

Overview:

This document explains how Students can view their account activity in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Business Office at businessoffice@findlay.edu.

Icons referred to in this document



Add Row



Prompt



Related Actions



Required Field



Radio Button

View Account Activity

1. Click the **Finances** application on the Workday home page.
Note: An overview of your account activity displays on the Finances dashboard.



2. Under *My Account*, click **View Account Activity**.



3. Your account activity displays. From this page you can:
 - a. **Make a Payment** (See *Make a Payment quick guide for more information*)
 - b. **View a Statement** (See *View Statement quick guide for more information*)
 - c. **View Transactions**
 - d. **View Due Now Details**

View Account Activity

Student: Jean Test

Institution: The University of Findlay

Total Account Balance: 3,105.00

Due Now: 3,105.00

Make a Payment
View Statement

Transactions

Due Now Details

5 Items

Academic Period	Transaction Date	Due Date	Description	Amount
2020 Fall	11/02/2020	11/02/2020	Undergraduate General Service Fee	135.00
2020 Fall	11/02/2020	11/02/2020	Undergraduate General Service Fee Adjustment	135.00
2020 Fall	11/02/2020	11/02/2020	Undergraduate Tuition	1,380.00
2020 Fall	11/02/2020	11/02/2020	Undergraduate Tuition Adjustment	1,380.00
2020 Fall	11/02/2020	11/02/2020	Online Student Fee	75.00

4. Transactions:

- a. Displays a list of your previous transactions. The table provides information the Academic Period, Transaction Date, Due Date, Description and Amount for each transaction.

5. Due Now Details:

- a. Displays the amount any Past Due Charges, Current Due Charges, and Pending Aid.

Transactions
Due Now Details

Due Now is the amount currently owed. This is the sum of your past due charges and current due charges, minus any pending financial aid toward your account that we're still processing.

Past Due Charges
3,105.00

Current Due Charges 0.00

Pending Aid 0.00

Definitions

Past Due Charges Charges that haven't been paid yet and were due in the past.

Current Due Charges Charges that are due within the next 30 days.

Pending Aid Financial aid that hasn't disbursed to your account yet.