



STUDENT

Finances Application Overview

This quick reference guide will go over what information can be found in the Finances Application (APP) and how to navigate it. The Finances App is a one-stop shop for student accounts and financial aid tasks, activities, and reports in Workday.

<u>HELPFUL TIP</u>: Open the **Finances** application (app) by selecting it from the list of YOUR TOP APPS located on your Workday home page.

View Financials

- 1. Navigate to the Finances application by using the Workday Search Bar or your Menu. Select the **Finances** application.
- 2. You will find three sections on the worklet including those below.

← Finances					۲
Account Activity 6,045.00 Total Account Balance Due Now	Outstanding Charges 0.00 Pat Dae 6,045.00 Curret Due Fulue Due		My Account View Statement Sign Up for a Payment Plan Set Up Payment Electors		
View Statement	Outstanding Charge Details	۲	View My 1098-T Print My 1098-T		
View Details	0		Less (2)		
			Recent Payments	٩	

- a. Account Activity: Here you will find your total account balance and the amount that is due now. Click Statements to view your statement or view details for more information.
- b. Outstanding Charge Details: Summary of Past due, Current Due and Future Due amounts.
- c. My Account: Here you will find links to make payments, view statements, sign up for a payment plan, setup payment elections (ACH), and view 1098-T tax reports.

