

**DESCRIPTION:** This procedure allows the user to display information on a settlement, such as the deposit certificate number, deposit information, work totals, cash drawer totals, and the status of the settlement. Once A settlement is closed, the information can be displayed however no changes can be made. You may also display, all settlements including secondary settlements and select a particular settlement from those displayed.

At the DMV Select Main Menu:

1. Select "Settlements" from the top tool bar. The "List Settlement" screen will display.
2. Select the settlement you want to view. The "Maintain Settlement" screen will display.
3. View the information.