



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

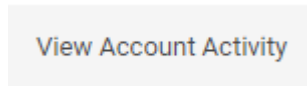
1. After logging into Workday, click the **Finances** icon on the home page.



2. Find the **My Account** section.



3. Select **View Account Activity**.



4. 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

5. 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.

6. The yellow 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.