

DESCRIPTION: This procedure allows the user to make corrections to the following information under a settlement:

| | |
|----------------|----------------|
| * DC Number | *Deposit Total |
| * Deposit Date | * Deposit Type |
| * Charge Total | *Charge Date |

Note: You can correct more than one field at a time. No corrections can be made after the Settlement is closed.

At the DMV Select Main Menu

1. Select "Settlement" from the top tool bar. The "List Settlement Menu" will display.
2. Select the settlement you want to display. The "Maintan Settlement" screen will display.
3. Select "Enter/Modify Deposit" which will allow you to make changes to deposit certificate information.
4. After you make the necessary changes, select Process or press the Enter Key.
5. The message "settlement number and bank deposit updated" will display.