



## Create Settlement Run—Approval

This guide will explain how to Create a Settlement Run Approval in Workday.

### Create Settlement Run

Once the **Accounts Payable Settlement Specialist** submits a settlement run, it is routed to an **Accounts Payable Manager** for approval. The **Accounts Payable Manager** accesses their **Inbox** to approve the settlement run.

1. Go to the appropriate **Actions** item in Inbox.
2. To review payments, click the **View Payments** button. All payments in settlement run will display.



**Review** Settlement Run: 10000353 on 02/08/2022

3 minute(s) ago

For 10000353

Overall Process Settlement Run: 10000353 on 02/08/2022

Overall Status In Progress

**Details to Review**

Settlement Run Information

Settlement Run	10000353
Settlement Run Number	10000353
Settlement Run Name	(empty)
Settlement Run Status	In Progress
Settlement Run Date	02/08/2022
Company	Vanderbilt University Medical Center
Currency	USD
Include Payments on Behalf of Other Companies	<input type="checkbox"/>
Exclude Negative Payments	<input checked="" type="checkbox"/>
Express Settlement	<input type="checkbox"/>

Payment Information

Display Currency	USD
Settlement Run Outbound Total	4,221,988.38
Settlement Run Inbound Total	0.00
Payment Count	156

**2** View Payments

Approve Send Back Deny Cancel



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### Create Settlement Run

All payments in settlement run will display.

3. Click **OK** after reviewing.
4. Click **Approve** or **Send Back** for corrections.

**Note:** If the **Deny** button is selected, the settlement run will have to be created from the beginning.

A notification box displaying **“You have submitted”** will appear and the settlement run will be completed if **Approve** is selected.

**View Payments for Approval**

**Settlement Run Information**

Settlement Run: 10000353    Name: (empty)    Status: In Progress    Date: 02/08/2022    Company: Vanderbilt University Medical Center    Currency: USD    Include Payments on Behalf of Other Companies:    Exclude Negative Payments: Yes    USD

Outbound Payments: 156 items

View	Payment Source	Bank Account	Payment Type	Payee	Payment Date	Payment Amount	Currency	Item Count
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	HAYES MEDICAL COMPANY INC	02/08/2022	15,388.00	USD	16
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	JAMES HANO TEACHING HOSPITAL	02/08/2022	24,173.80	USD	13
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	IRVINE SCIENTIFIC	02/08/2022	8,188.00	USD	2
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	SPECIALTY SURGICAL INSTRUMENTATION	02/08/2022	3,817.71	USD	6
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	111 AMFPC EQUIPMENT SERVICES INC	02/08/2022	2,077.00	USD	15
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	INSIGHT GLOBAL LLC	02/08/2022	167,713.12	USD	90
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	ABNOVA TANNIN CORP	02/08/2022	325.00	USD	1
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	BLOOD ASSURANCE INC	02/08/2022	75,648.00	USD	8
Q	Supplier Invoice	Vanderbilt University Medical Center Master Account - 4810	Check	FERRY LEE IRVING	02/08/2022	2,207.00	USD	71

**3** (circled) points to the first row in the table.

**Review** Settlement Run: 10000353 on 02/08/2022

3 minute(s) ago

For: 10000353

Overall Process: Settlement Run: 10000353 on 02/08/2022

Overall Status: In Progress

**You have submitted**

[View Details](#)

**Details to Review**

Settlement Run Information

Settlement Run	10000353	Display Currency	USD
Settlement Run Number	10000353	Settlement Run Outbound Total	4,221,988.38
Settlement Run Name	(empty)	Settlement Run Inbound Total	0.00
Settlement Run Status	In Progress	Payment Count	156
Settlement Run Date	02/08/2022		
Company	Vanderbilt University Medical Center		
Currency	USD		
Include Payments on Behalf of Other Companies	<input type="checkbox"/>		
Exclude Negative Payments	<input checked="" type="checkbox"/>		
Express Settlement	<input type="checkbox"/>		

**4** (circled) points to the **Approve** button.

Buttons: **Approve** | Send Back | Deny | Cancel