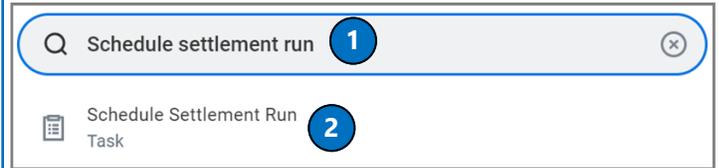# Schedule Settlement Runs

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.

1. 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.

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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.