

DESCRIPTION: This procedure allows the user to enter a deposit amount for a 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. The "Maintain Settlement" screen is displayed.
3. Select "Enter Deposit". The "Enter Deposit" screen will display.
4. Enter Deposit Certificate #.
5. Enter Cash/Check Deposit Date.
6. Enter Cash/Check Deposit Amount.
7. Enter Charge Deposit Date.
8. Enter Charge Deposit Amount.
9. Select Process. The message "Settlement and Deposit Updated" will display.

If the transaction was locally processed then the message, "Host is down" is displayed. If this message is displayed, refer to the "Modify" settlement to recall the locally processed settlement to the host system.