

VOID SETTLEMENT

DESCRIPTION: This procedure allows the user to void a settlement. In order to void a settlement there can be no transactions attached to the settlement and no tellers opened for processing on the settlement.

At the DMV Select Main Menu :

1. Select Settlements from the top tool bar. The “List Settlements” screen will display.
2. Select the settlement you want to void. The “Maintain Settlement” screen will display.
3. Select “void” at top of the “Maintain Settlement” screen.
4. The message Settlement #xxxxxxxxx Voided will appear.