

Overview:

This document explains how Students can view a statement in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

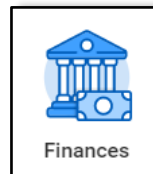
For assistance or training using these procedures, email the Business Office at businessoffice@findlay.edu.

Icons referred to in this document

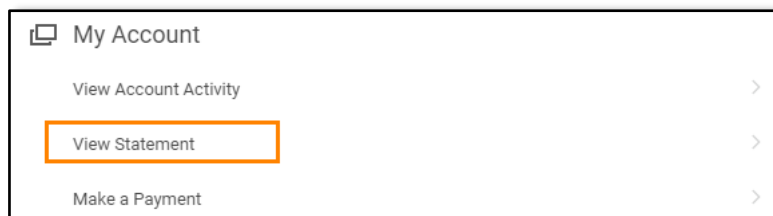


View a Statement

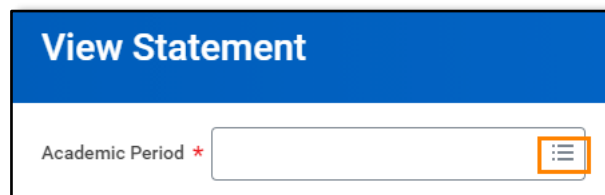
- Click the **Finances** application on the Workday home page.



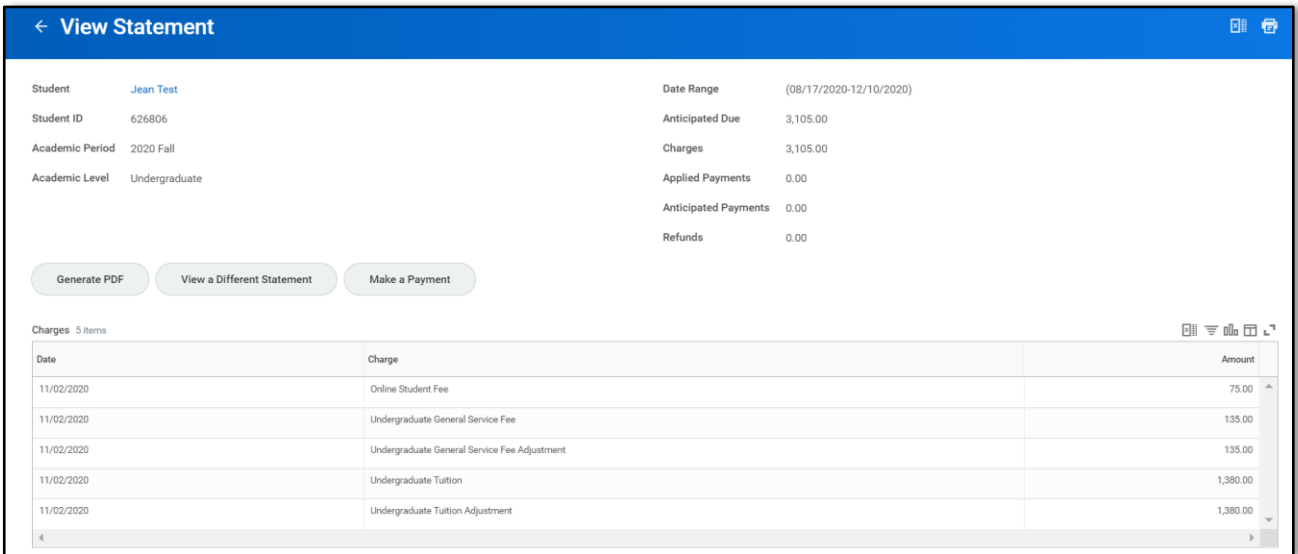
- Under *My Account*, click **View Statement**.



- Click the **Prompt** to select the **Academic Period**.



- Click **OK**.
- Your statement for the selected Academic Period displays.
Note: This statement provides detailed information on your charges, refunds, applied payments, anticipated payments, refunds, and courses.



View Statement

Student: Jean Test
 Student ID: 626806
 Academic Period: 2020 Fall
 Academic Level: Undergraduate

Date Range: (08/17/2020-12/10/2020)
 Anticipated Due: 3,105.00
 Charges: 3,105.00
 Applied Payments: 0.00
 Anticipated Payments: 0.00
 Refunds: 0.00

Buttons: Generate PDF, View a Different Statement, Make a Payment

Charges: 5 items

Date	Charge	Amount
11/02/2020	Online Student Fee	75.00
11/02/2020	Undergraduate General Service Fee	135.00
11/02/2020	Undergraduate General Service Fee Adjustment	135.00
11/02/2020	Undergraduate Tuition	1,880.00
11/02/2020	Undergraduate Tuition Adjustment	1,880.00

6. From the statement you can:

a. **Generate a PDF:**

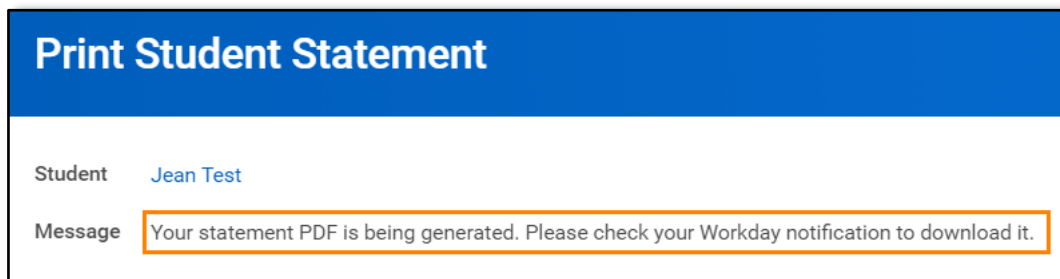
i. Click **Generate PDF**.



Buttons: Generate PDF, View a Different Statement, Make a Payment

ii. Click **Done**.

Note: When the PDF is generated you will receive a notification in Workday. You can download the PDF from the notification.



Print Student Statement

Student: Jean Test

Message: Your statement PDF is being generated. Please check your Workday notification to download it.

b. **Make a Payment** (See *Make a Payment quick guide* for more information)

c. **View a Different Statement** (See *View Statement quick guide* for more information)