



View My Account

Overview

This quick reference guide will cover how to view account information including the transaction summary and due now details

Process

1. After logging into Workday, click the **Finances** icon on the home page.

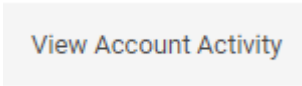


2. The **Finances** dashboard provides quick links to your Account Activity, Make a Payment, Payment Elections, 1098T information and Financial Aid.

3. Account activity is under **My Account**



4. Select **View Account Activity**



5. The **Transaction Summary** displays a running list of transactions, charges, payments, and financial aid, in order of transaction date.

Transaction Summary		Due Now Details	
4 Items			
Academic Period	Transaction Date	Due Date	Description
Fall 2022 Quarter	12/08/2022	12/08/2022	Tuition Insurance Plan
Fall 2022 Quarter	12/08/2022	01/21/2023	Student Health Insurance
Fall 2022 Quarter	12/08/2022	01/21/2023	University Enhancement Fee
Fall 2022 Quarter	12/08/2022	01/21/2023	Tuition Undergraduate

6. The **Due Now** tab displays Past Due, Current Due, and Anticipated Payments, along with definitions to explain these terms.

Transaction Summary		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 anticipated payments.			
Past Due Charges	22,014.00	Current Due Charges	0.00
Anticipated Payments	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.		
Anticipated Payments	Financial aid and sponsor contracts that haven't disbursed to your account yet.		