9.2 Select Settlements

Purpose: Use this document as a reference for reviewing and selecting settlements that are scheduled for outbound submission in ctcLink.

Audience: Settlement Manager, GL Accountant

> ⊘ You must have at least one of these local college managed security roles:
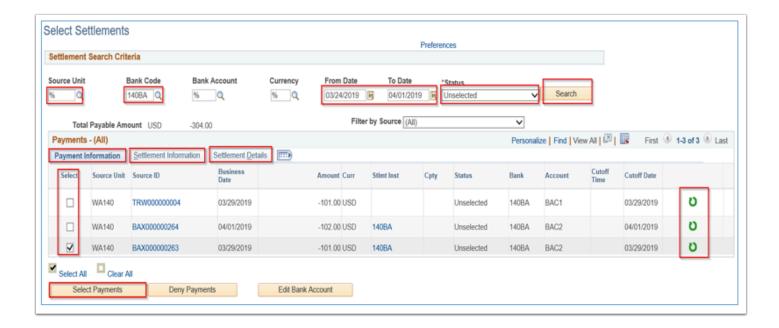>
> • ZD Treasury Inquiry
> • ZZ Treasury Maintenance
>
> If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.
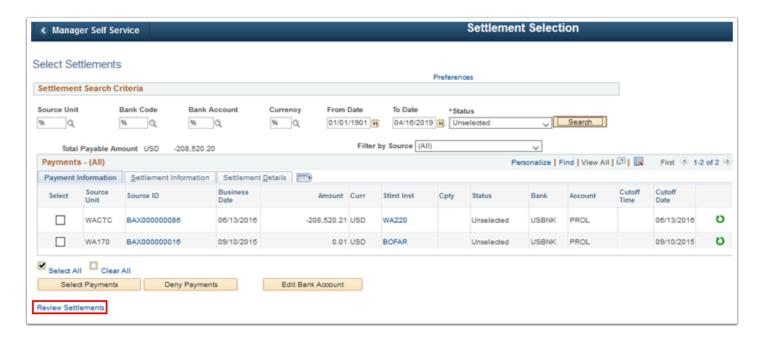
Select Settlements

Navigation: NavBar > Navigator > Cash Management > Settlements > Select Settlements

1. Set up your preferences by selecting the **Preferences** link in the right upper part of the screen. You can set **Source Unit** and/or **Bank Code**.
2. Enter or select **From Date** and **To Date.**
3. You can use the **Status** list to limit your search criteria by selecting a status value of Denied, Selected, or Unselected. Leave the default status value of **Unselected**.
4. Select **Search**.
5. In the **Select** column, select the settlements that you want to approve or deny for payment.
6. Select the **Select Payments** button to process your selections. The system changes the Status field for these items to "Selected".
7. Optionally, you can select the **Deny Payments** button to deny the selected settlements for payment. After you deny a payment, the system changes the Status field to "Denied".
8. Select the **Settlement Information** tab to access the settlement information for the selected payments.
9. Select the **Settlement Details** tab to access the settlement details for the selected payments.
10. Optionally, you can select the **View Payment Life Cycle** button to access payment details and events in the lifecycle of this settlement.

11. Select the **Review Settlements** link to review settlements. Refer to the Review Settlements QRG for further instructions.

12. Process complete.