

VUMC BUSINESS EDUCATION



Schedule Settlement Runs

Schedule Settlement Run

To initiate settlement for the invoice, any security role having modify access to the settlement business process may access the **Schedule Settlement Run** task in Workday.

- Type Schedule Settlement Run in the Search bar. The task will display in the search results.
- 2. Select the Task. The **Schedule Settlement Run** page will display.
- 3. Enter the appropriate information in the Company, Currency, Settlement Run Name, Run Date from Current Date in (Days), Auto Select Filters, Dynamic Supplier Payment Date fields.

Note: If we select Keep Settlement Run in Draft Checkbox, then settlement run will be saved in draft status and won't go for approval automatically. We can review and edit settlement run before submitting for approval.



Schedule Settlement Run	
Run Frequency Daily Recurrence	
Settlement Run Creation Schedule	
Company	* Xanderbilt University := Medical Center
Currency	* O Currency 🛛 🗙 USD …
	All Currencies
Display Currency	* USD
Settlement Run Name	PG - Test payment due this week
Run Date From Current Date In (Days)	0
Auto Select Filters	★ X Due this Week :=
Include Payments on Behalf of Other Companies	
Keep Settlement Run in Draft	
Exclude Negative Payments	
Dynamic Supplier Payment Date * 🛛 × Settlem	ient Run Date



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Schedule Settlement Run

- 4. Select the Schedule tab and enter the appropriate information in the Priority, Recurrence Type, Start Time, Time Zone, Catch Up Behavior, Range of Recurrence Start Date, and Range of Recurrence End Date fields.
- 5. Click **Ok**.
- 6. Click the **Done** button. The settlement will automatically run at the scheduled time and will go for approval.

Follow the approval process steps as shown in the approve settlement run process.

Settlement Run Creation Schedule	Scheduled Process Settlement Run Creation on 2022 05 05 03 36 -0700
Priority × Normal :=	Process Settlement Run Create
Daily Recurrence Criteria	Request Info
Recurrence Type * Recurs Every Weekday Recurs Every x Day(s) 2	Request Name Settlement Run Creation on 2022 05 05 03 36 -0700
_	Run Frequency Daily Recurrence
Start Time ★ × 4:10 PM :=	Status Active
Time Zone * (Kolkata) (Kolkata)	Settlement Run Creation Schedule Additional Info
Catch Up Behavior * X Run Once	Company Vanderbilt University Medical Center
Range of Recurrence	Currency O Currency USD
Start Date * 05/05/2022 💼	All Currencies
End Date * 05/06/2022	Done 6
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