Job Aid: Settlement

Required Security Role: Settlement Run Specialist

THIS JOB AID IS CURRENTLY UNDER REVIEW
Create a Settlement Run

1. Type “Create Settlement Run” in the search box to access the task

2. Complete applicable fields:
   - **Company** or Company hierarchy
   - **Currency**
   - **Settlement Run Date**
   - **Auto Select Filters:**
     Select **System Filters**> **Select All Available Pay Group Exceptions**
     - Tick the **Exclude Negative Payments** box

3. Click **OK**
View Settlement Run

The **View Settlement Run** screen will display.

1. Review the Settlement Run
2. Click **Process**. The settlement will run.

![View Settlement Run](image)

*Select Summary for Payment by Company or Bank Account View*

*Outbound/Inbound Totals*

*Details*