



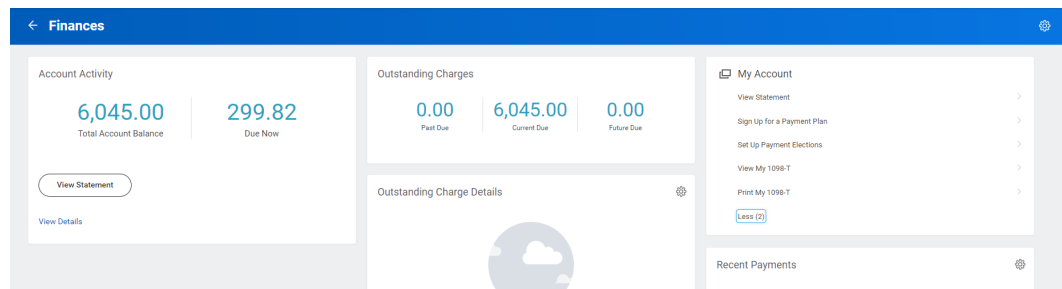
Finances Application Overview

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.

HELPFUL TIP: 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.



- 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.