

VUMC BUSINESS EDUCATION

## **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.

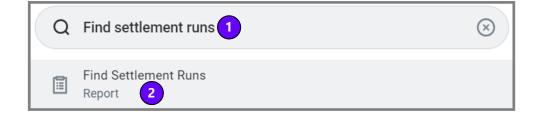
1. Type Find Settlement Runs in the Search bar.

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.



Find Settlement Runs 3							
Company	:=						
Settlement Run Number							
Settlement Run Name							
Express Settlement							
Start Date	MM/DD/YYYY						
End Date	MM/DD/YYYY						
(4)	Cancel						



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## Find Settlement Runs-Page 2

The Find Settlement Runs report will display.

5. Click the desired settlement run to view settlement.

Find Settlement Runs 🚥 🏥									
Express Settlement No									
Turn off the new tables view									
42 items 🔟 🗐 😇 📭 🖬 🖬 🖬									
Settlemer Run	Settlement Run Number	Company	Settlement Run Status	Express Settlement	Settlement Run Date	Settlement Run Name	Item Count	Payment Count	
۹ 5	SR-000000042	Vanderbilt University Medical Center	Approved	No	05/05/2022	PG - Test Miscellaneous Payment	1	1	
٩	SR-000000041	Vanderbilt University Medical Center	In Progress	No	05/04/2022	Payment Plus-US Bank	5	5	