

## 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.

**Select Settlements** Preferences

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**Settlement Search Criteria**

Source Unit:  Bank Code:  Bank Account:  Currency:  From Date:  To Date:  \*Status:

Total Payable Amount: USD -304.00 Filter by Source:

**Payments - (All)** Personalize | Find | View All | First 1-3 of 3 Last

**Payment Information** **Settlement Information** **Settlement Details**

Select	Source Unit	Source ID	Business Date	Amount	Curr	Stmnt Inst	Cpty	Status	Bank	Account	Cutoff Time	Cutoff Date	
<input type="checkbox"/>	WA140	TRW000000004	03/29/2019	-101.00	USD			Unselected	140BA	BAC1		03/29/2019	
<input type="checkbox"/>	WA140	BAX000000264	04/01/2019	-102.00	USD	140BA		Unselected	140BA	BAC2		04/01/2019	
<input checked="" type="checkbox"/>	WA140	BAX000000263	03/29/2019	-101.00	USD	140BA		Unselected	140BA	BAC2		03/29/2019	

☒ Select All ☐ Clear All

11. Select the **Review Settlements** link to review settlements. Refer to the [Review Settlements](#) QRG for further instructions.

**< Manager Self Service** **Settlement Selection**

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**Select Settlements** Preferences

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**Settlement Search Criteria**

Source Unit:  Bank Code:  Bank Account:  Currency:  From Date:  To Date:  \*Status:

Total Payable Amount: USD -208,520.20 Filter by Source:

**Payments - (All)** Personalize | Find | View All | First 1-2 of 2 Last

**Payment Information** **Settlement Information** **Settlement Details**

Select	Source Unit	Source ID	Business Date	Amount	Curr	Stmnt Inst	Cpty	Status	Bank	Account	Cutoff Time	Cutoff Date	
<input type="checkbox"/>	WACTC	BAX000000086	06/13/2016	-208,520.21	USD	WA220		Unselected	USBK	PROL		06/13/2016	
<input type="checkbox"/>	WA170	BAX000000016	09/10/2015	0.01	USD	BOFAR		Unselected	USBK	PROL		09/10/2015	

☒ Select All ☐ Clear All

12. Process complete.