

DESCRIPTION: This procedure allows the user to close a settlement once all transactions have been processed for that settlement and deposit totals have been entered. The teller cash drawers must be closed and all monies must balance before a settlement can be closed. If all tellers are not logged off the primary settlement, a screen will be displayed indicating all tellers that are still logged on to the settlement. Once a settlement is closed, it can not be opened again and no changes can be made. **As a reminder, according to policy, settlements should be closed no later than 2 work days after the date it is opened. (Example: a settlement opened on June 10 must be closed by close of business on June 12.)**

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 wish to close. The "Maintain Settlement" screen will display.
3. Select "Close Settlement".
4. The message Settlement #xxxxxxxx Closed will display.

NOTE: When a settlement is closed, certain reports will print for final copies. If the printer is off line or the reports printed are not acceptable, you will have the option of reprinting. No changes can be made once the Settlement is closed. Retain reports in License Agent files according to Document Control Table, ALA-1001.