



**GSA CIO Application
Maintenance, Enhancements,
and Operations (CAMEO)**

**Asset & Transportation Management Division
Fleet Web Automated Remarketing Module
(WebARM)
User Manual**

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Controlled Unclassified Information

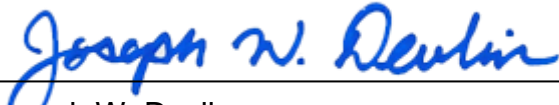
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Preface

Purpose

The purpose of this document is to provide instructions for using the GSA Fleet Automated Remarketing Module (ARM).

Intended Audience

The target audience for this document is the Fleet development staff.

Document Organization

This document is organized as follows:

1. **Introduction:** Provides a description of GSA Fleet's Automated Remarketing Module. It includes detailed instructions for using the ARM Menus and Sub-Menus.
2. **Getting Started:** Provides an overview of the system and the system process, and describes how to log into ARM.
3. **Pre-Sale:** The Pre-Sale Module allows the Auction House and the Sales Contracting Officer (SCO) to review vehicle data to ensure that everything is ready for a Sale.
4. **Sale:** The Sale module provides information and functionalities necessary to facilitate the sale of GSA and other agency vehicles at GSA auctions around the country.
5. **Post-Sale:** The Post Sale module allows the SCO to process information that was collected during the sale.
6. **IRM:** Allows the SCO to compare Estimated Repairs and Invoiced Repairs.
7. **Toolbox:** Allows the SCO to work with multiple Regions, to view the current status of a Sale, and to Archive a Sale.
8. **Admin:** The Admin module allows administrators to manage accounts for Auction House users that are entitled to use ARM.
9. **Auction House:** Allows Auction House users to download pre-sale files and to upload post-sale and invoice files.
10. **Appendices:** Contains the following:
 - a. Abbreviations and Acronyms used in this document
 - b. Vehicle Status Codes
 - c. Exceptions Report Conflicts

1 Introduction

1.1 Scope

This User Guide provides a description of the GSA Fleet Automated Remarketing Module (ARM) and includes detailed instructions for using ARM.

1.2 System Overview

ARM is an internal web application used by GSA Fleet employees and contractors. It assists in managing the Fleet Remarketing program by collecting and analyzing fleet re-marketing data in one application.

ARM collects and analyzes Fleet re-marketing data by importing, recording, and tracking all payments, and acts as a translator for multiple systems, such as Auction House (AH) systems, ePay, Set Sail, Fleet Management System (FMS), and the Sales Automation System (SASy). ARM takes this data and formats it for each of the systems based on the required keys. ARM uses the unique combination of VIN and contract number to track activity on a vehicle in a specific sale. While it is possible to have duplicate VINs (due to an error), it is not possible to have duplicate VINs with the same contract number.

A general outline for ARM usage follows:

1. Open ARM.
2. Make changes in the Edit Sale screen.
3. Run Reports (for example customer copy or survey results).
4. Export pre-sale data to Auction House.
5. Run Sale.
6. Create 3169 and perform Auction wrap-up.
7. Import Sale data from Auction House.
8. Run Validation Reports.
9. Update data to FMS and SASy.
10. Archive Sale.

1.3 System diagram

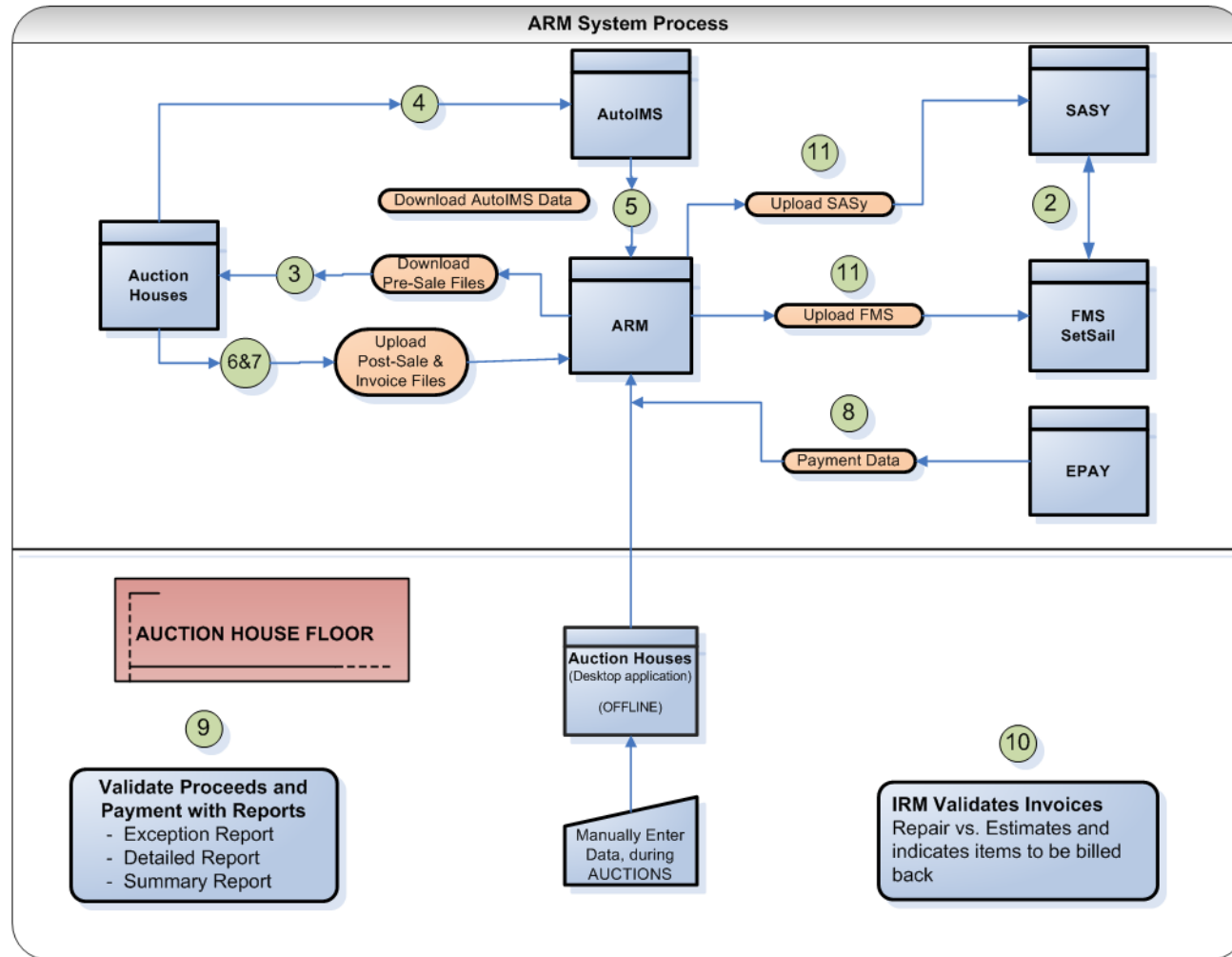


Figure 1-1. System Diagram

1.4 Sales Process

This section describes the steps in the Sales process:

1. User creates a sale via the Set Sail webpage. The Sale information is sent via FTP to the Fleet Remarketing Webpage.
2. Once a tag has been added via Set Sail, FMS sends the sale and tag to SASy. SASy then returns status information to FMS, which causes FMS to send tag information to the Fleet Remarketing website; all during the nightly cycle.
3. Auction house downloads the PRE-Sale file from ARM.
4. Information regarding vehicle condition and repair estimates and authorizations is collected in the Auto Inventory Management System (IMS).
5. Auto IMS information is extracted and downloaded for input into the Invoice Reconciliation Module (IRM).
6. The POST Sale file is uploaded to ARM from the Auction House.
7. Invoice files (charges and repairs) are uploaded to ARM from the Auction House. (May repeat)
8. The data is uploaded from the summary screen to the server by ePay when the user clicks '**Download to ARM.**'
9. The POST Sale files (Auction House and ePay) are analyzed through three reports in ARM.
10. IRM is used to validate invoice repairs vs. estimates and indicate items to be billed back.
11. The Sale results are updated directly to FMS and SASy.

1.5 Helpful Tips

This section provides helpful tips for various modules in this user guide.

- The SCO will ‘hit’ the ‘*’ character on the numeric keypad before entering the bidder number of the Simulcast/RingMan sale or *437. This simple action will allow us to track those types of sales for billing and marketing purposes.
- ARM uses the unique field combination of VIN and contract number to track the activity of a vehicle in a sale. Although it is possible to have duplicate VINs, the combination of a VIN and a Contract Number is unique.
- When you download a file to your computer, and add the extension ‘.txt’ or ‘.xls,’ you can read the resulting file.
- You can use online FMS code guide for color codes and condition codes.
- To open ARM help, click the **Help** link at the top of the screen.
- Disabled menu items are displayed in gray.
- Data in a column can be sorted in ascending or descending order by a clicking a column heading.
- To logout of the application at any time, click **Logout** at the top of the screen and close the window.
- Fair Market, Ask Price, and Floor columns will give an automatic total.
- In Edit Sale screen, any duplicate run numbers (other than 0) are shown in red at the top of the screen. If you try to Run a Sale that has duplicate run numbers, it will prompt you and ask if you want to go to the Edit sale screen and correct this issue.
- You can select **Run All Vehicles** or **Run Passed/Rejected Vehicles** from the Run Orders option to view the required data without going through all the records.
- When the last item is sold/rejected/passed, a pop-up box with a “Last item has been run” message will be displayed.
- You can open an Excel spreadsheet for every report when you access reports from **Contract # Report**. Select a sale from the **Select Sale Number** box, and click the **Export to Excel** button.
- Sale data can be updated to FMS and SASy in the Post Sale module.

2 Getting Started

This section describes how to access ARM in your browser and how to access the Home Page by logging into ARM.

The Home Page contains the following sections:

My Profile: This section displays the user’s default region and allows the SCO to select one or more additional regions to work with.

My Auctions: This section displays a list of the user’s auctions, and allows the user to sort and filter the list of auctions by various criteria.

2.1 Logging into ARM

To log in to ARM:

1. Open your browser and enter the following URL: **https://arm.fas.gsa.gov**. The **Login** screen, shown in Figure 2-1, is displayed.

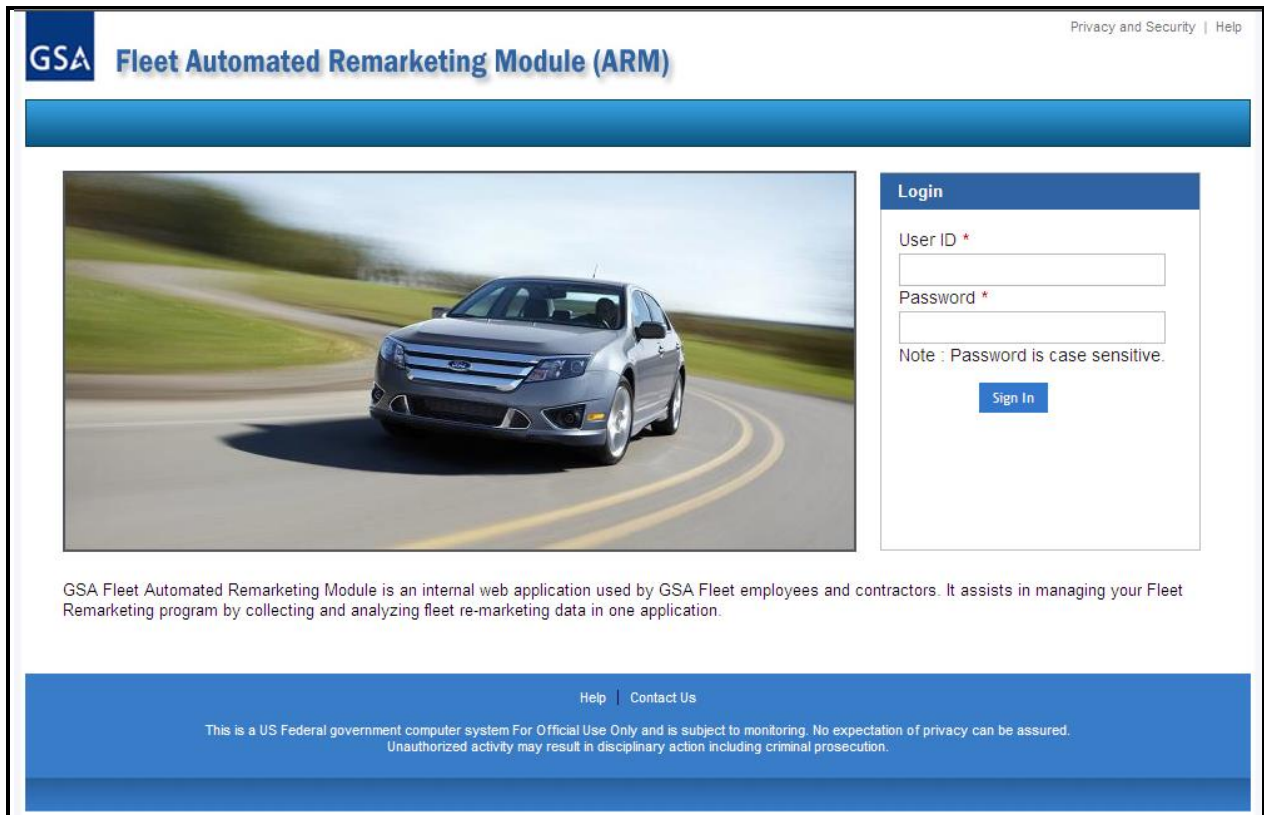


Figure 2-1. ARM Login screen

2. Enter your **User ID** and **Password**, and click the **Sign In** button.
The LID selection screen, shown in Figure 2-2, will be displayed

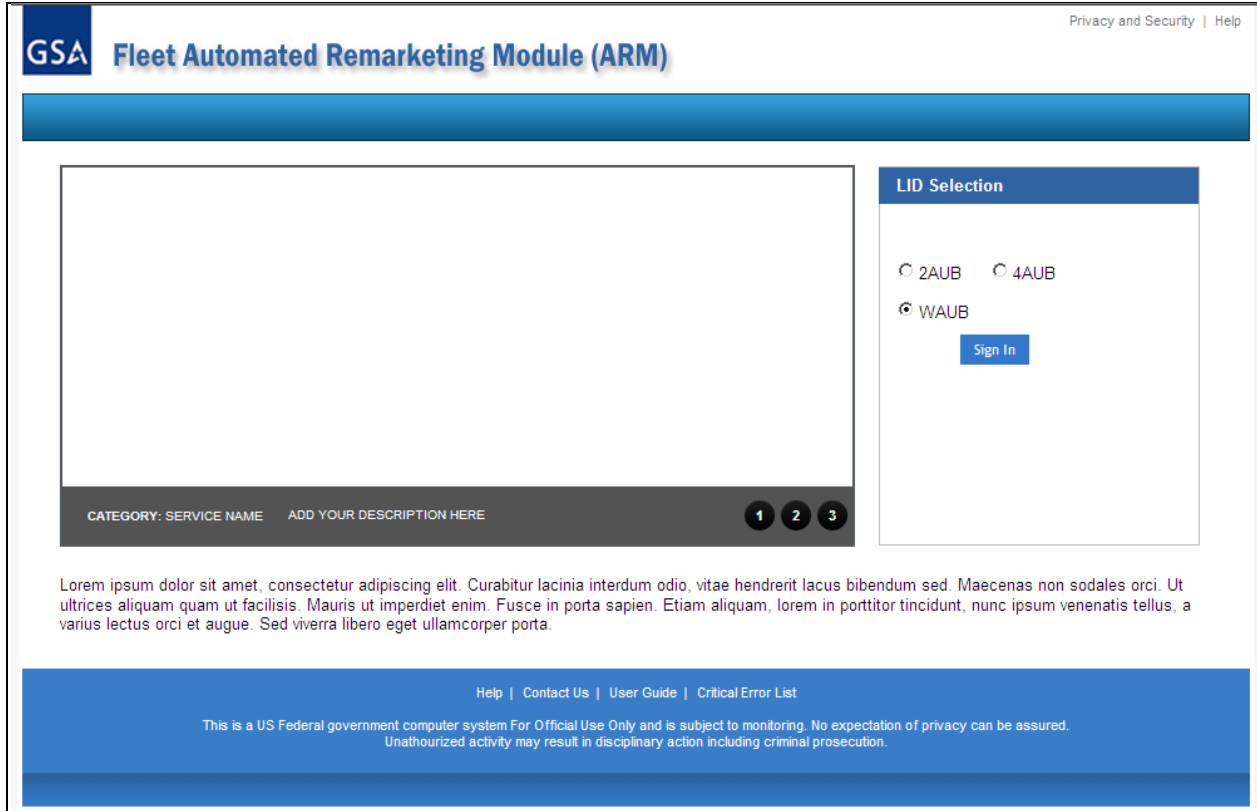


Figure 2-2. LID Selection

3. Select one of the LIDs, if more than one LID is displayed, and click the **Sign In** button.
The Home Page, shown in Figure 2-3, will be displayed.

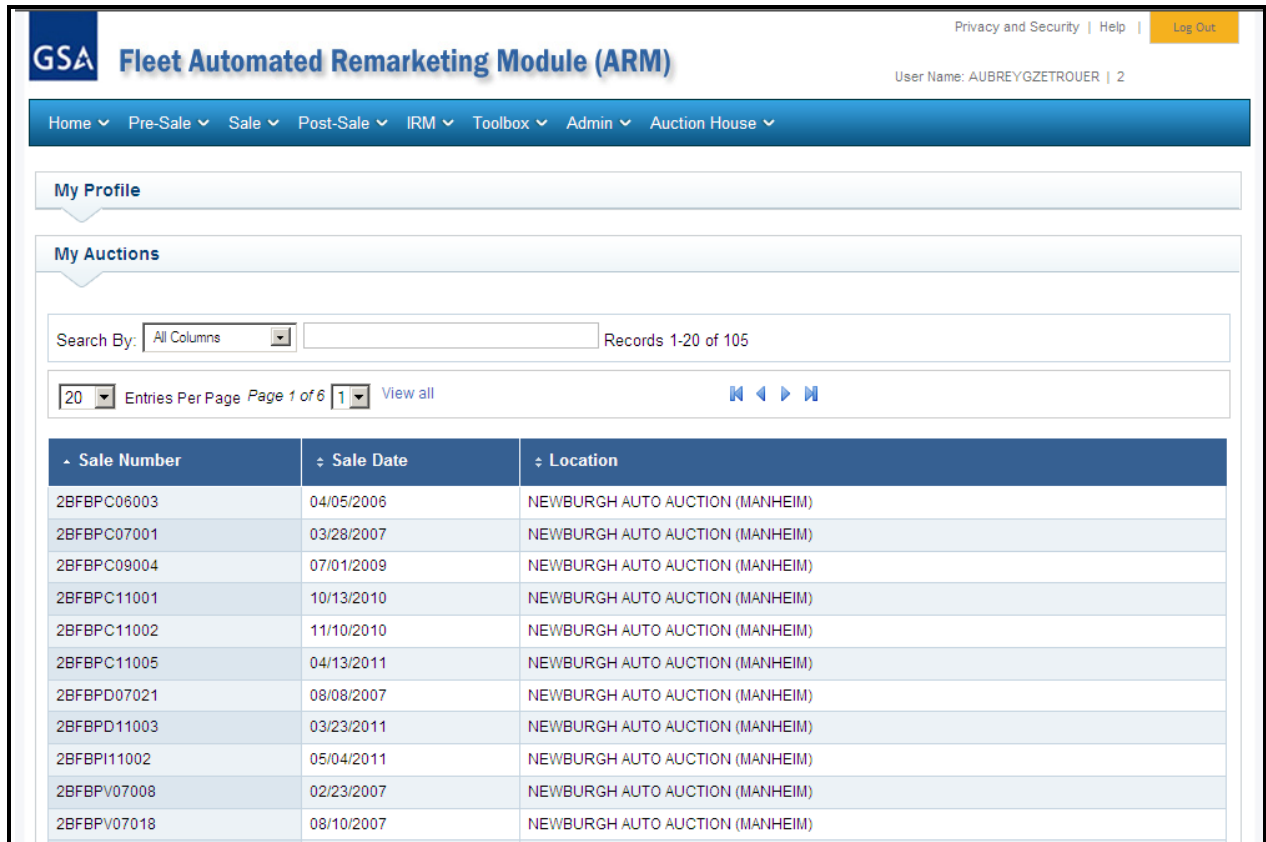


Figure 2-3. Home Page

The Home Page has two sections, shown in Figure 2-4.

My Profile: displays the user’s default region and allows the SCO to select one or more additional regions to work with. Refer to section 2.2 for more on ‘My Profile.’

My Auctions: displays a list of the user’s auctions, and allows the user to filter the list of auctions. See section 3.2 for more on ‘My Auctions.’

- To expand the ‘My Profile’ tab, click the tab label.
The Profile section, shown in Figure 2-4, will be displayed.

Fleet Automated Remarketing Module (ARM)

[Privacy and Security](#) | [Help](#) | [Log Out](#)

User Name: AUBREYGZETROUER | 2

Home ▾
Pre-Sale ▾
Sale ▾
Post-Sale ▾
IRM ▾
Toolbox ▾
Admin ▾
Auction House ▾

My Profile

Default Region(s): Choose Region(s)

<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">1</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">3</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">4</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">5</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">6</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">7</div> </div>	<div style="border: 1px solid #ccc; padding: 2px; margin: 2px;">Select ></div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px;">< Remove</div>	Selected Region(s) 2
--	---	-------------------------

User ID: AUBREYGZETROUER

Email Address:

Phone Number:

My Auctions

Search By: All Columns Records 1-10 of 105

10 Entries Per Page Page 1 of 11 1 [View all](#)

Sale Number	Sale Date	Location
2BFBPC06003	04/05/2006	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC07001	03/28/2007	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC09004	07/01/2009	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC11001	10/13/2010	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC11002	11/10/2010	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC11005	04/13/2011	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPD07021	08/08/2007	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPD11003	03/23/2011	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBP111002	05/04/2011	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPV07008	02/23/2007	NEWBURGH AUTO AUCTION (MANHEIM)

Figure 2-4. Home Page

2.2 My Profile

The Profile section, shown in Figure 2-5, displays the user’s default region, as well as the user’s User ID, Email Address, and Phone Number, and allows the SCO to select one or more additional regions to work with.

To select one or more additional regions:

1. Expand the Profile tab on the Home Page by clicking the area below the My Profile label:



(The Profile can also be collapsed by clicking this area.)

The Profile section, shown in Figure 2-5, will be displayed.

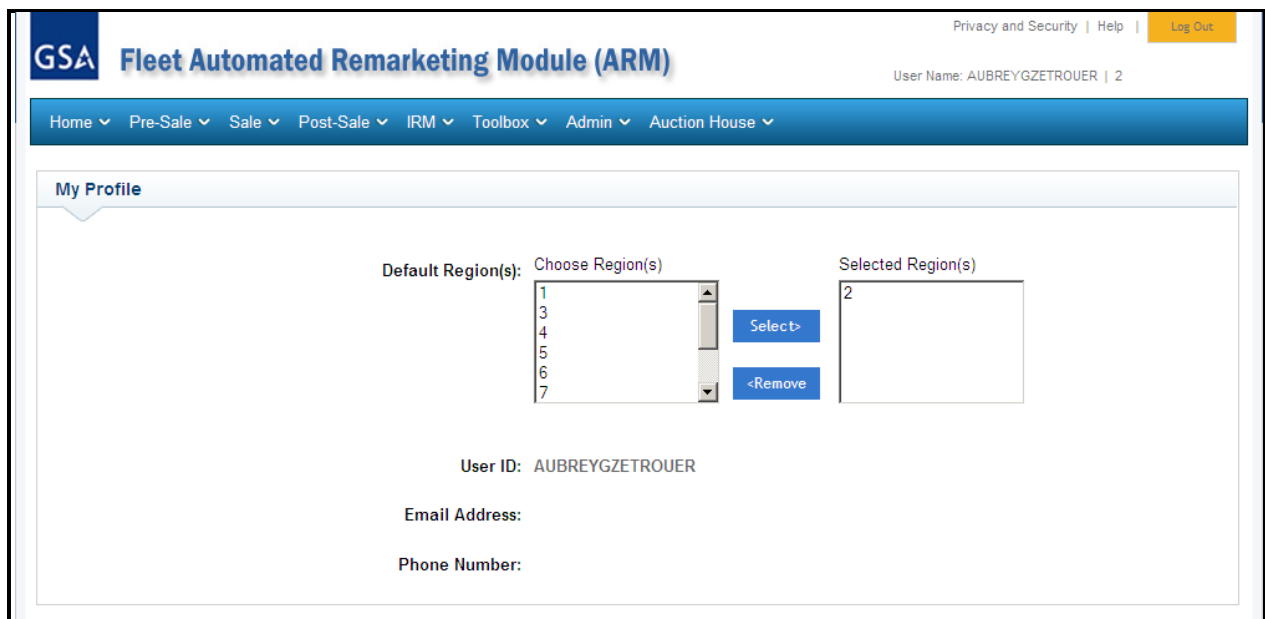


Figure 2-5. My Profile

2. Select Region numbers from the “Choose Regions” list box on the left that correspond to the region(s) that you want to work with, and click the **Select** button. (Two or more regions can be selected by holding the **Ctrl** key down while selecting them.)

The selected regions will be moved to the Selected Regions list box on the right, as shown in Figure 2-6.

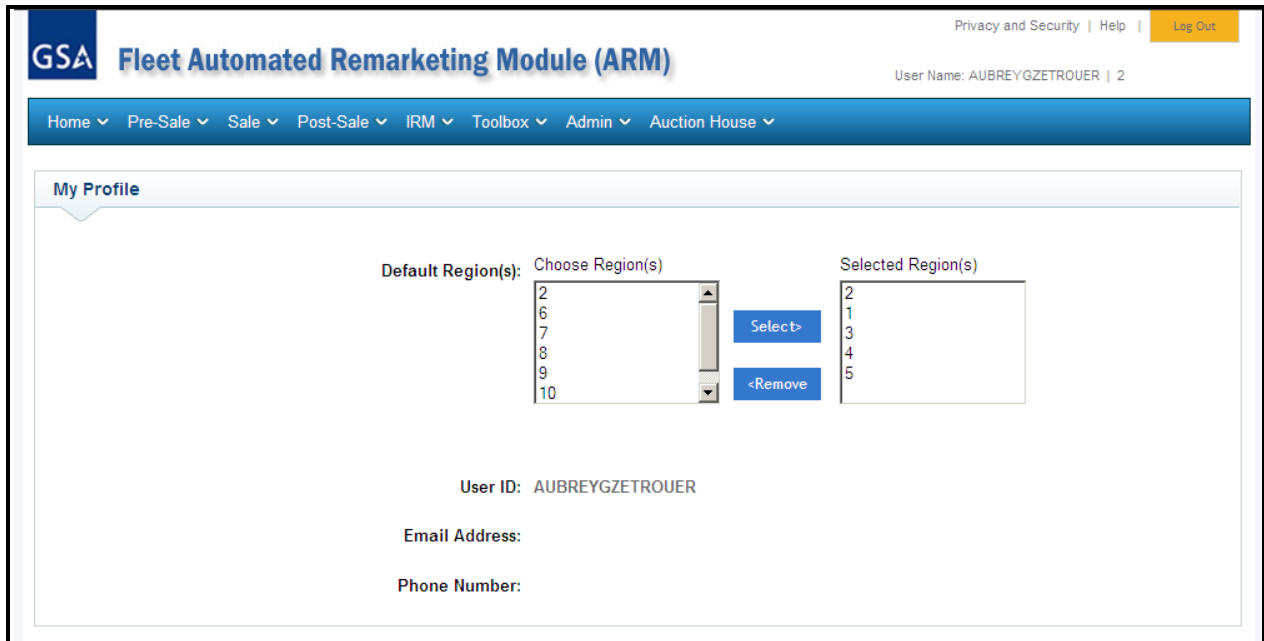


Figure 2-6. My Profile

- To remove regions from the Selected Regions list box, select one or more regions and click the **Remove** button. (Two or more regions can be selected by holding the *Ctrl* key down and selecting them.)

2.3 My Auctions

The My Auctions tab displays a list of the user’s auctions and allows the user to:

- Sort the list of auctions based on any column.
- Filter the list of auctions by various criteria.
- Search for a specific sale.

To search your list of Auctions:

1. Log into ARM.

The **Sale Numbers**, **Sale Dates**, and **Auction Locations** are listed under the My Auctions tab, as shown in Figure 2-7.

Sale Number	Sale Date	Location
2BFBPC06003	04/05/2006	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC07001	03/28/2007	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC09004	07/01/2009	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC11001	10/13/2010	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC11002	11/10/2010	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPC11005	04/13/2011	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPD07021	08/08/2007	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPD11003	03/23/2011	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPI11002	05/04/2011	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPV07008	02/23/2007	NEWBURGH AUTO AUCTION (MANHEIM)
2BFBPV07018	08/10/2007	NEWBURGH AUTO AUCTION (MANHEIM)

Figure 2-7. My Auctions

2. To filter the list of records, make a selection from the **Search By** drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the character in the selected column (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list, as shown in Figure 2-8.

The screenshot shows the GSA Fleet Automated Remarketing Module (ARM) interface. At the top, there is a navigation bar with links for Home, Pre-Sale, Sale, Post-Sale, IRM, Toolbox, Admin, and Auction House. Below this is a 'My Profile' section and a 'My Auctions' section. The search bar is set to 'All Columns' and contains the text '511'. Below the search bar, there are options for 'Entries Per Page' (set to 20) and 'Page 1 of 1'. The search results are displayed in a table with the following data:

Sale Number	Sale Date	Location
31QSCI08511	05/27/2008	THIS IS TO TEST SASY AR 08-16
4DFBPC09511	12/02/2008	RAWLS AUTO AUCTION
4FFBPC12511	12/14/2011	DAYTONA AUTO AUCTION
4ZFBPC06511	12/20/2005	CHATTANOOGA AUTO AUCTION

Figure 2-8. Search Results

3 Pre-Sale

The Pre-Sale Module allows the Auction House and the Sales Contracting Officer (SCO) to review vehicle data to ensure that everything is ready for a Sale. The Auction House can access the data by logging into ARM and downloading the data.

The Pre-Sale menu, shown in Figure 3-1, provides the following options:

- **Contract #:** A Contract Numbers report provides sale information for vehicles in a Sale.
- **No Black Book:** A No Black Book report generates a list of vehicles in a sale that do not have Black Book values associated with the vehicles.
- **E-Mail to Auction House:** Allows the SCO to send the Auction House information about the vehicles that will be in a sale.
- **Import Auction Run #:** Allows the SCO to import Run Numbers for vehicles in a sale.
- **Recording Sheet:** The Recording Sheet is used by the SCO to record bidding information during a sale.
- **Auctioneer List:** The Auctioneer List is used by the auctioneers to keep track of the vehicles being sold during a sale.

To view the Pre-Sale menu:

1. Log into ARM and mouse-over “**Pre-Sale**” on the Main Menu.
The Pre-Sale Menu, shown in Figure 3-1, will be displayed.

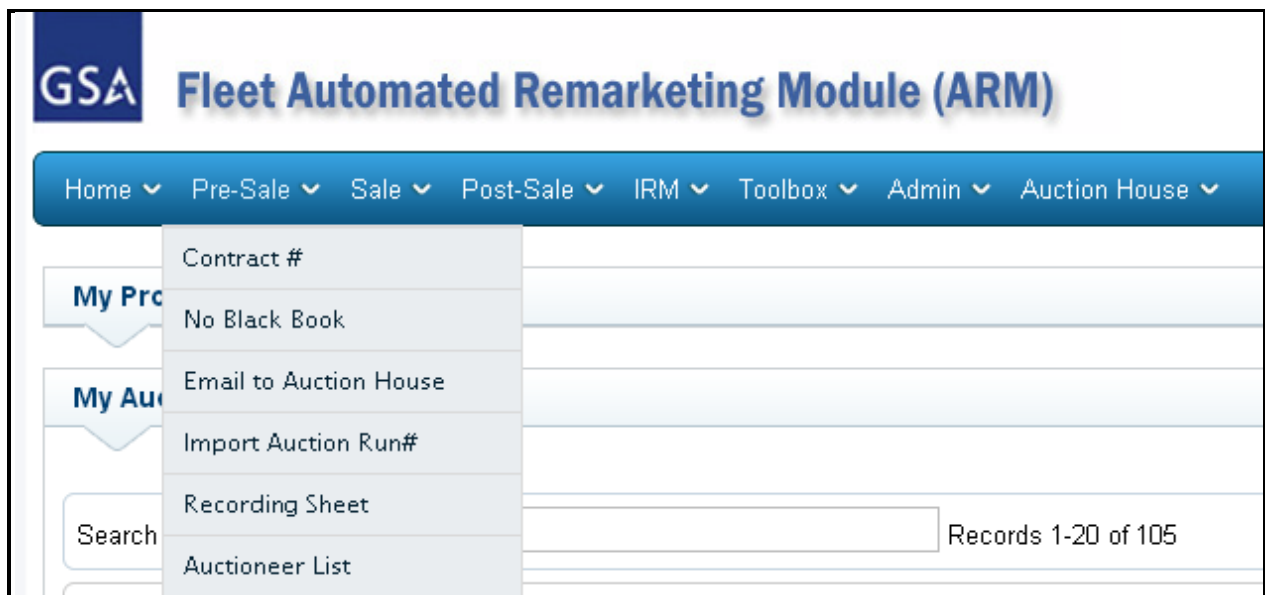


Figure 3-1. Pre-Sale menu

3.1 Contract Numbers

A Contract Numbers report provides sale information, including Contract Numbers and VINs, for every vehicle in a Sale. The SCO checks the report to see whether or not every VIN has a Contract Number associated with it. If any numbers are missing, the SCO contacts ARM support.

To generate a Contract Numbers report:

1. Mouse over **Pre-Sale** on the Main Menu, and click **Contract #** on the sub-menu – shown in Figure 3-1.

The Contract Numbers screen, shown in Figure 3-2, is displayed.

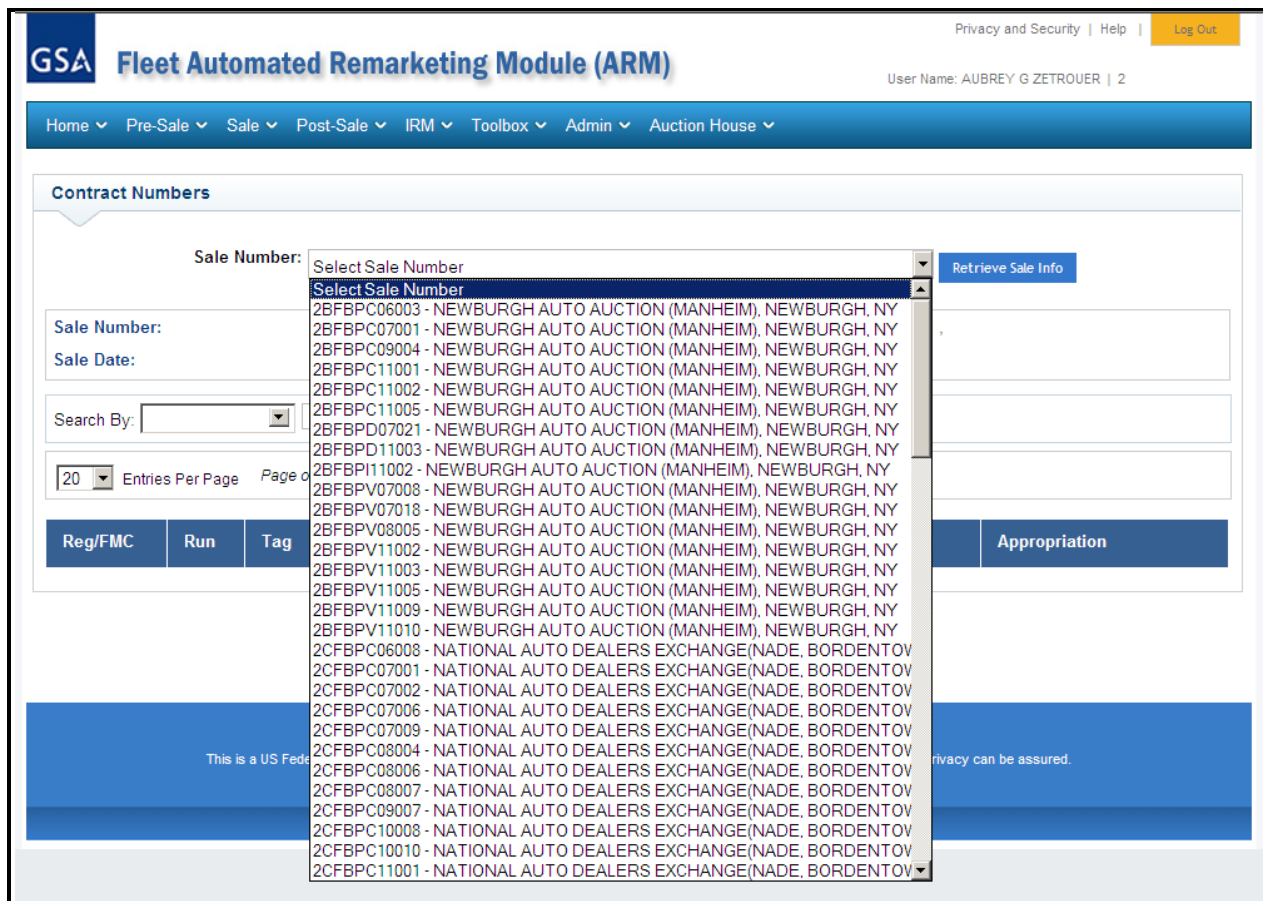


Figure 3-2. Contract Number – Select

2. Select a Sale from the **Sale Number** drop-down and click the **Retrieve Sale Info** button. Sale and Auction House information will be displayed at the top of the screen and a list of vehicles in the sale will be displayed in a table at the bottom, as shown in Figure 3-3.

The screenshot shows the GSA Fleet Automated Remarketing Module (ARM) interface. At the top, there is a navigation bar with links for Home, Pre-Sale, Sale, Post-Sale, IRM, Toolbox, Admin, and Auction House. The main content area displays a 'No Black Book Vehicle Report' for Sale Number 2BFBPC11001. Below this, a summary box provides details: Auction House: NEWBURGH AUTO AUCTION (MANHEIM), City, State: NEWBURGH, NY, Sale Date: 10/13/2010, Address: THIS IS TESTING ADDRESS LINE SUITE 2, and Zip Code: 12550. A search bar is present with a dropdown set to 'All Columns' and a text field. Below the search bar, there are controls for 'Entries Per Page' (set to 10), 'Page 1 of 3', and 'View all'. A table of 11 vehicles is displayed with columns for Reg/FMC, Run, Year, Make, Model, VIN, Miles, Cyl, Fuel, Equip Code, and Black Book. The table contains 11 rows of vehicle data.

Reg/FMC	Run	Year	Make	Model	VIN	Miles	Cyl	Fuel	Equip Code	Black Book
2/2	0	2007	CHEVROLET	IMPALA	2G1WB58K879362867	53,682	06	ETHNOL	116105	\$6,596.60
1/1	0	2006	DODGE	STRATUS	1B3AL46T66N230126	52,836	06	ETHNOL	120005	\$3,705.09
2/1	0	2005	CHEVROLET	MALIBU	1G1ND52F25M193530	29,013	04	GAS	120005	\$2,057.57
2/1	0	2005	JEEP/EAGLE	LIBERTY	1J4GL48K05W647094	91,872	06	GAS	617505	\$8,566.66
2/1	0	2007	CHEVROLET	MALIBU	1G1ZS57F67F263800	37,746	04	GAS	120005	\$5,325.39
2/1	0	2007	CHEVROLET	MALIBU	1G1ZS57F27F268573	50,499	04	GAS	120005	\$5,978.36
2/1	0	2007	CHEVROLET	MALIBU	1G1ZS57F77F265636	38,707	04	GAS	120005	\$5,978.36
2/1	0	2007	CHEVROLET	MALIBU	1G1ZS57F57F266090	41,055	04	GAS	120005	\$5,978.36
2/1	0	2006	CHEVROLET	IMPALA	2G1WB58K269323089	30,863	06	ETHNOL	110005	\$4,229.10
2/1	0	2006	CHEVROLET	IMPALA	2G1WB58K969325048	30,249	06	ETHNOL	110005	\$4,229.10

Figure 3-3. Contract Numbers

3. To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

4. To sort the list of records, click the column heading of the column that you want to sort on (the records can be sorted in ascending or descending order).

- Click the **PDF** icon or the **Excel** icon to create your report.
A report will be created in the specified format.

3.2 No Black Book

The Black Book values are used by the SCO during a sale to determine whether or not to accept a specific bid for a vehicle. The No Black Book report generates a list of all of the vehicles in a selected sale that do not have Black Book values associated with them. The SCO uses the list to go to the FMS database to get Black Book values for those vehicles.

To generate a “Black Book” report:

- Mouse over **Pre-Sale** on the Main Menu, and click **No Black Book** on the sub-menu – shown in Figure 3-1.

The **No Black Book Vehicle Report** screen, shown in Figure 3-4, will be displayed.

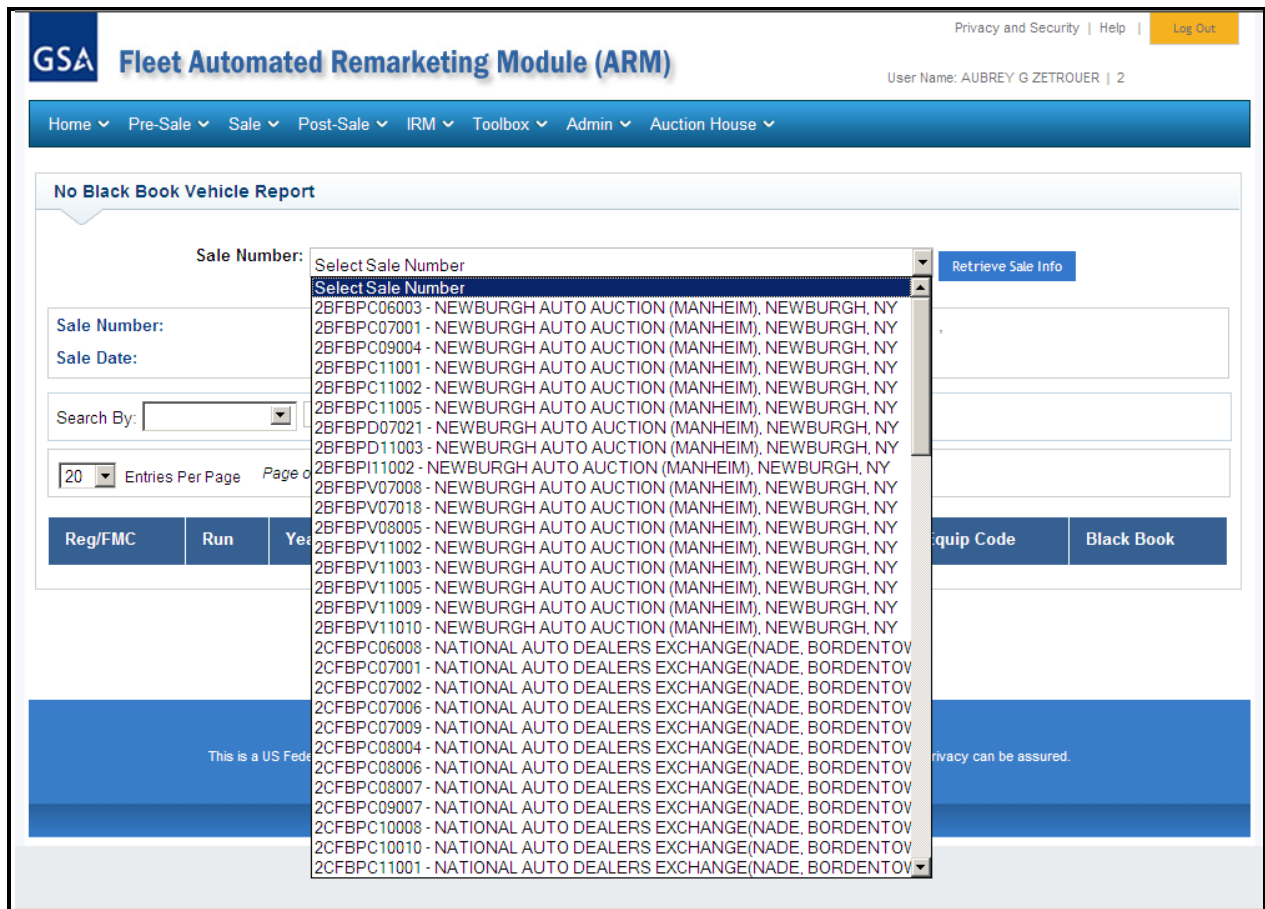


Figure 3-4. No Black Book – Select

2. Select a Sale from the Sale Number drop-down list and click the **Retrieve Sale Info** button.

Sale and Auction House information will be displayed at the top of the screen and a list of records of the vehicle in the sale that do not have Black Book Values will be displayed in a table at the bottom of the screen, as shown in Figure 3-5. (The Black Book value for each vehicle will be displayed on the right.)

No Black Book Vehicle Report

Sale Number: 1GFBPC11002 - AMERICAN AUTO AUCTION (MANHEIM), NORTH DIGHTO Retrieve Sale Info

Sale Number: 1GFBPC11002 Auction House: AMERICAN AUTO AUCTION (MANHEIM) City, State: NORTH DIGHTON, MA
 Sale Date: 11/09/2010 Address: 123 WILLIAMS STREET Zip Code: 27640

Search By: All Columns Records 1-1 of 1

20 Entries Per Page Page 1 of 1 View all Export to:

Reg/FMC	Run	Year	Make	Model	VIN	Miles	Cyl	Fuel	Equip Code	Black Book
1/1	16	2007	CHEVROLET	MALIBU	1G1ZS57F77F261134	79,808	04	GAS	120005	\$0.00

Figure 3-5. No Black Book Vehicle Report

3. To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

4. To sort the list of records, click the column heading of the column that you want to sort on (the records can be sorted in ascending or descending order).

5. To print a report, click the **PDF** icon or the **Excel** icon to create your report. A report will be created in the specified format.

3.3 E-Mail to Auction House

Email is the alternative method for sending vehicle information to an Auction House for a sale. An Auction House can normally log in and download vehicle data from ARM. Sending email is a backup method in the event that the auction house is not configured, or unable, to retrieve the file from ARM.

To send an email to an auction house:

1. Mouse over **Pre-Sale** on the **Main Menu**, and click **Email to Auction House** on the sub-menu – shown in Figure 3-1.

The **Email to Auction House** screen, shown in Figure 3-6, is displayed.

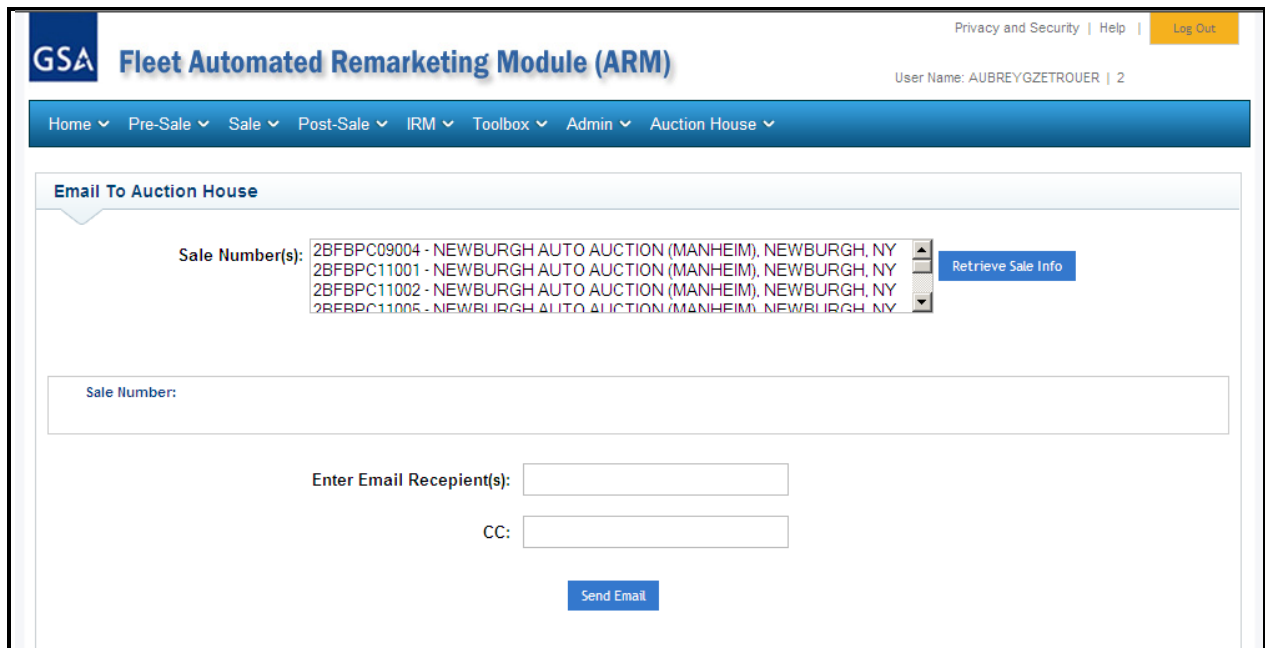


Figure 3-6. Email to Auction House

2. Select the desired sale from the Sale Number drop-down list, and click the **Retrieve Sale Info** button.

The Sale Number of the selected sale will be displayed in the Sale Number text field, as shown in Figure 3-7.

The screenshot shows the 'Email To Auction House' interface. At the top, there is a navigation bar with links for Home, Pre-Sale, Sale, Post-Sale, IRM, Toolbox, Admin, and Auction House. The user name 'AUBREY G ZETROUER | 2' is displayed. The main content area is titled 'Email To Auction House' and contains a list of selected sale numbers: 2BFBPC06003, 2BFBPC07001, 2BFBPC09004, and 2BFBPC11001. A 'Retrieve Sale Info' button is next to the list. Below the list is a text input field for 'Sale Number' containing '2BFBPC11002'. There are two input fields for 'Enter Email Recipient(s):' and 'CC:'. A 'Send Email' button is at the bottom.

Figure 3-7. Email to Auction House – selected sale

3. Type the email address of the Auction House in the “**Email Recipients,**” field, attach your reports, and then click the **Send Email** button. (Multiple email addresses may be entered – separate multiple email addresses by commas.)

The vehicle information will be sent to the Auction House.

3.4 Import Auction Run

The Import Auction Run Numbers functionality allows the SCO to import the Run Numbers for vehicles in a sale. The SCO goes to the AutoIMS website and runs the Run Numbers report for a sale and then downloads the report to a local machine from where it can be imported into ARM.

To import a list of Auction Run numbers:

1. Mouse over **Pre-Sale** on the **Main Menu**, and click **Import Auction Run #** on the sub-menu – as shown in Figure 3-1.

The **Import Auction Run Numbers** screen, shown in Figure 3-8, will be displayed.

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

Sale and Auction House information will be displayed at the top of the screen.

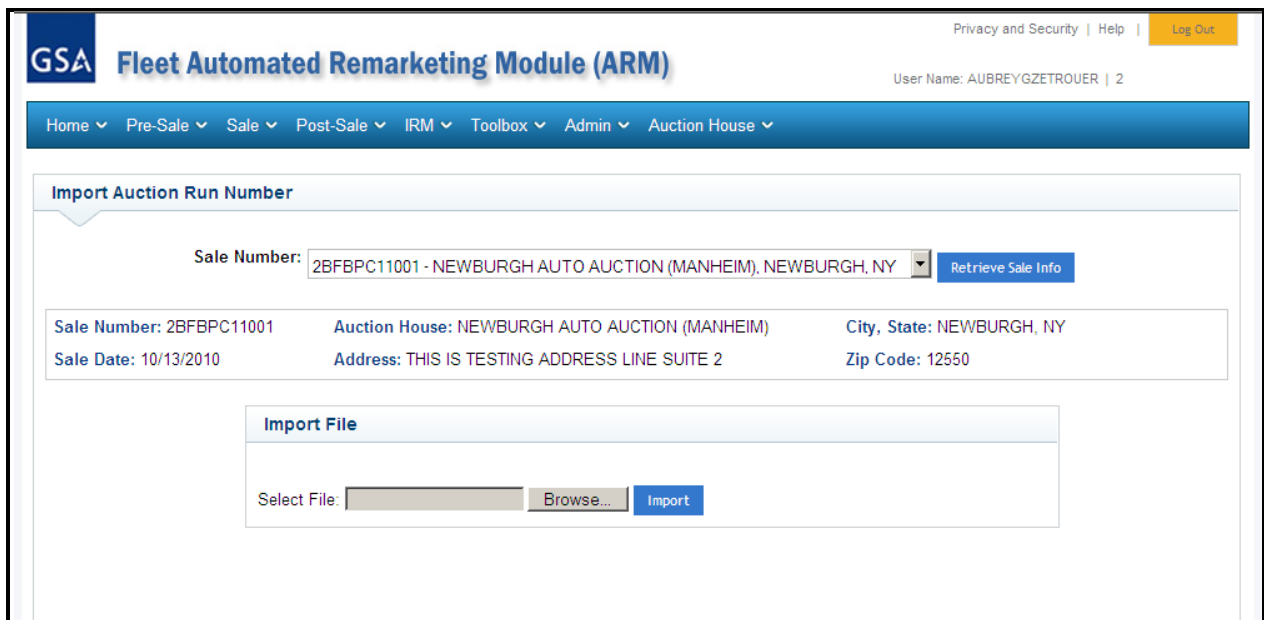


Figure 3-8. Import Auction Run Numbers

3. Click the **Browse** button.

The **Choose File to Download** dialog box, shown in Figure 3-9 will be displayed.

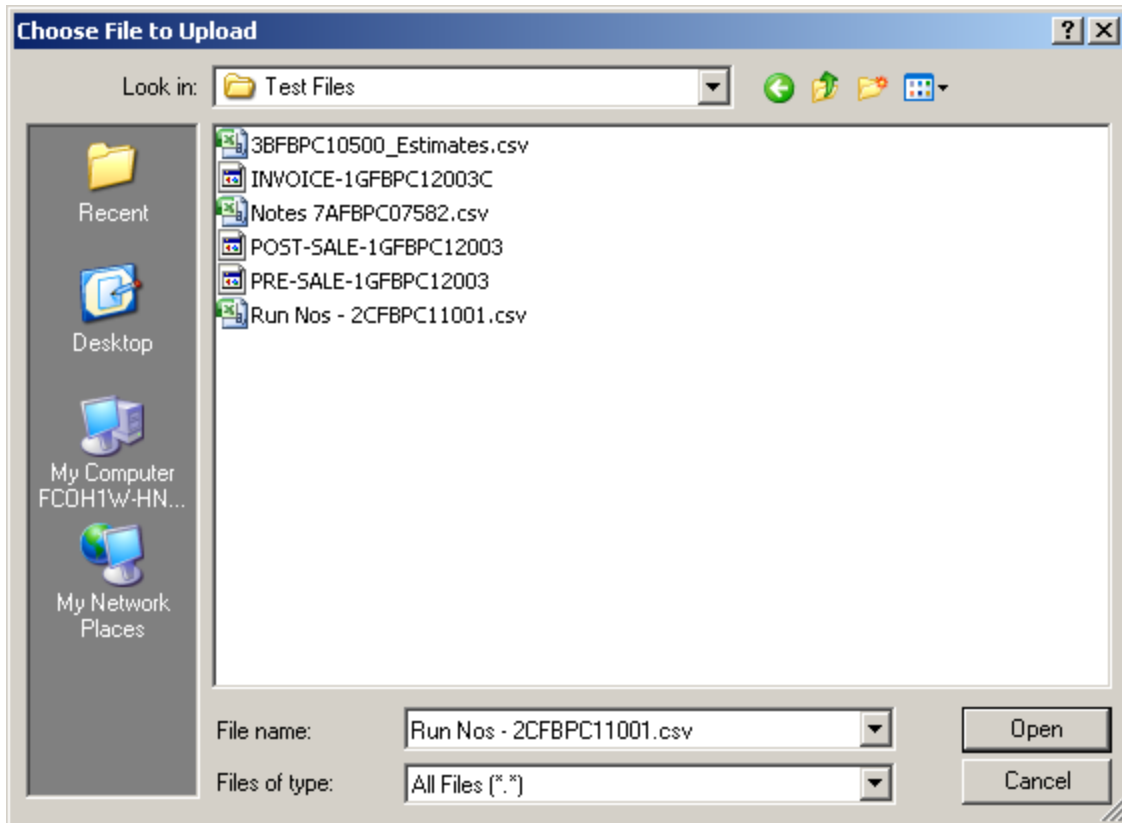


Figure 3-9. Choose File to Upload

4. Browse to the folder containing the file with the list of Run Numbers.
5. Select the file and click the **Open** button.

The path to the file will appear in the **Select File** field, as shown in Figure 3-10.

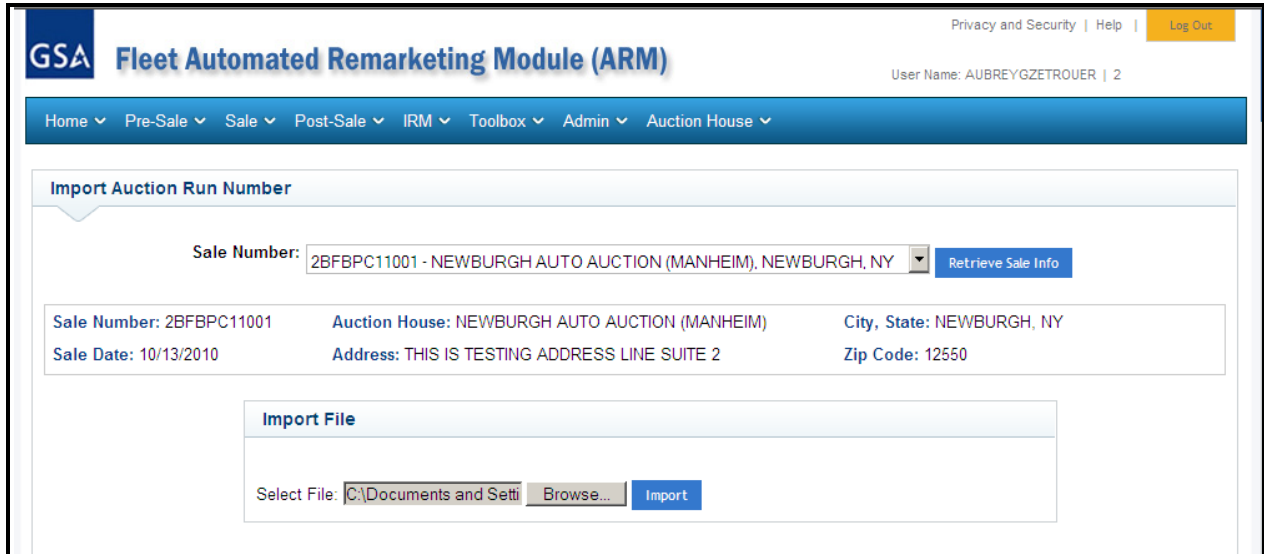


Figure 3-10. Import File

- Click the **Import** button to import the files.

The Run Numbers will be uploaded and the status of the upload will be displayed, as shown in Figure 3-11 “076 run numbers matched by VIN.”



Figure 3-11. Run Numbers Imported

Note: Before importing the records, the system matches the VIN numbers in the file to the VIN numbers in the Sale and only imports numbers that match the numbers in the Sale.

You can download a report from AutoIMS (and convert it to a text file), or have the auction house provide a text file with the Run #s for the sale. ARM can then import this file into its database and assign the run numbers. The data in the file can be comma or tab delimited (ARM will auto-detect the format), but must be in the order: Run #, VIN.

3.5 Recording Sheet

The Recording Sheet allows a user to retrieve Sale Information for one or more sales. The Recording Sheet is used by the SCO during a sale to record the Proceeds and the Bidder Name, as well as the Rejected Price, which is the highest amount bid for the vehicle if the vehicle is not sold.

To retrieve sale information:

1. Mouse over **Pre-Sale** on the **Main Menu**, and click **Recording Sheet** on the sub-menu – as shown in Figure 3-1.

The **Recording Sheet** screen, shown in Figure 3-12, will be displayed.

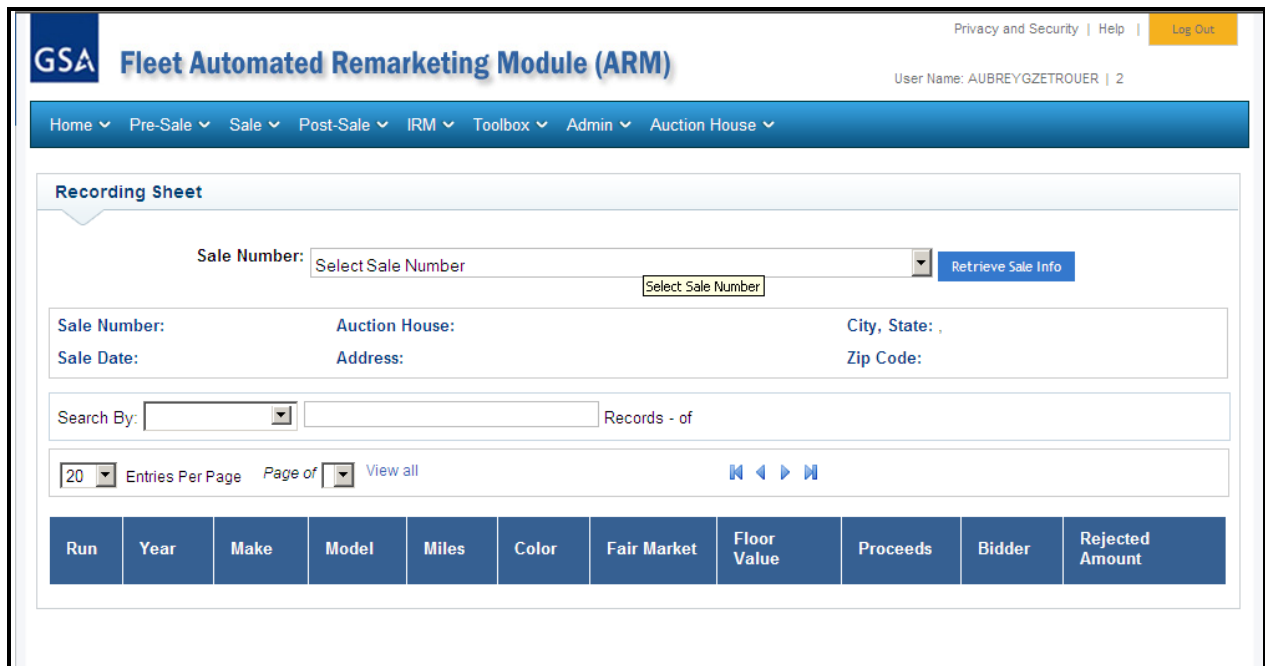


Figure 3-12. Recording Sheet

2. Select one or more sale numbers (hold the Ctrl key down when selecting multiple sale numbers) from the **Sale Number** list box, and click the **Retrieve Sale Information** button.

Sale and Auction House information will be displayed on the Recording Sheet, and a list of the vehicles in the Sale will be displayed, as shown in Figure 3-13.

The screenshot shows the 'Recording Sheet' section of the ARM application. It includes a 'Sale Number' dropdown menu with a 'Retrieve Sale Info' button. Below this, a summary box displays details for Sale Number 2BFBPC11001, including the Auction House (NEWBURGH AUTO AUCTION), City/State (NEWBURGH, NY), Sale Date (10/13/2010), Address, and Zip Code (12550). A search bar is set to 'All Columns' with 'Records 1-10 of 22' displayed. The table below has 11 columns: Run, Year, Make, Model, Miles, Color, Fair Market, Floor Value, Proceeds, Bidder, and Rejected Amount. The table contains 11 rows of vehicle data.

Run	Year	Make	Model	Miles	Color	Fair Market	Floor Value	Proceeds	Bidder	Rejected Amount
1	2003	CHEVROLET	VENTURE	41,757	LBR	\$4,325.00	\$0.00	\$0.00	41	\$0.00
2	2005	CHEVROLET	MALIBU	29,013	DBK	\$4,700.00	\$0.00	\$0.00	23	\$0.00
3	2003	CHEVROLET	TAHOE	63,504	DRE	\$9,675.00	\$0.00	\$0.00	100	\$0.00
4	2006	CHEVROLET	TAHOE	81,231	LWH	\$15,075.00	\$0.00	\$0.00	789	\$0.00
5	2006	DODGE	DURANGO	74,110	LWH	\$10,125.00	\$0.00	\$0.00	23	\$0.00
6	2007	CHEVROLET	MALIBU	50,499	DGY	\$7,150.00	\$0.00	\$0.00	269	\$0.00
7	2007	CHEVROLET	MALIBU	40,311	DBL	\$7,425.00	\$0.00	\$0.00	879	\$0.00
8	2006	CHEVROLET	IMPALA	30,249	LSI	\$6,675.00	\$0.00	\$0.00	25	\$0.00
10	2006	CHEVROLET	IMPALA	30,863	MBL	\$6,675.00	\$0.00	\$0.00	951	\$0.00
11	2001	FORD	F250	17,305	DGN	\$7,825.00	\$0.00	\$0.00	231	\$0.00

Figure 3-13. Sale Information

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the ‘Search By’ drop-down (or in any of the columns if ‘All Columns’ was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To sort the list of records, click the column heading of the column that you want to sort on (the records can be sorted in ascending or descending order).

- Click the **PDF**  icon or the **Excel**  icon to export your report in the required format.

3.6 Auctioneer List

The Auctioneer List displays vehicle information for a sale, including Make, Model, and Run Number. It is used by the auctioneer during a sale to keep track of the vehicles being sold.

To create an Auctioneer List for a Sale:

1. Mouse over **Pre-Sale** on the Main Menu, and click **Auctioneer List** on the sub-menu – as shown in Figure 3-1.

The **Auctioneer List** screen, shown in Figure 3-14, is displayed.

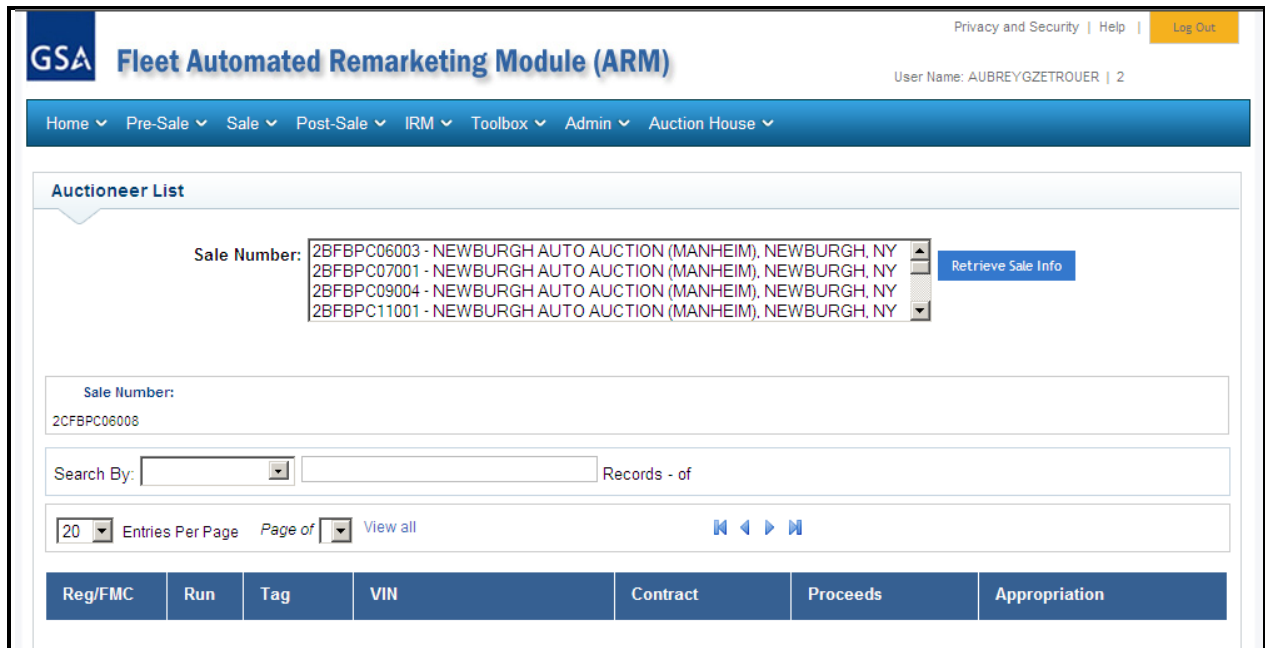


Figure 3-14. Auctioneer List Search

2. Select one or more sale numbers (hold the Ctrl key down when selecting multiple sale numbers) from **Sale Number** list box, and then click the **Retrieve Sale Information** button.

Vehicle information will be displayed on the **Auctioneer List**, as shown in Figure 3-15.

The screenshot displays the 'Auctioneer List' interface. At the top, there is a navigation bar with options like Home, Pre-Sale, Sale, Post-Sale, IRM, Toolbox, Admin, and Auction House. Below this, a search section allows users to filter by 'Sale Number' with a dropdown menu showing several options. A 'Retrieve Sale Info' button is present. Below the search, there is a 'Search By' dropdown set to 'All Columns' and a text input field. The main content is a table with 11 rows of data. The table has columns for Reg/FMC, Run, Tag, VIN, Contract, Proceeds, and Appropriation. At the bottom of the table, there are controls for 'Entries Per Page' (set to 10), 'Page 1 of 3', and 'View all'.



Reg/FMC	Run	Tag	VIN	Contract	Proceeds	Appropriation
2/1	1	G41-71919	1GNDU03E63D243538	GS02F11FBE0200	\$0.00	47X4530
2/1	2	G12-3303B	1G1ND52F25M193530	GS02F11FBE0199	\$0.00	47X4530
2/2	3	G62-16311	1GNEK13V63J268926	GS02F11FBE0205	\$0.00	47X4530
2/2	4	G62-2109D	1GNEK13Z86J120865	GS02F11FBE0208	\$0.00	47X4530
2/2	5	G62-2103D	1D4HB38N46F178792	GS02F11FBE0206	\$0.00	47X4530
2/1	6	G10-5538F	1G1ZS57F27F268573	GS02F11FBE0193	\$0.00	47X4530
2/1	7	G10-3805F	1G1ZS57F17F264384	GS02F11FBE0137	\$0.00	47X4530
2/1	8	G11-2612B	2G1WB58K969325048	GS02F11FBE0197	\$0.00	47X4530
2/1	10	G11-2593B	2G1WB58K269323089	GS02F11FBE0196	\$0.00	47X4530
2/2	11	G63-09461	1FTNX21L01EC89424	GS02F11FBE0210	\$0.00	47X4530

Figure 3-15. Auctioneer List

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To sort the list of records, click the column heading of the column that you want to sort on (the records can be sorted in ascending or descending order).

- To Print a report, click the **PDF**  icon or the **Excel**  icon to create your report. A report will be created in the specified format.

4 Sale

The purpose of the Sale module is to provide the information and the functionalities necessary to facilitate the sale of GSA and other agency vehicles at GSA auctions around the country.

The Sale menu provides access to the following selections:

- **Edit Sale:** Edit Sale provides various functionalities to allow the SCO to make last minute changes to vehicle and sale information and to verify that all of the information needed for the Sale is in place.
- **Announcements:** This option allows the SCO to print out a copy of the Pre-Sale Announcement.
- **Run Sale:** Run Sale provides a reference for the SCO to use during an auction to see Sale and Vehicle details and to keep track of the vehicles being sold.
- **Offline Run Sale:** Off-line Run Sale allows users to retrieve sale information and download it to their PCs so that the sale can be run off-line.
- **3169 AutoFill:** Auto-Fill is designed to assist the SCO in generating a GSA 3169 report.
- **Validation Summary:** The Validation Summary report gives an overview of the pay information for all of the vehicles that were sold during a Sale.
- **Validation Exceptions:** The Validation Exception Report is used to compare the information that ARM gathers from the Auction House and ePay against the data entered by the SCO during the sale.
- **Validation Detail:** The Validation Detail report provides a line-by-line analysis of the data reported by the Auction House, ARM, and ePay.
- **Register Crosswalk:** The Register Crosswalk report is used by finance to match vehicle Lot Numbers against Run Numbers for vehicles in a sale.

During an auction, all of the vehicles may be run through a single lane, or the Auction House may open additional lanes and auction the vehicles in multiple lanes simultaneously. The auctioneer starts a 'lead' vehicle in each lane to get the auction going.

To view the Sale menu:

1. Log into ARM and mouse-over "**Sale**" on the Main Menu.
The Sale Menu, shown in Figure 4-1, will be displayed.

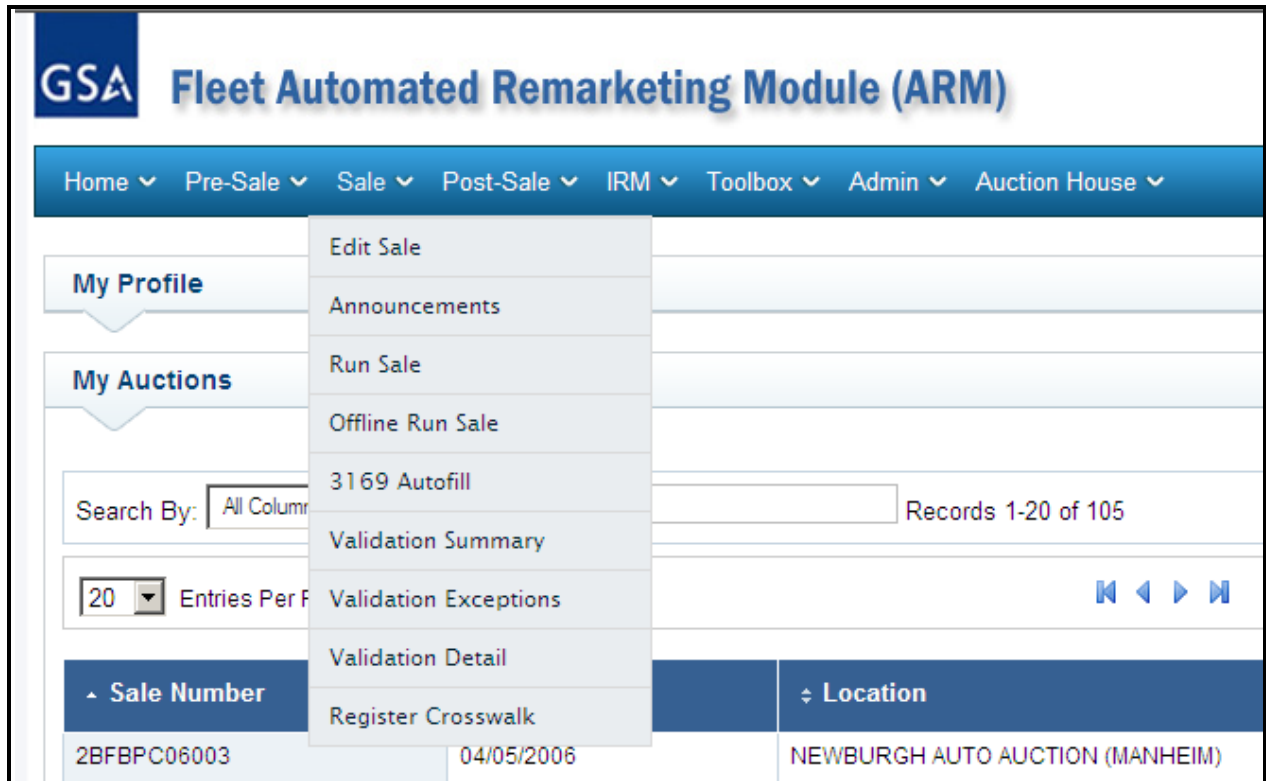


Figure 4-1. Sale Menu

4.1 Edit Sale

Edit Sale allows the SCO to make last minute changes to vehicle and Sale information and to verify that all of the information needed for the Sale, such as Contract numbers, VINs, and Black Book values is in place. All of the vehicle information can be modified except for the VIN, the Class, and the Tag number. To modify a VIN use the **Modified VIN** functionality.

The Edit Update Records screen displays all of the sale and vehicle information needed for the sale. The sale and vehicle data on the screen are pulled from ARM, FMS, and SASy databases.

Edit Sale allows the SCO to make last minute changes to vehicle and Sale information and to verify that all of the information needed for the Sale, such as Contract numbers, VINs, and Black Book values is in place.

The Edit Sale screen provides the following functionalities:

- **Reset Run Number:** Allows the SCO to reset the Run Numbers for all of the vehicles in a Sale to zero.
- **Assign Default Run Number:** Allows the SCO to assign Default Run Numbers to the vehicles in a Sale based on information from the SASy database.
- **Create Auction Designation:** Allows the SCO to reset Run Numbers to values created by adding a fixed 'Designation' number (*x*) to the Lot Numbers.

- **Smart Run # Assignment:** Allows the SCO to automatically assign run numbers to vehicles in a sale, based on various criteria.
- **Floor Value:** Allows the SCO to set the Floor Value of a vehicle, which is the lowest price that the vehicle can be sold for.
- **Asking Price:** Allows the SCO to set the Asking Price, which is the amount that a vehicle is expected to sell for.

To Edit Sale Information:

1. Mouse over **Sale** on the Main Menu, and click **Edit Sale** on the sub-menu, as shown in Figure 4-1.

The **Edit Update Records** screen, shown in Figure 4-2, is displayed.

2. Select a Sale from the **Sale Number** drop-down list and click the **Retrieve Sale Info** button. (Multiple sale numbers can be selected by holding the Ctrl key down while clicking the sale numbers.)

The Edit Update Records screen will display vehicle information for all of the vehicles in the sale, as shown in Figure 4-2. (If more than one sale was selected, the information for all of the selected sales will be displayed.)

The screenshot displays the 'Edit Update Records' interface in the GSA Fleet Automated Remarketing Module (ARM). At the top, there is a navigation menu with options like Home, Pre-Sale, Sale, Post-Sale, IRM, Toolbox, Admin, and Auction House. Below this, a search section allows users to enter 'Sale Number(s)' from a dropdown list containing four entries: 2BFBPC09004, 2BFBPC11001, 2BFBPC11002, and 2BFBPC11005. A 'Retrieve Sale Info' button is next to the dropdown. Below the search, a 'Sale Number:' field contains '2BFBPC11001'. A row of buttons includes 'Reset Run #', 'Assign Default Run #', 'Create Auction Designation', 'Smart Run # Assignment', 'Floor Value', 'Asking Price', and 'Save'. A search bar with 'Records 1-5 of 22' and a pagination control showing '5 Entries Per Page Page 1 of 5' are also present. The main part of the page is a table with the following data:

Id	Clas	Tag #	Mod Clas	Mod Tag	Remarks	St	Ye	Ma	Mo	VIN	Modified VIN	Cy	F/T	Equ Cod	Col	M	Fai Mar	Ask Pric	Flo
1	G41	71919	G41	71919	testing...	P	2003	CHEV	VENTU	1GNDU03E63D24	1GNDU03E63D243	06	GAS	411500	LBR	4175	4325.0	0.00	0.00
2	G12	3303B	G12	3303B		P	2005	CHEV	MALIB	1G1ND52F25M193	1G1ND52F25M193	04	GAS	120000	DBK	2901	4700.0	0.00	0.00
3	G62	16311	G62	16311		P	2003	CHEV	TAHOE	1GNEK13V63J268	1GNEK13V63J268	08	GAS	627500	DRE	6350	9675.0	0.00	0.00
4	G62	2109D	G62	2109D		P	2006	CHEV	TAHOE	1GNEK13Z86J120	1GNEK13Z86J120	08	ETHN	621900	LWH	8123	15075.0	0.00	0.00
5	G62	2103D	G62	2103D			2006	DODG	DURAI	1D4HB38N46F178	1D4HB38N46F178	08	GAS	627500	LWH	7411	10125.0	0.00	0.00

Figure 4-2. Edit Update Records

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the search (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To sort the list of records, click the column heading of the column that you want to sort on (the records can be sorted in ascending or descending order).

5. Edit the entries in any of the open fields as necessary. (All of the information can be edited – except for the VIN, Class, and Tag Number.)

Note: The **Fair Market Value** is the Black Book value in the FMS database

The **Asking Price** is the amount that the vehicle is expected to sell for; it is determined by the SCO.

The **Floor Value** is the lowest price that will be accepted for a vehicle.

The system checks each VIN to ensure that it is valid. (Invalid VINs will be displayed in a red font.)

The **Average Mileage** for all of the vehicles in the sale will be displayed at the bottom of the screen.

Totals for Fair Market Value, Asking Price, and Floor Value for all of the vehicles in the Sale will be displayed in the last row of the Fair Market Value, Asking Price, and Floor Value columns, respectively.

Any of the values in the table, except VIN, can be modified by double-clicking the value.

6. When you are finished updating the sale information, click the **Save** button to save your changes and to provide vehicle and sale updates to ARM, FMS, and SASy.

Email notifications will be sent to contacts responsible for updating the FMS and SASy databases. (Once the databases have been updated, the updates will be reflected on the Edit Sale screen the next time it is opened.)

The ARM database is updated automatically.

4.1.1 Reset Run Numbers

The Run Numbers menu allows the SCO to reset the Run Numbers for all of the vehicles in a Sale to zero.

1. To reset the run numbers, click the **Reset Run Numbers** button on the **Edit Update Records** screen, shown in Figure 4-2.

The Run Numbers will be reset to '0', as shown in Figure 4-3.

The screenshot displays the 'Edit Update Records' interface. At the top, there are navigation menus for 'Home', 'Pre-Sale', 'Sale', 'Post-Sale', 'IRM', 'Toolbox', 'Admin', and 'Auction House'. The user is identified as 'AUBREYGZETROUER | 2'. The main section features a dropdown for 'Sale Number(s)' with the following options: '2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY', '2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY', '2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY', and '2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY'. A 'Retrieve Sale Info' button is positioned to the right. Below the dropdown is a text field for 'Sale Number' containing '2BFBPC11001'. A row of buttons includes 'Reset Run #', 'Assign Default Run #', 'Create Auction Designation', 'Smart Run # Assignment', 'Floor Value', 'Asking Price', and 'Save'. A search bar shows 'Records 1-5 of 22'. The table below has the following data:

Run #	Cl #	Tag #	Mod Cla	Mod Tag	Remarks	St	Ye	Mal	Mor	VIN	Modified VIN	Cy	F/T	Equ Cod	Col	M	Fai	Ask	Flo
0	G11	4534F	G11	4534F	TestingTestingTel		2007	CHEVF	IMPAL	2G1WB58K879362	2G1WB58K879362	06	ETHNC	116105	DBL	5368	7700.0	8470.0	6930.0
0	G10	3363D	G10	3363D			2006	DODG	STRA1	1B3AL46T66N230	1B3AL46T66N2301	06	ETHNC	120005	LSI	5283	4750.0	5225.0	4275.0
0	G12	3303B	G12	3303B		P	2005	CHEVF	MALIB	1G1ND52F25M193	1G1ND52F25M193	04	GAS	120005	DBK	2901	4700.0	5170.0	4230.0
0	G61	0380A	G61	0380A			2005	JEEP/J	LIBER	1J4GL48K05W647	1J4GL48K05W647	06	GAS	617505	DGN	9187	7500.0	8250.0	6750.0
0	G10	3808F	G10	3808F			2007	CHEVF	MALIB	1G1ZS57F67F263	1G1ZS57F67F2638	04	GAS	120005	DBL	3774	7500.0	8250.0	6750.0

Figure 4-3. Reset Run Numbers

4.1.2 Assign Default Run Numbers

This functionality allows the SCO to assign Default Run Numbers to the vehicles in a Sale based on information from the SASy database.

To assign Default Run numbers:

1. Click the **Assign Default Run Numbers** button on the **Edit Update Records** screen, shown in Figure 4-2.

All of the numbers in the **Run** column will be assigned default run numbers based on information in the SASy database, as shown in Figure 4-4.

Edit Update Records

Sale Number(s): 2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY

Retrieve Sale Info

Sale Number:
 2BFBPC11001

Reset Run # Assign Default Run # Create Auction Designation Smart Run # Assignment Floor Value Asking Price Save

Search: Records 1-20 of 22

20 Entries Per Page Page 1 of 2 1 View all

Run	Class	Tag #	Mod Class	Mod Tag	Remarks	Stat	Year	Make	Model	VIN	Modified VIN
1	G10	3363D	G10	3363D			2006	DODGE	STRATUS	1B3AL46T66N230126	1B3AL46T66N230126
2	G10	3805F	G10	3805F			2007	CHEVROLI	MALIBU	1G1ZS57F17F264384	1G1ZS57F17F264384
3	G11	5772F	G11	5772F			2007	CHEVROLI	IMPALA	2G1WB58K179372639	2G1WB58K179372639
4	G10	3808F	G10	3808F			2007	CHEVROLI	MALIBU	1G1ZS57F67F263800	1G1ZS57F67F263800
5	G10	5538F	G10	5538F	Veh		2007	CHEVROLI	MALIBU	1G1ZS57F27F268573	1G1ZS57F27F268573

Figure 4-4. Assign Default Run Numbers

4.1.3 Create Auction Designation

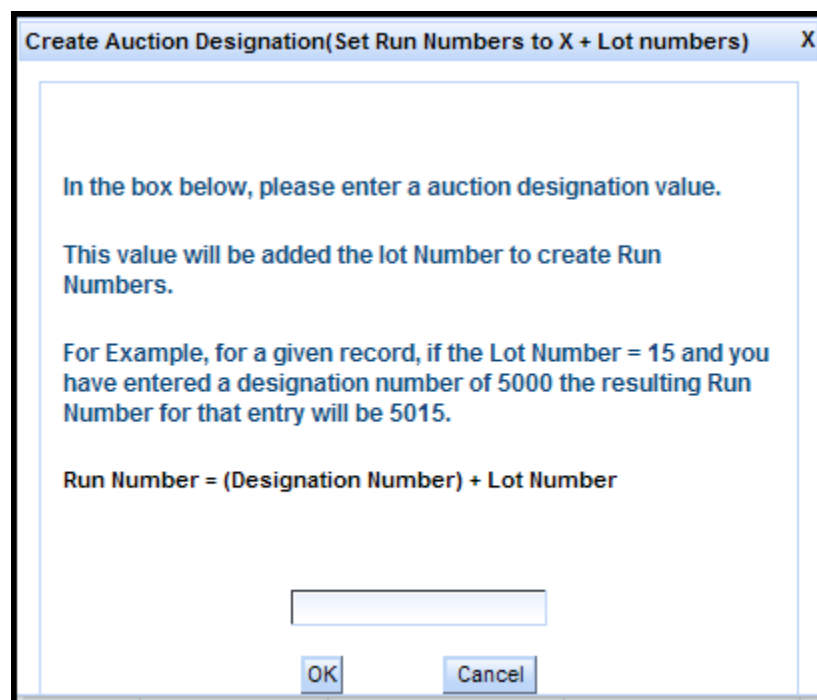
Create Auction Designation allows the SCO to reset Run Numbers to values created by adding a fixed 'Designation' number (x) to the Lot Numbers. For example, if the current Lot numbers are 1, 2, 3, etc. the SCO may want to modify the Run numbers by adding 500 to each number, making the Run numbers 501, 502, 503, etc.

Note: Lot numbers come from the SASy database. They are Run numbers as defined in SASy.

To reset the Run numbers based on an Auction Designation:

1. Click the **Create Auction Designation** button on the **Edit Update Records** screen, shown in Figure 4-2.

The Create Auction Designation screen, shown in Figure 4-5, will be displayed.



Create Auction Designation(Set Run Numbers to X + Lot numbers) X

In the box below, please enter a auction designation value.

This value will be added the lot Number to create Run Numbers.

For Example, for a given record, if the Lot Number = 15 and you have entered a designation number of 5000 the resulting Run Number for that entry will be 5015.

Run Number = (Designation Number) + Lot Number

OK Cancel

Figure 4-5. Enter Designation Number

2. Enter a Designation number (for example, enter '150') in the field at the bottom of the screen, and click **OK**.

The Run numbers will be reset to the value of the Designation number plus the Lot number, as shown in Figure 4-6.

Fleet Automated Remarketing Module (ARM)

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User Name: AUBREYGZETROUER | 2

Home Pre-Sale Sale Post-Sale IRM Toolbox Admin Auction House

Edit Update Records

Sale Number(s): 2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY [Retrieve Sale Info](#)

Sale Number:

Reset Run # Assign Default Run # Create Auction Designation Smart Run # Assignment Floor Value Asking Price Save

Search: Records 1-20 of 22

20 Entries Per Page Page 1 of 2 1 View all

Run	Class	Tag #	Mod Class	Mod Tag	Remarks	Stat	Year	Make	Model	VIN	Modified VIN
151	G10	3363D	G10	3363D			2006	DODGE	STRATUS	1B3AL46T66N230126	1B3AL46T66N230126
152	G10	3805F	G10	3805F			2007	CHEVROLI	MALIBU	1G1ZS57F17F264384	1G1ZS57F17F264384
153	G11	5772F	G11	5772F			2007	CHEVROLI	IMPALA	2G1WB58K179372639	2G1WB58K179372639
154	G10	3808F	G10	3808F			2007	CHEVROLI	MALIBU	1G1ZS57F67F263800	1G1ZS57F67F263800
155	G10	5538F	G10	5538F	Veh		2007	CHEVROLI	MALIBU	1G1ZS57F27F268573	1G1ZS57F27F268573

Figure 4-6. Create Auction Designation

4.1.4 Smart Run Number Assignment

The Smart Run # Assignment functionality allows the SCO to automatically assign run numbers to vehicles in a sale, based on various criteria such as:

- Number of lanes in sale
- Number of good vehicles designated to lead each lane
- Number of good vehicles designated to tail each lane

Smart Run Number Assignment also:

- Allows users to update the vehicles that have no assigned run numbers.
- Places condition code 'x' vehicles at the end of the last lane.
- Places vehicles in category '6x, 7x, 31, 32, etc.' before the condition code 'x' vehicles, in the last lane.

To assign Smart Run numbers to vehicles:

1. Click the **Smart Run # Assignment** button on the **Edit Update Records** screen, shown in Figure 4-2.

The Smart Run # Assignment screen, shown in Figure 4-7, will be displayed.

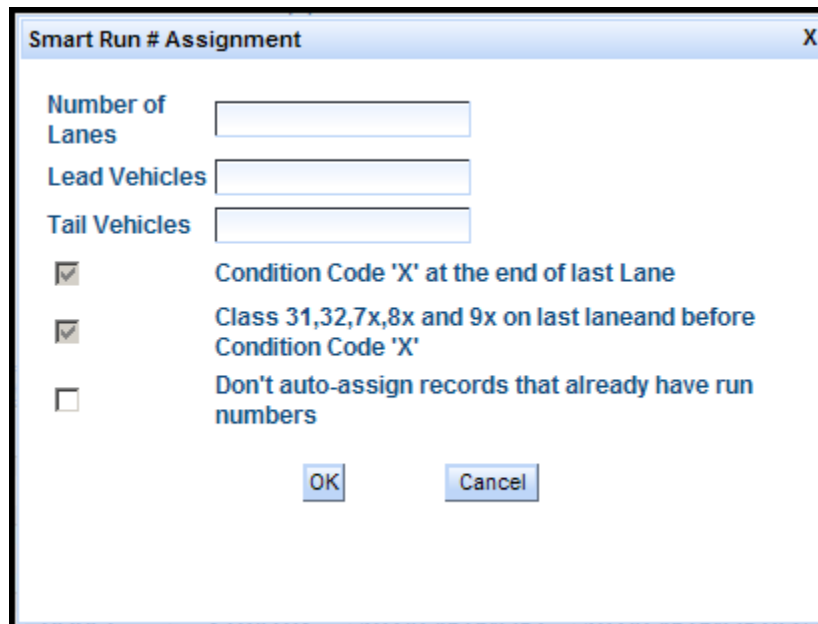


Figure 4-7. Smart Run # Assignment screen

2. Enter numeric values in the **Number of Lanes** field that will be run in the auction, and enter the total number of **Lead Vehicles** and **Tail Vehicles** fields, and click **OK**.
(The system uses criteria, such as mileage and model year, to determine which vehicles will be Lead vehicles or Tail vehicles. It then calculates the number of vehicles that will be auctioned in each lane and the number of lead and tail vehicles to place in each lane.)

Note: During an auction, all of the vehicles may be run through a single lane, or the Auction House may open additional lanes and auction the vehicles in multiple lanes simultaneously. The auctioneer starts a 'lead' vehicle in each lane to get the auction going.

The maximum limits per field are:

- Number of Lanes – 40
- Lead Vehicles – 15
- Tail Vehicles – 15
- (Number of lanes) X (the number of lead vehicles + the number of tail vehicles) should not be greater than the total number of vehicles in the sale.

4.1.5 Floor Value

This functionality allows the SCO to set the Floor Value of a vehicle. The Floor Value is the lowest price that the vehicle can be sold for. It is determined by multiplying the Black Book value by a percent, which is determined by the SCO.

To set vehicle Floor Values:

1. Click the **Floor Value** button on the **Edit Update Records** screen, shown in Figure 4-2. The **Update Floor Value** screen, shown in Figure 4-8, will be displayed.

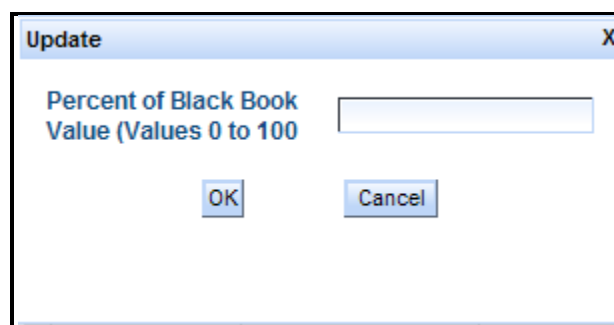


Figure 4-8. Update Floor Value screen

2. Enter, in the Percent of Black Book Value field, the percentage of the Black Book value that you want for your Floor Value (from '0' to '100') and click **OK**.

The values in the Floor Value column of the Edit/Update Records screen will be changed to a value determined by multiplying the Black Book values of the vehicles by the percent that was entered, as shown in Figure 4-9.

Edit Update Records

Sale Number(s): 2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY

Retrieve Sale Info

Successfully changed the floor value to the % of the Black Book value.

Sale Number:
2BFBPC11001

Reset Run # Assign Default Run # Create Auction Designation Smart Run # Assignment Floor Value Asking Price Save

Search: Records 1-22 of 22

20 Entries Per Page Page 1 of 1 View all

R	Cl	Tax #	Mo Cl	Mo Tax	Remarks	S	Y	Ma	Mo	VIN	Modified VIN	C	F/T	Eq Co	Co	M	Fa Ma	Ask Price	Floor
1	G62	16311	G62	16311		P	200	CHEV	TAHO	1GNEK13V63J26	1GNEK13V63J26	08	GAS	62750	DRE	6350	9675	10642.50	8707.50
2	G62	2103D	G62	2103D			200	DODG	DURA	1D4HB38N46F17	1D4HB38N46F17	08	GAS	62750	LWH	741	10125	11137.50	9112.50
3	G62	2106D	G62	2106D			200	DODG	DURA	1D4HB38N86F17	1D4HB38N86F17	08	GAS	62750	LWH	8168	10125	11137.50	9112.50
4	G62	2109D	G62	2109D		P	200	CHEV	TAHO	1GNEK13Z86J12	1GNEK13Z86J12	08	ETHN	62190	LWH	8123	15075	16582.50	13567.50
33	G61	0380A	G61	0380A			200	JEEP	LIBER	1J4GL48K05W64	1J4GL48K05W64	06	GAS	61750	DGN	9187	7500	8250.00	6750.00

Figure 4-9. Floor Value Set

4.1.6 Asking Price

This functionality allows the SCO to set the Asking Price, which is the amount that a vehicle is expected to sell for. The maximum Asking Price for a vehicle is usually the Black Book value, but can be a percentage of the Black Book value.

To set the Asking Price for a vehicle:

1. Click the **Asking Price** button on the **Edit Update Records** screen, shown in Figure 4-2. The **Update Asking Price** dialog, shown in Figure 4-10, will be displayed.

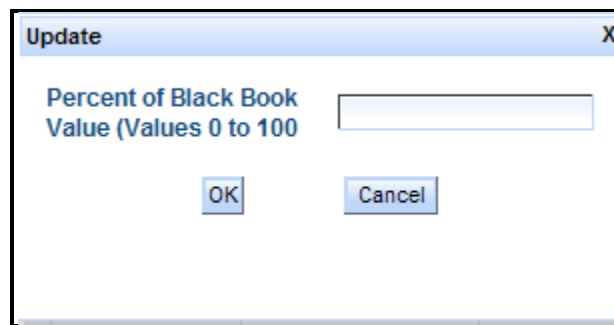


Figure 4-10. Update Asking Price

2. Enter the percentage of the Black Book value that you want for your Asking Price (from '0' to '100') in the Percent of Black Book Value field and click **OK**.
The values in the Asking Price column, shown in Figure 4-11, of the Edit/Update Records screen will be changed to a value determined by multiplying the Black Book values of the vehicles by the percent that was entered.

Fleet Automated Remarketing Module (ARM)

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User Name: AUBREYGZETROUER | 2

Home Pre-Sale Sale Post-Sale IRM Toolbox Admin Auction House

Edit Update Records

Sale Number(s): 2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY

Retrieve Sale Info

Successfully changed the Asking Price value to the % of the Black Book value

Sale Number:
2BFBPC11001

Reset Run #
Assign Default Run #
Create Auction Designation
Smart Run # Assignment
Floor Value
Asking Price
Save

Search: Records 1-22 of 22

100 Entries Per Page Page 1 of 1 1 View all

÷ R	÷ Cla	÷ Tax #	÷ Mo Cla	÷ Mo Tax	÷ Remarks	÷ S	÷ Y	÷ Ma	÷ Mo	÷ VIN	÷ Modified VIN	÷ C	÷ F/T	÷ Eq Co	÷ Co	÷ M	÷ Fai Ma	÷ Ask Price	÷ Flo
1	G62	16311	G62	16311		P	200	CHEV	TAHO	1GNEK13V63J268	1GNEK13V63J2689	08	GAS	62750	DRE	635	9675.0	11610.00	8707.9
2	G62	2103D	G62	2103D			200	DODG	DURA	1D4HB38N46F178	1D4HB38N46F1787	08	GAS	62750	LWH	741	10125	12150.00	9112.9
3	G62	2106D	G62	2106D			200	DODG	DURA	1D4HB38N86F178	1D4HB38N86F1787	08	GAS	62750	LWH	816	10125	12150.00	9112.9
4	G62	2109D	G62	2109D		P	200	CHEV	TAHO	1GNEK13Z86J120	1GNEK13Z86J1208	08	ETHN	62190	LWH	812	15075	18090.00	13567.9

Figure 4-11. Asking Price Set

4.2 Announcements

This option allows the SCO to print out a copy of the Pre-Sale Announcement. The Pre-Sale Announcement is read by the SCO prior to the sale to introduce the Sale to the audience and provide information about the sale.

To view a copy of the Pre-Sale Announcement:

1. Mouse over “**Sale**” on the Main Menu, and click **Announcement** on the sub-menu, as shown in Figure 4-1.

The File Download box will be displayed.

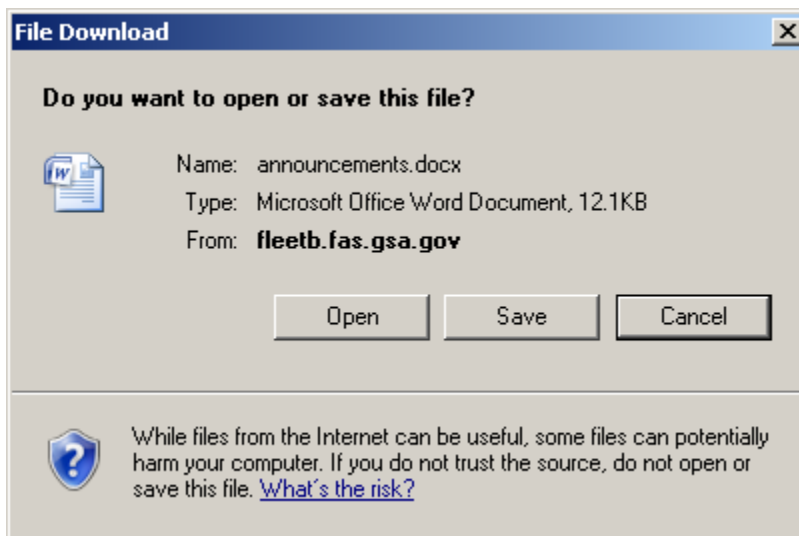


Figure 4-12. Pre-Sale Announcement

2. Click **Open** to open the announcement or **Save** to save it to your machine. The **Pre-Sale Announcement**, shown in Figure 4-13, is displayed.

GSA Fleet Pre-Sale Announcement

Ladies and gentlemen. On behalf of GSA and (this auction facility), I'd like to welcome you here today. My name is _____ and I will be your GSA auction representative for this sale.

Before we get started, please bear with me while I make some pre-sale announcements.

Our next scheduled auction will be (day of week and date). We expect to have (# _____) of vehicles to sell at that time. Please check our web site, autoauctions.gsa.gov, or (the auction house's _____) web site, (URL _____) for details.

We are offering (# _____) of vehicles for sales today.

The vehicles are warranted as to description only. Condition is not guaranteed. Defects when known are announced. However the absence of any mention of defects does not mean there are none. We strongly encourage you to inspect the vehicles before you bid.

The terms and conditions of this sale are (provided in the sales catalog or posted in the registration area). Any special terms and conditions are also included. It is your responsibility to familiarize yourself with these clauses. Please take the time to do so.

GSA employees or members of the employee's immediate household are ineligible to purchase vehicles at this sale. Similarly, the auction house or any sub-contractor, their employees, or members of their immediate households are ineligible to purchase vehicles at this sale.

All bidders must be at least 18 years old. You must be registered to bid and have a bidder number. Your name and address will appear on your certificate to obtain title exactly as you have registered. No changes will be made at a later time. Immediately upon being awarded an item, you will be required to sign your sale documents and at that time you must provide your social security number or tax id number.

Successful bidders will be issued a bill of sale, and a Standard Form 97 which is a federal certificate to obtain title to a vehicle. It includes odometer disclosure statements. The Standard Form 97 is not a registration form but the certification to be presented to register your vehicle.

Acceptable forms of payment include: cashiers checks, money orders, and personal checks (when accompanied by a bank letter of guarantee acceptable to the auction house), cash, the following credit cards - Visa, MasterCard, American Express and Discover - and (any other form of payment acceptable by the auction facility). Checks are to be made payable to the (auction facility).

Property purchased must be paid for in full by (_____).

Property must be removed by (_____).

We thank you for coming today and look forward to having you at future sales.

Figure 4-13. Pre-Sale Announcement

4.3 Run Sale

Run Sale provides references for the SCO to use at an auction to see Sale and Vehicle details. It displays vehicle information for the selected vehicle and Sale information for the sale in which the vehicle is being auctioned. The SCO will access the functionalities on this screen during the sale to keep track of the vehicles being sold.

The Run Sale screen contains the following functionalities:

- **Sale Comments:** Allows the SCO to enter Sale Comments.
- **Vehicle Comments:** Allows the SCO to enter Vehicle Comments.
- **Lock/Unlock Sale:** Allows the SCO to Lock and Unlock the Sale.
- **Run All Vehicles:** Allows the SCO to run all of the vehicles during the Sale.
- **Run Passed/Rejected Vehicles:** Allows the SCO to retrieve sale information and download it so that the sale can be run off-line.

To access the Run Sale screen:

1. Mouse over “**Sale**” on the Main Menu, and click **Run Sale** on the sub-menu, as shown in Figure 4-1.

The **Run Sale** screen, shown in, Figure 4-14, is displayed.

2. Select one or more **Sale Numbers** from the list box and then click the **Retrieve Sale Information** button. (Multiple sale numbers can be selected by holding the Ctrl key down while selecting sale numbers.)

The Run Sale screen will be populated with data from the selected Sale(s), as shown at the bottom of Figure 4-14.

Fleet Automated Remarketing Module (ARM)

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User Name: AUBREY G ZETROUER | 2

[Home](#) ▾ | [Pre-Sale](#) ▾ | [Sale](#) ▾ | [Post-Sale](#) ▾ | [IRM](#) ▾ | [Toolbox](#) ▾ | [Admin](#) ▾ | [Auction House](#) ▾

Run Sale

Sale Number: 2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY Retrieve Sale Info

2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY

Sale Number: 2BFBPC11001
Count of GSA Vehicles: 22
Comments: Sale comments 5...

Sale Date: 10/13/2010
Count of Vehicles: 22

Auto BBK Count#: 21
Largest Run #: 999

Vehicle: 2006 DODGE DURANGO
VIN: 1D4HB38N46F178791
Auto BBK: X
Vehicle Comments: test

Cyl: 08
Color: LWH
Condition: X

Fuel Type: GAS
Miles: 74110
Equip. Code: 627507

Run Number: 2
Asking Price: 12150.00
Fair Market Price: 10125.00
Floor Price: 9112.50
Proceeds:
Bid Number:
Reject Amount:
Number of time offered: 0/0
Find Run Number:

W	P	R	S
2	6	0	0

Passed/Rejected Vehicle List		
Run No	Status	Reject Amount
2	P	0.00
3	P	0.00
4	P	0.00
91	P	0.00
92	P	0.00
999	P	0.00

	VEHICLE	OVERALL
% Asking	0%	(N/A)
% Fair Market	0%	(N/A)
% Floor	0%	(N/A)
% Auto BBK	0%	(N/A)
GSA	TOTAL	% Overall
Auto BBK	104875.00	(N/A)
Total Fair Market	104875.00	(N/A)
Total Floor	94387.50	(N/A)
Vehicles Sold	0	
Proceeds	0.00	
OFA Proceeds	0	
Total Vehicles Sold	0	
Total Proceeds	0.00	

No Similar Vehicles to Average

Run No	Proceeds	Remarks
LOCK/Unlock Sale	Run All Vehicles	Run Passed/Rejected Vehicles

Search By: All Columns Records 1-10 of 22

10 ▾ Entries Per Page Page 1 of 3 1 ▾ View all ⏪ ⏩ ⏴ ⏵

Run	Status	Reject Amount	Proceed	Agency Class	Tag	Model Year	Make	Model	Miles	Equip Code	Auto BBK	Fair Market Value	Floor Value	Asking Price
33		\$0.00	\$0.00	G61	0380A	2005	JEEP/EAGLELIBERTY		91872617505	X		\$7,500.00	\$6,750.00	\$9,000.00
50		\$0.00	\$0.00	G10	5541F	2007	CHEVROLEMALIBU		38707120005	X		\$7,500.00	\$6,750.00	\$9,000.00
55		\$0.00	\$0.00	G61	1607B	2005	CHEVROLEASTRO		60377611508	X		\$5,775.00	\$5,197.50	\$6,930.00
60		\$0.00	\$0.00	G10	5542F	2007	CHEVROLEMALIBU		41055120005	X		\$7,425.00	\$6,682.50	\$8,910.00
66		\$0.00	\$0.00	G61	2091B	2006	JEEP/EAGLELIBERTY		92554617505	X		\$8,775.00	\$7,897.50	\$10,530.00
80		\$0.00	\$0.00	G11	2612B	2006	CHEVROLEIMPALA		30249110005	X		\$6,675.00	\$6,007.50	\$8,010.00
90		\$0.00	\$0.00	G11	4534F	2007	CHEVROLEIMPALA		53682116105	X		\$7,700.00	\$6,930.00	\$9,240.00
155		\$0.00	\$0.00	G10	3363D	2006	DODGE STRATUS		52836120005	X		\$4,750.00	\$4,275.00	\$5,700.00
555		\$0.00	\$0.00	G10	3805F	2007	CHEVROLEMALIBU		40311120005	X		\$7,425.00	\$6,682.50	\$8,910.00
666		\$0.00	\$0.00	G11	5772F	2007	CHEVROLEIMPALA		65760116105	X		\$7,275.00	\$6,547.50	\$8,730.00

Figure 4-14. Run Sale

3. Sale information for the first sale will be displayed in the two columns at the top of the screen on the left. Vehicle information for the first vehicle in the sale will be displayed below the sale information. A list of the vehicles in all of the selected Sales will be displayed at the bottom of the screen.
4. The Sale and Vehicle Information displayed at the top of the screen will depend on the vehicle selected from the list of vehicles in the sale. The vehicle information displayed will change depending on the vehicle selected from the list of vehicles at the bottom of the screen. If the selected vehicle is in a different sale than the one displayed, the sale information displayed will also change.
5. The name of the Auction House will be displayed at the top of the screen. If you have missing or duplicate run numbers, a warning message will be displayed.

4.3.1 Sale Information

The Sale Information section provides information about the selected Sale. If only one sale was selected in the current session, the information for that sale will be displayed. If more than one sale was selected, the sale information displayed will depend on which sale the vehicle selected at the bottom of the screen belongs in.

Sale No: 2CFBPC11001	Count of GSA Vehicles: 147
Sale Date: 2010-10-20	Largest Run #: 0
Count of Vehicles: 147	Auto BBK Count#: 1
Comments: Vehicle comments 2...	

- **Sale No** – the Sale Number associated with the selected vehicle
- **Sale Date** – the date of the sale
- **Count of Vehicles** – the total number of vehicles in the sale(s)
- **Count of GSA Vehicles** – the number of GSA vehicles in the sale(s)
- **Largest Run #** – the largest Run Number in the sale(s)
- **Auto BBK Count** – the number of vehicles in the Sale that have the Auto Black Book value defined
- **Comments** – any relevant comments for the vehicle

Vehicle Information

The Vehicle Information section provides information for the vehicle selected at the bottom of the screen.

Note: Any of the Vehicle Information fields can be hidden by mousing over the field and clicking the left mouse button – as shown below. The information will be displayed again if you

mouse over the area where the field was displayed and click the left mouse button again. This allows the SCO to concentrate on selected information without being distracted by unnecessary information.

Vehicle: 2003 CHEVROLET TAHOE	Cyl: 08	Fuel Type: GAS
VIN: 1GNEK13V63J268926	Color: DRE	Miles: 63504
Auto BBK: X	Condition: X	Equip. Code: 627508
Vehicle Comments: This is a Vehicle Comment. Test sds sds d sds ds sdsd dsds sdsds sdsdsd s		

Vehicle: 2008 PONTIAC G6		Fuel Type: GAS
	Color: DBL	
Auto BBK: X	Condition: 7	Equip. Code: 120005
Vehicle Comments:		

- **Vehicle** – the Year, Make, and Model of the vehicle
- **VIN** Vehicle Identification Number)
- **Auto BBK** – an ‘X’ indicates that the vehicle has an auto Black Book value defined
- **Vehicle Comments:** “This is a Vehicle Comment”
- **Cyl** (Cylinder) – the number of cylinders
- **Color** – the color of the vehicle
- **Condition** – a numeric condition code that indicates the condition of the vehicle
- **Fuel Type** – the type of fuel required for the vehicle
- **Miles** – the number of miles on the odometer
- **Equipment Code** – a code that indicates one of various equipment packages

Supplemental Vehicle Information

This section provides the following information (refer to Figure 4-15):

- The Sale status for a sale
- The reject amount and Status for Rejected vehicles (passed vehicles do not have a Reject Amount)
- The average proceeds for similar vehicles

W	P	R	S
2	6	0	0
Passed/Rejected Vehicle List			
Run No	Status	Reject Amount	
91	P	0.00	
92	P	0.00	
700	P	0.00	
800	P	0.00	
900	P	0.00	
901	P	0.00	
No Similar Vehicles to Average			
Run No	Proceeds	Remarks	

Figure 4-15. Passed/Rejected Vehicles

Sale Status

This section provides the total number of vehicles in a Sale that were Passed, Rejected, Withdrawn, and Sold. The Sale Status of a vehicle can be W, P, R, or S, as follows:

- **W** = Withdrawn – the number of vehicles that were withdrawn before the sale began.
- **P** = Passed – the number of vehicles that were pulled from the sale before being bid on. Passed vehicles may be bid on later in the sale or saved for another sale.
- **R** = Rejected – the number of vehicles that were not sold because the bid was not high enough.
- **S** = Sold – the number of vehicles that sold

Passed/Rejected Vehicle List

The Passed/Rejected Vehicle List displays a list of vehicles in the Sale that were passed or rejected.

- **Run No** – the Run number of the vehicle.
- **Status** – the Sale Status (P or R) of the Vehicle
- **Reject Amount** – the highest amount bid for a vehicle that was not sold (only applicable to vehicles with a Sale Status of ‘R’; vehicles with a status of ‘P’ will have ‘0.00’ in this column.)

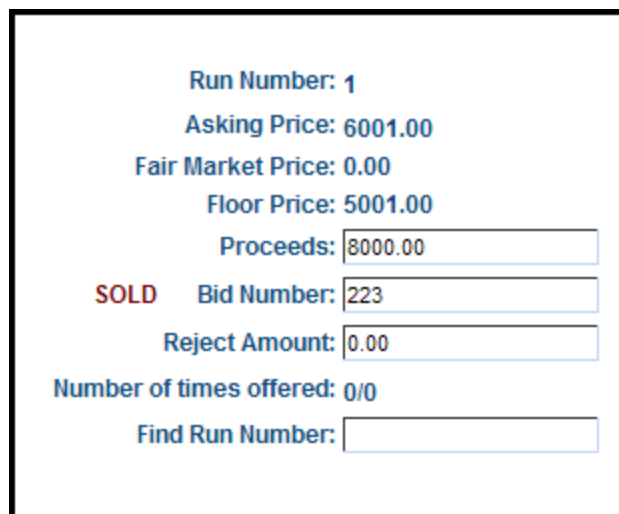
Average of similar Vehicles

The Average of similar Vehicles section displays the average proceeds from the sale of similar vehicles in a Sale. The system searches for vehicles in the sale that have been sold and are ‘similar’ to the selected vehicle. If one or more vehicles are similar to the selected vehicle, the system automatically lists the vehicles and calculates the average proceeds. (To determine which vehicles are similar, the system compares Year, Make, Model, and mileage – the mileages must be within 500 miles of the selected vehicle.)

- If there are no similar vehicles, nothing is displayed in this section.
- If there are two or more similar vehicles, the system lists the Run numbers, proceeds, and remarks for each vehicle and calculates the average proceeds.

Vehicle Sale Information

This functionality displays bidding information for a selected vehicle. The SCO uses this functionality to step through the vehicles during the sale and to enter the Proceeds and Bid Number for vehicles that are sold or the Reject amount for vehicles for which the highest bid was rejected. The Sale information displayed automatically advances to the next vehicle after you step through the Proceeds, Bid Number, and Reject Amount fields.



The screenshot shows a form with the following fields and values:

- Run Number: 1
- Asking Price: 6001.00
- Fair Market Price: 0.00
- Floor Price: 5001.00
- Proceeds:
- SOLD** Bid Number:
- Reject Amount:
- Number of times offered: 0/0
- Find Run Number:

Figure 4-16. Vehicle Sale Information

Three cases:

- **Passed** – If the displayed vehicle is passed, do not make an entry in any of the fields. Place the cursor in the Proceeds field and press the Enter key three times to advance to the next vehicle.
- **Rejected** – If the highest bid for the displayed vehicle is rejected, place the cursor in the Proceeds field and press the Enter key twice to advance to the Reject Amount field. Enter

the highest bid in the Reject Amount field and press the Enter key to advance to the next vehicle.

- **Sold** – If the displayed vehicle is sold, place the cursor in the Proceeds field, enter the proceeds from the sale, and press the Enter key to advance to the Bid Number field. Enter the Bid Number of the bidder and press the Enter key twice to advance to the next vehicle. The Reject Amount will be ‘0.’

Vehicle Sale Information fields:

- **Run Number** – the Run Number of the vehicle up for sale
- **Asking Price** – the Asking Price of the vehicle up for sale
- **Fair Market Price** – the Fair Market Price of the vehicle up for sale
- **Floor Price** – the Floor Price of the vehicle up for sale
- **Proceeds** – the amount that the vehicle sold for
- **Bid Number** – the Bidder number of the buyer
- **Reject Amount** – the highest bid for a vehicle if the vehicle was not sold
- **Number of Times Offered** – the number of times the vehicle was offered for sale
- **Find Run Number** – allows the user to enter a Run Number to pull up information on a specific vehicle

Overall Vehicle Sale Information

This section provides statistical information on a specific vehicle and compares the information with average information for the entire sale. The SCO may use this information during a sale to decide whether to sale a vehicle for the amount bid.

	VEHICLE	OVERALL
% Asking	133%	121%
% fair mkt	(N/A)	847%
% floor	160%	145%
% Auto BBK	(N/A)	103%
GSA	TOTAL	% OVERALL
Auto BBK	\$7,750.00	10%
total fair mkt	\$7,750.00	847%
total floor	\$710,817.00	9%
vehicles sold	9	
proceeds	\$65,608.00	
OFA proceeds	\$0.00	
Total Vehicles Sold	9	
Total Proceeds	\$65,608.00	

Figure 4-17. Overall Vehicle Sale Information

Note: Any of the Overall Vehicle Sale Information fields can be hidden by mousing over the field and clicking the left mouse button. The information will be displayed again if you mouse over the area where the field was displayed and click the left mouse button again. This allows the SCO to concentrate on selected data without being distracted by unnecessary information.

Overall Vehicle Sale Information

- **% Asking** – shows the percentage of the Asking Price that a vehicle sold for and the overall percentage for the sale.
- **% Fair Mkt** – shows the percentage of the Fair Market Value that a vehicle sold for and the overall percentage for the sale.
- **% Floor** – shows the percentage of the Floor Value that a vehicle sold for and the overall percentage for the sale.
- **% Auto BBK** – shows the percentage of the Black Book Value that a vehicle sold for and the overall percentage for the sale.

GSA – these fields (Auto BBK, Total Fair Mkt, Total Floor, Vehicles Sold, and Proceeds) provide statistics from the sale of GSA vehicles.

- **Total Floor** – provides the total floor value of all GSA vehicles in the sale.
- **Vehicles Sold** – the total number of GSA vehicles sold in the sale.
- **Proceeds** – the total proceeds from the sale of GSA vehicles.

- OFA (Other Federal Agency) Proceeds –the total proceeds from the sale of automobiles from other federal agencies.
- Total Vehicles Sold – the total number of vehicles sold.
- Total Proceeds – the total proceeds from the sale.

4.3.2 Sale Comments

The Sale Comments functionality allows you to enter comments for the selected sale.

To enter Comments for a Sale:

1. Access the Run Sale screen, shown in Figure 4-14.
2. Select the **Sale Number** of the Sale that you want to run, and click the **Retrieve Sale Information** button.
The Sale information and the vehicles in the sale will be displayed.
3. Click the **Sale Comments** button on the **Run Sale** screen, shown in Figure 4-14.
The **Sale Comments** pop-up will be displayed, as shown in Figure 4-18.

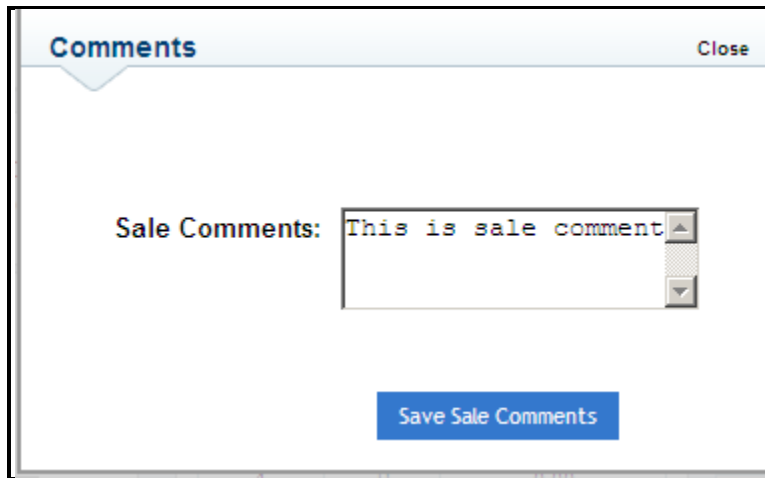
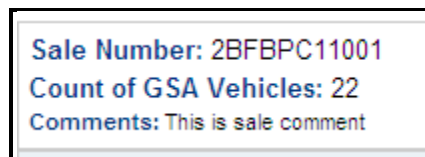


Figure 4-18. Sale Comments

4. Enter a comment and click the **Save Sale Comment** button.
The ‘Sale Comment’ will be displayed in the upper left of the Run Sale screen, as shown below.



4.3.3 Vehicle Comments

The Vehicle Comments functionality allows you to enter vehicle comments for the selected vehicle.

To enter Comments for a Vehicle:

1. Access the Run Sale screen, shown in Figure 4-14.
2. Select the **Sale Number** of the Sale that you want to run, and click the **Retrieve Sale Information** button.
The Sale information and the vehicles in the sale will be displayed.
3. Click the **Vehicle Comments** button on the **Run Sale** screen, shown in Figure 4-14.
The **Vehicle Comments** pop-up will be displayed, as shown in Figure 4-19.

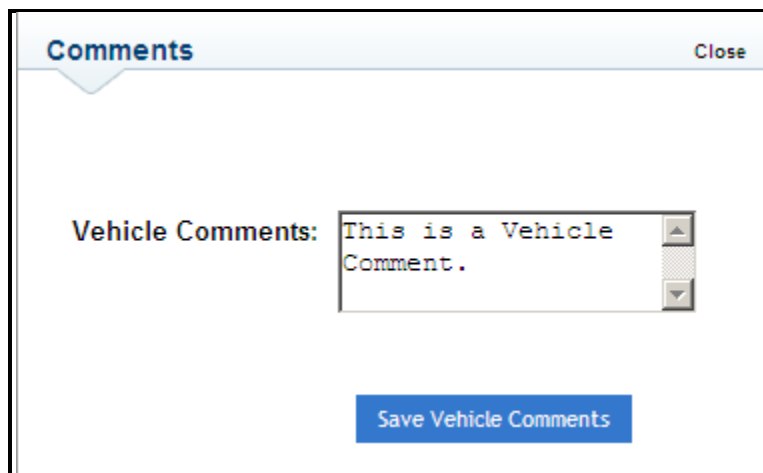
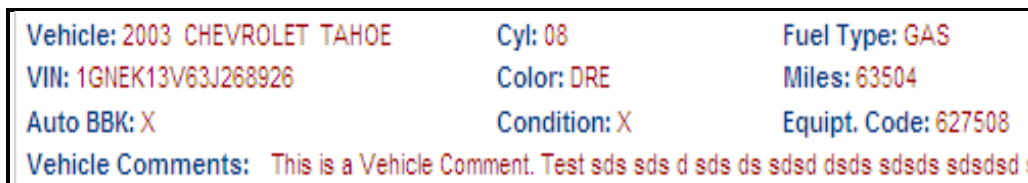


Figure 4-19. Vehicle Comments

4. Enter a comment and click the **Save Vehicle Comment** button.
The 'Vehicle Comment' will be displayed in the vehicle information in the upper left of the Run Sale screen, as shown below.



The Vehicle Information section provides information for the vehicle selected at the bottom of the screen.

Note: Any of the Vehicle Information fields can be hidden, as shown below, by mousing over the field and clicking the left mouse button. The information will be displayed again if you

mouse over the area where the field was displayed and click the left mouse button again. This allows the SCO to concentrate on selected information without being distracted by unnecessary information.



4.3.4 Lock/Unlock Sale

This functionality allows the SCO to Lock or Unlock a Sale. Locking a Sale prevents any sale activity from going forward, while Unlocking a Sale restores sale activity.

To Lock/Unlock the Run Sale screen:

This functionality allows you to lock the Run Sale screen to prevent changes from being made to any data on the screen, or to unlock the screen if it is locked.

1. Access the Run Sale screen, shown in Figure 4-14.
2. Select the **Sale Number** of the Sale that you want to lock/unlock, and click the **Retrieve Sale Information** button.
The Sale information and the vehicles in the sale will be displayed on the screen.
3. Click the **Lock/Unlock** button on the **Run Sale** screen.
The button is a toggle; if the Sale was locked, it will be unlocked, and if it was unlocked, it will be locked.

4.3.5 Run All vehicles

This functionality allows the SCO to Run all of the vehicles during the Sale. When Run All Vehicles is selected, all of the vehicles for the selected sale will be displayed on the Run Sale screen.

To Run all vehicles in a Sale:

1. Access the Run Sale screen, shown in Figure 4-14.
2. Select the **Sale Number** of the Sale that you want to run, and click the **Retrieve Sale Information** button.
The Sale information and the vehicles in the sale will be displayed on the screen.
3. Click the **Run All Vehicles** button, shown in Figure 4-14, to run all of the vehicles in the sale.
All of the vehicles will be displayed on the Run Sale screen, including passed and rejected vehicles.

4.3.6 Run Passed /Rejected Vehicles

This functionality allows the SCO to Run only passed and rejected vehicles during the sale. When Run Passed/Rejected Vehicles is selected, only passed and rejected vehicles will be displayed on the Run Sale screen.

To Run Passed and Rejected vehicles:

1. Access the Run Sale screen, shown in Figure 4-14.
2. Select the **Sale Number** of the Sale that you want to run, and click the **Retrieve Sale Information** button.
The Sale information and the vehicles in the sale will be displayed on the screen.
3. Click the **Run Passed/Rejected Vehicles** button, shown in Figure 4-14.
Only passed and rejected vehicles will be displayed on the Run Sale screen.

4.4 Off-Line Run Sale

Off-line Run Sale allows the SCO to retrieve sale information and download it so that the sale can be run off-line.

4.4.1 Downloading the Offline Run Sale application and database:

The “Offline Run Sale application” and the “Offline Run Sale database” must be downloaded before conducting a sale off-line.

To download the Off-line Run Sale application and database:

1. Mouse over “Sale” on the Main Menu, and click **Offline Run Sale** on the sub-menu, as shown in Figure 4-1.
The **Offline Run Sale** screen, shown in Figure 4-20, is displayed.

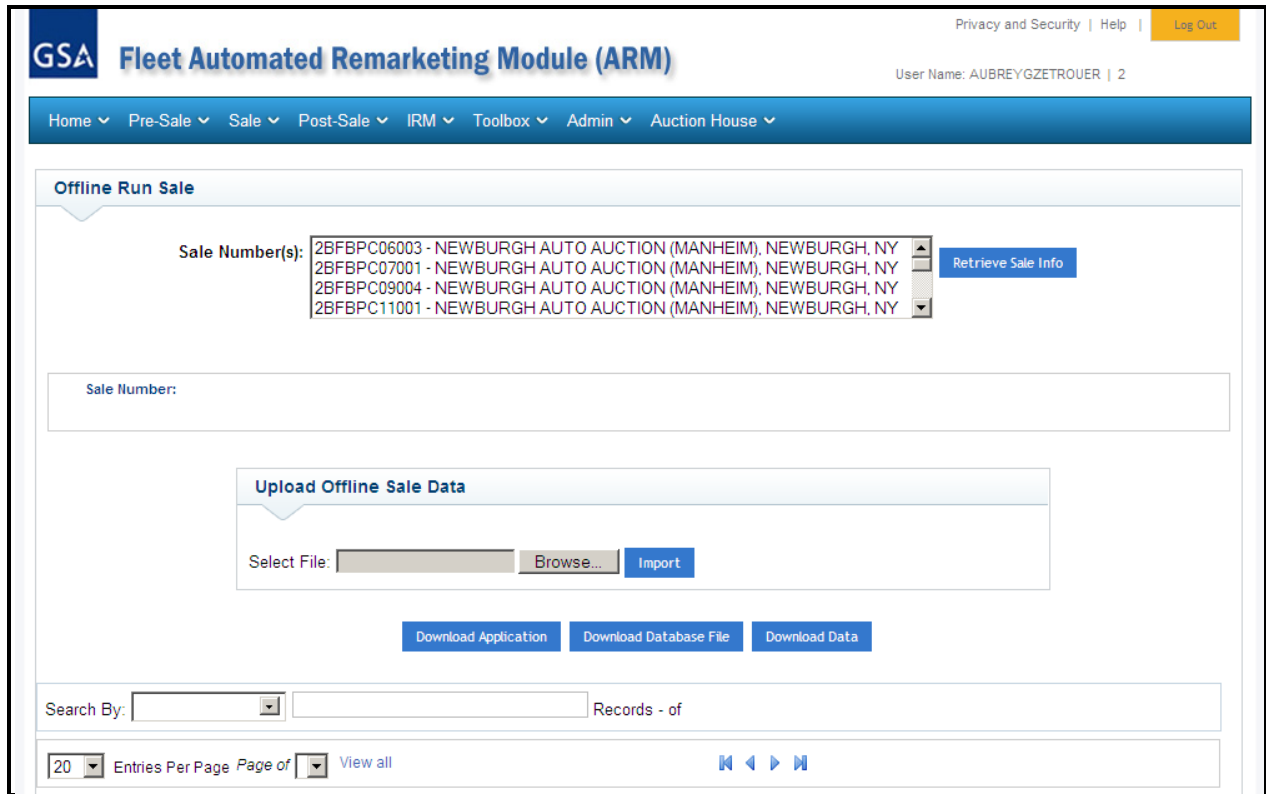


Figure 4-20. Offline Run Sale – Search

2. Click the **Download Application** link to download the application, and save it as **OfflineRunSale.exe** in a folder of your choice.
3. Click the "**Download Database File**" link to download the database, and save it as "**ARMOOfflineRunSaleDB.accdb**" in the folder where the application from the previous step was saved.

NOTE: All of the files should be saved in the same folder.

4.4.2 Conducting a Sale Offline:

Before conducting a sale offline, you must download the **OfflineRunSale** application and the **ARMOOfflineRunSaleDB** database, as previously described.

To conduct a sale offline:

1. Select the sale number(s) you want to work with from the Sale Number drop-down list, shown in Figure 4-20, and click the **Retrieve Sale Information** button. (Multiple sale numbers can be selected by holding down CTRL key while selecting.)

This will cause the system to retrieve all of the information needed to run the sale offline, as shown in Figure 4-21.

Offline Run Sale

Sale Number(s): 2BFBPC06003 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC07001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY
 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY

Retrieve Sale Info

Sale Number:
 2BFBPC11001

Upload Offline Sale Data

Select File: Browse... Import

Download Application Download Database File Download Data

Search By: All Columns Records 1-5 of 22

5 Entries Per Page Page 1 of 5 1 View all

Run	Status	Reject Amount	Proceeds	Agency Class	Tag	Model Year	Make	Model	Miles	Fair Market Value	Floor Value
1	P	\$0.00	0.00	G62	16311	2003	CHEVROLET	TAHOE	63,504	\$9,675.00	\$8,707.50
2		\$0.00	0.00	G62	2103D	2006	DODGE	DURANGO	74,110	\$10,125.00	\$9,112.50
3		\$0.00	0.00	G62	2106D	2006	DODGE	DURANGO	81,688	\$10,125.00	\$9,112.50
4	P	\$0.00	0.00	G62	2109D	2006	CHEVROLET	TAHOE	81,231	\$15,075.00	\$13,567.50
33		\$0.00	0.00	G61	0380A	2005	JEEP/EAGLE	LIBERTY	91,872	\$7,500.00	\$6,750.00

Figure 4-21. Offline Run Sale — with data

2. Click the **Download Data** button to download your data, and save the file as **ARMVehicleData.xlsx** in the folder where the Offline Run Sale application resides.
3. Run the downloaded application – **OfflineRunSale.exe** – by double-clicking the file name. (The application will automatically read the data from the downloaded data file, as long as it is located in the same directory as the application.)

The offline sale screen, shown in Figure 4-22, will be displayed.

The screenshot shows the 'Sale' application window with the following details:

- Vehicle:** 2006 DODGE STRATUS
- Vin:** 1B3AL46R96N208089
- Color:** DBL
- Condition:** 4
- Cyl:** 06
- Fuel Type:** 41
- Auto BBK:** 123456
- Miles:** 29729
- Comments:** What an automobile!!!!123456

Run Statistics:

- Run #: 1
- Asking Price: \$0
- Fair mkt: \$0
- Floor Price: \$0
- Proceeds: 9000
- SOLD Bid #: 4500
- Reject Amt: 0
- # of times offered: 0 / 0
- Find run #: [input field]

Passed/Rejected Vehicle List:

Run	Stat	Rejected
3	R	\$4,000
4	P	\$0
12	P	\$0
13	P	\$0
14	R	\$6,000
18	R	\$4,000

Average of 1 Vehicle: \$9,000

Run	Proceeds	Remarks
1	\$9,000...	What a...

Summary Statistics:

VEHICLE	OVERALL
% Asking	(N/A) 367.2%
% fair mkt	(N/A) 1142.0%
% floor	(N/A) 1142.0%
% Auto BBK	(N/A) 103.2%

Summary Statistics (continued):

GSA	TOTAL	% OVERALL
Auto BBK	\$7,750	103.2%
total fair mkt	\$7,750	1142.0%
total floor	\$7,750	1142.0%
vehicles sold	12	
proceeds	\$88,508.00	
OFA proceeds	\$0.00	
Total Vehicles Sold	12	
Total Proceeds	\$88,508.00	

Vehicle Listing Table:

Run	Stat	Rej Amt	Proceeds	Cl	Tag	Year	Make	Model	Miles	Fair	Floor	Asking
1		\$0	9,000.00	G10	7861D	2006	DODGE	STRATUS	29729	\$0	\$0	\$0
2		\$0	8,000.00	G10	7774D	2006	DODGE	STRATUS	39089	\$0	\$0	\$0
3	R	\$4,000	0.00	G10	7884D	2006	DODGE	STRATUS	56047	\$0	\$0	\$0
4	P	\$0	0.00	G10	7900D	2006	DODGE	STRATUS	30372	\$0	\$0	\$0
5		\$0	6,600.00	G10	7952D	2006	DODGE	STRATUS	67887	\$0	\$0	\$0
6		\$0	5,000.00	G10	7885D	2006	DODGE	STRATUS	40039	\$0	\$0	\$0
7		\$23	0.00	G10	7962D	2006	DODGE	STRATUS	57677	\$0	\$0	\$0

Figure 4-22. NADE

- Proceed with Run Sale activities.
- After the sale has completed, select **Options** from the menu bar (shown in the upper left corner of Figure 4-22), and click **Create Data File to Upload**.
The application will create a data file with the data that was updated during Run Sale. (The file will be created in the same folder as that of the application and will be named "ARMDDataFileUpload.xlsx".)
The message 'Successfully created the data file' will be displayed.
- Go to WebARM and select **Sale > Offline Run Sale**.
The **Upload Offline Sale Data** screen, shown in Figure 4-23, will be displayed.



Figure 4-23. Upload Offline Sale Data—Add

7. Click the **Add** button.

The File dialog, shown in Figure 4-24, will be displayed.

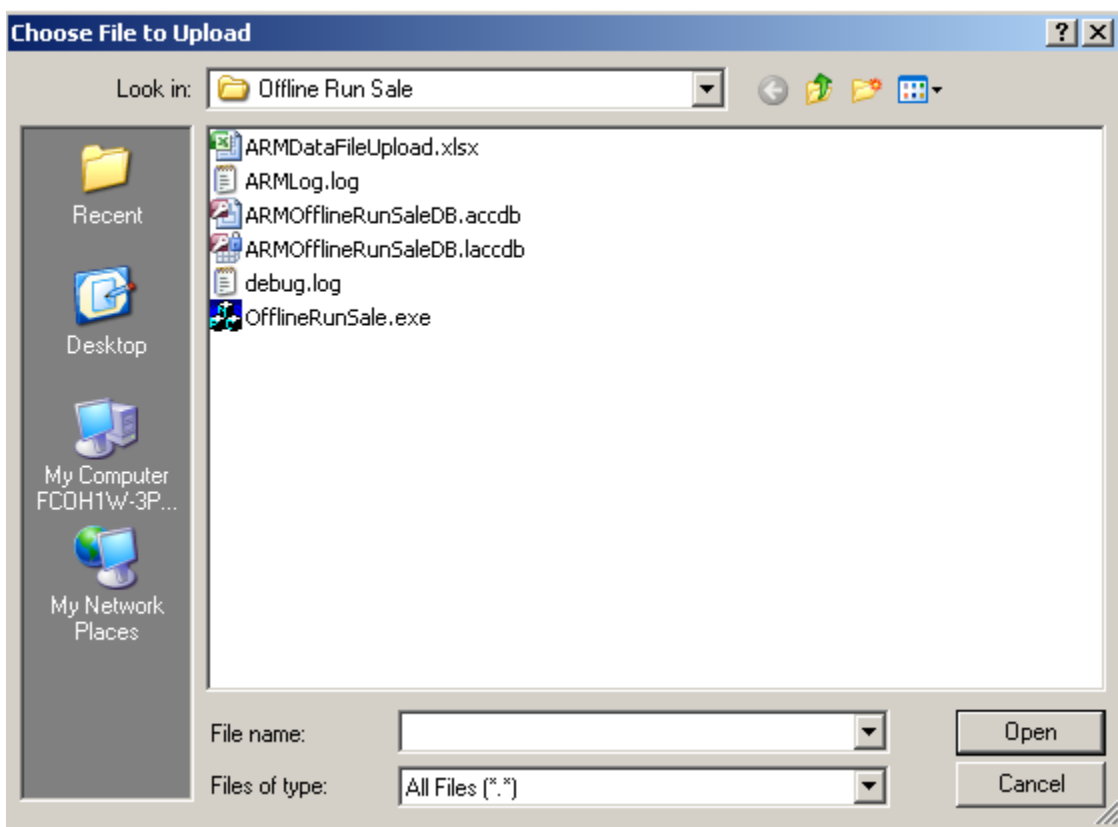


Figure 4-24. File Dialog

8. Open the file: "ARMDDataFileUpload.xlsx."

The **Upload** button will be displayed on the **Upload Offline Sale Data** screen—as shown in Figure 4-25.

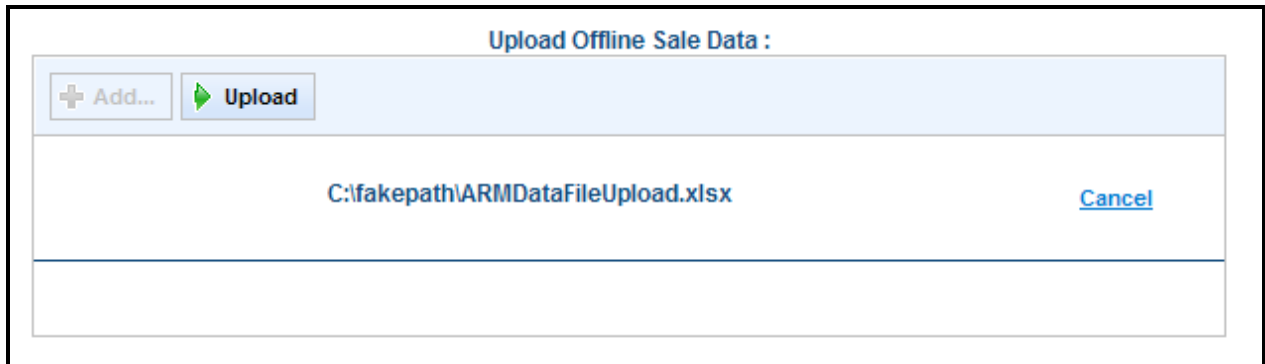


Figure 4-25. Upload Offline Sale Data—Upload

9. Click the **Upload** button.

WebARM will read the file and update the changes to database, and the message ‘**Successfully uploaded the data**’ will be displayed, as shown in Figure 4-26.

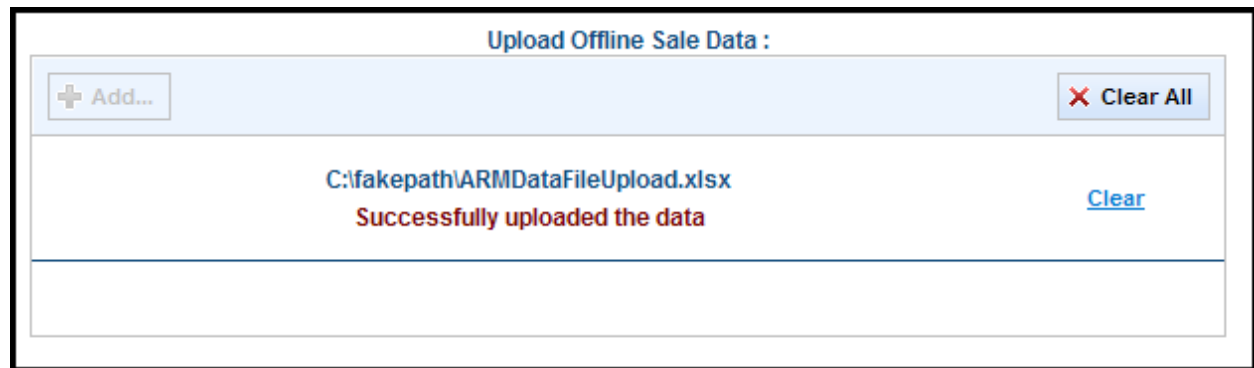


Figure 4-26. Upload Offline Sale Data—Successful Upload

4.5 3169 Auto-Fill

The Auto-Fill functionality is designed to assist the SCO in generating a GSA 3169 report. The Auto-Fill report is generated after the sale has concluded. To create the report, the SCO enters the amount of money collected at a Sale by credit cards and EFT and the amount that was uncollected. ARM uses this data to create the 3169 report. The report also lists the Run Numbers of the uncollected vehicles and those that were withdrawn from the sale.

To generate a 3169 report:

1. Mouse over “Sale” on the Main Menu, and click **3169 AutoFill Report** on the sub-menu, as shown in Figure 4-1.

The **3169 AutoFill Report** screen, shown in Figure 4-27, is displayed.

Figure 4-27. 3169 Auto Fill Report

2. Select a **Sale Number** from the drop-down list, and click **Retrieve Sale Info**.

The 3169 Auto-Fill Report screen will display information fields for the sale, as shown in Figure 4-28, including:

- **Sale Total** – total proceeds for the Sale.
- **Recording Date** – the date of the sale – it defaults to the current date.
- **Withdrawn Items** – a comma separated list of Run Numbers of vehicles withdrawn from the Sale.
- **Uncollected Items** – a comma separated list of Run Numbers of vehicles for which proceeds were not collected.
- **Total Collected** – the total amount collected for the sale.
- **Credit Card** – the amount collected by credit card.
- **Wire/EFT** – the amount collected by Electronic Funds Transfer (EFT).

Figure 4-28. 3169 Report with Sale Number

3. Enter the Uncollected amount, the amount that was collected by Credit Card, and the amount that was collected by EFT, and then click the **Generate Report** button.

The system will compare the total of the uncollected amount, the amount collected by credit card, and the amount collected by EFT against the Sale Total. If these amounts do

not match, a warning message will be displayed asking whether you want to correct the values.

4. If you want to create the report like it is, click “**No.**”
The report will be generated and the File Download, screen shown in Figure 4-29, will be displayed.
5. If you want to modify your entries, click **Yes** and modify your values, and then click the **Generate Report** button again.
If the sums match, the report will be generated and the File Download box, shown in Figure 4-29, will be displayed.

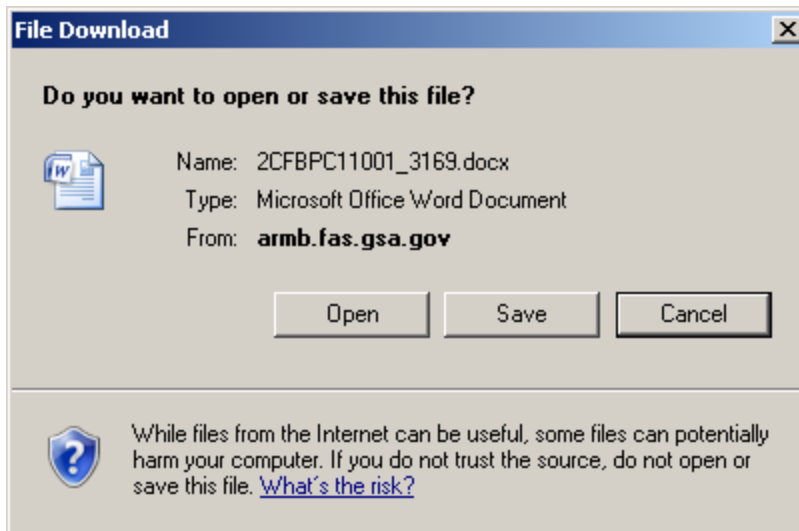


Figure 4-29. File Download dialog

6. Click the **Open** or **Save** button to view the report or save it.
The report, shown in Figure 4-30, will be displayed or saved.

RECONCILIATION OF SALE OF GOVERNMENT OWNED PERSONAL PROPERTY			
1. REGION	2. SALE NUMBER 2CFBPC11001	3. SALE DATE 10-20-2010	4. LOCATION NATIONAL AUTO DEALERS EXCHANGE (NADEX)
5. RECEIPTS	a. TOTAL RECEIPTS COLLECTED	\$	6. TOTAL OF SALE (\$a + \$c)
	b. NO. OF UNCOLLECTED GSA FORMS 2727A	NO.	
	c. TOTAL AMOUNTS FROM UNCOLLECTED GSA FORMS 2727A	\$	0
7. SIGNATURE OF COLLECTION OFFICER			8. DATE
9. AMOUNTS --- SHOWN ON GSA --- FORMS 2727A	a. TOTAL AMOUNTS FROM COLLECTED GSA FORMS 2727A	\$	10. TOTAL OF SALE (\$a + \$c)
	b. NO. OF UNCOLLECTED GSA FORMS 2727A	NO.	
	c. TOTAL AMOUNTS FROM UNCOLLECTED GSA FORMS 2727A	\$	0
11. SIGNATURE OF SALES CONTRACTING OFFICER OR DESIGNEE			12. DATE
13. TOTAL AMOUNT OF SALE FROM RECORDER'S COPY OF SALE			TOTAL OF SALE \$65,608.00
14. SIGNATURE OF INDEPENDENT PERSON			15. DATE 06-23-2011
CERTIFICATION OF RECONCILIATION AND REVIEW BY THE SALES CONTRACTING OFFICER			
16. TOTALS SHOWN IN BLOCKS 4, 10, AND 13 ABOVE <input type="checkbox"/> MATCH <input type="checkbox"/> DO NOT MATCH		17. ACTION TAKEN	
18. TOTAL PROCEEDS AS SHOWN ON RECEIPTED GSA FORM 3294 AND RETURNED BY FINANCE DIVISION COVERING THIS SALE			\$
19. TOTALS ARE <input type="checkbox"/> CORRECT <input type="checkbox"/> INCORRECT		20. ACTION TAKEN	
21. SIGNATURE OF SALES CONTRACTING OFFICER			22. DATE
CERTIFICATION OF FINAL REVIEW BY SALES MANAGER			
23. ACTION TAKEN			
24. SIGNATURE OF SALES MANAGER			25. DATE
25. REMARKS			
Withdrawn Items:	Uncollected Items:	Sales Balance:	
0	0	Total of Sale:\$65,608.00	
0	0	Uncollected:\$5,608.00	
0	0	Total Collected:\$60,000.00	
0	0	Credit Cards:\$30,000.00	
0	0	Wire Transfer:\$30,000.00	

Figure 4-30. 3169 Report

4.6 Validation Summary Report

The Validation Summary report gives an overview of all the vehicles that were sold during a Sale, whether payment was received from the auction house for these vehicles, and whether the credit card transactions were validated by ePay. If there is an outstanding balance for a vehicle, it will be displayed in the **Balance** column. If there is no balance, the column will read “**Fully Paid.**”

To create a Validation Summary report:

1. Mouse over “Sale” on the Main Menu, and click **Validation Summary** on the sub-menu, as shown in Figure 4-1.

The **Auction House Summary** screen, shown in Figure 4-31, is displayed.

The screenshot shows the 'Auction House Summary' page. At the top, there is a navigation bar with 'Home', 'Pre-Sale', 'Sale', 'Post-Sale', 'IRM', 'Toolbox', 'Admin', and 'Auction House'. Below this is a search area for 'Sale Number' with a dropdown menu and a 'Retrieve Sale Info' button. A table titled 'EFT Information' displays the following data:

EFT Total	\$0.00
NON-EFT	\$0.00
PO	\$0.00
TOTAL	\$0.00

Below the table are fields for 'Sale Number', 'Auction House', 'City, State', 'Sale Date', 'Address', and 'Zip Code'. At the bottom, there is a search bar and a table header with columns: Run, VIN, Contract #, Miles, Proceeds, Total Paid, Type, EPay, Balance, and Notes.

Figure 4-31. Auction House Summary

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

An **Auction House Summary Report** will be created, as shown in Figure 4-32.

Auction House Summary

Sale Number: 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY [Retrieve Sale Info](#)

EFT Information	
EFT Total	\$0.00
NON-EFT	\$6,700.00
PO	\$0.00
TOTAL	\$6,700.00

Sale Number: 2BFBPC11001 Auction House: NEWBURGH AUTO AUCTION (MANHEIM) City, State: NEWBURGH, NY
 Sale Date: 10/13/2010 Address: THIS IS TESTING ADDRESS LINE SUITE 2 Zip Code: 12550

Search By: All Columns Records 1-5 of 22

5 Entries Per Page Page 1 of 5 View all Export to:

Run	VIN	Contract #	Miles	Proceeds	Total Paid	Type	EPay	Balance	Notes
1	1GNEK13V63J268926	GS02F11FBE0205	63504	\$0.00	\$0.00			FULLY PAID	
2	1D4HB38N46F178792	GS02F11FBE0206	74110	\$0.00	\$0.00			FULLY PAID	
3	1D4HB38N86F178794	GS02F11FBE0207	81688	\$0.00	\$0.00			FULLY PAID	
4	1GNEK13Z86J120865	GS02F11FBE0208	81231	\$0.00	\$0.00			FULLY PAID	
33	1J4GL48K05W647094	GS02F11FBE0201	91872	\$0.00	\$0.00			FULLY PAID	

Figure 4-32. Auction House Summary Report

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To Print a report, click the **PDF** icon or the **Excel** icon to create your report. A report will be created in the specified format.

4.7 Validation Exception Report

The Validation Exception Report is used to compare the information that ARM gathers from the Auction House and ePay with the data entered by the Sales Contracting Officers (SCOs) during the sale. The report provides details about problems with the sale data compiled by ARM, including missing ePay data, mileage discrepancies, no proceeds, etc.

Note: See Appendix C “Exceptions Report Conflicts” for a list of Exceptions Report conflicts and solutions.

To create a Validation Exception report:

1. Mouse over “**Sale**” on the Main Menu, and click **Validation Exception** on the sub-menu, as shown in Figure 4-1.

The **Auction House & ePay Exception Report** screen, shown in Figure 4-33, is displayed.

Figure 4-33. Auctions House & ePay Exception Report

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

An Auction House & ePay Exception report, shown in Figure 4-34, will be created.

Auction House and ePay Exception Report

Sale Number: 2CFBPC15002 - NORTH EAST PENNSYLVANIA AUTO AUCTION, SCRANTON, PA Retrieve Sale Info

Sale Number: 2CFBPC15002 Auction House: NORTH EAST PENNSYLVANIA AUTO AUCTION City, State: SCRANTON, PA
 Sale Date: 11/25/2014 Address: 860 NORTH KEYSER AVENUE Zip Code: 18504

Search By: All Columns Records 1-86 of 86

All Entries Per Page Page 1 of 1 1 Export to:

Run	Contract #	VIN	Status	Notes
0	GS02F15FBE0316	3FADP0L3XAR137683		No Auction House Data; ePay Award Amt (5000.000000) not equal to ARM Bid Amount (12800.000000);
0	GS02F15FBE0316	3FADP0L3XAR137683		ePay payment (5000.000000 credit/0.000000 split) to Contract/Vin, does not exist in AH;
2	GS02F15FBE0356	1GBJK34U75E296565		No Auction House Data;
3	GS02F15FBE0352	1GNFH154491155556	R	ePay payment (13600.000000 credit/0.000000 split) to Contract/Vin, does not exist in AH;
3	GS02F15FBE0352	1GNFH154491155556	R	No Auction House Data; ePay Award Amt (13600.000000) not equal to ARM Bid Amount (0.000000);
4	GS02F15FBE0285	1G1ZA5EU3BF351779		No Auction House Data;
5	GS02F15FBE0323	1FAHP3F27CL163276		No Auction House Data;
6	GS02F15FBE0289	1G1ZA5EU5BF342954	P	No Auction House Data;
7	GS02F15FBE0332	1FAHP3F23CL207712		No Auction House Data;
70	GS02F15FBE0336	1BABHBKA86F237001		No Auction House Data;
71	GS02F15FBE0339	2A8GM68X27R325958		No Auction House Data;
72	GS02F15FBE0334	1BABHBKA25F227966		No Auction House Data;
73	GS02F15FBE0503	1BABHBKA96F236391		No Auction House Data;
74	GS02F15FBE0419	1G1ZA5E05AF286669		No Auction House Data;
75	GS02F15FBE0420	1FAHP3F24CL121292		No Auction House Data;

Critical errors: 83

Help | Contact Us | Critical Errors



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Figure 4-34. Auction House & ePay Exception Report

- At the bottom of this screen will be displayed the total number of critical errors. Clicking on the **Critical Errors** link at the bottom of the screen will download a Microsoft Word file containing a detailed description of each of the 23 types of critical errors defined (this file is labeled “ARMCriticalErrorList.docx”).
- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which

applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the “Search By” drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

5. To print a report, click the **PDF**  icon or the **Excel**  icon to create your report. A report will be created in the specified format.

4.8 Validation Detail Report

The Validation Detail report provides a line-by-line analysis of the data reported by the Auction House ARM, and ePay. Validation Detail should be a total of all the sale days activities whether they are EFT, ePay, POs or Defaults. If at any point this data does not balance with the SCOs GSA 3169, the source of the error must be contacted and the data balanced. The Validation Detail Report can be used to provide information to resolve any discrepancies in the Summary Report.

To create a Validation Detail report:

1. Mouse over “Sale” on the Main Menu, and click **Validation Detail** on the sub-menu, as shown in Figure 4-1.

The **Detailed Auction House Summary** screen, shown in Figure 4-35, will be displayed.

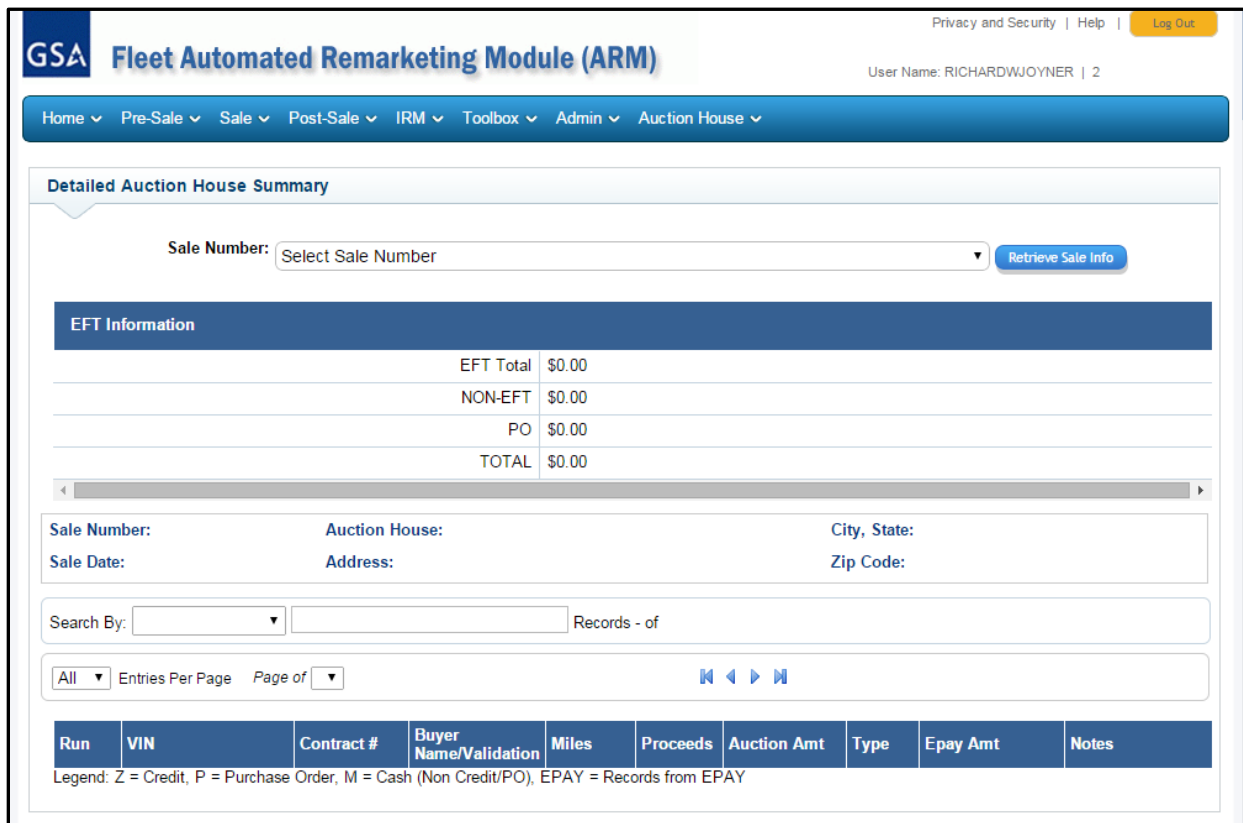


Figure 4-35. Detailed Auction House Summary

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

A Detailed Auction House Summary report, shown in Figure 4-36, will be created.

Fleet Automated Remarketing Module (ARM)

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User Name: RICHARDWJOYNER | 2

Home
Pre-Sale
Sale
Post-Sale
IRM
Toolbox
Admin
Auction House

Detailed Auction House Summary

Sale Number: 2CFBPC15002 - NORTH EAST PENNSYLVANIA AUTO AUCTION, SCRANTON, PA [Retrieve Sale Info](#)

Selected sale does not have Auction House Proceeds data. Could not calculate totals.

EFT Information

EFT Total	\$0.00
NON-EFT	\$0.00
PO	\$0.00
TOTAL	\$0.00

Sale Number: 2CFBPC15002	Auction House: NORTH EAST PENNSYLVANIA AUTO AUCTION	City, State: SCRANTON, PA
Sale Date: 11/25/2014	Address: 860 NORTH KEYSER AVENUE	Zip Code: 18504

Search By: All Columns Records 1-144 of 144

All Entries Per Page Page 1 of 1 1 Export to:

Run	VIN	Contract #	Buyer Name/Validation	Miles	Proceeds	Auction Amt	Type	Epay Amt	Notes
0	3FADP0L3XAR137683	GS02F15FBE0316	ARM	13194	\$12,800.00				
2	1GBJK34U75E296565	GS02F15FBE0356	ARM	37070	\$15,001.00				
4	1G1ZA5EU3BF351779	GS02F15FBE0285	ARM	81646	\$6,300.00				
71	2A8GM68X27R325958	GS02F15FBE0339	ARM	82534	\$4,700.00				
72	1BABHBKA25F227966	GS02F15FBE0334	ARM	113364	\$4,700.00				
73	1BABHBKA96F236391	GS02F15FBE0503	ARM	125801	\$2,200.00				
74	1G1ZA5E05AF286669	GS02F15FBE0419	ARM	32072	\$7,900.00				
75	1FAHP3F24CL121292	GS02F15FBE0420	ARM	47546	\$9,100.00				

Legend: Z = Credit, P = Purchase Order, M = Cash (Non Credit/PO), EPAY = Records from EPAY



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Figure 4-36. Detailed Auction House Summary Report

3. A legend will be shown at the bottom of the report which defines the status codes that may appear in the Type column.
4. To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

5. To Print a report, click the **PDF**  icon or the **Excel**  icon to create your report. A report will be created in the specified format.

4.9 Register Crosswalk

The Register Crosswalk Report is used by finance to match vehicle Lot Numbers against Run Numbers for vehicles in a sale. (Run Numbers are assigned by AutoIMS while Lot Numbers are the ‘run’ numbers assigned in SASy.)

To generate a Register Crosswalk report:

1. Mouse over “Sale” on the Main Menu, and click **Register Crosswalk** on the sub-menu, as shown in Figure 4-1.

The **Register Crosswalk** screen, shown in Figure 4-38, will be displayed.

The screenshot shows the 'Register Crosswalk' interface within the 'Fleet Automated Remarketing Module (ARM)'. At the top, there is a navigation bar with 'Home', 'Pre-Sale', 'Sale', 'Post-Sale', 'IRM', 'Toolbox', 'Admin', and 'Auction House' menus. The user is identified as 'AUBREY G ZETROUER | 2'. The main content area includes a 'Sale Number' dropdown menu with a 'Retrieve Sale Info' button. Below this are input fields for 'Sale Number', 'Auction House', 'City, State', 'Sale Date', 'Address', and 'Zip Code'. A 'Search By' dropdown and a search text field are also present. At the bottom, there is a table header with columns: 'Reg/FMC', 'Run', 'Lot', 'Tag', 'Vin', 'Contract', 'Proceeds', and 'Appropriation'. The table body is currently empty.

Figure 4-37. Register Crosswalk

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

The Register Crosswalk Vehicle Listings will be displayed on the Register Crosswalk screen, as shown in Figure 4-38.

Register Crosswalk

Sale Number: 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY Retrieve Sale Info

Sale Number: 2BFBPC11001 Auction House: NEWBURGH AUTO AUCTION (MANHEIM) City, State: NEWBURGH, NY
 Sale Date: 10/13/2010 Address: THIS IS TESTING ADDRESS LINE SUITE 2 Zip Code: 12550

Search By: All Columns Records 1-5 of 22

5 Entries Per Page Page 1 of 5 View all Export to: PDF Excel

Reg/FMC	Run	Lot	Tag	Vin	Contract	Proceeds	Appropriation
2/1	33	13	G61-0380A	1J4GL48K05W647094	GS02F11FBE0201	\$0.00	47X4530
2/1	50	6	G10-5541F	1G1ZS57F77F265636	GS02F11FBE0194	\$0.00	47X4530
2/2	55	14	G61-1607B	1GNEL19X95B129327	GS02F11FBE0202	\$0.00	47X4530
2/1	60	7	G10-5542F	1G1ZS57F57F266090	GS02F11FBE0195	\$0.00	47X4530
2/2	66	15	G61-2091B	1J4GL48K26W230867	GS02F11FBE0203	\$0.00	47X4530

Figure 4-38. Register Crosswalk

3. To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

4. To generate a report, click the **PDF** icon or the **Excel** icon to create your report. A report will be created in the specified format.

5 Post-Sale

After a Sale is over, the Post Sale module allows the SCO to process information that was collected during the sale. In addition to the SCO, an ePay representative and an Auction House representative attend the auction and collect information that is used in the Post-Sale process. After the sale is over, ePay and the Auction House create Post-Sale files which are uploaded to ARM.

During the sale the SCO collects proceeds information, bidder information, and the highest amount bid for vehicles that did not sell.

The Post-Sale process includes uploading files from ePay and the Auction House to ARM.

An ePay representative attends the auction to collect payment information, including

- The selling price of each vehicle
- Buyer information
- Payment information, which includes how payment was made (cash, check, money order, or credit card)

The auction house also collects transaction data from the sale and compiles the information into a post sale file called Auction House Proceeds, which is downloaded to ARM. The auction house can send three types of transactions, Money, i.e. Cash or Check, (proceeds that the auction house owes GSA); Credit Card (proceeds that were paid directly to the GSA); and Purchase Order (proceeds that will be paid by the state after the sale).

To view the Post-Sale menu:

1. Log into ARM and mouse-over “**Post-Sale**” on the Main Menu.
The **Post-Sale Menu**, shown in Figure 5-1, will be displayed.

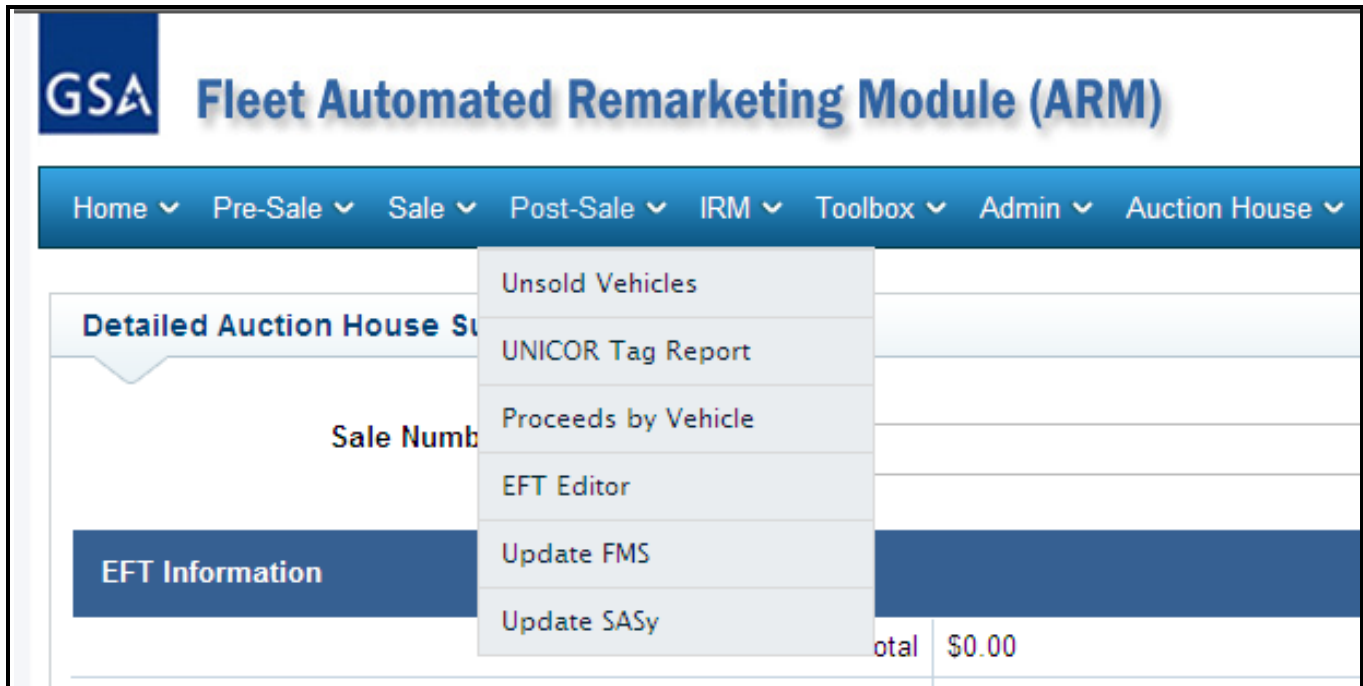


Figure 5-1. Post-Sale menu

5.1 Unsold Vehicles

This module generates a Post-Sale Numbers report listing all of the vehicles that were not sold during a selected sale. The report includes all of the vehicles that were rejected or passed.

To generate an Unsold Vehicles report:

1. Hover your cursor over “**Sale**” on the Main Menu, shown in Figure 5-1, and then click **Unsold Vehicles** on the sub-menu.

The **Unsold Vehicles** screen, shown in Figure 5-2, will be displayed.

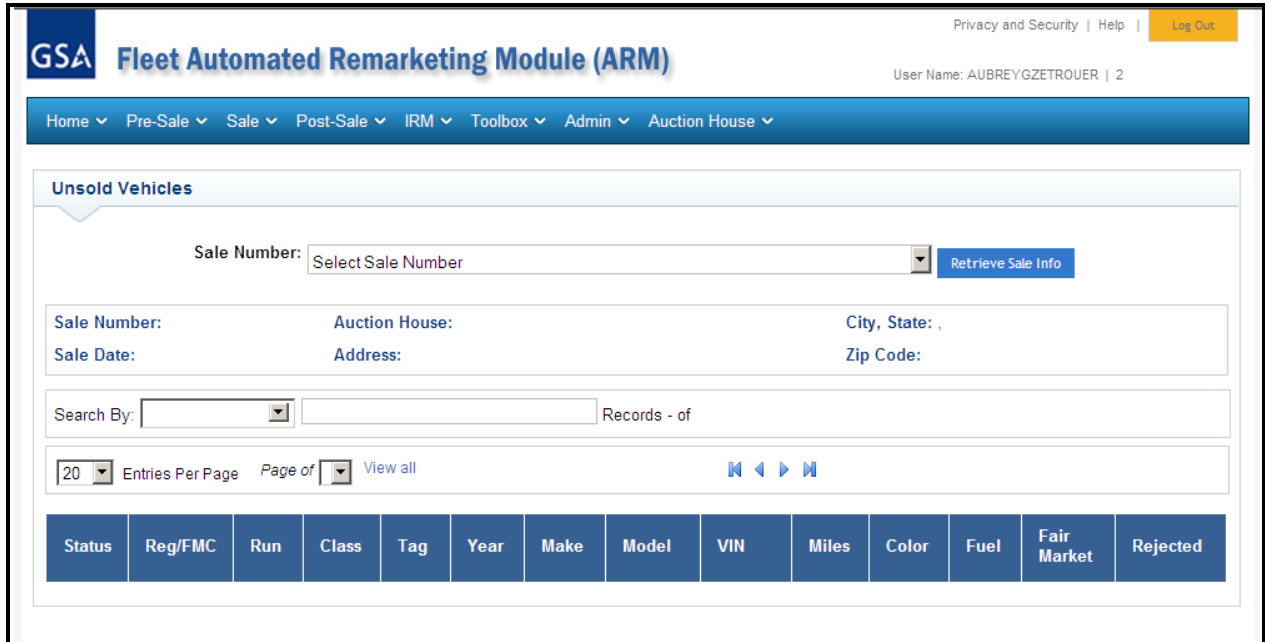


Figure 5-2. Unsold Vehicles

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

A list of vehicles not sold during the auction will be generated, as shown in Figure 5-3.

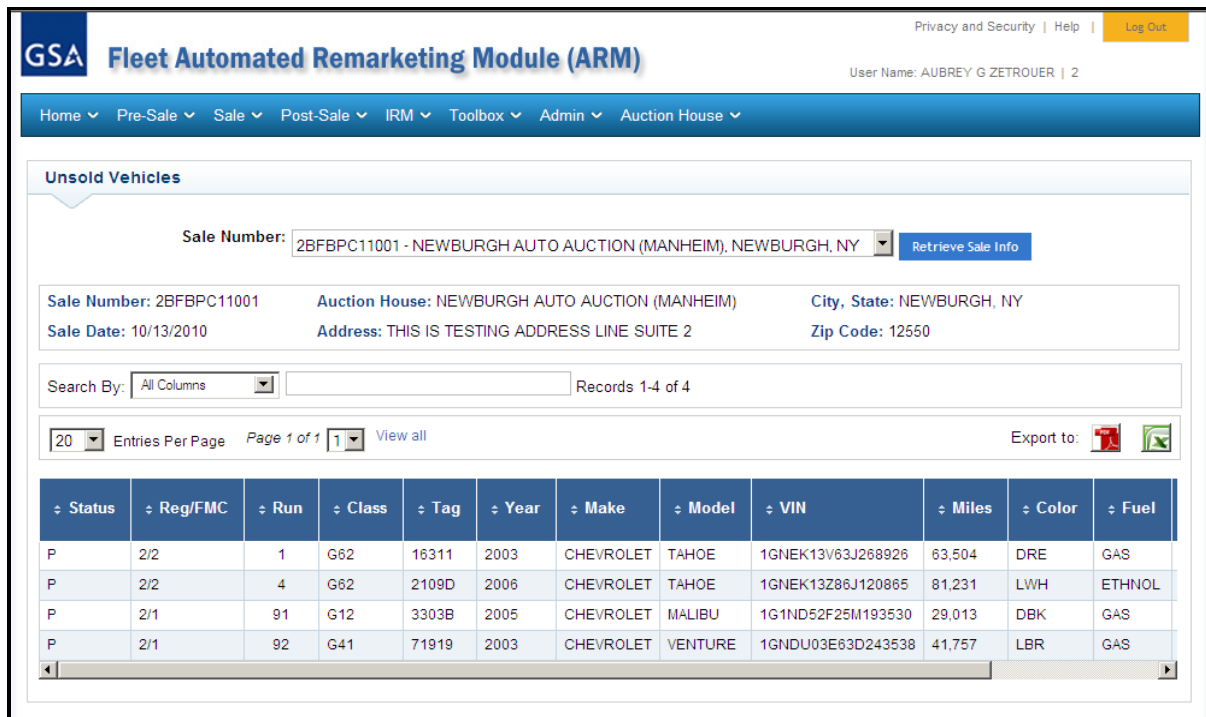


Figure 5-3. Post-Sale Vehicles Report

3. Select the **PDF** icon or the **Excel** icon to view the report.
A **Post-Sale Vehicles Report** will be generated in the selected format.

5.2 UNICOR Tag Report

The UNICOR Tag Report contains the disposition of all of the tags of the vehicles sold during a Sale. A report of the disposition is generated for the sale and sent to GSA. The report, which lists all of the vehicles and associated VINs, is generated and exported to excel where the disposition of the tags can be entered.

To generate a Tag disposition report:

1. Mouse over “**Post-Sale**” on the Main Menu, shown in Figure 5-1, and then click **UNICOR Tag Report** on the sub-menu.

The UNICOR Tag Report screen, shown in Figure 5-4, will be displayed.

Figure 5-4. UNICOR Tag Report

2. Select a sale number from the **Sale Number** drop-down list.
A UNICOR Tag report—shown in Figure 5-5—will be generated listing the VINs and associated Tags of all of the vehicles sold in the selected sale.



The screenshot shows the 'Unicor Tag Report' interface. At the top, there is a navigation bar with 'Home', 'Pre-Sale', 'Sale', 'Post-Sale', 'IRM', 'Toolbox', 'Admin', and 'Auction House' menus. The main header displays 'GSA Fleet Automated Remarketing Module (ARM)' and the user name 'RICHARDWJOYNER | 2'. Below the header, there is a search area for 'Sale Number' with a dropdown menu showing '2CFBPC15002 - NORTH EAST PENNSYLVANIA AUTO AUCTION, SCRANTON, PA' and a 'Retrieve Sale Info' button. A summary box shows 'Auction House: NORTH EAST PENNSYLVANIA AUTO AUCTION', 'Sale Number: 2CFBPC15002', 'Vehicles Count: 72', and 'Sale Date: 11/25/2014'. A search bar is set to 'All Columns' with 'Records 1-72 of 72'. Below the search bar, there are options for 'All' entries per page and 'Page 1 of 1'. To the right, there are 'Export to:' buttons for PDF and Excel. The main content is a table with the following data:

Run	Reg/FMC	Class	Tag	Vin	Qty Remarks	Remarks by (Initials)	Destroyed/Returned	Notes/Comments
0	2/2	G12	0909H	3FADP0L3XAR137683				
2	2/2	G63	2211B	1GBJK34U75E296565				
4	2/2	G10	0930L	1G1ZA5EU3BF351779				
5	2/2	G13	1053L	1FAHP3F27CL163276				
7	2/2	G13	4316L	1FAHP3F23CL207712				
8	2/2	G10	3137K	1G1ZA5E03AF291336				
9	2/2	G10	1167L	1G1ZA5EU0BF339878				
10	2/2	G41	1244K	2D4RN4DE1AR334862				
11	2/2	G11	5376G	2G1WB58K381221575				
12	2/2	G12	0915H	3FADP0L34AR137680				
13	2/2	G14	1353D	1G4HD57238U1497211				

Figure 5-5. Tag Disposition Report

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns’ was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To print a report, click the **PDF**  icon or the **Excel**  icon to create your report. A report will be created in the specified format.

To enter Tag Disposition information, the report must first be exported to Excel.

The report will be displayed in an Excel spreadsheet, and will allow you to enter the following:

- **Qty Rem** = Number of tags removed from the vehicle (1 or 2)
- **Rem by** = Initials of person removing the tags
- **Destrd/Retrnd** = Indicate whether the tags were destroyed or returned

5.3 Proceeds by Vehicle

This module generates a Proceeds report for vehicles sold during a sale. The purpose of the Proceeds report is to show how much (indicated as a percent) of the asking price, floor value, and fair market value was actually obtained for the vehicle.

To generate a “Proceeds by Vehicle” report:

1. Mouse over **Post-Sale** from the Main Menu and then select **Proceeds by Vehicle** from the sub-menu, shown in Figure 5-1.

The **Proceeds by Vehicle** screen, shown in Figure 5-6, will be displayed.

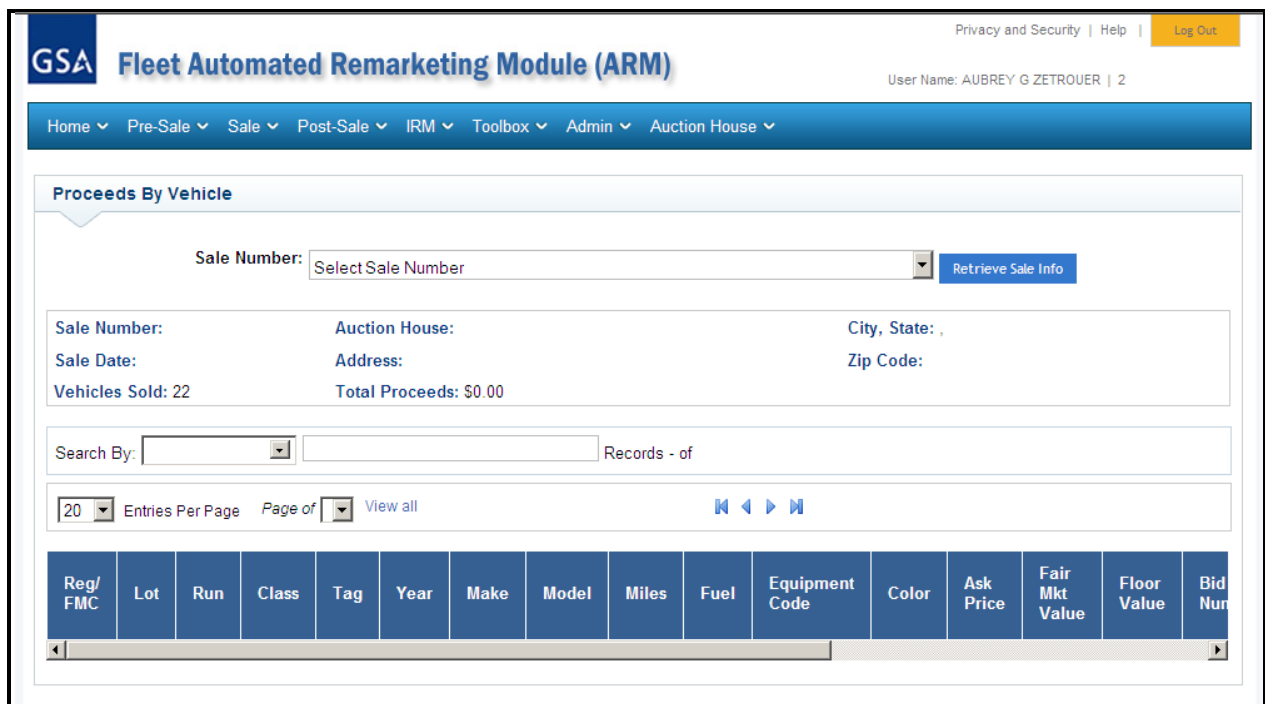


Figure 5-6. Proceeds by Vehicle

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

The **Proceeds by Vehicle Report**, shown in Figure 5-7, displays proceeds information for vehicles in the selected sale. This includes the amount the vehicle actually sold for and what percent of asking price, floor value, and fair market value was actually obtained for the vehicle.

GSA Fleet Automated Remarketing Module (ARM)

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User Name: AUBREY G ZETROUER | 2

Home ▾ Pre-Sale ▾ Sale ▾ Post-Sale ▾ IRM ▾ Toolbox ▾ Admin ▾ Auction House ▾

Proceeds By Vehicle

Sale Number: 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY Retrieve Sale Info

Sale Number: 2BFBPC11001 Auction House: NEWBURGH AUTO AUCTION (MANHEIM) City, State: NEWBURGH, NY
 Sale Date: 10/13/2010 Address: THIS IS TESTING ADDRESS LINE SUITE 2 Zip Code: 12550
 Vehicles Sold: 22 Total Proceeds: \$0.00

Search By: All Columns Records 1-10 of 22

10 Entries Per Page Page 1 of 3 View all Export to: PDF Excel

Reg/FMC	Lot	Run	Class	Tag	Year	Make	Model	Miles	Fuel	Equipment Code	Color	Ask Price
1/1	1	155	G10	3363D	2006	DODGE	STRATUS	52,836	ETHNOL	120005	LSI	\$5,700.00
2/1	2	555	G10	3805F	2007	CHEVROLET	MALIBU	40,311	GAS	120005	DBL	\$8,910.00
2/1	3	666	G11	5772F	2007	CHEVROLET	IMPALA	65,760	ETHNOL	116105	DBK	\$8,730.00
2/1	4	777	G10	3808F	2007	CHEVROLET	MALIBU	37,746	GAS	120005	DBL	\$9,000.00
2/1	5	888	G10	5538F	2007	CHEVROLET	MALIBU	50,499	GAS	120005	DGY	\$8,580.00
2/1	6	50	G10	5541F	2007	CHEVROLET	MALIBU	38,707	GAS	120005	DBL	\$9,000.00
2/1	7	60	G10	5542F	2007	CHEVROLET	MALIBU	41,055	GAS	120005	DGD	\$8,910.00
2/1	8	70	G11	2593B	2006	CHEVROLET	IMPALA	30,863	ETHNOL	110005	MBL	\$8,010.00
2/1	9	80	G11	2612B	2006	CHEVROLET	IMPALA	30,249	ETHNOL	110005	LSI	\$8,010.00
2/2	10	90	G11	4534F	2007	CHEVROLET	IMPALA	53,682	ETHNOL	116105	DBL	\$9,240.00

Figure 5-7. Proceeds by Vehicle Report

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To Print a report, click the **PDF** icon or the **Excel** icon to create your report. A report will be created in the specified format.

5.4 EFT Editor

The purpose of the EFT Editor is to assign Electronic Fund Transfer (EFT) numbers to Contract Numbers. A contract number can be associated with more than one EFT number, and an EFT number can be associated with multiple contracts. When money is collected by ePay for vehicles sold in a particular Sale, it is transferred to a GSA bank account by EFT. The bank assigns an EFT number to the transfer, and all of the money transferred at that time for a particular sale is associated with that EFT number. Bidders can pay for vehicles by cash, check, or credit card, or by a combination of these. Funds collected for vehicles by cash and credit cards are available immediately and can be transferred together and assigned one EFT number, while funds paid by check are not available immediately and will be transferred as the funds become available. These funds will be associated with one or more different EFT numbers.

To assign an EFT number:

1. Mouse over **Post-Sale** on the Main Menu, shown in Figure 5-1, and then select **EFT Editor** from the sub-menu,

The **EFT Editor** screen, shown in Figure 5-8, will be displayed.

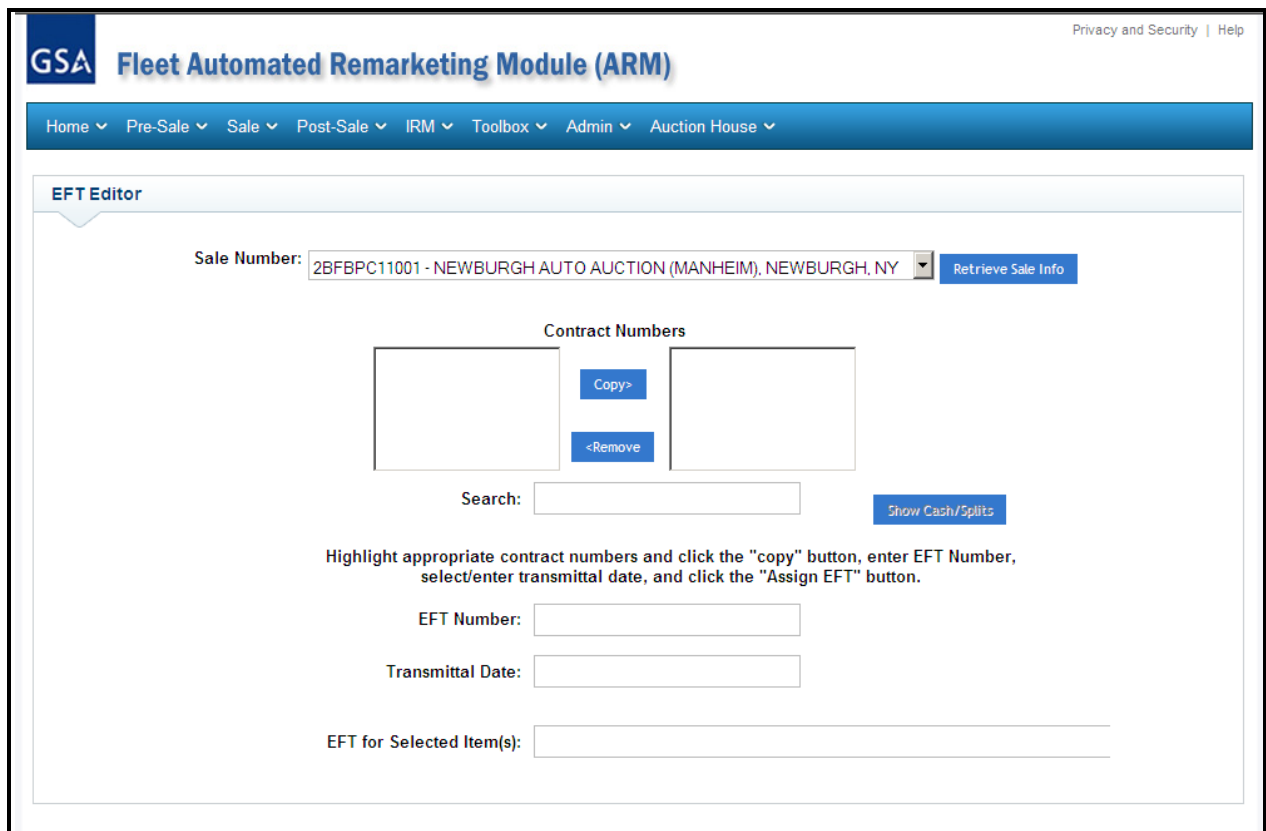


Figure 5-8. EFT Editor

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

The **EFT Editor** screen will display (in the list box on the left side) a list of all of the Contract Numbers associated with the selected Sale, as shown in Figure 5-9.

By default – contract numbers listed in the right-side list box are all of the contracts that were paid by cash or split amounts. To display a list of these contract numbers at any time, click the **Show Cash/Splits** button.

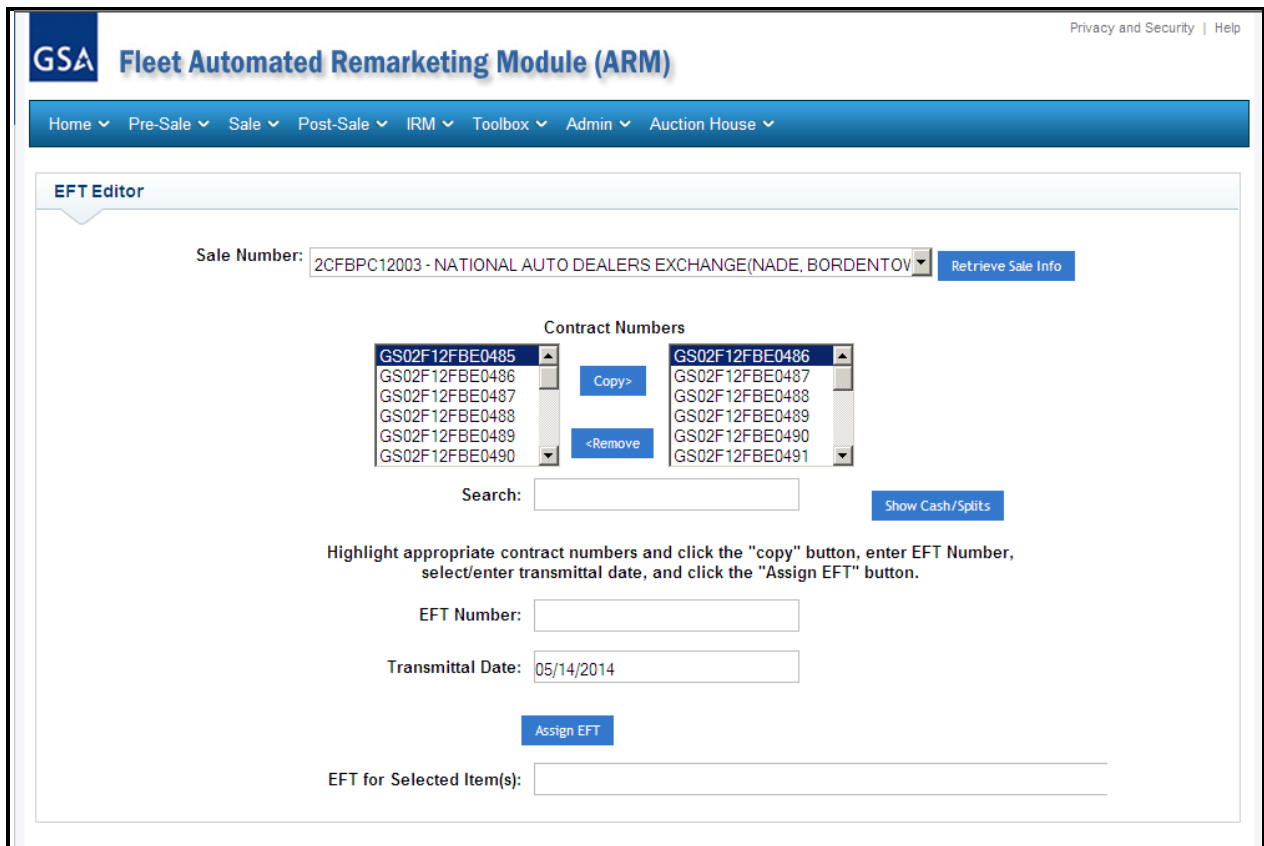


Figure 5-9. EFT Editor with Contract Numbers

3. Select the Contract Numbers that you want to associate with an EFT number, and click the **Copy** button. (Select the **Copy All** button to associate all of the Contract Numbers with an EFT number, or select the Contract Numbers individually and click the **Copy** button – multiple contract numbers may be selected by holding down the Ctrl key and making multiple selections.)

The selected Contract numbers will be moved to the ‘**selected**’ box on the right, as shown in Figure 5-10.

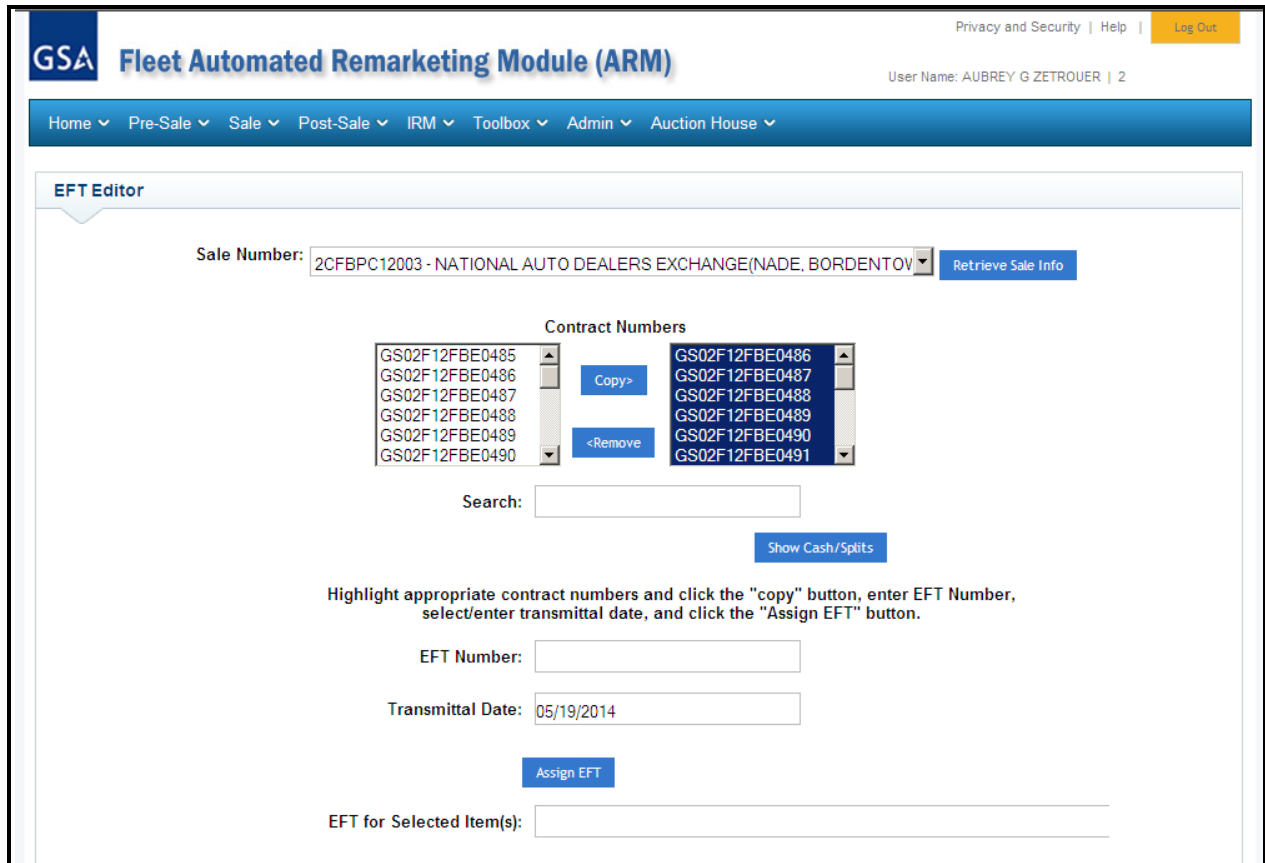


Figure 5-10. EFT Editor with Contract numbers selected

4. Enter the EFT number to be assigned to the selected Contract Numbers, in the **EFT Number** field.
5. Enter the Transmittal Date (click the text field to display the calendar), and click the **Assign EFT** button.
The EFT number will be assigned to the selected Contract Numbers.
The Transmittal Date will default to the current date but can be modified by selecting the calendar to the right of the field.
6. **To check EFT information:** Select one or more of the Contract Numbers to which you have assigned an EFT number.
The following information will be displayed in the **EFT for Selected Items** field, as shown in Figure 5-11.
 - The first group of numbers is the EFT number.
 - The date the number was assigned is displayed next in quotes.
 - The number of contracts associated with the selected EFT number is displayed after the date.

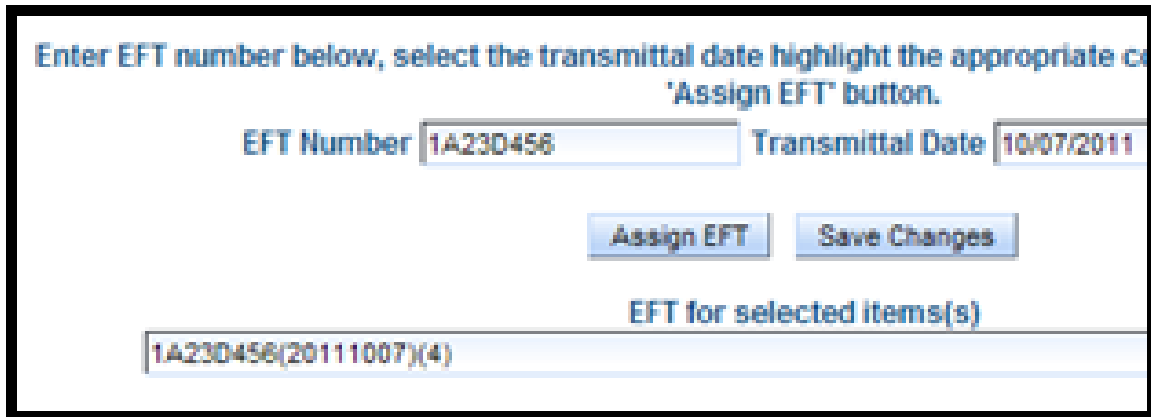


Figure 5-11. EFT for selected items

5.5 Update FMS

The Update FMS module allows you to update the FMS database with Sale information. Two types of information are updated: The Sale Auction report and the Vehicle Sale report.

To update the FMS database:

1. Hover your cursor over **Post-Sale** on the Main Menu, shown in Figure 5-1, and then select **Update FMS** from the sub-menu, The **Update FMS** screen, shown in Figure 5-12, will be displayed.

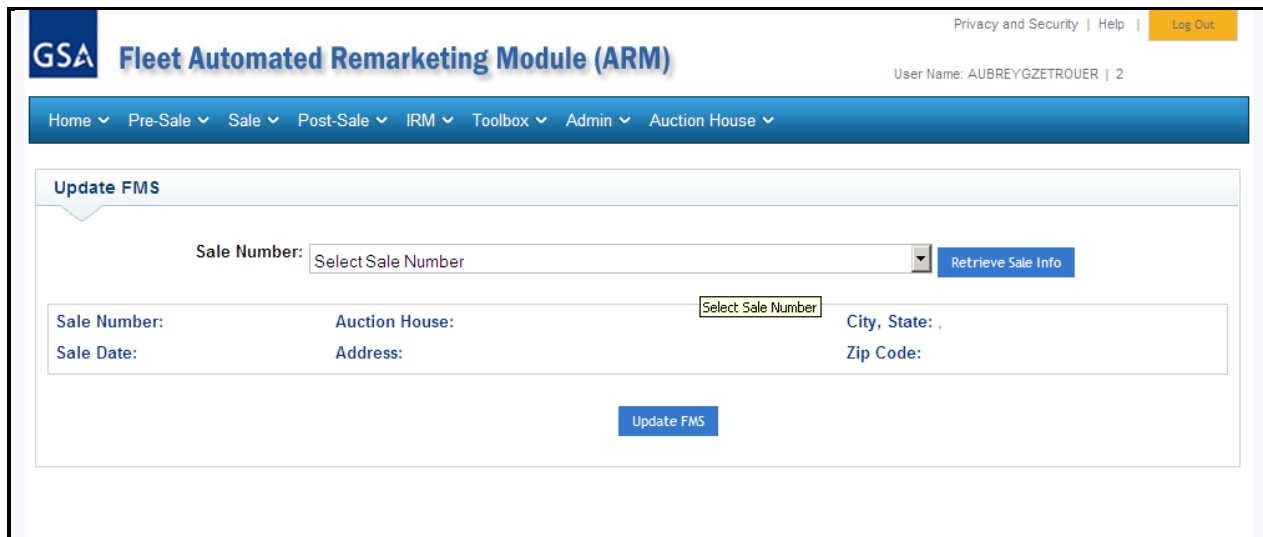


Figure 5-12. Update FMS

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

The Sale and address information for the selected sale will be displayed, as shown in Figure 5-13.

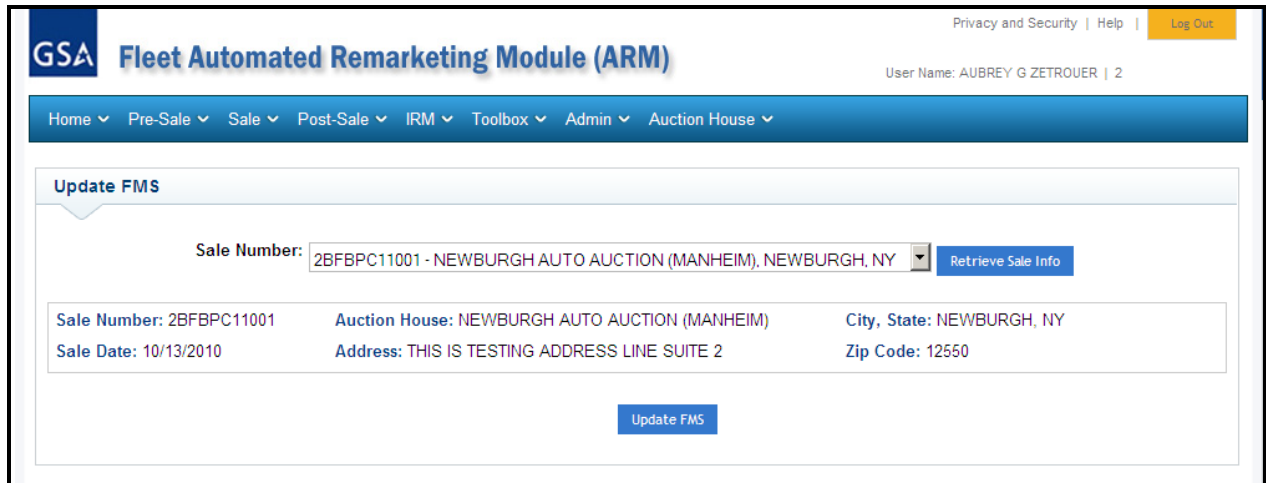


Figure 5-13. Update Sale Data to FMS

3. Click the **Update FMS** button.
The FMS database will be updated with sale information for the selected sale and a message of success, shown in Figure 5-14, will be displayed.

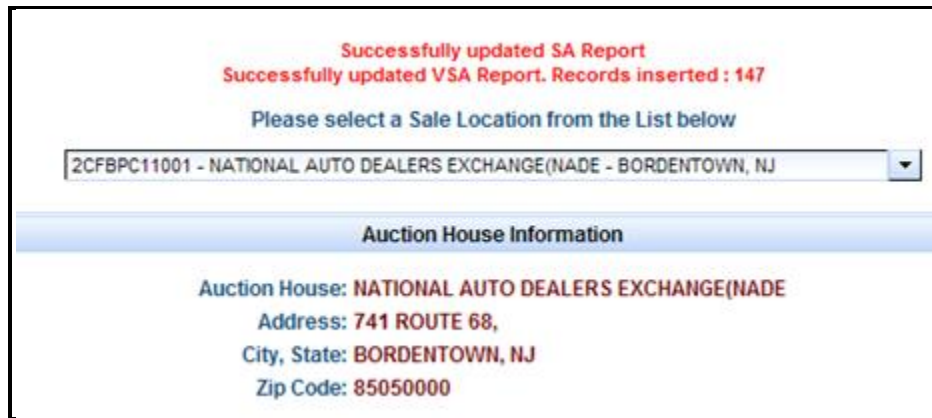


Figure 5-14. Successfully Updated FMS Database

5.6 Update SASy

The Update FMS module allows you to update the SASy database with Sale information. Two types of information are updated: The Sale Auction report and the Vehicle Sale report.

To update the FMS database:

1. Hover your cursor over **Post-Sale** on the Main Menu and select **Update SASy** from the sub-menu, shown in Figure 5-1.

The **Update SASy Database** screen, shown in Figure 5-15, will be displayed.

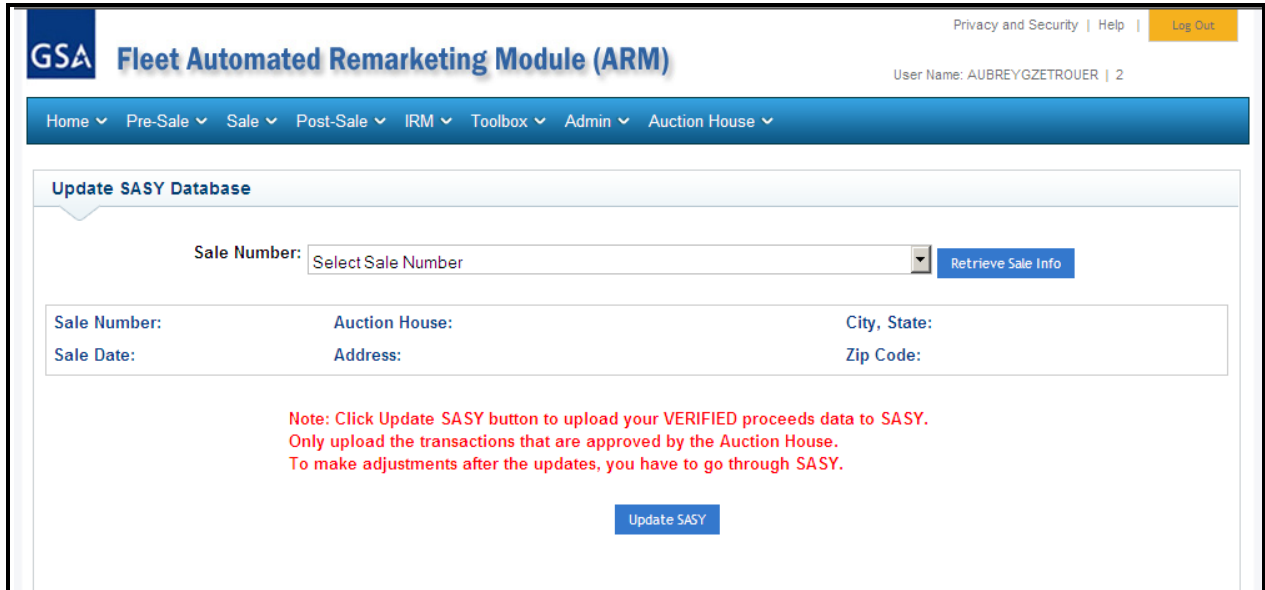


Figure 5-15. Update SASy Database

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

The **Update Sale Data to SASy** screen will be displayed, as shown in Figure 5-16.

The Sale name and address of the selected sale will be displayed on the screen.

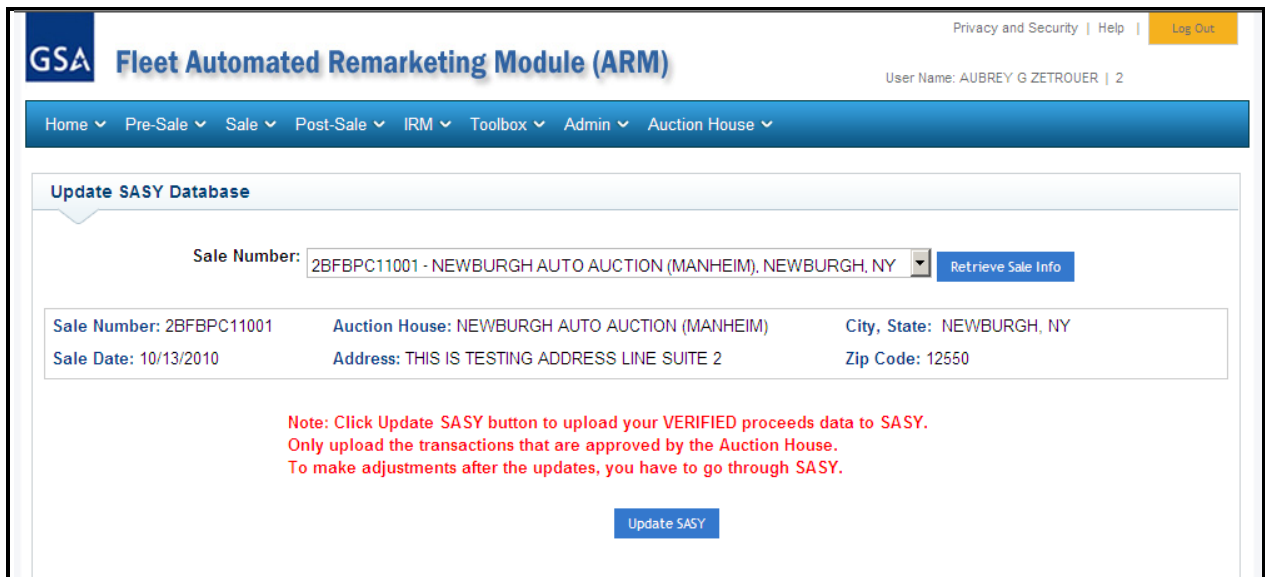


Figure 5-16. Upload Sale Data to SASy

3. Click the **Update SASy** button.

If the following procedures have been performed, the data will be uploaded to SASy and a success message will be displayed:

- Download ePay and Auction House proceeds.
- Run and review validation exception report.
- Rectify and certify the data.
- Mark records with unresolved errors for manual entry with a status of 'M' in Edit Sale.

If these procedures have been performed, the SASy database will be updated with sale information for the selected sale and a message saying that you have successfully uploaded your data will be displayed. (In this case, the sale data will not be uploaded and the Failure to Update SASy screen, shown in Figure 5-17 will be displayed. In this case you must perform the proper procedures and attempt to update the database again.

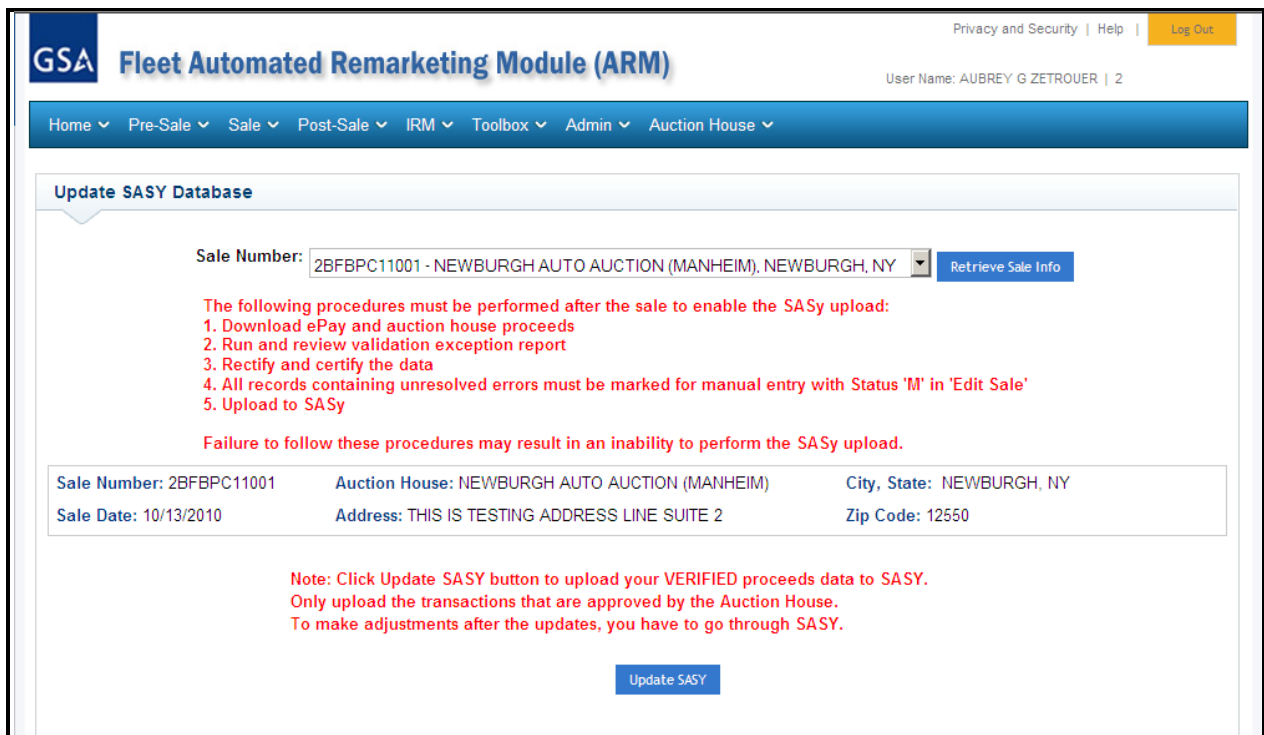


Figure 5-17. Failure to Update SASy

6 Invoice Reconciliation Module

The Invoice Reconciliation Module (IRM) allows the SCO to compare Estimated Repairs and Invoiced Repairs. The SCO can load, add, and edit estimates for vehicle repairs.

6.1 Accessing Data in IRM

This section describes how to access sale data in the IRM module.

To access data for a sale:

1. Click **IRM** on the Main Menu.
2. The IRM screen, shown in Figure 6-1, will be displayed.
3. Select a **Sale Number** from the drop-down list at the top of the screen, and click the **Retrieve Sale Info** button.

The IRM screen will display data from the selected sale, as shown in Figure 6-1.

Fleet Automated Remarketing Module (ARM)

[Privacy and Security](#) | [Help](#) | [Log Out](#)

User Name: AUBREY G ZETROUER | 2

Home
Pre-Sale
Sale
Post-Sale
IRM
Toolbox
Admin
Auction House

IRM

Sale Number: 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY Retrieve Sale Info

Sale Number: 2BFBPC11001	Reg/FMC: 2-2	Make: CHEVROLET	Proceeds: \$0.00
Sale Date: 10/13/2010	Run #: 1	Model: TAHOE	FMV: 9675.00
Auction House: NEWBURGH AUTO AUCTION (MANHEIM)	Tag: G62-16311	Miles: 63504	Type: 627508
	VIN: 1GNEL19X95B129326	GVWR: 6800	Acq Code: 10
	Year: 2003	Cond Cd: X	

OK	AP	BB	Description	Estimate	Adjusted	Approved By	Chargeable	Comments	ID
<input type="checkbox"/>									

OK	BB	Description	Invoice	Adjusted	Comments	ID
<input type="checkbox"/>						

\$0.00 \$0.00 NOT FOUND NOT FOUND

Load Est.
Load Notes
Bill Back
Delete
Add

\$0.00 \$0.00 NOT FOUND

-<
Bill Back

Load Contract
Turn-in-Locs
Charges View
VEH Comments
VEH Notes

Search By: All Columns Records 1-5 of 22

5 Entries Per Page Page 1 of 5 1 View all

OV	S	R-FMC	Run	CI-Tag	VIN	Model Year	Make	Model	Miles	Adj Diff	A	Inv Over	I
<input type="checkbox"/>		2-1	33	G61-0380A	1J4GL48K05W647094	2005	JEEP/EAGLE	LIBERTY	91872	\$0.00		\$0.00	
<input type="checkbox"/>		2-1	50	G10-5541F	1G1ZS57F77F265636	2007	CHEVROLET	MALIBU	38707	\$0.00		\$0.00	
<input type="checkbox"/>		2-2	55	G61-1607B	1GNEL19X95B129327	2005	CHEVROLET	ASTRO	60377	\$0.00		\$0.00	
<input type="checkbox"/>		2-1	60	G10-5542F	1G1ZS57F57F266090	2007	CHEVROLET	MALIBU	41055	\$0.00		\$0.00	
<input type="checkbox"/>		2-2	66	G61-2091B	1J4GL48K26W230867	2006	JEEP/EAGLE	LIBERTY	92554	\$0.00		\$0.00	

Exceptions 0 22 Multi Vehicle Edit Stats Invoice Reports Validation Reports Upload AH Invoice Upload IRM Data 1 1 1 0

Figure 6-1. IRM screen

6.2 Options in IRM

This section provides a description of the options in IRM – see Table 6-1.

Table 6-1. IRM Option Descriptions

Option	Location	Input	Description
Sale Info	Upper Left	Sale No, Sale Date, and Auction House Location	
Vehicle Info	Upper Right	Vehicle Info	Reg/FMC, Run #, Tag, VIN, Year, Make, Model, Miles, Cond Cd, and Acq Code
		Proceeds	<ul style="list-style-type: none"> o Pulled from auction house proceeds file
		FMV and GVWR	<ul style="list-style-type: none"> o Pulled from FMS in original sale file load sent to Auction o If FMV is an ABB value, an asterisk will precede the value o GVWR is the value manually entered when the vehicle was put in the system
		Type	<ul style="list-style-type: none"> o Determined primarily by the first two digits of the equipment code o If first two digits of equipment code are 31, 32, or 71 and higher, the Type defaults to 2, all others are 1. o When the Charges View goes active, the Type can be altered should the default Type 1 need to be a Type 2 and vice versa, however it is not active at this point. <p>The GVWR is provided to assist in determining if a change is warranted</p>
Estimated Repairs	Middle Left	Buttons/Text Fields below Estimated Repairs Box	
		Load Estimate	<ul style="list-style-type: none"> o Allows estimates to be loaded
		Load Notes	<ul style="list-style-type: none"> o Allows user to enter comments
		Bill-Back	<ul style="list-style-type: none"> o Allows selection of non-repaired estimate items for bill back o Toggles to Undo Bill Back when user selects an item previously marked for bill back

Option	Location	Input	Description
		Delete	<ul style="list-style-type: none"> Allows manually added items to be deleted
		Add	<ul style="list-style-type: none"> Allows items to be added manually, including description, parts and labor costs, and comments
		Text boxes below Estimated Repairs	<ul style="list-style-type: none"> Provides totals for Estimated and Adjusted columns
Estimated Repairs Column Headers			
		OK	<ul style="list-style-type: none"> Check box indicating a repair was approved Manually adjustable by clicking the box Defaults to a check if the estimate file has an approval in it Automatically checks whether an item was added manually or moved from the Invoice file
		AP	<ul style="list-style-type: none"> Approved in original estimate file (indicated by a Y) This field is not adjustable and simply indicates that in the most recently loaded estimate that item was approved This indicator stays even if the item is deselected
		BB	<ul style="list-style-type: none"> Indicates that an item has been selected as a non-repaired Bill Back item When the file is uploaded, this information is sent to the server and is pulled into the AIE section of the Set Sail application
		Description	<ul style="list-style-type: none"> The description as provided in the estimate file This description does not necessarily correlate with the invoice description, but should be close enough to connect one to the other for reconciling
		Estimate	<ul style="list-style-type: none"> Total dollar value of parts and labor for that item from the estimate file
		+	<ul style="list-style-type: none"> Indicates that the item has been added to the estimate manually
		Adjusted	<ul style="list-style-type: none"> Shows the dollar value of approved items (either from the estimate file or added manually)

Option	Location	Input	Description	
		Approved By	<ul style="list-style-type: none"> Shows the approving individual from the estimate file (name is in the file) or the name from the ARM module of whoever added an item manually 	
		Chargeability	<ul style="list-style-type: none"> Indicates whether or not repairs are chargeable as an invoice 	
		Comments	<ul style="list-style-type: none"> Not a manually editable field for estimate file-items. For these vehicles, comments can be added to the vehicle using the VEH Comments button on the right. Comments can be added when an item is manually added. 	
		ID	<ul style="list-style-type: none"> A numeric indicator for the number of the item as it came across in the estimate file 	
Invoiced Repairs	Middle Right	Two buttons below the Invoiced Repairs box	<ul style="list-style-type: none"> Manually add an invoice item to the estimate. The user may add a comment. Item will show as approved estimate item. 	
		Bill Back	<ul style="list-style-type: none"> Allows for selection of completed repairs for bill back Button toggles to 'Undo Bill Back' when user selects an item previously marked for bill back 	
		Text Boxes below Invoiced Repairs	<ul style="list-style-type: none"> Provides totals for Invoice and Adjusted columns 	
		Invoiced Repairs Column Headers		
		OK	<ul style="list-style-type: none"> Check box indicating a repair was approved Manually adjustable by clicking the box Defaults to a check 	
		ID	<ul style="list-style-type: none"> An alpha indicator for the item as it came across in the auction house invoice file 	
		BB	<ul style="list-style-type: none"> Indicates that an item has been selected as a <u>repaired</u> Bill Back item Invoice items that are designated as 'A' (body) or 'G' (glass) are defaulted to 'Y' When the invoice file is uploaded, this information is sent to the server and is 	



Option	Location	Input	Description
			pulled into the AIE section of the Set Sail application. Line-items will be marked either 'Y' or 'N'
		Description	<ul style="list-style-type: none"> The description as provided in the invoice file This description does not necessarily correlate with the estimate description, but should be close enough to connect one to the other for reconciling
		Invoice	<ul style="list-style-type: none"> Total dollar value of parts and labor for that item from the invoice file.
		Adjusted	<ul style="list-style-type: none"> Defaults to invoice dollar amount If item is deselected, this amount becomes "0" as a non-approved repair
		Comments	<ul style="list-style-type: none"> Manually editable field for deselected invoice items only. The default value is "NO AUTH". For these vehicles, comments can be added to the vehicle using the VEH Comments button on the right. These line item comments will be displayed in 2 IRM reports: the invoice discrepancy report and the IRM detail report.
Action Buttons	Middle – Far Right	Load Contract	<ul style="list-style-type: none"> Load contract tables for Charges View (Not currently active)
		Turn in Locs	<ul style="list-style-type: none"> Load turn in loc tables for Charges View (Not currently active)
		Charges View	<ul style="list-style-type: none"> Changes to Repairs View if you are on the Charges View page (Not currently active) Allows for reconciliation between estimated charges, contracted charges, and invoiced charges
		VEH Comments	<ul style="list-style-type: none"> Select a vehicle and then add comments which are stored for the vehicle record
		VEH Notes	<ul style="list-style-type: none"> Allows user to view notes for an invoice
Select Record	Bottom	OV – Override	<ul style="list-style-type: none"> Allows user to manually check box to accept discrepancies between invoice and estimates When vehicle Status is either 'P', 'R', 'W', or D', OV will be checked by default.



Option	Location	Input	Description
			Excluded vehicles will show as the last rows in the IRM detail report as Type 'X'. The vehicle Status will be appended to the Description to provide a reason for the exclusion, e.g. 'MANUALLY EXCLUDED W'
		S – Status	<ul style="list-style-type: none"> Reg FMC, Run, CL-Tag, VIN, Year, Make, Model, and Miles are self explanatory
		A -- Adj Diff – Adjusted Difference	<ul style="list-style-type: none"> Notes that there is a difference between the estimate adjusted and the invoice adjusted by using a P to indicate problem Shows the difference between the approved items in the estimate and the approved items in the invoice
		I - Inv Over – Invoice Over	<ul style="list-style-type: none"> Notes that there is a problem item associated with the invoice Occurs when an item in the invoice is deselected as an approved item and is indicated with a P for problem
		Appr Estimate – Approved Estimate	<ul style="list-style-type: none"> Tallies the dollars of approved repairs in an estimate
		Inv Rep – Invoice Repairs	<ul style="list-style-type: none"> Tallies the dollars of dynamic repairs in the invoice (from AH invoice file)
		Inv Chgs – Invoice Charges	<ul style="list-style-type: none"> Tallies the dollars of static charges in the invoice (from AH invoice file)
		Inv Total – Invoice Total	<ul style="list-style-type: none"> Sum of invoice repairs and charges
		Comments	<ul style="list-style-type: none"> If VEH Comments (5th button down in the upper right) is selected, IRM comments can be manually entered for a vehicle. The comments will be displayed in the IRM detail report.

Option	Location	Input	Description
Action Buttons	Bottom	Validation Reports	<ul style="list-style-type: none"> ○ Produce 2 reports <ul style="list-style-type: none"> • Detailed report showing either: all estimate and invoice line-items or line-item exceptions-only – user determined • Invoice discrepancy report, which can be sent directly to the auction, that shows all items from the AH invoice which have been deselected as repairs not authorized, or at least not authorized at that amount
		Multi-Vehicle Edit	○ Select a series of vehicles that need to have the same edit made (i.e. all need \$10 added to transportation for tolls) (Not currently active)
		Stats	(Not currently active)
		Invoice Reports	○ Produce the invoice reports (repairs, charges, and summary)
		Upload AH Invoice	<ul style="list-style-type: none"> ○ Sends Invoice data to FMS ○ The new invoice format (VSR) includes invoice BB information
		Upload IRM Data	<ul style="list-style-type: none"> ○ Sends IRM data to server ○ IRM data consist of two files: <ul style="list-style-type: none"> • The estimate data (EST) with BB information: where estimate-actual is not equal to zero and estimate-adjusted is zero.
Stat Boxes	Bottom		<ul style="list-style-type: none"> ○ Total number of vehicles in database, excluding non-sold vehicles and those for which the override was checked, with exceptions ○ Total number of vehicles in database ○ Sale loaded ○ Estimate loaded ○ Invoice loaded
Check-box	Bottom	Exceptions checkbox	○ When checked, will display only records containing discrepancies – values not equal to zero between either: estimate-adjusted and invoice-adjusted, or between invoice-actual and invoice-adjusted. These discrepancies are signified by a 'P' in either the 'A' or 'I' column. As discrepancies are resolved, they are removed from the 'Select Record' list upon selection of another vehicle.

Helpful hints:

- Buttons become active when they are logically useable. For example, the Load Estimate button is not useable until Load Sale is complete.
- All buttons and edit controls that are not self-explanatory have tool-tips. Hover your cursor over them to view an explanation of the control.
- IRM is VIN based. It assumes that the VIN in the ARM database is correct and matches that VIN in estimate and invoice.

6.3 Functionalities in IRM

6.3.1 List Box Flags

Four flags are located on the lower-right of the IRM screen – shown in Figure 6-2. These flags indicate whether or not various data is loaded for the sale. Mousing over the flags displays control information.

The flags, from left to right are as follows:

- **Sale Loaded:** 0 = No; 1 = Yes
- **Estimate Loaded:** 0 = No; 1 = Yes
- **Invoice Loaded:** 0 = No; 1 = Yes
- **Charges Loaded:** 0 = No; 1 = Yes



Figure 6-2. List Box Flags

6.3.2 Tool-Tips

Tool-tips provide information about the controls and their functions and are available for all buttons and unlabeled edit controls in IRM. Mousing over a control or button displays the tool-tip for that control/ button.

Buttons are enabled when they are logically usable.

6.3.3 Edit Controls

IRM contains several groups of edit controls. All IRM editor main-dialog controls are read-only. The section in the upper left of the IRM GUI is the Sale Info control section. These controls contain sale information, such as: Sale Number, Sale Date, Auction Location, and Database Record Count. When the Load Sale is successful, the Sale Info controls are loaded.

The section in the upper right of the IRM GUI is the Vehicle Info control section. When a vehicle is selected, the Vehicle Info Control section displays data for the currently active vehicle in the Select Record list-box.

6.3.4 Database Related Columns

OV – This column allows you to override the specified vehicle when checked. If the vehicle Status is not ‘M’ (manual Status does not apply in IRM), empty, or a space, the OV column will be auto-checked by IRM. Therefore, ‘P’ (passed), ‘W’ (withdrawn), ‘R’ (rejected), or ‘D’ (defaulted) vehicles will be auto-checked.

- **S** – This column shows the vehicle Status, if any.
- **R-FMC** – Region and Fleet Management Center.
- **Run** – Vehicle run number
- **CI-Tag** – GSA class and tag

Vehicle Identifiers: Vehicle Identifiers are VIN (vehicle identification number), Year, Make, Model, and Mileage. You will be returned to the Selected Record after you load estimates and invoices.

6.3.5 Vehicle Information Control Section

The Vehicle Information Control Section is displayed in Figure 6-3.

Reg/FMC: 2-2	Make: CHEVROLET	Proceeds: \$0.00
Run #: 1	Model: TAHOE	FMV: 9675.00
Tag: G62-16311	Miles: 63504	Type: 627508
VIN: 1GNEK13V63J268926	GVWR: 6800	Acq Code: 10
Year: 2003	Cond Cd: X	

Figure 6-3. Vehicle Information Control

6.3.6 Estimated Repairs List Box

To load data into the estimated repairs list box, select the **Load Estimate** button located at the lower-left below the Estimated Repairs list box, shown in Figure 6-4.

The Load Estimate Data screen, shown in Figure 6-5, will be displayed.

OK	AP	BB	Description	Estimate	Adjusted	Approved By	Chargeable	Comments	ID
<input type="checkbox"/>									

Figure 6-4. Estimated Repairs

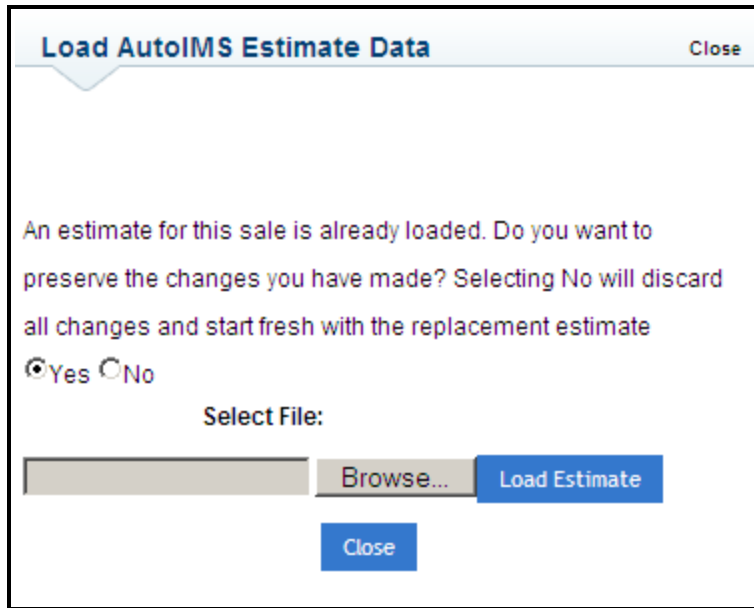


Figure 6-5. Load Estimate Data

To load a new estimate – if a previous estimate has been loaded – click the yes button and then click Browse to access your file.

An Open file dialog box will be displayed, as shown in Figure 6-6.

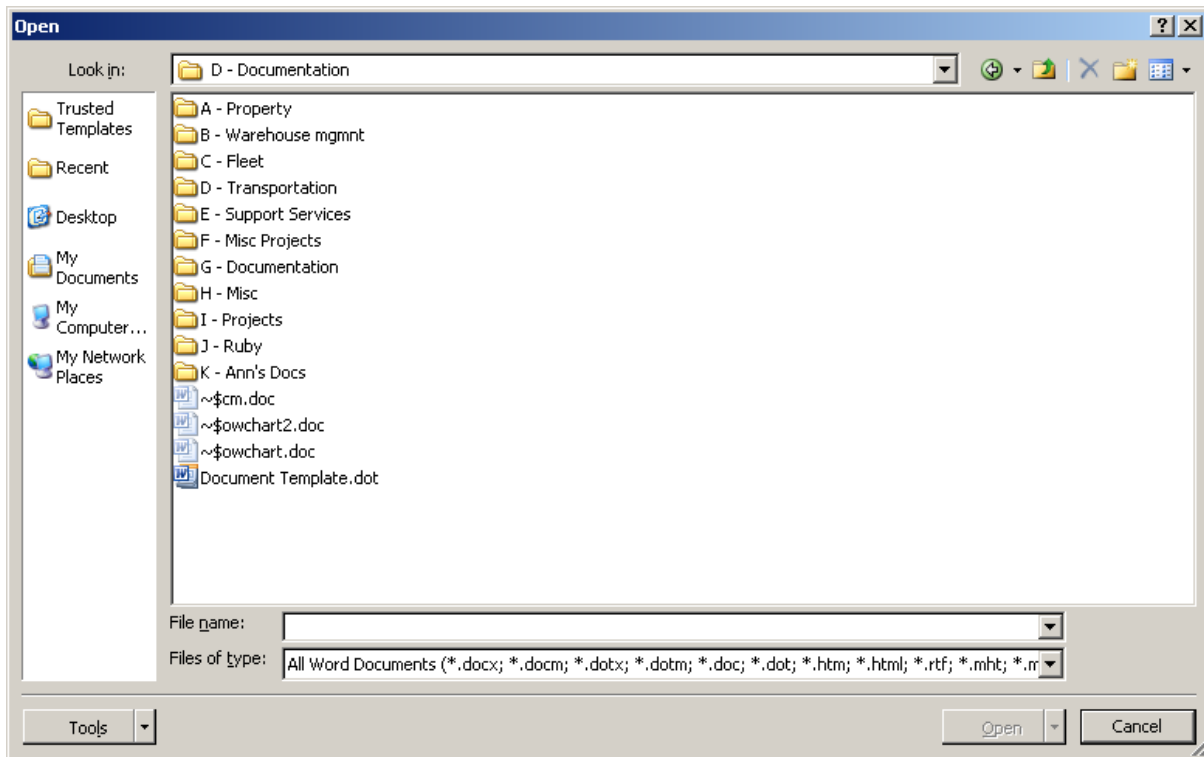


Figure 6-6. Open File

Select your file and click the **Load Estimate** button to load your estimate.

By default, it opens in C:\temp folder and displays *.csv files. The default name is AutoIMSReport.csv, but you may select any valid CSV file from the view or another location on the drive or network.

Warning: If a valid file is not loaded, you will receive an error message. Please refer to the AutoIMS report header list in the Appendix of this document.

Select a vehicle to populate data in the Estimated Repairs box. The estimate loaded flag in the lower right of the screen (middle of 3); will display the number of successful loads. Estimated Repairs data is initially loaded in the order in which it appears in the AutoIMS report.

6.3.7 Extracted Column Data

Information derived from AutoIMS reports is described in Table 6-2.

Table 6-2. AutoIMS Reports

IRM	AutoIMS Report
Description	Repair description found under the column
Estimate	Sum of Labor and Parts columns
Approved By	Repair Approved By column
Comments	Comments column

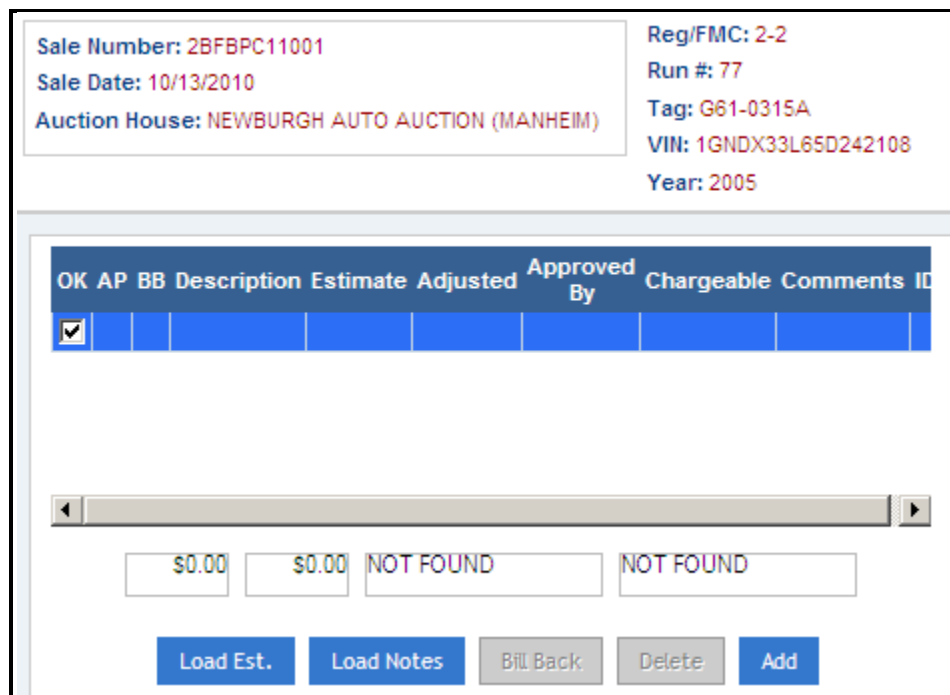


Figure 6-7. Estimated Repairs

Note: The Bill Back button is enabled only when the value in the Estimate column is greater than zero and the value in the “Adjusted” column is zero.

On first load, if a name appears in the **Approved By** column, a ‘Y’ will appear in the **AP** or file-approved column, and the checkbox in the **OK** column will be auto-checked. The value of the checked items will appear in the Adjusted column. This is for IRM user adjustments – you can deselect file-approved items by unchecking the line-item checkbox. This action will convert the value in the Estimate column to \$0.00 and update the Adjusted subtotal below the Adjusted column. The updated AutoIMS report data will be displayed in the Appr Est (approved estimate) column of the Select Record box. As you uncheck the line items in the Estimated Repairs list, the values will be adjusted accordingly.

6.3.8 Exceptions View

The occurrence of one of the following conditions is defined as an exception:

- The adjusted estimated is not equal to the adjusted invoice.
- The adjusted invoice is not equal to the actual invoice.

To view exceptions-only in the Select Record window, check the Exceptions checkbox at the lower-left of the IRM screen. As adjustments are made to items and exception conditions no longer exist, when you select another vehicle in Select Record, the newly corrected vehicle disappears from the exception list.

6.3.9 Adding Items to Estimated Repairs

There are two methods of adding line items to the Estimated Repairs list box:

1. Press the Add button
2. Press the add an invoice item to the adjusted estimate
3. Press Add and you will see a box as shown in Figure 6-8

Figure 6-8. Add Estimate

4. Add item values manually – you will receive a message when no estimate exists.
5. Click **Yes** and you will see your name in the Approved By column an auto-check in the check box, and a + is added to the + column to confirm that the item was added. Values are updated in the Select Record list box.

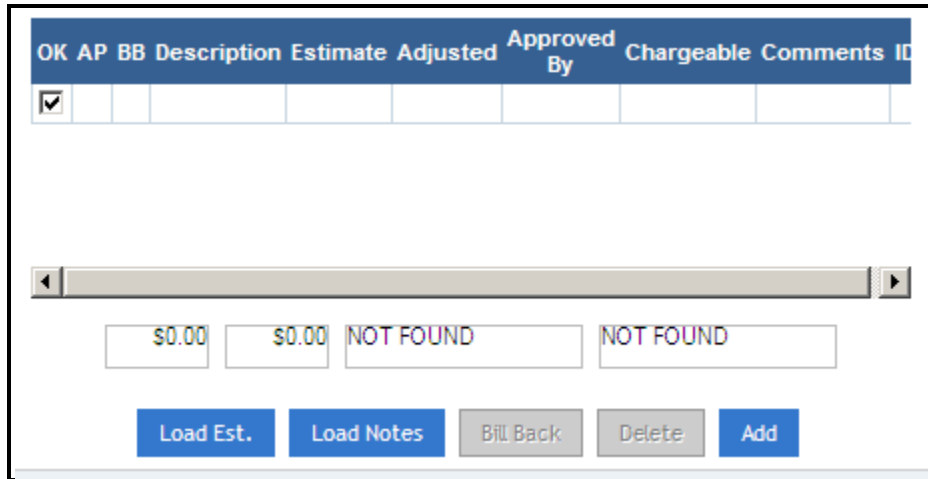


Figure 6-9. Estimated Repairs

Note: You will get an error message if you try to uncheck the option.

Deleting Added Line-Items

Highlight a previously added row and click **Delete** to delete the entire row.

6.3.10 Adding Items from Invoice to Estimate

Multiple items can be added from the invoice to the adjusted estimate by selecting them while holding down the Ctrl key. The values can be modified to reflect what they should be in the estimate. If you want to select several values but skip one, press **Skip** to go to the next item on the list.

6.3.11 Un-Authorizing Invoice Items

To unauthorize invoice line items uncheck the item in the Invoice Repairs section. You will see an **Add Line-Item Comments** box, with the Repair ID, Repair Description, and NO AUTH as the default comment. You can accept the default, customize the comment, or select Cancel if you don't want to add any comments.

When the default is accepted, NO AUTH is entered into the Comments field and the line item is unchecked. All related values are updated and all un-checked invoice items are reported in the Invoice Discrepancy Report. You should provide comments for the deselected line items. Scroll to the right to view comments.

6.3.12 Adding Comments to Vehicles

To add comments to a vehicle:

1. Highlight the required vehicle in the Select Record section.
2. Press the VEH Comments button on the right of Invoice Repairs section to add IRM comments to a specific vehicle.
3. After pressing the VEH Comments button, the Add Vehicle Comments screen will appear with the Run Number, and VIN. (Comments must be entered manually.)
4. Vehicle comments will appear under the Comments column in Select Record section. (Scroll to the right to view comments.)

6.3.13 Excluding Records from Final Reports

You can entirely exclude specified vehicles from showing in the final reports by un-checking them in Select Record section. However, the vehicle information will be displayed in the Full Detail Report and Exceptions Detail Report, and the value Manually Excluded will appear under Description – the record type will be X for excluded. Excluded vehicles will not appear in the Invoice Discrepancy Report, as the auction houses do not need to know what vehicles have been excluded.

When vehicles containing exceptions are un-checked in Select Record the exceptions counter (to the right of the Exit button) is updated.

<input type="checkbox"/>	OV	S	R-FMC	Run	Cl-Tag	VIN	Mo
<input type="checkbox"/>			2-1	33	G61-0380A	1J4GL48K05W647094	2005
<input type="checkbox"/>			2-1	50	G10-5541F	1G1ZS57F77F265636	2007
<input type="checkbox"/>			2-2	55	G61-1607B	1GNEL19X95B129327	2005
<input type="checkbox"/>			2-1	60	G10-5542F	1G1ZS57F57F266090	2007
<input type="checkbox"/>			2-2	66	G61-2091B	1J4GL48K26W230857	2005

Exceptions 0 22 Multi Vehicle Edit Stats Invoice Reports

Figure 6-10. Exceptions Check-box

6.3.14 Preliminary Invoice Processing

During the pre-sale process if a preliminary invoice is available for downloading into ARM it is recommended to access the Net Proceeds reports via Invoice Reports button (Alt + r).

Performing this action will catch all Net Proceeds exceptions, such as Class-Tag and VIN errors, and report them early in the sale process.

During the invoice reconciliation process, it is normal to need to upload a new invoice from an auction house. IRM will preserve the user line-item edits on-demand, that is, IRM will not overwrite them providing that the user presses Yes on the message box warning – shown in Figure 6-11 – to preserve them. In this case, IRM inspects each item of the new invoice, if the original line-item content is identical to that of the old invoice, the checked state and comments are copied to the new data sets, then the old invoice is line item is taken off the list.



Figure 6-11. Message Warning Box

6.4 Validation Reports

You can access three unique IRM reports by selecting Process after you Load an Invoice or an Estimate and an Invoice.

To generate a report:

1. Select a record from the IRM screen, shown in Figure 6-12.

Search Results Table:

OV	S	R-FMC	Run	CI-Tag	VIN	Model Year	Make	Model	Miles	Adj Diff	A	Inv Over	I
<input type="checkbox"/>		2-1	33	G61-0380A	1J4GL48K05W647094	2005	JEEP/EAGLE	LIBERTY	91872	\$0.00		\$0.00	
<input type="checkbox"/>		2-1	50	G10-5541F	1G1ZS57F77F265636	2007	CHEVROLET	MALIBU	38707	\$0.00		\$0.00	
<input type="checkbox"/>		2-2	55	G61-1607B	1GNEL19X95B129327	2005	CHEVROLET	ASTRO	60377	\$0.00		\$0.00	
<input type="checkbox"/>		2-1	60	G10-5542F	1G1ZS57F57F266090	2007	CHEVROLET	MALIBU	41055	\$0.00		\$0.00	
<input type="checkbox"/>		2-2	66	G61-2091B	1J4GL48K26W230867	2006	JEEP/EAGLE	LIBERTY	92554	\$0.00		\$0.00	

Figure 6-12. IRM screen

2. Click the **Validation Reports** button at the bottom of the screen to access the IRM Report Writer—shown in Figure 6-13.

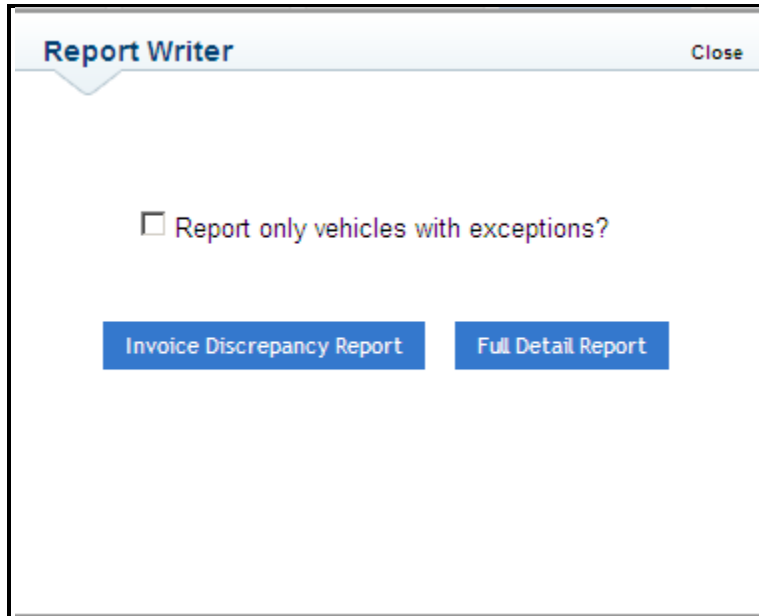


Figure 6-13. IRM Report Writer

3. Select **Full Detail Report** or **Invoice Discrepancy Report**, as needed. (To report only vehicles with exceptions, click the check-box.)

The report will be generated in an Excel spreadsheet.

Note: The only difference between the exceptions and the full report is that the full report reports all vehicles, and the exceptions report reports only those vehicles containing exception conditions. Both reports will list excluded vehicles, and the sub-totals in the footer record are for all vehicles in the sale.

Table 6-3. Vehicle Summary Record

Option	Vehicle Summary Record
Type A	Summary record for the vehicle
Type E	An estimate record
Type I	An invoice record
OK	Is whether or not the user gave the final approval by leaving the column checked.
AP	Contains a Y for file-approved items. Repair description is next.
ID	Is the typical order in which the data appears in the file from which it was extracted.

Excluded vehicles – those checked in the OV column of Select Record – are listed as the last records in the report. The record Type is X – for excluded. In the OK column, excluded vehicles will contain OV. The Description column will contain MANUALLY EXCLUDED. Although

details of excluded vehicles are not listed, the data from the excluded vehicles is not excluded from the sub totals contained in the footer record set. The Invoice Discrepancy Report is designed to report data for all non-overridden invoice exceptions. Non-overridden items are unchecked vehicles in Select Record. An invoice exception is defined, as the Invoice Adjusted is not equal to the actual invoice. This report can be supplied to the auction house for correction.

The Invoice Discrepancy Report contains vehicle identifiers, and invoice data, user comments and opens in Microsoft Excel.

7 Toolbox

The Toolbox sub-menu contains the following selections, shown in Figure 7-1:

- **Settings** – allows you to resize the Run Sale table and the Edit Sale table column widths.
- **Sale Status** – displays the current status of a sale
- **Archive Sale** – allows the SCO to archive a sale
- **Archive Viewer** – allows the user to store sales in the Archive database and to view archived sales.

To view the Toolbox menu:

1. Log into ARM and mouse-over “**Toolbox**” on the Main Menu.
The Toolbox Menu, shown in Figure 7-1, will be displayed.

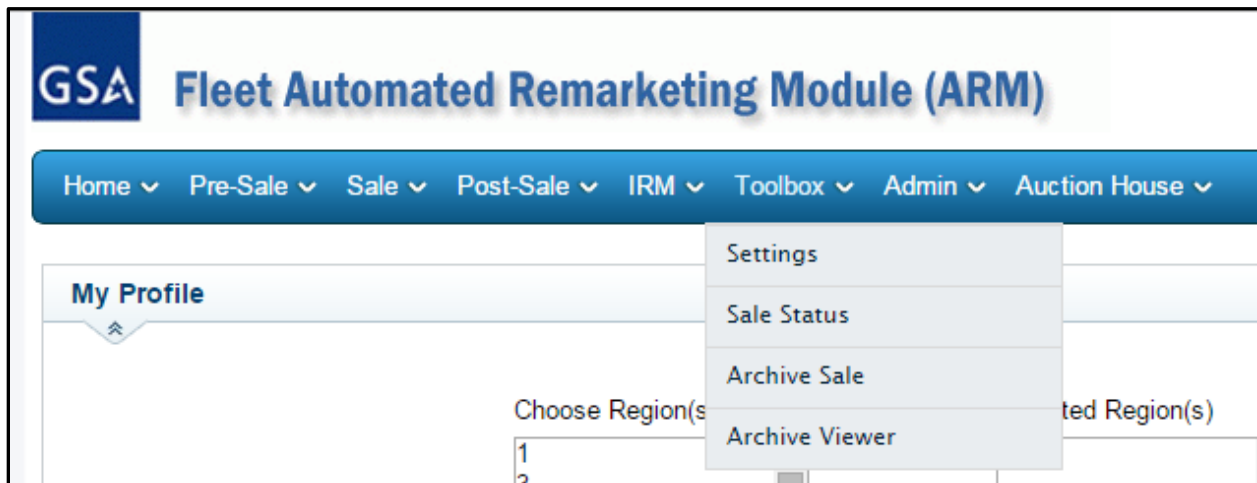


Figure 7-1. Toolbox menu

7.1 Settings

The Settings functionality allows you to resize Run Sale and Edit Sale table column widths.

To resize the Run Sale / Edit Sale table columns:

1. Hover your cursor over **Tool Box** on the Main Menu and select **Settings** from the sub-menu, shown in Figure 7-1.
The **Resize Run Sale / Edit Sale Table Columns** screen, shown in Figure 7-2, will be displayed.

Fleet Automated Remarketing Module (ARM)

Privacy and Security | Help | Log Out

User Name: AUBREY G ZETROUER | 2

Home ▾
Pre-Sale ▾
Sale ▾
Post-Sale ▾
IRM ▾
Toolbox ▾
Admin ▾
Auction House ▾

Resize Run Sale Table Columns

Select Table Column:

New Width:

Apply RunSale Width

Run	Status	Reject Amount	Proceeds	Agency Class	Tag	Model Year	Make	Model	Miles	Fair Market Value	Floor Value	Asking Price
22	P	\$0.00	\$0.00	G63	09461	2001	FORD	F250	17305	\$5635.00	\$7042.50	\$9390.00
8	W	\$0.00	\$0.00	G11	2593B	2006	CHEVROLET	IMPALA	30863	\$5560.75	\$6007.50	\$8010.00

Resize Edit Sale Table Columns

Select Table Column:

New Width:

Apply EditSale Width

Run	Class	Tag #	Mod Class	Mod Tag	Remarks	Stat
<input style="width: 50px;" type="text" value="1"/>	G10	3364S	<input style="width: 50px;" type="text" value="G10"/>	<input style="width: 50px;" type="text" value="3364S"/>	<input style="width: 150px;" type="text" value="Tested"/>	<input style="width: 50px;" type="text" value="W"/>
<input style="width: 50px;" type="text" value="2"/>	G10	3805F	<input style="width: 50px;" type="text" value="G10"/>	<input style="width: 50px;" type="text" value="3805F"/>	<input style="width: 150px;" type="text" value="Tested"/>	<input style="width: 50px;" type="text" value="P"/>

Figure 7-2. Resize Run Sale / Edit Sale Table Columns

2. Select the column you want to resize from one of the “**Select Table Columns**” drop-down lists (for example – select the ‘Remarks column in the Edit Sale Table).
3. Enter the desired width, e.g. type ‘10’ in the New Width field and click the **Apply EditSale Width** button.

The selected column will be resized, as shown in Figure 7-3 (see the Remarks column in the Edit Sale table).

Fleet Automated Remarketing Module (ARM)

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User Name: AUBREY G ZETROUER | 2

Home ▾ Pre-Sale ▾ Sale ▾ Post-Sale ▾ IRM ▾ Toolbox ▾ Admin ▾ Auction House ▾

Resize Run Sale Table Columns

Select Table Column:

New Width:

[Apply RunSale Width](#)

Run	Status	Reject Amount	Proceeds	Agency Class	Tag	Model Year	Make	Model	Miles	Fair Market Value	Floor Value	Asking Price
22	P	\$0.00	\$0.00	G63	09461	2001	FORD	F250	17305	\$5635.00	\$7042.50	\$9390.00
8	W	\$0.00	\$0.00	G11	2593B	2006	CHEVROLET	IMPALA	30863	\$5560.75	\$6007.50	\$8010.00

Resize Edit Sale Table Columns

Select Table Column:

New Width:

[Apply EditSale Width](#)

Run	Class	Tag #	Mod Class	Mod Tag	Remarks	Stat	Year	M
<input type="text" value="1"/>	G10	3364S	<input type="text" value="G10"/>	<input type="text" value="3364S"/>	<input type="text" value="Tested"/>	<input type="text" value="W"/>	<input type="text" value="2006"/>	<input type="text" value="Dc"/>
<input type="text" value="2"/>	G10	3805F	<input type="text" value="G10"/>	<input type="text" value="3805F"/>	<input type="text" value="Tested"/>	<input type="text" value="P"/>	<input type="text" value="2007"/>	<input type="text" value="Ch"/>

Figure 7-3. Resize Run Sale Table Columns

7.2 Sale Status

Sale Status displays important milestones for a Sale and gives the last time that the action occurred; providing the SCO with the most recent status of a sale. Entries are updated automatically as the sale is in progress.

To display the status of a sale:

1. Mouse over **Tool Box** on the Main Menu and then select **Sale Status** from the sub-menu, shown in Figure 7-1.

The **Sale Status** screen, shown in Figure 7-4, will be displayed.

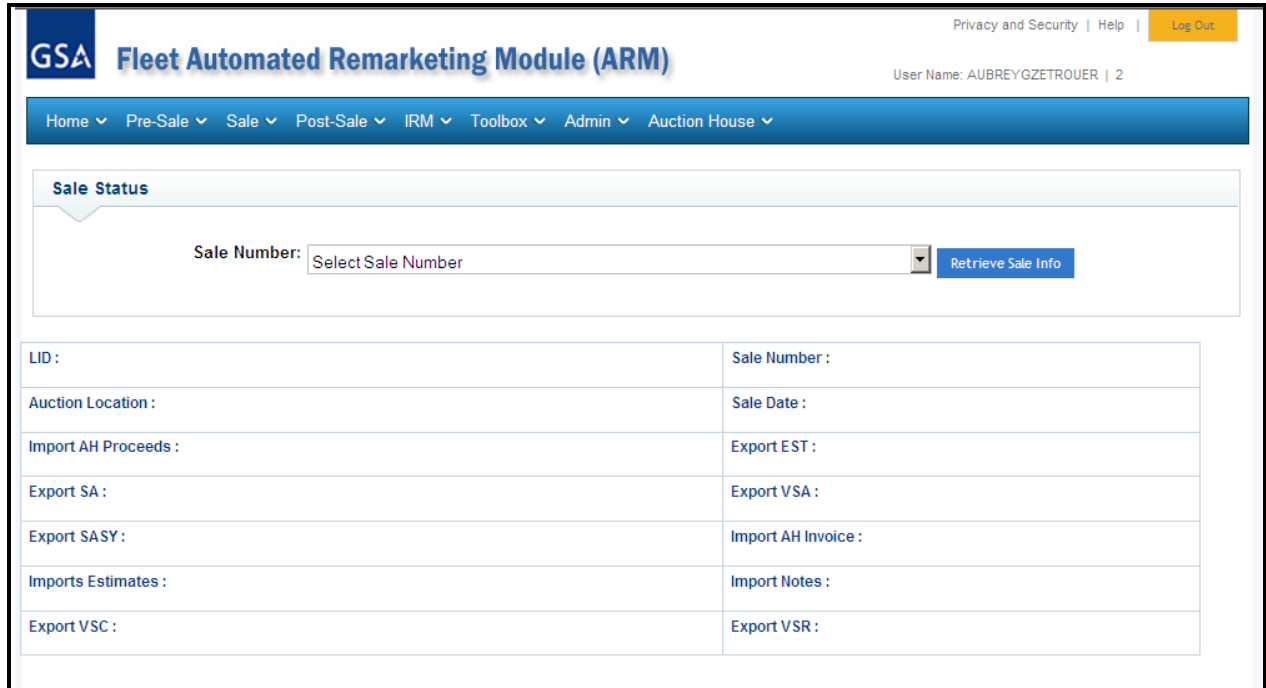


Figure 7-4. Sale Status screen

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.
Milestones for the selected Sale will be displayed, as shown in Figure 7-5.

Sale Status	
Sale Number: 2BFBPC09004 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY Retrieve Sale Info	
LID : WAUB	Sale Number : 2BFBPC09004
Auction Location : NEWBURGH AUTO AUCTION (MANHEIM)	Sale Date : 03/28/2007
Import AH Proceeds : 05/20/2014	Export EST : Not found
Export SA : Not found	Export VSA : Not found
Export SASy : Not found	Import AH Invoice : Not found
Imports Estimates : Not found	Import Notes : Not found
Export VSC : Not found	Export VSR : Not found

Figure 7-5. Sale Status screen with Sale information

Information displayed on the Sale Status screen includes:

- LID – LID of the logged in user
- Sale Number – the sale for which the status is displayed
- Auction Location – location where the auction took place
- Sale Date – the date that the sale took place
- Import AH Proceeds – the date that the Auction House proceeds were uploaded
- Export EST – the date the Estimates for repairs were imported
- Export SA – the date that Sale Auctions information was added
- Export VSA – the date that Vehicle Sale Auctions information was added
- Export SASy – the date sale information was exported to SASy
- Import AH Invoice – the date that the Auction House Invoice was imported
- Export VSC – the date Vehicle Sale Charges were added
- Export VSR – the date Vehicle Sale Repairs were added

Note: Each status is updated with a date/time stamp when the associated event occurs.

7.3 Archive Sale

Archive Sale allows the SCO to archive a sale. This is usually done after the sale is over and all of the databases have been updated. Archiving a sale removes data from the active database and places it in the archive database.

To archive sale:

1. Hover your cursor over **Tool Box** on the Main Menu and select **Archive Sale** from the sub-menu, shown in Figure 7-1.

The **Archive Sale** screen, shown in Figure 7-6, will be displayed.

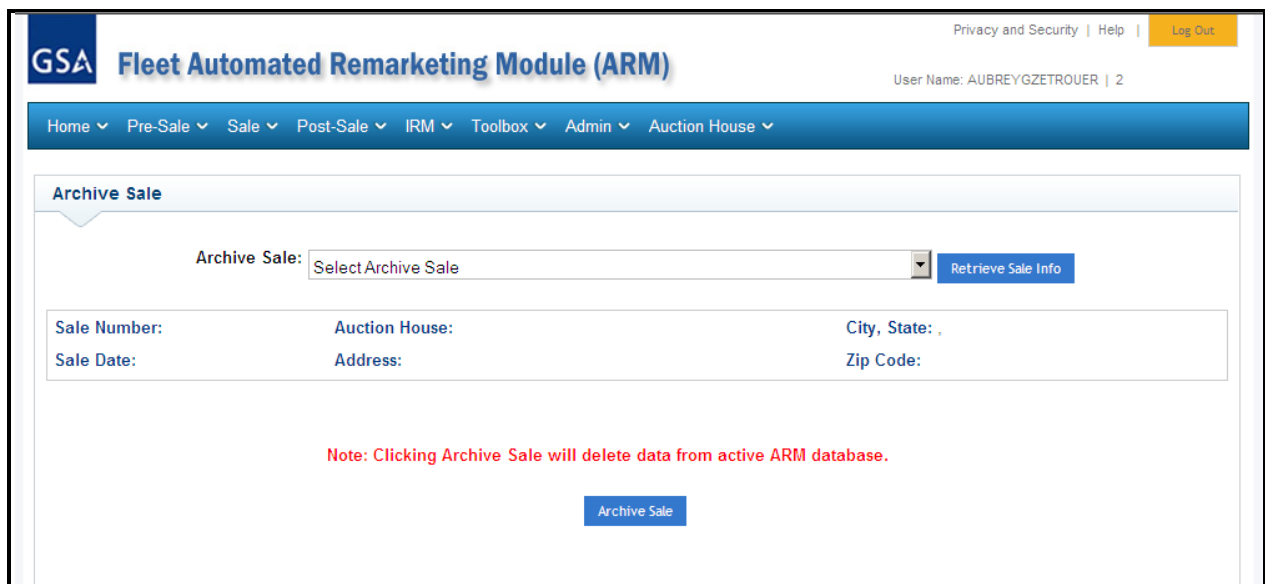


Figure 7-6. Archive Sale

2. Select a sale number from the **Archive Sale** drop-down list, and click the **Retrieve Sale Info** button.

Information for the selected Sale will be displayed, as shown in Figure 7-7, and the **Archive Sale** button will be displayed.

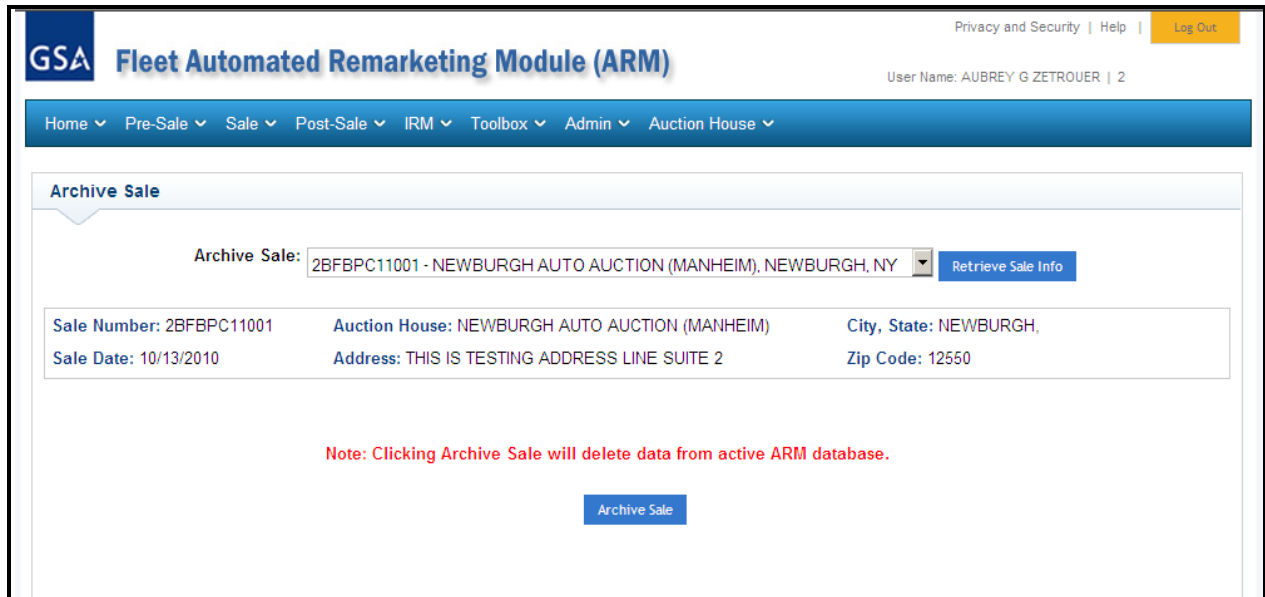


Figure 7-7. Archive selected sale

3. Select the **Archive Sale** button.

The sale will be sent to the archive database.

Clicking the **Archive Sale** button will delete the data from the active ARM database.

Warning: If the sale has already been archived, archiving it again will delete all of the previously archived data.

7.4 Archive Viewer

The Archive viewer displays Sale, Vehicle, Bidding, and Proceeds information, and allows you to view other, more detailed information for the Sale by selecting one of the links at the bottom of the screen.

When a sale is archived, the data is moved to the Archive server and is no longer available on the Active server.

To view an archived sale:

1. Hover your cursor over **Tool Box** on the Main Menu and then select **Archive Viewer** from the sub-menu, shown in Figure 7-1.

The **Archive Viewer** screen, shown in Figure 7-8, will be displayed.

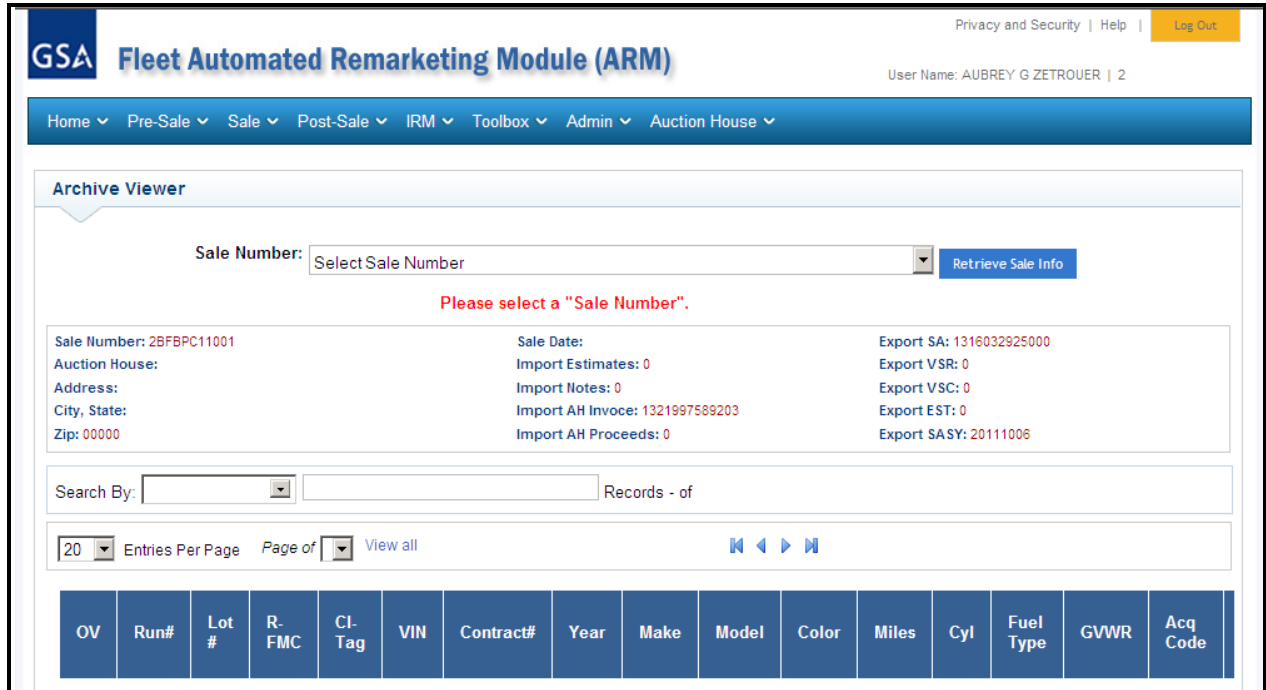


Figure 7-8. Archive Viewer

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

Archived information for the selected Sale will be displayed on the **Archived Sale** screen, as shown in Figure 7-9.

Fleet Automated Remarketing Module (ARM)

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User Name: AUBREY G ZETROUER | 2

Home ▾ Pre-Sale ▾ Sale ▾ Post-Sale ▾ IRM ▾ Toolbox ▾ Admin ▾ Auction House ▾

Archive Viewer

Sale Number: Retrieve Sale Info

Sale Number: 2BFBPC11001	Sale Date:	Export SA: 1316032925000
Auction House:	Import Estimates: 0	Export VSR: 0
Address:	Import Notes: 0	Export VSC: 0
City, State:	Import AH Invoice: 1321997589203	Export EST: 0
Zip: 00000	Import AH Proceeds: 0	Export SASY: 20111006

Search By: All Columns Records 1-5 of 22

5 Entries Per Page Page 1 of 5 1 View all

OV	Run#	Lot #	R-FMC	CI-Tag	VIN	Contract#	Year	Make	Model	Color	Miles
1	1	1	1	3363D	1B3AL46T66N230126	GS02F11FBE0136	2006	DODGE	STRATUS		52836
2	2	2	1	3805F	1G1Z957F17F264384	GS02F11FBE0137	2007	CHEVROLET	MALIBU		40311
3	3	3	1	5772F	2G1WB58K179372639	GS02F11FBE0138	2007	CHEVROLET	IMPALA		65760
4	4	4	1	3808F	1G1Z957F67F263800	GS02F11FBE0192	2007	CHEVROLET	MALIBU		37746
5	5	5	1	5538F	1G1Z957F27F268573	GS02F11FBE0193	2007	CHEVROLET	MALIBU		50499

Estimates

Auction House Proceeds

Invoice Repairs

Invoice Charges

Electronic Fund Transfer

Vehicle Notes

Figure 7-9. Archived Sale

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns” was selected) is displayed while records that do not contain the character(s) are removed from the list.

8 Admin

The Admin module allows an administrator to manage Auction House (AH) and Sales Contracting Officer (SCO) user records and to add users that are entitled to use ARM.

To view the Admin menu:

1. Log into ARM and mouse-over “**Admin**” on the Main Menu.
The **Admin** menu, shown in Figure 8-1, will be displayed.

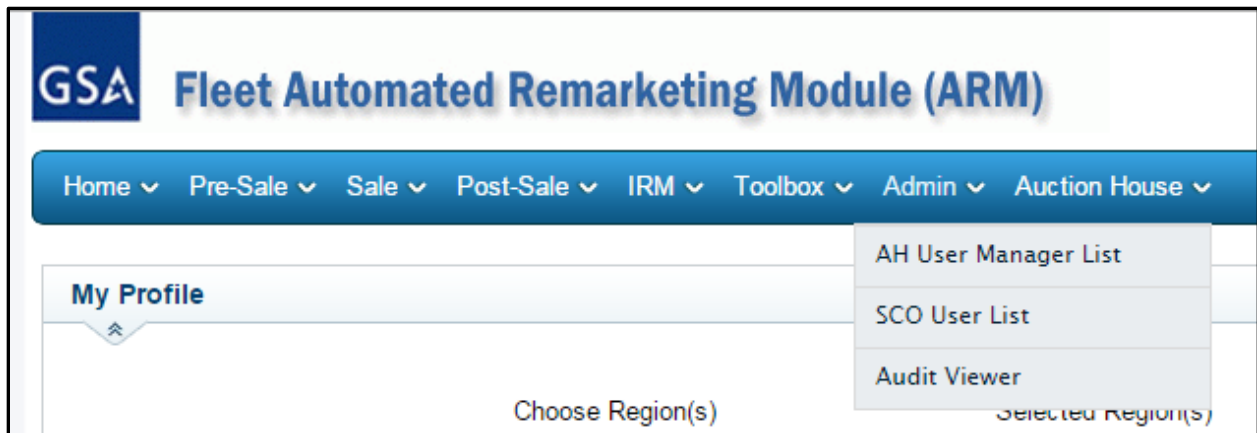


Figure 8-1. Admin menu

8.1 AH User Manager List

This function allows an administrator to manage Auction House users that are entitled to use ARM.

8.1.1 Managing User Records

To Manage AH User records:

1. Mouse over **Admin** on the Main Menu, and select **AH User Manager List** from the sub-menu, shown in Figure 8-1.
The **User Manager List** screen, shown in Figure 8-2, will display a list of Auction House users.

Privacy and Security | Help | [Log Out](#)

GSA Fleet Automated Remarketing Module (ARM) User Name: RICHARDWJOYNER | 2

Home ▾ Pre-Sale ▾ Sale ▾ Post-Sale ▾ IRM ▾ Toolbox ▾ Admin ▾ Auction House ▾

User Manager List

Search By: All Columns ▾ Records 1-89 of 89

All ▾ Entries Per Page Page 1 of 1 1 ▾ Export to:

User Id/LID	First Name	Last Name	Email	Phone Number	Fax Number	Region	Auction Location
12345	monica	ugbaja	monica.ugbaja@lmco.com			10	
12345678	Santa	Clause	santa.clause@gsa.gov	123-456-7890	123-456-7890	1	Brushers North Pole
1CTI1002	Tony	Vaughns	tony.vaughns@gsa.gov	5184314315	5184314320	1	Central Auto Auction
1NHI1001	Tony	Vaughns	tony.vaughns@gsa.gov	5184314315	5184314320	1	Auto Auction of New England
250	tester	tesertm	testerm@email.com			5	
2C03	Jane	JOnes	jane.jones@gsa.gov			2	
2CO1	AMIT	BHADKAN	amit.bhadkan@gsa.gov	703-717-8423		2	
2mmuuuu	monitester	testerm	ugbajamonica@gmail.com	7036059577		3	Crystal City
2SC1	testing-updates	last	email@email.com			4	
2SC2	monica	chinaezezi	monica.ugbaja@gsa.gov	7036059577		1	CC
2SC3	nanna	ttetest	test@test.gov			2	
3MDC3001	BLANCHE	BRUNGART	BBRUNGART@BSCAMERICA.COM	4105100589	4108934137	3	BEL-AIR AUTO AUCTION
3NRC1001	NAGARAJAN	RAMACHANDRA	RAMACHANRARAO.NAGARAJAN@GSA.GOV	703-605-5477	703-605-9595	5	BELL-AIR AUTO AUCTIONS

Figure 8-2. AH User Manager List

- To export this report to a Microsoft Excel spreadsheet, click on the **Export to** icon. The downloaded file will be labeled “UserManager.xls”.

- Click a User Id/LID.

The User Manager screen will be populated with the user’s information, as shown in Figure 8-3. (Clicking the **Back** button will return you to the User Manager List screen.)

The screenshot displays the 'User Manager' interface within the GSA Fleet Automated Remarketing Module (ARM). The page header includes the GSA logo, the application title, and user information (User Name: RICHARDWJOYNER | 2). A navigation menu contains links for Home, Pre-Sale, Sale, Post-Sale, IRM, Toolbox, Admin, and Auction House. The main content area is titled 'User Manager' and contains a form with the following fields:

- *User Id/LID: 2SC1
- *First Name: testing-updates
- *Last Name: last
- *Email Address: email@email.com
- *Phone Number: [empty]
- Fax Number: [empty]
- * Default Region: 4
- *Auction Location: [empty]

At the bottom of the form, there is a row of buttons: Back, Add, Update, Delete, Lock, Unlock, Reset Password, and Clear.

Figure 8-3. User Manager

4. **To Update a user record:** Make changes to the entries as appropriate and click the **Update** button. (The User Id/LID cannot be modified.) (All fields with a red asterisk must contain an entry.)

The record will be updated and a message will be displayed:
“User Updated Successfully.”

5. **To Delete a user record:** Click the **Delete** button.

The record will be deleted and a message will be displayed:
“User Removed Successfully.”

6. **To Lock/Unlock a user account:** Click the **Lock** or **Unlock** button.

The record will be locked or unlocked and a message will be displayed, depending on whether you locked or unlocked the account.

If the account is being locked the message “Account Locked Successfully” will be displayed.

If the account is being unlocked, an email message with a default password will be sent to the user, and the message “User account unlocked and email has been sent successfully” will be displayed.

Note: A user account is locked if the password is entered incorrectly four times.

8.1.2 Adding a User record

To add a new user record:

1. Mouse over **Admin** on the Main Menu, and select **AH User Manager** from the sub-menu to get to the **AH User Manager List** screen (see Figure 8-2).

At the bottom of this screen is an **Add User** button, as shown in Figure 8-4.

The screenshot shows the 'User Manager List' interface. At the top, there is a navigation bar with 'Home', 'Pre-Sale', 'Sale', 'Post-Sale', 'IRM', 'Toolbox', 'Admin', and 'Auction House'. Below this is a search bar with 'Search By: All Columns' and 'Records 1-90 of 90'. There are also options for 'All' entries per page and 'Page 1 of 1'. An 'Export to:' button is on the right. The main content is a table with the following data:

User Id/LID	First Name	Last Name	Email	Phone Number	Fax Number	Region	Auction Location
12345	monica	ugbaja	monica.ugbaja@lmco.com			10	
12345678	Santa	Clause	santa.clause@gsa.gov	123-456-7890	123-456-7890	1	Brashers North Pole
1CTI1002	Tony	Vaughns	tony.vaughns@gsa.gov	5184314315	5184314320	1	Central Auto Auction
1NHI1001	Tony	Vaughns	tony.vaughns@gsa.gov	5184314315	5184314320	1	Auto Auction of New England
250	tester	tesertm	testerm@email.com			5	
2C03	Jane	JOnes	jane.jones@gsa.gov			2	
2CO1	AMIT	BHADKAN	amit.bhadkan@gsa.gov	703-717-8423		2	
2mmuuuu	monitester	testerm	ugbajamonica@gmail.com	7036059577		3	Crystal City
TEST2000	test	test	test@76.com	2343	3243	2	VA
TESTER13	MONIQUE	NIQUE	MONICA.UGBAJA@GSA.GOV			5	MARYLAND
TESTING1	Test	Test	test@gsa.gov	333-333-3333	444-444-4444	2	Test Location
TESTING2	Pushpa	Nagendla	pushpavathi.nagendla@gsa.gov	111-222-3333		2	ABCD
testtest	test	test	test@test.com	123-456-7890		8	test
TESTTEST	test	test	test@TEST.COM			4	A
TESTUSER	Kalpana	Namana	kalpana.namana@gsa.gov	334-408-1111	324-234-3243	2	Crystal City
WEBARM00	test	test	test@test.com	12345678		2	CC
WEBARM01	Test	Test01	amit.bhadkan@gsa.gov			2	
WJRE	John	Jones	john.jones@gsa.gov			1	

At the bottom of the table is an 'Add User' button.

Figure 8-4. User Manager List

2. Click the **Add User** button.

A blank User Management screen will be displayed, shown in Figure 8-5.

Figure 8-5. AH User Manager

3. Populate the text fields and select a region from the drop-down list.
Fields with a red asterisk are required fields.
The LID must contain 8 characters.
4. Click the **Add** button again.
The record will be created and a message will be displayed:
“User Added Successfully.”

8.2 SCO User List

This function allows an administrator to view the list of SCO users that are entitled to use ARM.

8.2.1 Viewing User Records

To View SCO User records:

1. Mouse over **Admin** on the Main Menu, and select **SCO User List** from the sub-menu, shown in Figure 8-1.
The **SCO User List** screen, shown in Figure 8-6, will display a list of SCO users.

GSA Fleet Automated Remarketing Module (ARM)

Privacy and Security | Help | Log Out

User Name: RICHARDWJOYNER | 2

Home ▾ Pre-Sale ▾ Sale ▾ Post-Sale ▾ IRM ▾ Toolbox ▾ Admin ▾ Auction House ▾

SCO List

Search By: All Columns ▾ Records 1-83 of 83

All ▾ Entries Per Page Page 1 of 1 1 ▾ Export to:

SCO Id/LID	Name	ENT Name	Email	Phone Number	Region	FMC
17MB	MAURICE E. BROWN			6097238981	1	0
1NKE	JENNA CROWS			5093532326	1	0
1R03	MALAYCA J. LINDO			2122640580	1	0
1R14	DAVID LOPEZ			2122645770	1	0
1R15	STEPHANIE JAMES			2122645743	1	0
1RCK	WANDA L PAT			2122643931	1	0
1SC1	LINDA BETLOCK	LINDALBETLOCK	LINDA.BETLOCK@GSA.GOV	9999999999	1	0
1SC6	JUANITA MANLEY	JUANAAMANLEY	JUANA.MANLEY@GSA.GOV	9999999999	1	0
1SC7	ROBIN WASHINGTON	ROBINWASHINGTON	ROBIN.WASHINGTON@GSA.GOV	7036051859	1	0
1TBV	TONY B. VAUGHNS			5184314315	1	0
27MB	MAURICE E. BROWN			6097238981	2	0
2A9Z	JOHN A ARCAROLA	JOHNAARCAROLA	JOHN.ARCAROLA@GSA.GOV	3055960662	2	0
2AUC	KESHA GORDON	KESHARGORDON	KESHA.GORDON@GSA.GOV	6159076211	2	0

Figure 8-6. SCO User List

- To export this report to a Microsoft Excel spreadsheet, click on the **Export to** icon. The downloaded file will be labeled “SCO List.xls”.

8.3 Audit Viewer

Audit Viewer displays important milestones for a Sale, and provides the date of each occurrence of every milestone as well as the user involved. Entries are added automatically as they occur.

To view the current status of a sale:

- Mouse over **Admin** on the Main Menu, and select **Audit Viewer** from the sub-menu. The **Sale Number Audit Viewer** screen, shown in Figure 8-7, will be displayed.

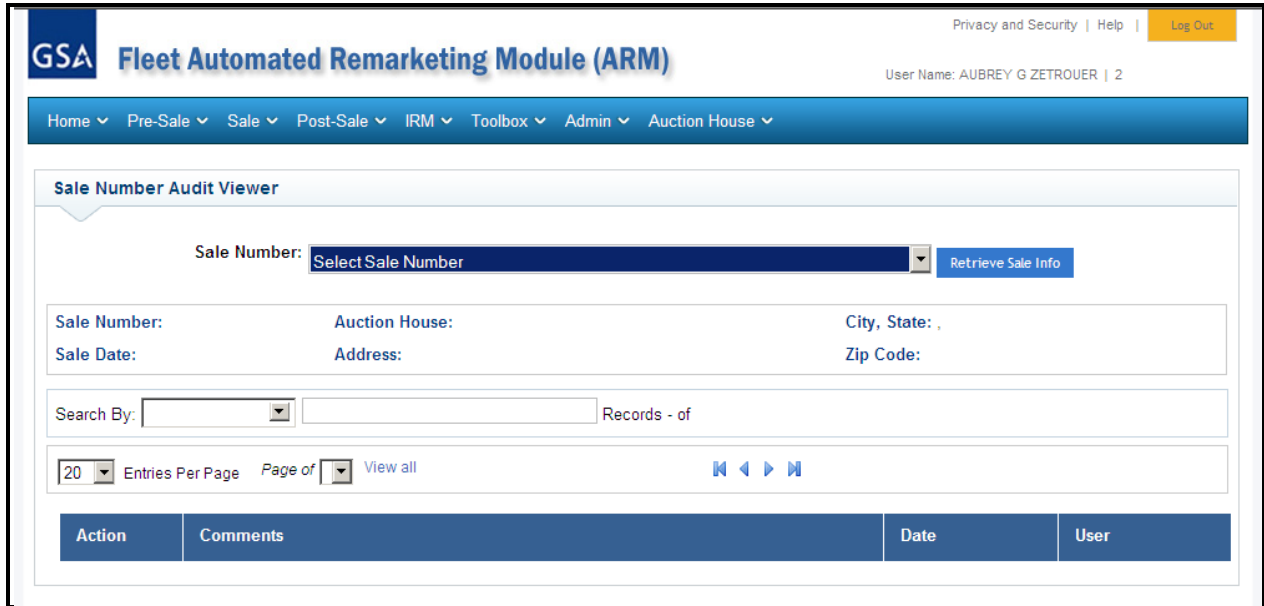


Figure 8-7. Sale Number Audit Viewer

2. Select a sale number from the **Sale Number** drop-down list, and click the **Retrieve Sale Info** button.

Sale and Auction House information will be displayed at the top of the screen, and the current status of important sale milestones will be displayed at the bottom of the screen, as shown in Figure 8-8.

GSA Fleet Automated Remarketing Module (ARM)

Privacy and Security | Help | Log Out

User Name: AUBREY G ZETROUER | 2

Home ▾ Pre-Sale ▾ Sale ▾ Post-Sale ▾ IRM ▾ Toolbox ▾ Admin ▾ Auction House ▾

Sale Number Audit Viewer

Sale Number: 2BFBPC11001 - NEWBURGH AUTO AUCTION (MANHEIM), NEWBURGH, NY Retrieve Sale Info

Sale Number: 2BFBPC11001 Auction House: NEWBURGH AUTO AUCTION (MANHEIM) City, State: NEWBURGH, NY
 Sale Date: 10/13/2010 Address: THIS IS TESTING ADDRESS LINE SUITE 2 Zip Code: 12550

Search By: All Columns Records 1-12 of 12

20 Entries Per Page Page 1 of 1 View all Export to:

Action	Comments	Date	User
Retrieve	Auction House - Email sent with Error Files	05/27/2014	
Retrieve	Auction House - Email sent with Error Files	05/27/2014	
Retrieve	IRM - Full Detail Report	05/26/2014	2SC9
Add	IRM - Loaded Notes file	05/27/2014	
Add	IRM - Loaded Notes file	05/27/2014	
Add	IRM - Loaded Notes file	05/28/2014	
Retrieve	IRM - Run Charges Report	05/24/2014	2SC9
Retrieve	IRM - Run Invoice Descripancy Report	05/26/2014	2SC9
Retrieve	IRM - Run Repairs Report	05/26/2014	2SC9
Retrieve	IRM - Run Summary Report	05/26/2014	2SC9
Update	IRM - Upload Estimates information.	05/26/2014	2SC9
Update	Validation Exceptions - Updated Sale Status	05/28/2014	

Figure 8-8. Sale Number Audit Viewer

- To filter the list of records, make a selection from the ‘Search by’ drop-down list to specify which column is to be used for the sort (the default is ‘All Columns,’ which applies the search criteria to all of the columns) and enter your search criteria in the adjacent text field.

The search process is dynamic, i.e., all of the records are searched as each character is entered. Each record that contains the entered character in the column that was selected in the Search By drop-down (or in any of the columns if “All Columns’ was selected) is displayed while records that do not contain the character(s) are removed from the list.

- To sort the list of records, click the column heading of the column that you want to sort on (the records can be sorted in ascending or descending order).

- Click the **PDF** icon or the **Excel** icon to create your report.

A report will be created in the specified format.

9 Auction House

The Auction House module is intended for use by Auction Houses. When an Auction House representative logs into ARM, the Auction House menu is the only menu available. It allows the Auction House to download pre-sale files and to upload post-sale and invoice files.

The Auction House menu, shown in Figure 9-1, has the following options:

- Download Pre-Sale: Allows the Auction House to download pre-sale data from ARM.
- Upload Post-Sale: Allows the Auction House to upload post sale data to ARM.
- Upload Invoice: Allows the Auction House to upload invoice data to ARM.

To view the Auction House menu:

1. Log into ARM and mouse-over “**Auction House**” on the Main Menu.
The **Auction House** menu, shown in Figure 9-1, will be displayed.



Figure 9-1. Auction House menu

9.1 Download Pre-Sale

The Download Pre-Sale functionality allows the Auction House to download pre-sale files to their local PC.

To download pre-sale files:

1. Mouse over **Auction House** on the Main Menu and then select **Download Pre-Sale** from the sub-menu, shown in Figure 9-1.
The **Download Pre-Sale File** screen, shown in Figure 9-2, will be displayed.

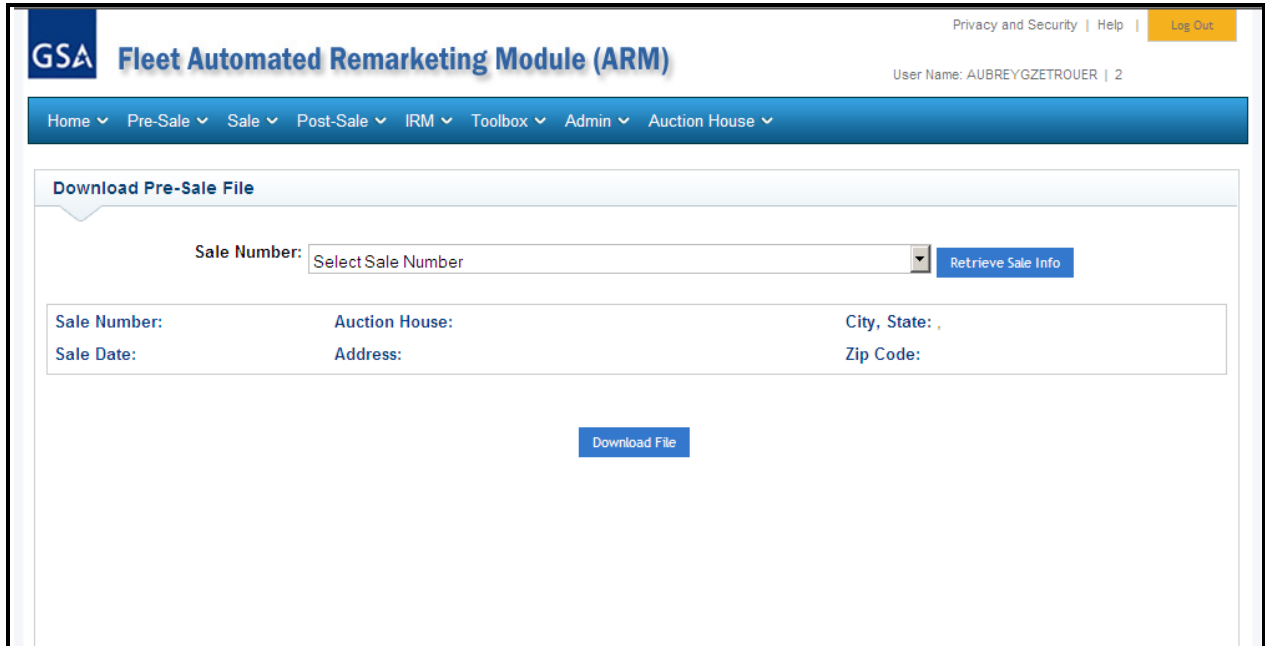


Figure 9-2. Download Pre-Sale File

2. Select, from the drop-down list, the **Sale Number** for the sale whose data you want to download, and click the **Retrieve Sale Info** button.

Sale and Auction House Information for the selected sale will be displayed, as shown in Figure 9-3.

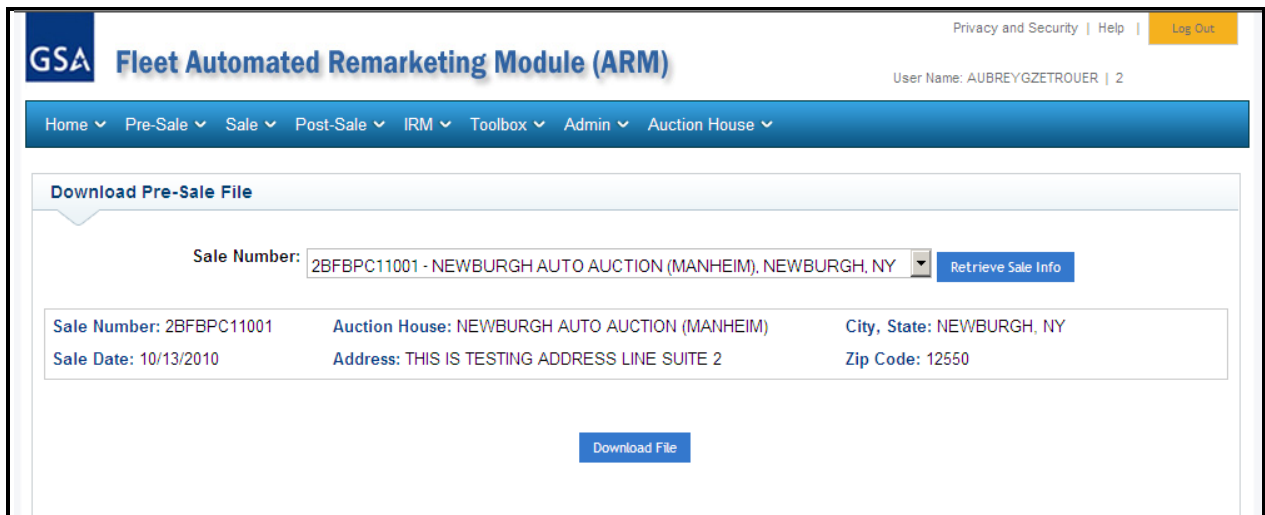


Figure 9-3. Download Pre-Sale File with Auction House Information

3. Click the **Download File** button.

The **File Download Security Warning** dialog, shown in Figure 9-4, will be displayed.

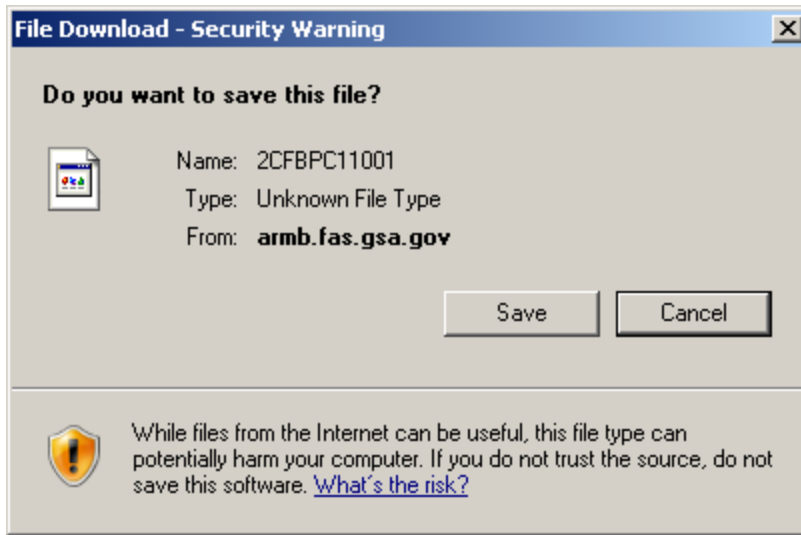


Figure 9-4. File Download Security Warning

4. Click the **Save** button, and save the file to your PC.

The **Pre-Sale** file will be downloaded and a **'Download Complete'** dialog box, shown in Figure 9-5, will be displayed.

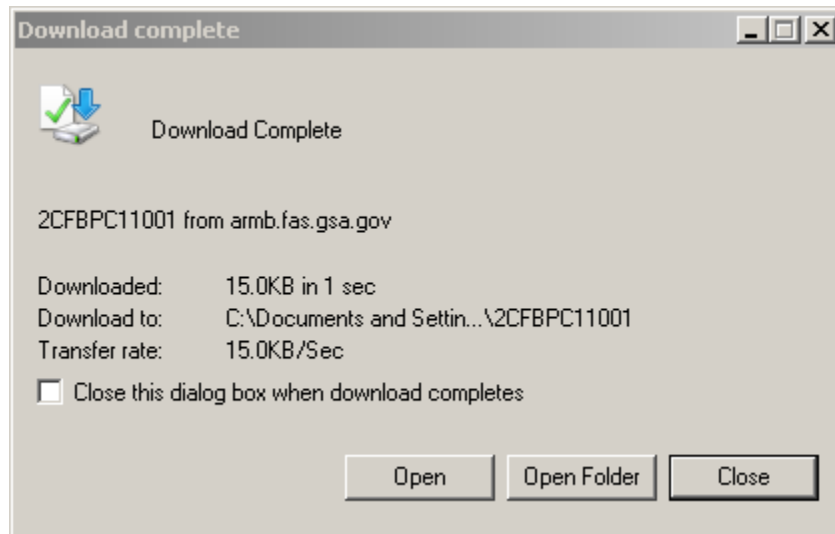


Figure 9-5. Download Complete dialog

9.2 Upload Post-Sale

During a sale, the Auction House collects information about the sale and creates a Post Sale file. The Upload Post-Sale menu selection allows the auction house to upload post-sale data to ARM.

To upload post-sale data to ARM:

1. Mouse over **Auction House** on the Main Menu and select **Upload Post-Sale** from the sub-menu, shown in Figure 9-1.

The **Upload Post-Sale** screen, shown in Figure 9-6, will be displayed.

Figure 9-6. Upload Post-Sale Screen

2. Select, from the drop-down list, the **Sale Number** for the sale whose data you want to upload to ARM, and click the **Retrieve Sale Info** button.

Sale and Auction House Information for the selected sale will be displayed, as shown in Figure 9-7.

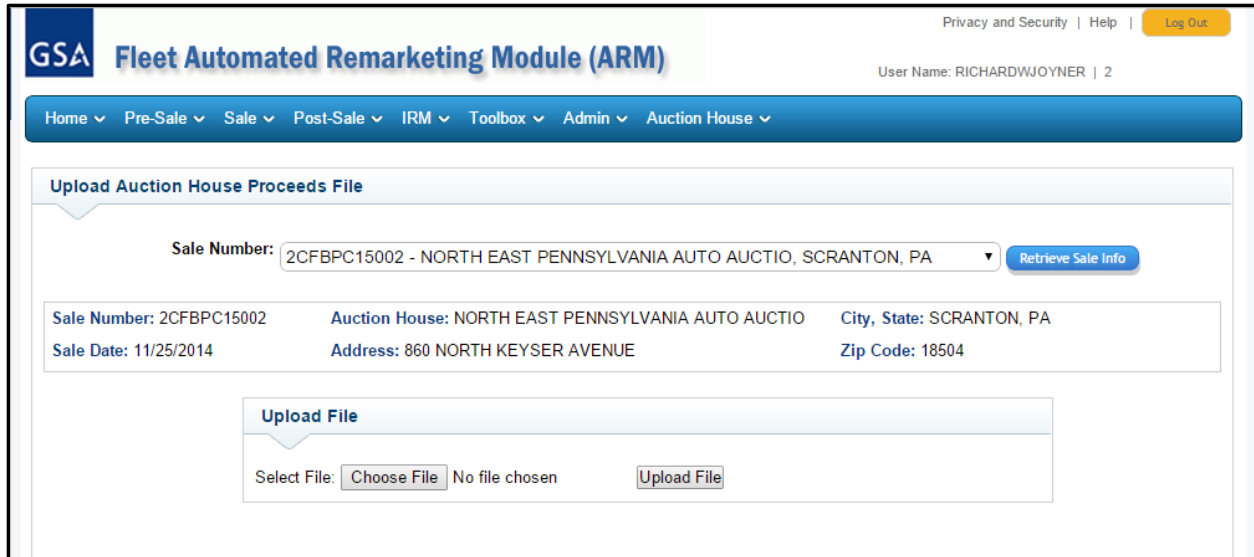


Figure 9-7. Upload Post-Sale Screen – Sale Info Retrieved

3. Click the **Choose File** button; the standard “file open” dialog from your operating system will be displayed, allowing you to browse to the post-sale files to be uploaded.
4. Select the desired file and click the **Open** button in the “file open” dialog. The file name should now be displayed next to the **Choose File** button, as shown below in Figure 9-8.

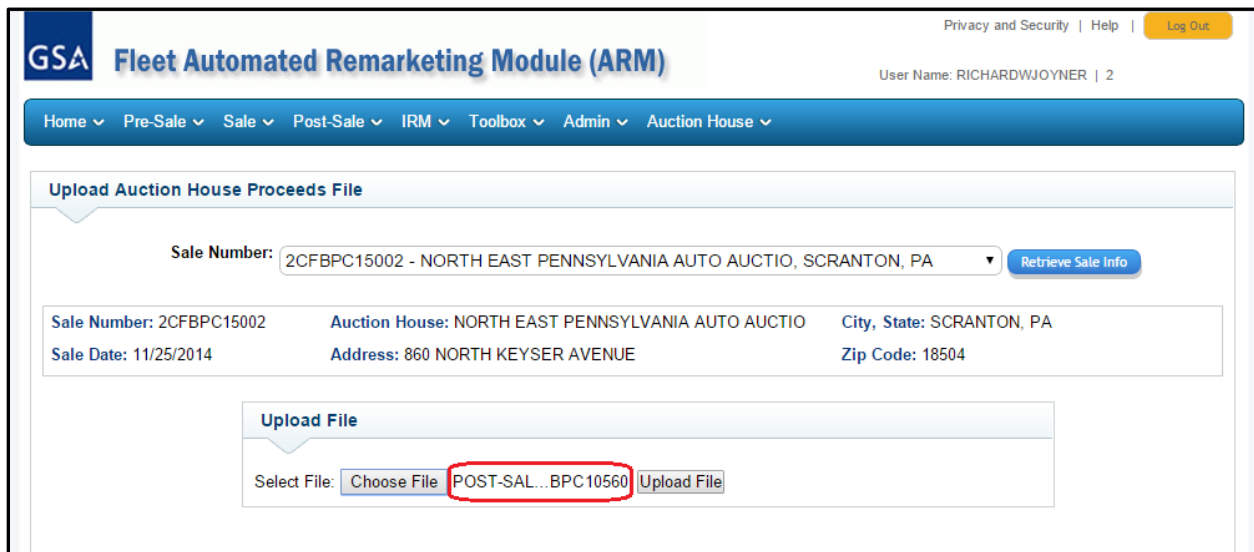


Figure 9-8. Choose Post-Sale File to Upload to Auction House

5. Click the **Upload File** button.
If the file is in a valid format, it will be uploaded to the ARM database, and a “success” message will appear in red, as shown below in Figure 9-9.

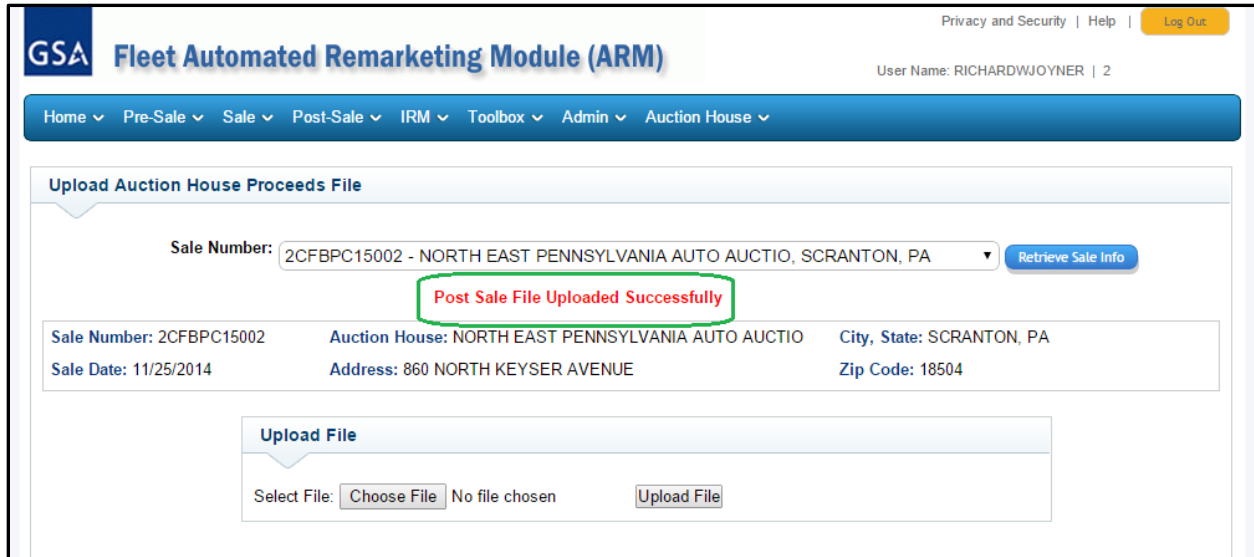


Figure 9-9. Post-Sale File Uploaded Successfully

9.3 Upload Invoice

This module allows the SCO to upload Invoice data, which is the amount billed to ARM for vehicle repairs. Before a sale takes place, the auction house repairs any vehicles in need of repair and creates an invoice file, which contains repair information, including the cost of repairing each vehicle. The purpose of the Upload Invoice functionality is to upload invoice data for vehicles in a sale to ARM. The auction house creates an invoice file for vehicles in a sale, which includes repair data and how much is spent repairing a vehicle to get it ready for the sale.

To Upload Invoice data:

1. Mouse over **Auction House** on the Main Menu and then select **Upload Invoice** from the sub-menu, shown in Figure 9-1.

The **Upload Auction House Invoice File** screen, shown in Figure 9-10, will be displayed.

Figure 9-10. Upload Invoice Screen

2. Select the **Sale Number** for which you want to upload data to ARM and click the **Retrieve Sale Info** button.

Sale and Auction House Information for the selected sale will be displayed, as shown in Figure 9-11.

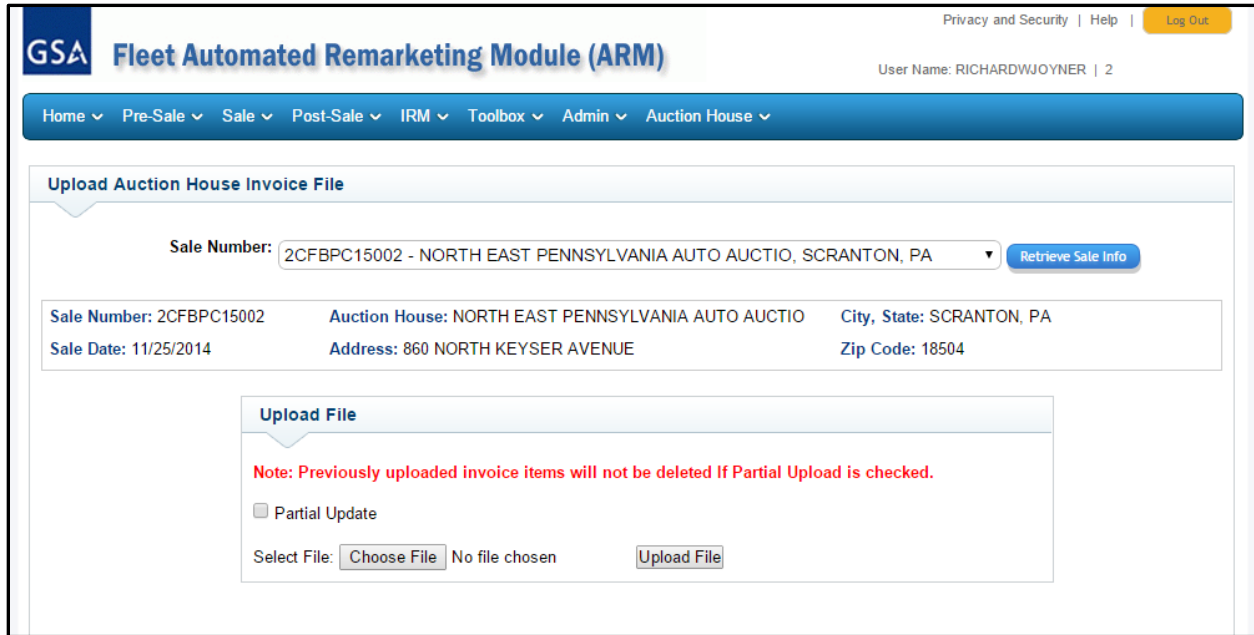


Figure 9-11. Upload Invoice Screen – Sale Info Retrieved

3. If it is not desired to overwrite any files which may have previously been uploaded, check the **Partial Update** checkbox.
4. As with the post-sale upload screen (Figure 9-7), click the **Choose File** button to navigate to the desired file on your computer. The file name should now be displayed next to the **Choose File** button, as shown below in Figure 9-12.

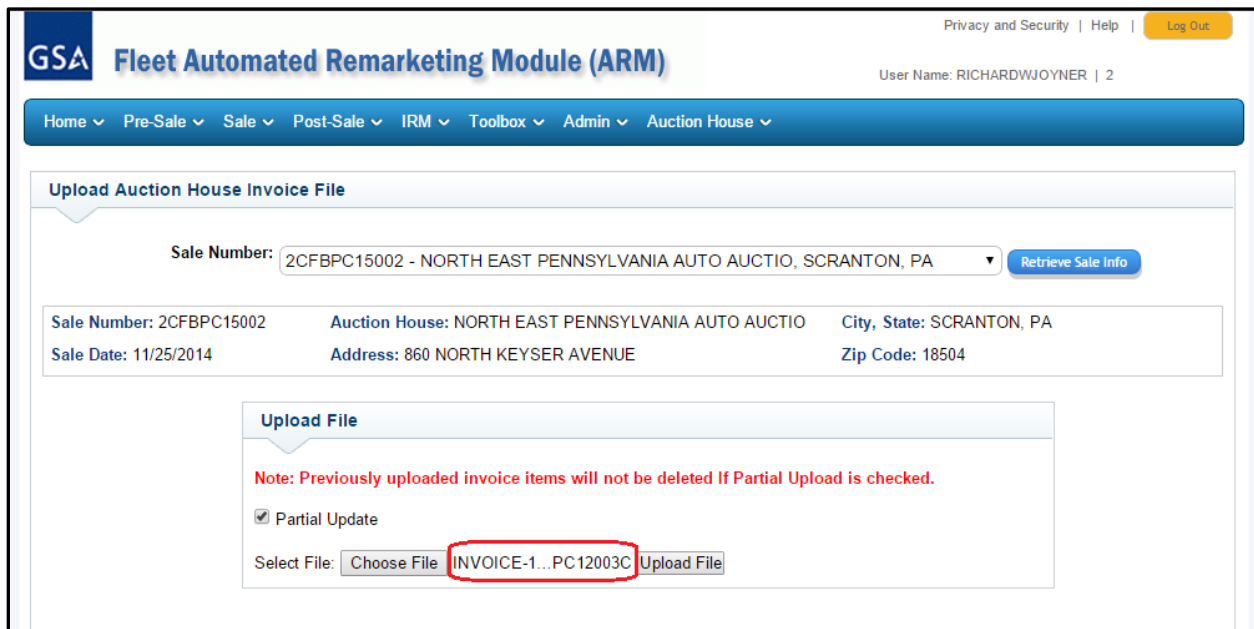


Figure 9-12. Upload Invoice Files

5. Click the **Upload File** button.

If the file is in a valid format, it will be uploaded to the ARM database, and a message will appear in red, indicating the total number of invoice charge and invoice repair records that were uploaded, as shown below in Figure 9-13.

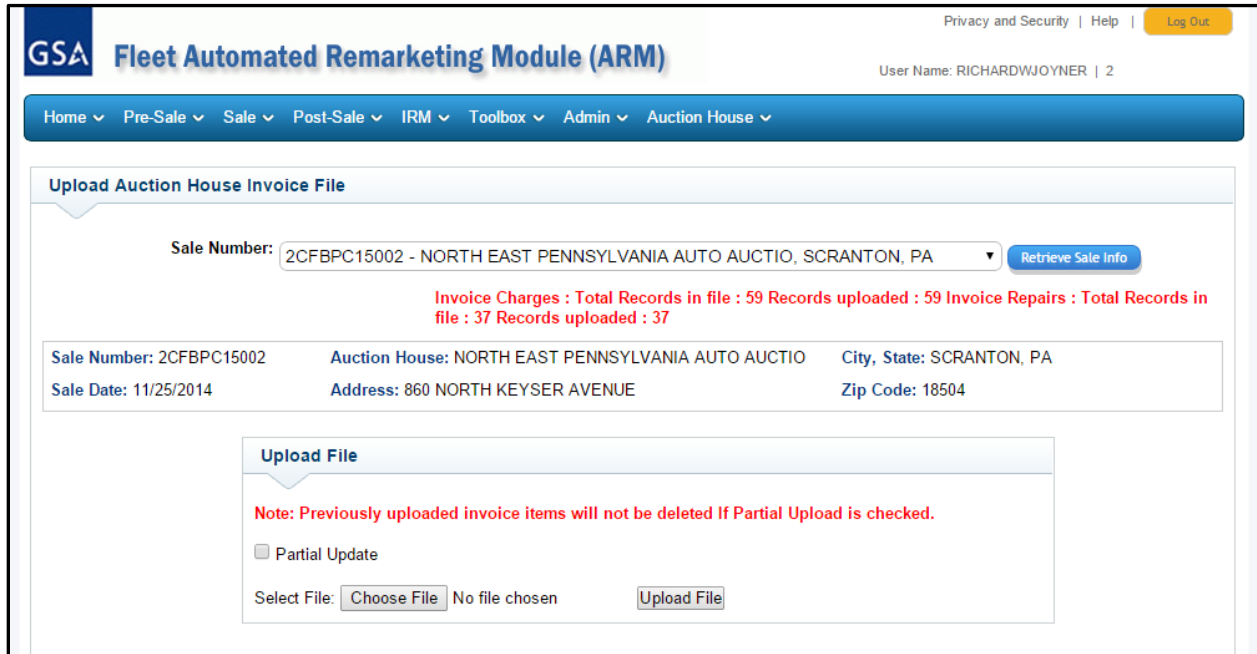


Figure 9-13. Invoice File Uploaded Successfully

Appendix A. Acronyms

The following abbreviations, acronyms, and definitions are used in this document and throughout GSA.

Acronym	Definition
AH	Auction House
ASK PRICE	Asking Price
Asking Price	The amount expected from the sale of a vehicle
ATM	Asset and Transportation Management
AUCTION EVAL	Auction Evaluation
AUTO BBK	Auto Black Book Value
CL	Class
COTR	Contracting Officer's Technical Representative
CT OF VEHICLES	Count of Vehicles
CYL	Cylinder
EFT	Electronic Funds Transfer
F/TYPE	Fuel Type
Fair Market Price	The Black Book value in the FMS database – can be modified by the SCO
FAIR MKT	Fair Market
FAS FAME	Federal Acquisition Service Applications, Maintenance, and Enhancements
Floor Price	The lowest price that will normally be accepted for a vehicle, although the SCO can reduce the price during the sale
FMS	Fleet Management System
FMV	Fair Market Value
FMVRS	Federal Motor Vehicle Registration System
FSR	Fleet Service Representatives
GSA	General Services Administration
ID	Identification
IMS	Inventory Management System
IRM	Invoice Reconciliation Module
MNF	Mainframe
OCIO	Office of the Chief Information Officer
OFA PROCEEDS	Other Fleet Agency Proceed



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Acronym	Definition
P+L TOTAL	Parts and Labor Total
PM	Project Manager
PREV REJECT	Previous Rejected
QC	Quality Control
REJ AMT	Rejected Amount
REJECT AMT	Rejected Amount
SALES REPS	Sales Representatives
SASy	Sales Automation System
SBU	Sensitive But Unclassified
SCO	Sales Contracting Officer
SCR	System Change Request
STAT	Status
TAR	Test Analysis Report
URSA	Universal Report Specifying Application
VIN	Vehicle Identification Number

Appendix B. Destination Keys

Destination Key	Files	Description
2	SA	Sale Auction
2	VSA	Vehicle Sales Auction
2	VSC	Vehicle Sales Charges
4	VSR	Vehicle Sales Repairs
1	SASy	Payment Data
2	SAS	Sale Auction Survey
4	EST	Repair estimate data from AutoIMS

Legend	
Key	Description
1	Loaded into SASy
2	Loaded into FMS History DB
3	Loaded into FMS DB

Appendix C. Vehicle Status Codes

The vehicle status codes can be entered/edited in the Edit Sale screen by double clicking and entering the correct code in uppercase letters the Status field, as shown:

Code	Description	Definition
D	Defaulted	Vehicles sold but bidder failed to make payments
P	Passed	Vehicles that received no bids
R	Rejected	Vehicles that did not have a high enough bid
W	Withdrawn	Vehicles removed from sale

Appendix D. Exceptions Report Conflicts

The following table lists possible Exceptions Report conflicts and reasons or suggested solutions to the problems. They contain a detailed description of all of the errors that ARM reports while validating VINs and contract numbers received from ePay and the Auction House.

ERRORS	REASONS AND SUGGESTIONS
Cannot have more than 2 credit card transactions per vehicle	GSA only accepts a maximum of 2 credit cards per vehicle. As such, you will get an exception if the auction house reports that three or more credit cards were used to purchase this vehicle.
Cannot have a money and a PO transaction	States that purchase vehicles with a purchase order (PO) must make a full payment for the vehicle. They cannot make a partial payment with a PO, and a partial payment with cash/check.
Cannot have a credit card and a PO transaction	States that purchase vehicles with a purchase order (PO) must make a full payment for the vehicle. They cannot make a partial payment with a PO, and a partial payment with a credit card.
Cannot have a split and a PO transaction	States that purchase vehicles with a purchase order (PO) must make a full payment for the vehicle. They cannot make a partial payment with a PO, and a partial payment with both cash and credit card (referred to as a split.)
Cannot have multiple PO transactions	States that purchase vehicles with a purchase order (PO) must make a full payment for the vehicle. They cannot make a partial payment with a PO, and make another partial payment with another PO.
Unexpected Z/M/P combination (xx, yy, and zz)	ARM was not able to handle the combination of credit cards, cash, and purchase orders that was received from the auction house. Please report this error to central office (CO.)
No Auction House Data	If a vehicle's contract number and VIN records are not found that was reported as sold, and downloaded to the auction house data (via the Maintenance > Auction House > Get Auction House Proceeds button) through ARM. Check the vehicle's status. If it is in 'default', you must change the status code in Edit Sale to 'D' (so ARM will not look for data from the Auction House for this vehicle); otherwise contact the Auction House for inquiries.
No ePay Data	The auction house reported that someone used our ePay credit card system to purchase this vehicle, but we have no record of it. Please verify that they payment was received through ePay and re-download the ePay data for this sale.
Bad VIN from Auction House for this Contract No.	There is a discrepancy between ARM and the Auction House as to the correct VIN for this contract number. Please contact the auction house and determine which VIN is correct. If there VIN is incorrect, they will need to make the adjustment and send another POST sale file. If GSA is in error, then you must manually correct the VIN in Edit Sale, FMS, and SASy.
Bad VIN from ePay for this Contract No.	There is a discrepancy between ARM and ePay as to the correct VIN for this contract number. Please verify that ePay has the correct VIN reported for this contract number. If it is found that ePay has an incorrect VIN, please contact central office (CO) for assistance.



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ERRORS	REASONS AND SUGGESTIONS
Bad Contract No. from Auction House for this VIN	There is a discrepancy between ARM and the auction house as to the correct contract number for this VIN. Please contact the auction house and let them know that their contract number is incorrect.
Bad Contract No. from ePay for this VIN	There is a discrepancy between ARM and ePay as to the correct contract number for this VIN. Please verify that ePay has the correct contract number reported for this VIN. If it is found that ePay has an incorrect contract number, please contact central office (CO) for assistance.
Multiple ePay records, expecting exactly 1	ARM found multiple ePay records for a specific vehicle. Please report this error to CO as it may indicate a problem with the ePay system.
AH: No payment record (No Buyer Name and no Amount Paid) received. Record Skipped	A record from the auction house had no buyer name and no proceeds data. ARM will skip this record.
Bad or missing How Paid Code	ARM was not able to translate the how paid code received from the auction house, to its internal how paid code format. Please contact central office (CO) about this problem so they can coordinate with the auction house to establish the correct translation for the codes.
Need EPAY	The vehicle has data reported from the auction house that contains credit card transactions, but ePay did not report any data for this vehicle.
Need AH	The vehicle has data reported from ePay, but none from the auction house.
Multi EPAY records	ePay is reporting multiple transactions for this vehicle, but ARM is only expecting one.
EPAY split mismatch	The vehicle was paid with a credit card and cash/check (making this a split payment), but the total amount paid for the vehicle does not match what was recorded by the auction house or ARM.
EPAY credit mismatch	The amount reported as a credit card transaction by the auction house does not match the values reported by ePay. Please verify that the auction house and ePay are reporting the same amount of money paid for this vehicle.
EPAY award amt mismatch	The amount awarded for the vehicle by ePay does not match the proceeds amount recorded in ARM. Please verify that ePay has the correct amount reported for this vehicle.
Over \$xxxx	The auction house is reporting that they collected more money than the proceeds that was recorded in ARM.
Need EFT	The auction house reported that this vehicle was paid for with cash/check, but no EFT number has been supplied for this contract number. Please use the EFT editor in Export and Archive -> FTP to FMS/SASy -> EFT Editor to assign an EFT number to this vehicle.
EFT#: <Number> <Date>	This EFT number and transmittal date was entered for this vehicle through the EFT editor.
Miles Differ	The auction house reported a mileage for the vehicle that differs by more than 250 miles from the value recorded in ARM.



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