DESCRIPTION: This procedure allows the user to correct revenue transactions. If an overage or shortage were identified to a specific transaction, the user would use the correct revenue transaction to record that overage or shortage.

At the DMV Select Main Menu:
1. Select "Transactions" from the top tool bar. Select the transaction you want to correct the revenue on.

2. Select "Details" from the top tool bar. The "Transaction Details" box will display.

3. Select "Correct Payment".   The "Correct Payment" box will display.

4. Key in the changes and the explanation code. The message "Correct Payment Processed" will display.   Please ensure that the user selects the most appropriate explanation code to properly identify the reasons why the transaction is being corrected.   The explanation codes that may be used are listed below:

ADM-Administrative Stop	EMS-No emmissions	REN-Teller renewed for incorrect years
ADR-Teller did not change address	ENT-Transaction entered more than once	RES-Restriction change
CAS-Cash, not check	EXM-Exams failed today, cust can't re-test	REV-Driving Privilege Revoked
CDL-CDLIS/NDR is down	HST-Host Error	STP-Vehicle Stop on record
CH1-Charge-not check	INC-Incomplete Application or documents	SUS-Driving privilege suspended
CH2-Charge-not cash	MNY-Not enough money	SYS-System error
CH3-Check-not charge	NAM-Teller did not change name	Tak-Test already taken today
CH4-Cash-not charge	NDR-NDR hit	TB1-Make not available on make table
CHE-Check-not cash	Off-System req to log off and back on	TB2-Dlr num not available on dealer table
CHK-Check amount incorrect	OTH-Other	TB3-Body type not available on body table
CUS-Customer changed mind	R22-No SR22 on file	TST-Failed test
DES-Description change	REC-Recall not allowed on transaction	VIN-VINA error
DTE-Imconsistent Title		

Document dates		