View Account Activity

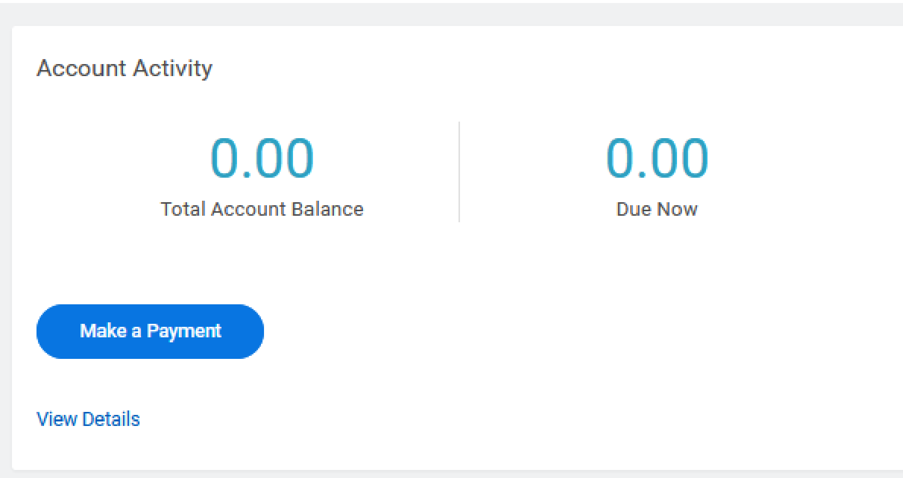
Overview

The View Account Activity task allows you to view your transaction summary, view Due Now details, and also make payments.

Process

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

2. Find the **Account Activity** section, and select **View Details.**



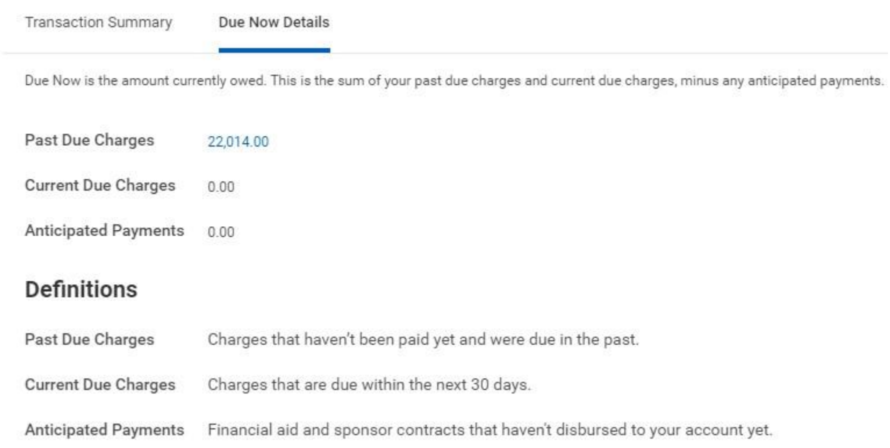
3. The **Transaction Summary** displays a running list of transactions, charges, payments, and financial aid, in order of transaction date.

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

4. Anticipated Payments, along with definitions to explain these terms.



5. The blue button named **Make a Payment** allows you to make online payments, set up payment plans, or to set up Authorized Payers. Please view the **Make a Payment** quick reference guide for more information.