



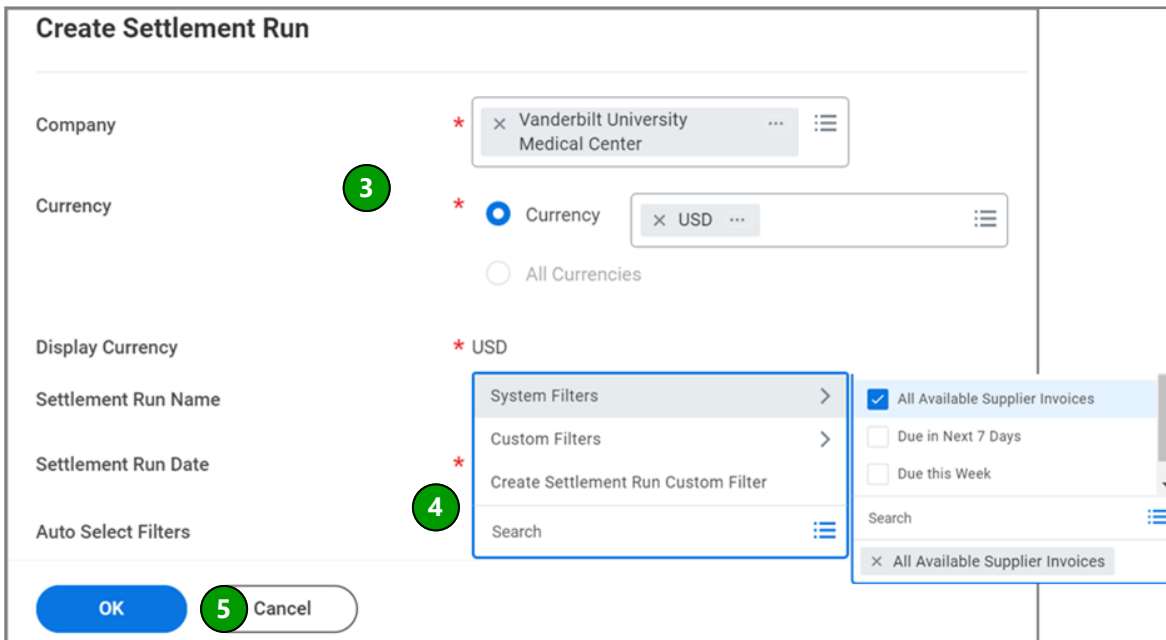
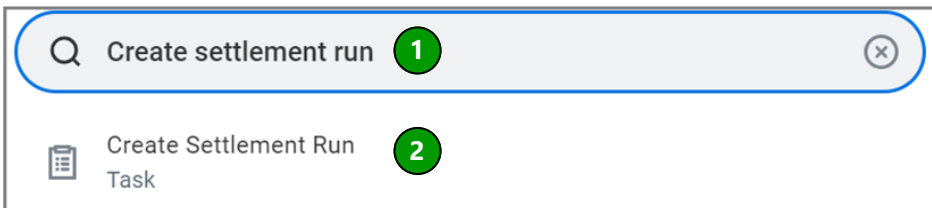
Create Settlement Runs Using Filters

This guide will explain how to Create Settlement Runs Using Filters in Workday. Settlement run filters can be used to filter and settle invoices according to their due date or type.

Create Settlement Run Using Filters

To initiate settlement, 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 fields on the **Create Settlement Run** page.
4. Select **System Filters** and the **Required Filter** in the **Auto Select Filters** field.
5. Click **OK**.





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The settlement run will display.

Follow the steps to process and approve settlement run as described in the Create Settlement Run Process quick reference guide.

View Settlement Run

Settlement Run Information

Settlement Run	🔍	Name	(empty)	Number	SR-0000000045	Status	Draft	Date	05/05/2022	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 [All Available Supplier Invoices](#)

Payment Information

Display Currency [USD](#)

Outbound Total 0.00

Inbound Total 0.00

Supplier Invoice Count 12351