

DESCRIPTION: The procedure allows a user to change from one settlement to another settlement. Each user may have an unlimited number of settlements a day. The Change Active Settlement allows for the “Open Audit” function of opening a prior dates settlement to make corrections or process prior dates.

You can change from one active settlement to another active settlement from 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 change to. The “Maintain Settlement” will display.
3. Select “Logon To A Settlement”. The message “Active Settlement Now Changed” will display.