



Create a Settlement Run

Create Settlement Run

To initiate settlement for the invoice, the **Accounts Payable Settlement Specialist** accesses the **Create Settlement Run** task in Workday.

1. Type **Create Settlement Run** in the Search bar. The task will display in the search results.
2. Select the task.
3. Enter the appropriate information in the **Company, Currency, Settlement Run Name and Date, Dynamic Supplier Payment Date** fields on the **Create Settlement Run** page.
4. Click **OK**. The settlement run will display.

Q Create settlement run 1

Create Settlement Run Task 2

Create Settlement Run 3

Company * Vanderbilt University Medical Center

Currency * Currency x USD ...
All Currencies

Display Currency * USD

Settlement Run Name Set 04072022

Settlement Run Date * 02/01/2022

Auto Select Filters

Include Payments on Behalf of Other Companies

Exclude Negative Payments

Dynamic Supplier Payment Date * x Settlement Run Date

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OK Cancel



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5. Click the **Add** button.

Note: Select the appropriate transaction type such as: **Supplier Invoices**, **Expense reports**, and **Miscellaneous payments**.

6. Select **Supplier Invoices** as an example in this transaction. The selected **Supplier Invoices** window will display.

7. Enter the **Search Criteria** as required.

8. Enter the **Payment Type** field.

9. Scroll down and select **Itemized View** under **View Results Option**.

10. Click **Search**.

11. Select the **Invoices** for which payment must be initiated.

12. Click **OK**.

View Settlement Run

Settlement Run Information

Settlement Run Name: Set 04072022 Number: 10000352 Status: Draft Date: 02/01/2022 Include Payments On Behalf Of: No Exclude Negative Payments: Yes Express Settlement: No

Dynamic Supplier Payment Date: Settlement Run Date

Additional Information

Organization: Vanderbilt University Medical Center

Currency: USD

Supplier Invoices

Add

Payment Information

Display Currency: USD

Outbound Total: 0.00

Inbound Total: 0.00

View Results Option

Summarized View

Itemized View

Search

Select Supplier Invoices

Settlement Run Information

Settlement Run Name: Set 04072022 Number: 10000352 Status: Draft Date: 02/01/2022 Include Payments On Behalf Of: Exclude Negative Payments: Express Settlement:

Dynamic Supplier Payment Date: Settlement Run Date

Additional Information

Organization: Vanderbilt University Medical Center

Currency: USD

Filters Used: (none)

Search Criteria

Supplier:

Supplier Category:

Due Date On or After: MM/DD/YYYY

Due Date On or Before: MM/DD/YYYY

Discount Date On or After: MM/DD/YYYY

Payment Information

Display Currency: USD

Outbound Total: 0.00

Inbound Total: 0.00

Supplier Document Received:

Handling Code:

Payment Type: Check

Reference Type:

From Amount: 0.00

To Amount: 0.00

Supplier Invoice Sum (USD) 4,202,974.98

Supplier Invoices 1172 items | 1172 selected

<input checked="" type="checkbox"/>	Company	Invoice	Supplier	Supplier's Invoice Number	Payment Terms	Payment Type	Invoice Date	Discount Date	Due Date	Amount Due	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
<input checked="" type="checkbox"/>	Vanderbilt University Medical Center	Supplier Invoice: 996781	SPECIALTY SURGICAL INSTRUMENTATION	996781	Immediate	Check	05/18/2021		05/18/2021	(123.20)	0.00		-123.20	USD
<input checked="" type="checkbox"/>	Vanderbilt University Medical Center	Supplier Invoice: 6652469	VERIZON WIRELESS	6652469	Net 10	Check	05/10/2021		05/20/2021	2,102.68	0.00		2,102.68	USD
<input checked="" type="checkbox"/>	Vanderbilt University Medical Center	Supplier Invoice: SEED028	AMINU KANO TEACHING HOSPITAL	SEED028	Immediate	Check	05/20/2021		05/20/2021	46,015.22	0.00		46,015.22	USD
<input checked="" type="checkbox"/>	Vanderbilt University Medical Center	Supplier Invoice: 0009	MOI UNIVERSITY COLLEGE OF HEALTH SCIENCE	0009	Immediate	Check	05/21/2021		05/21/2021	7,431.00	0.00		7,431.00	USD

OK **Cancel**



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13. Click **Process** to send the settlement run to the **Accounts Payable Manager** for approval.

View Settlement Run

Settlement Run Information

Settlement Run	Name (empty)	Number	10000353	Status	Draft	Date	02/08/2022	Include Payments On Behalf Of	No	Exclude Negative Payments	Yes	Express Settlement	No
Dynamic Supplier Payment Date	Settlement Run Date												

Additional Information

Organization: Vanderbilt University Medical Center

Currency: USD

Filters Used: (empty)

Payment Information

Display Currency: USD

Outbound Total: 4,221,968.98

Inbound Total: 0.00

Outbound Total Excluded: (19,014.00)

Supplier Invoice Count: 1172

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[Process](#) [Add](#) [View Items](#)