



Find Settlement Runs

The **Find Settlement Runs** report can be used to view settlement runs, the **Settlements Specialists** and **AP Manager** access the **Find Settlement Runs** report from the Search bar to view report.

1. Type **Find Settlement Runs** in the Search bar.

The report will display in the search results.

2. Select the report.

On the **Find Settlement Runs** page:

3. Enter the appropriate information as required.
4. Click **OK** to view report.

A screenshot of a search bar. The search bar contains the text "Find settlement runs" with a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, a dropdown menu is open, showing a document icon and the text "Find Settlement Runs Report".

A screenshot of the "Find Settlement Runs" configuration page. The page title is "Find Settlement Runs". It contains several input fields: "Company" (with a dropdown arrow), "Settlement Run Number", "Settlement Run Name", "Express Settlement" (checkbox), "Start Date" (calendar icon), and "End Date" (calendar icon). At the bottom, there are two buttons: "OK" and "Cancel".



Find Settlement Runs-Page 2

The **Find Settlement Runs** report will display.

5. Click the desired settlement run to view settlement.

Find Settlement Runs ... 191 ✕

Express Settlement No

42 items Turn off the new tables view

Settlement Run	Settlement Run Number	Company	Settlement Run Status	Express Settlement	Settlement Run Date	Settlement Run Name	Item Count	Payment Count
5	SR-0000000042	Vanderbilt University Medical Center	Approved	No	05/05/2022	PG - Test Miscellaneous Payment	1	1
	SR-0000000041	Vanderbilt University Medical Center	In Progress	No	05/04/2022	Payment Plus-US Bank	5	5