the day before the auction. VTS suggests that the VSF use the alternate DMV access, click on the menu bar and select Procedures> MVR, enter the VIN, process and print. This process will allow data comparison between the original DMV record and any changes now reported. If the LEA elects to send the final notification letter, ascertain if they also run a DMV/MVR as part of their SOP. If the LEA decline to co-operate, VTS Systems recommend that to protect the VSF from possible third party litigation, due to vehicle status changes, the VSF runs the DMV/MVR one day prior to auction, to validate its eligibility for auction or sale.

The VSF should be aware that the Texas statutes (Chapter 683) and rules differ when vehicles are auctioned by a municipality/LEA versus a vehicle sold at VSF's public sale under Chapter 2303/2308, Vehicles auctioned by a municipality/LEA using the DMV supplied Auction Sales Receipt (VTR71-1) are legally free and clear of all liens. Whereas, vehicles sold by a VSF at public sale using a proven lien (VTR265-VSF) as the instrument of sale, the VTR265-VSF is part of the public sale process, is a required part of the documentation to obtain a change of title.

The Auction List is compiled using stock numbers, in ascending order; this means the vehicle that has been in the lot for the longest time, say stock number A701002 will be at the top of the vehicle list, and the vehicle impounded for the shortest time, A805113 at the bottom. (Stock numbers used, are examples only, see image below)

[Note: You may add or delete vehicles from the auction list by using the Add/Delete buttons. If a vehicle status changes {Add/delete} just prior to auction, and you are operating a networked system, it is required that all VTS auction entry operators log-out and then log back in to VTS Classic to make sure the server and all workstations are synchronized.]

Once the Auction List is created, the line Create Auction List will change to Process Auction List.



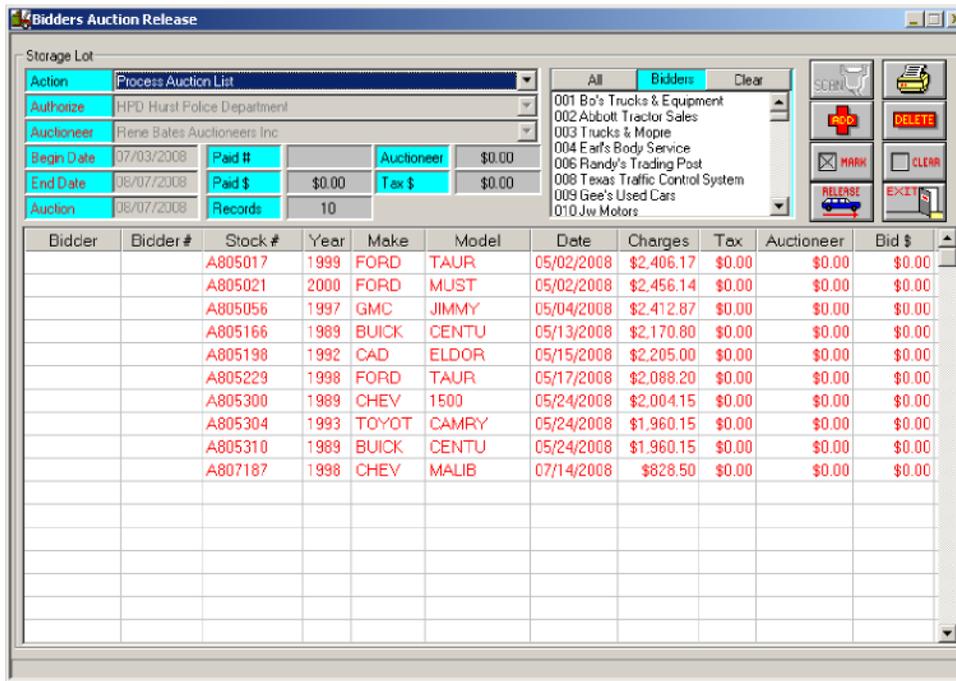
The screenshot shows the 'Bidders Auction Release' window. At the top, there are fields for 'Storage Lot', 'Action' (set to 'Process Auction List'), 'Authzone', 'Auctioneer' (Frank Baker Auctioneers Inc.), 'Begin Date' (07/03/2008), 'End Date' (08/07/2008), and 'Auction' (08/07/2008). A summary table shows 'Paid \$' as \$0.00, 'Tax \$' as \$0.00, and 'Records' as 37. On the right, there is a list of auctioneers and buttons for 'ADD', 'DELETE', 'PRINT', 'FRESH', 'CLEAN', 'RELOAD', and 'EXIT'. The main table lists vehicles with columns for Bidder, Bidder #, Stock #, Year, Make, Model, Date, Charges, Tax, Auctioneer, and Bid \$.

Bidder	Bidder #	Stock #	Year	Make	Model	Date	Charges	Tax	Auctioneer	Bid \$
		A707002	1999	SATRN	OTHER	07/07/2007	\$8,753.30	\$0.00	\$0.00	\$0.00
		A803116	1994	HONDA	ACCOB	03/30/2008	\$3,175.19	\$0.00	\$0.00	\$0.00
		A804225	1995	PONTI	GRAND	04/15/2008	\$2,752.57	\$0.00	\$0.00	\$0.00
		A805008	1989	PONTI	GRAND	05/01/2008	\$2,406.17	\$0.00	\$0.00	\$0.00
		A805017	1999	FORD	TAUR	05/02/2008	\$2,384.52	\$0.00	\$0.00	\$0.00
		A805021	2000	FORD	MUST	05/02/2008	\$2,434.49	\$0.00	\$0.00	\$0.00
		A805022	2002	DODGE	INTER	05/02/2008	\$2,386.99	\$0.00	\$0.00	\$0.00
		A805039	2001	FORD	TAUR	05/03/2008	\$2,392.64	\$0.00	\$0.00	\$0.00
		A805055	1997	GMC	JIMMY	05/04/2008	\$2,391.22	\$0.00	\$0.00	\$0.00
		A805069	1991	TOYOT	CELIC	05/05/2008	\$2,308.79	\$0.00	\$0.00	\$0.00
		A805071	1990	HONDA	ACCOB	05/05/2008	\$2,319.57	\$0.00	\$0.00	\$0.00
		A805085	1987	MAZDA	OTHER	05/06/2008	\$2,297.52	\$0.00	\$0.00	\$0.00
		A805090	1992	LINC	TOWN	05/06/2008	\$2,297.52	\$0.00	\$0.00	\$0.00
		A805092	2000	CHEV	CAVL	05/07/2008	\$2,276.27	\$0.00	\$0.00	\$0.00
		A805094	1992	GMC	SAFAR	05/07/2008	\$2,237.99	\$0.00	\$0.00	\$0.00
		A805113	1993	CHEV	CAVL	05/08/2008	\$2,257.40	\$0.00	\$0.00	\$0.00
		A805119	1995	HONDA	2D	05/09/2008	\$2,235.75	\$0.00	\$0.00	\$0.00

This Section applies only if auctioning for a LEA

Defining a Vehicle List for an Individual Law Enforcement Authority (If applicable) Action – Using the same date structure, select Create Auction List or Recall Auction List> this will pop up a Bidders Release window that requests Clear Auction List>click YES >this deletes from view the existing “ALL” list.

Authorization - Using the drop-down menu in the Authorization box and select the LEA under whose direction you are holding the auction (example HPD-Hurst Police Department) and then select SCAN.



Bidder	Bidder #	Stock #	Year	Make	Model	Date	Charges	Tax	Auctioneer	Bid \$
		A805017	1999	FORD	TAUR	05/02/2008	\$2,406.17	\$0.00	\$0.00	\$0.00
		A805021	2000	FORD	MUST	05/02/2008	\$2,456.14	\$0.00	\$0.00	\$0.00
		A805056	1997	GMC	JIMMY	05/04/2008	\$2,412.87	\$0.00	\$0.00	\$0.00
		A805166	1989	BUICK	CENTU	05/13/2008	\$2,170.80	\$0.00	\$0.00	\$0.00
		A805198	1992	CAD	ELDOR	05/15/2008	\$2,205.00	\$0.00	\$0.00	\$0.00
		A805229	1998	FORD	TAUR	05/17/2008	\$2,088.20	\$0.00	\$0.00	\$0.00
		A805300	1989	CHEV	1500	05/24/2008	\$2,004.15	\$0.00	\$0.00	\$0.00
		A805304	1993	TOYOT	CAMRY	05/24/2008	\$1,960.15	\$0.00	\$0.00	\$0.00
		A805310	1989	BUICK	CENTU	05/24/2008	\$1,960.15	\$0.00	\$0.00	\$0.00
		A807187	1998	CHEV	MALIB	07/14/2008	\$828.50	\$0.00	\$0.00	\$0.00

This displays an auction list of vehicles attributed to this LEA. From here click and highlight the first stock number displayed and select print> from the drop-down menu select Auction Sale Receipt (Before Sale) an individually numbered sheet from the DMV/LEA provided print stock into the manual feed tray and select print. This will over-print the pre-auction data. Repeat the process until all the vehicles on the list are processed. Once you are proficient, you may undertake this task in one-step process by loading all the numbered VTR71-1 forms into the regular feed tray. However, until you are proficient, and to avoid errors in over-printing, we recommend this be done one page/vehicle at a time.

If you are auctioning vehicles for multiple LEA's at the same auction, repeat the process by clearing the list and using the drop-down menu in the Authorization box and select the NEXT LEA under whose direction you are holding the auction (example GPD Grapevine Police Department) and then select SCAN. Follow the process above until you have completed the task for each of the law enforcement agencies.

Printing Forms

All forms may be totally printed or partially printed*** before the auction, these include:

- Buyers Guide (Conditions of Sale–Warranty)
- Emissions Declaration (State Emissions Standards for Used Vehicles)
- Storage Lien for Licensed Vehicle Facility [VTR265-VSF]
- Application for Title [130U]
- Application for Authority to Dispose of a Vehicle to a Demolisher [VTR71-2]
- Auction Sales Receipt [VTR71-1] ****
-

Only the Auction Sales Receipt *** options both a first and second over-printing. The first over-printing completes the general information to facilitate the signing or authorization by law enforcement agencies. The second overprinting adds the Bidder/Buyers name and the amount bid. (See below for more details)

Buyers Guide

Buyers Guide - If not visible, open and recall the Bidders Auction Release screen and Recall Auction. Locate the " Mark All" button on the upper right side of the screen and click, this will highlight all of the vehicle's that are displayed for auction. Select the printer icon and using the drop-down menu, click Buyers Guide> print. This duplex form, and will print both sides automatically, if your printer supports this function. If not, it will print two (2) sheets. Print two (2) sets of this form, one to place in the vehicle and one for signature by the bidder.

Emissions Declaration

Emissions Declaration - Locate and select Mark All on the upper right side of the screen and click, this will highlight all of the vehicles listed for auction. Select the printer icon and using the drop-down menu, click Emissions Declaration> print. This is a one (1) sided form. VTS Systems recommends that you print two (2) sets of this form, one to place in the vehicle or on the windshield, the other for signature by the bidder.

Application for Certificate of Title

Application for Certificate of Title - Locate and select Mark All on the upper right side of the screen and click, this will highlight all of the vehicles listed for auction. Select the printer icon and using the drop-down menu, click Application for Certificate of Title> print (This is a two (2) sided form)

Application for Authority to Dispose of a Vehicle to a Demolisher

Application for Authority to Dispose of a Vehicle to a Demolisher - The process for the authority to dispose of a Vehicle to a Demolisher is different. Check and make sure all of the vehicles in the list are eligible for disposal. Locate and select Mark All on the upper right side of the screen and click, this will highlight all of the vehicles listed for auction and disposal. Select the printer icon and using the drop-down menu, click Authority to Dispose of a Vehicle to a Demolisher> print.

Before Auction Day ~Suggested Check List

VTS Systems recommends the FINAL vehicle Auction List (Master List) is finalized several days prior to the auction date, and that all preparation be completed well in advance.

Move the eligible auction vehicles into a defined auction area and have them set up to follow the stock numbers per the Auction List or Master List. (If employing a professional auctioneer, check for their preferences.)

Re-run the DMV/MVR to confirm the registered owner and lien holder information has not CHANGED or that the vehicle is not reported STOLEN.

Have several personnel check the VIN, Make, Model, Color, and Plate against the master list, during auction preparation by multiple lot personnel to avoid errors.

Locate and match vehicle keys (if available) and place in the ignition.

Print all required forms and have those requiring an authorized law enforcement signature completed a day or two prior to the auction.

Using clear adhesive tape, place the Buyers Guide (Conditions of Sale–Warranty) and the Emissions Declaration on the inside of the windshield or side window. Keep a second copy of both other auction documents.

If possible, choose an auction room with lots of space. If it is hot or cold, everyone will want to be inside.

Auction Day

Set up the auction room (tables, chairs, computers, printers, and check all for network connections and operating efficiency) ahead of time.

Have the auction room staff in place and ready to enter new bidders as viewing begins. It is better to avoid chaos, rather than try to work within it!

If you have or are expecting an exceptional number of NEW and unregistered bidders, you can open up a second bidder entry PC, providing the PC is online and part of the network. (Note: Just like starting a tow ticket, only ONE PC operator can deal with ONE bidder registration at any ONE time.

Have enough staff available to handle the rush.

Handling the Deposit Money.

Have the cashier manually complete the details required on the Bid Number Ticket and take the deposit money. (If applicable)

Staple or clip the deposit money to the second sheet or copy of the Bid Number Ticket.

Give the Bidder his or her Bid Number Ticket.

Hand the completed Bid Number Ticket copy to the PC operator entering bid data.

After data entry, hand the Bid Number Ticket copy to the cashier, in a **SECURE AREA** next to or behind the cashier; lay out the copies of the Bidder Number Ticket copies with the cash attached in numeric order. This will make reclaiming deposits (if used) easier and quicker.

Auction Time

When the auction begins, have the bid numbers and the dollar amounts bid ferried by the runners back to the auction room. If late comers are still trying to register, have one PC keyboard operator handle registration and the other (the more experienced keyboard operator) handle auction bid input.

Entering a Bid Number and Amount Bid

Assuming the keyboarding operator is already in the Vehicle Auction Release Screen, Locate the vehicle Stock Number in the Auction List and double click, this will bring up a Bidder Payment window.

Enter the Bidder Number; this will automatically fill in the Bidders Name to confirm the Bidder is registered and the entry correct. Next enter the Amount Bid> Save. Repeat this process until all the bid entries are completed.



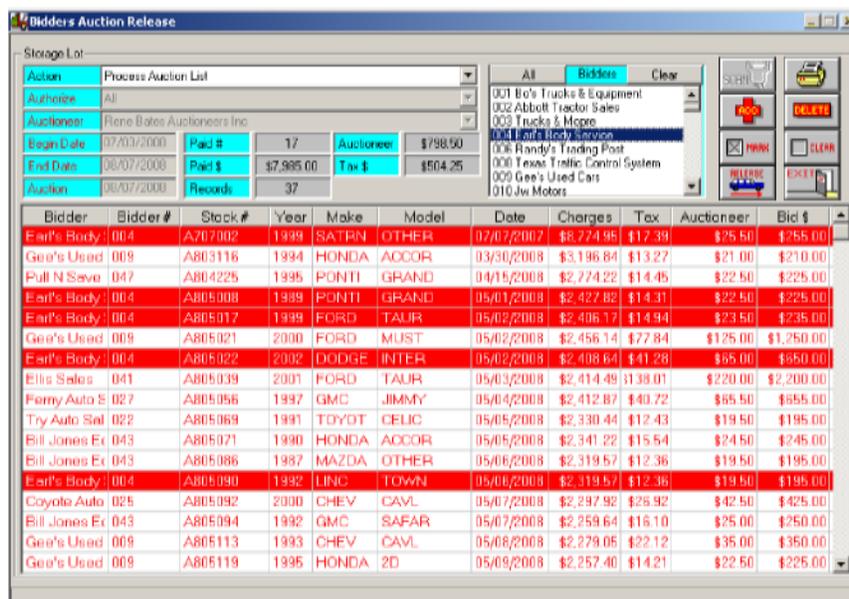
This can be a time of high stress activity and somewhat chaotic. If available, have a second person verbally check the Bidder Number and the Bid Amount with the keyboarding person.

Closing out a Bidder

When the bidders begin returning to the auction room, try to keep non-buyers wanting the return of their deposit/receipt money separate from Bidders who have made a purchase, and moving through a different staff member. This will improve the people flow.

When closing out a Bidder who has purchased vehicle(s) and printing the Bidder Statement, complete the following steps:

- In the Bidder window, click to highlight the Bidder Number/Name. This will automatically highlight the entire vehicle list purchased by this buyer. Select the print icon, this will bring up the Storage Forms window, from the drop-down menu select Bidder Statement>print



Bidder	Bidder #	Stock #	Year	Make	Model	Date	Charges	Tax	Auctioneer	Bid \$
Earl's Body	004	A207002	1999	SATRN	OTHER	07/07/2007	\$8,774.95	\$17.39	\$25.50	\$255.00
Geo's Used	009	A803116	1994	HONDA	ACCOR	03/30/2008	\$3,196.84	\$13.27	\$21.00	\$210.00
Pull N Save	047	A804225	1995	PONTI	GRAND	04/15/2008	\$2,774.22	\$14.45	\$22.50	\$225.00
Earl's Body	004	A805008	1999	PONTI	GRAND	05/01/2008	\$2,427.82	\$14.31	\$22.50	\$225.00
Earl's Body	004	A805017	1999	FORD	TAUR	05/02/2008	\$2,406.17	\$14.94	\$23.50	\$235.00
Geo's Used	009	A805021	2000	FORD	MUST	05/02/2008	\$2,456.14	\$77.84	\$125.00	\$1,250.00
Earl's Body	004	A805022	2002	DODGE	INTER	05/02/2008	\$2,408.64	\$41.28	\$65.00	\$650.00
Ellis Sales	041	A805039	2001	FORD	TAUR	05/03/2008	\$2,414.48	\$139.01	\$220.00	\$2,200.00
Femy Auto S	027	A805056	1997	GMC	JIMMY	05/04/2008	\$2,412.87	\$40.72	\$65.50	\$655.00
Try Auto Sal	022	A805069	1991	TOYOT	CELIC	05/05/2008	\$2,330.44	\$12.43	\$19.50	\$195.00
Bill Jones Ex	043	A805071	1990	HONDA	ACCOR	05/05/2008	\$2,341.22	\$15.54	\$24.50	\$245.00
Bill Jones Ex	043	A805086	1987	MAZDA	OTHER	05/06/2008	\$2,319.57	\$12.36	\$19.50	\$195.00
Earl's Body	004	A805090	1992	LINC	TOWN	05/06/2008	\$2,319.57	\$12.36	\$19.50	\$195.00
Coyote Auto	025	A805092	2000	CHEV	CAVL	05/07/2008	\$2,297.92	\$26.92	\$42.50	\$425.00
Bill Jones Ex	043	A805094	1992	GMC	SAFAR	05/07/2008	\$2,259.64	\$16.10	\$25.00	\$250.00
Geo's Used	009	A805113	1993	CHEV	CAVL	05/08/2008	\$2,279.05	\$22.12	\$35.00	\$350.00
Geo's Used	009	A805119	1995	HONDA	2D	05/09/2008	\$2,257.40	\$14.21	\$22.50	\$225.00



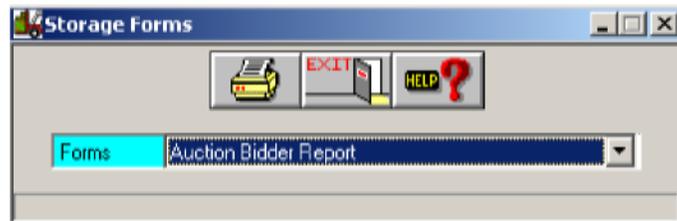
- Give the Bidder Statement to the cashier who will check the hand written Stock Numbers and Amount Bid tickets against the Bidder Statement return the bidders deposit and settle the outstanding balance of the account.
- Once the Bidder has paid the cashier, VTS Systems suggests, that to improve the processing flow, the Bidder be handed off to another staff member to reconcile the vehicular paper work. The Bidder must sign all forms required by the State for conveyance of vehicular property (Change of Title) before leaving the auction room.
- If the auction is a municipal/LEA Auction, it is quite common for the LEA to request the VSF/auctioneer delay the final processing for a day or two following the auction and to either mail a complete package with all forms to the buyer or have the buyer return and collect the transfer and ownership documents.

Cashing Up

To balance the auction cash receipts, the cashier will require a printed copy of the Auction Bidders Report. This contains information on the following:

- Number of Vehicle Auctioned (Records)
- Number of Vehicles Sold
- Amount of Cash Bid for All vehicles
- Amount of Taxes Due
- Total Amount Bid + Taxes
- Amount Due to Auctioneer

To obtain the Auction Bidders Report, Select the printer icon and using the drop-down menu, click Auction Bidders Report> print. The cashier will balance the cash receipts and report this amounts to the VSF owner/manager. If a printer is not available, the information is available on the Vehicle Auction Release Screen, write this down, and give it to the cashier. VTS Systems suggests that copies of the Auction Bidders Report be printed and archived as a record of the monies collected and taxes due.



Releasing the Vehicles

It is **IMPORTANT** the auctioned vehicle be released from VTS after printing the Bidders Statement or end block immediately after the auction or before midnight on the day of sale to avoid additional lot charges being added. Failure to complete this process will **INCREASE** the value of the auction tax calculation and indicate the VSF liable for tax monies not collected.

Vehicles released from VTS Classic after the bidders Statement is printed will change color from red to blue. Make sure all auctioned line items are **BLUE** before closing out the Bidders Auction Release screen.

If the Bidder/Buyer fails to remove an auctioned after the auction in the required number of days, the VSF may impound the vehicle, and the process begins over. If the Bidder/Buyer paid for the vehicle it is their property and considered abandoned. If the Bidder did not pay for the vehicle, the original proven lien remains in effect and the vehicle should be returned to the storage lot for future sale.

Bidders Auction Release										
Storage Lot										
Action	Process Auction List									
Authorize	All									
Auctioneer	Plans Sales Auctioneers Inc.									
Begin Date	07/03/2008	Pad #	17	Auctioneer	\$798.50					
End Date	08/07/2008	Pad \$	\$7,985.00	Tax \$	\$504.25					
Auction	08/07/2008	Records	37							
<div style="display: flex; justify-content: space-between;"> All Bidders Clear <div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> 001 Bio's Trucks & Equipment 002 Abbott Tractor Sales 003 Trucks & Mopre 004 Earl's Body Service 006 Randy's Trading Post 008 Texas Traffic Control System 009 Gee's Used Cars 010 Jw Motors </div> </div>										
Bidder	Bidder #	Stock #	Year	Make	Model	Date	Charges	Tax	Auctioneer	Bid \$
Earl's Body	004	A707002	1999	SATRN	OTHER	07/07/2007	\$8,688.35	\$17.39	\$25.50	\$255.00
Gee's Used	009	A803116	1994	HONDA	ACCOR	03/30/2008	\$3,196.84	\$13.27	\$21.00	\$210.00
Pull N Save	047	A804225	1995	PONTI	GRAND	04/15/2008	\$2,774.22	\$14.45	\$22.50	\$225.00
Earl's Body	004	A805008	1989	PONTI	GRAND	05/01/2008	\$2,341.22	\$14.31	\$22.50	\$225.00
Earl's Body	004	A805017	1999	FORD	TAUR	05/02/2008	\$2,319.57	\$14.94	\$23.50	\$235.00
Gee's Used	009	A805021	2000	FORD	MUST	05/02/2008	\$2,456.14	\$77.84	\$125.00	\$1,250.00
Earl's Body	004	A805022	2002	DODGE	INTER	05/02/2008	\$2,322.04	\$41.28	\$65.00	\$650.00
Ellis Sales	041	A805039	2001	FORD	TAUR	05/03/2008	\$2,414.49	\$138.01	\$220.00	\$2,200.00
Ferry Auto S	027	A805056	1997	GMC	JIMMY	05/04/2008	\$2,412.87	\$40.72	\$65.50	\$655.00
Try Auto Sal	022	A805069	1991	TOYOT	CELIC	05/05/2008	\$2,330.44	\$12.43	\$19.50	\$195.00
Bill Jones Ex	043	A805071	1990	HONDA	ACCOR	05/05/2008	\$2,341.22	\$15.54	\$24.50	\$245.00
Bill Jones Ex	043	A805086	1987	MAZDA	OTHER	05/06/2008	\$2,319.57	\$12.36	\$19.50	\$195.00
Earl's Body	004	A805090	1992	LINC	TOWN	05/06/2008	\$2,232.97	\$12.36	\$19.50	\$195.00
Coyote Auto	025	A805092	2000	CHEV	CAVL	05/07/2008	\$2,297.92	\$26.92	\$42.50	\$425.00
Bill Jones Ex	043	A805094	1992	GMC	SAFAR	05/07/2008	\$2,259.64	\$16.10	\$25.00	\$250.00
Gee's Used	009	A805113	1993	CHEV	CAVL	05/08/2008	\$2,279.05	\$22.12	\$35.00	\$350.00
Gee's Used	009	A805119	1995	HONDA	2D	05/09/2008	\$2,257.40	\$14.21	\$22.50	\$225.00

Reversing a Lot Released Vehicle

In VTS Classic go to view screen and select "Released" from the drop-down menu

- Identify the vehicle concerned and write down the Stock #,
- Close the Release window and return to the "Ready Screen"
- Click the "Payment Button," from the menu bar this will open a payment search screen
- Go to the "Sort" drop-down menu icon and select "Release"
- In the "Search Box (below) type in the "Stock number" you wrote down earlier,
- Select the vehicle with the matching Stock # and "Double Click" to bring up the "Payment Screen"
- Check the 'Stock # number is a match (Second box down, right side)
- Click the "DELETE" button located on the Menu Bar ONLY ONCE and close the window
- The vehicle now shows as returned in the Lot and will incur ongoing storage charges, check the View Screen or Lot search to confirm.

This completes the process.