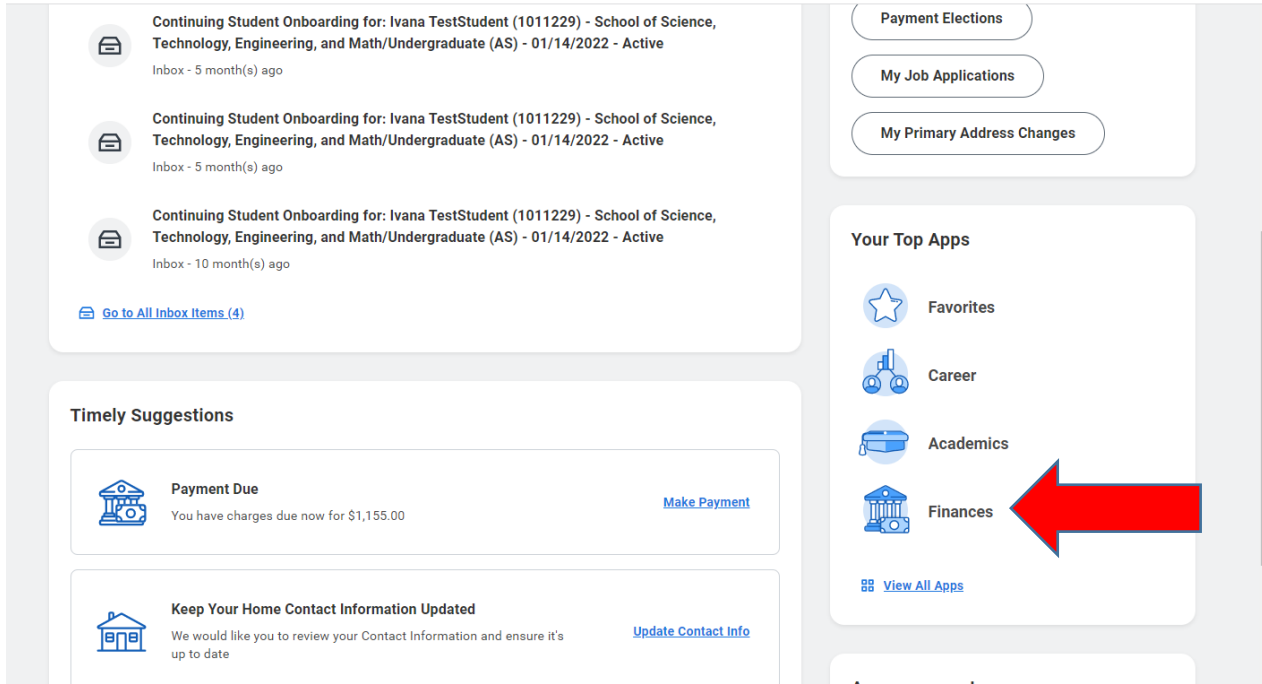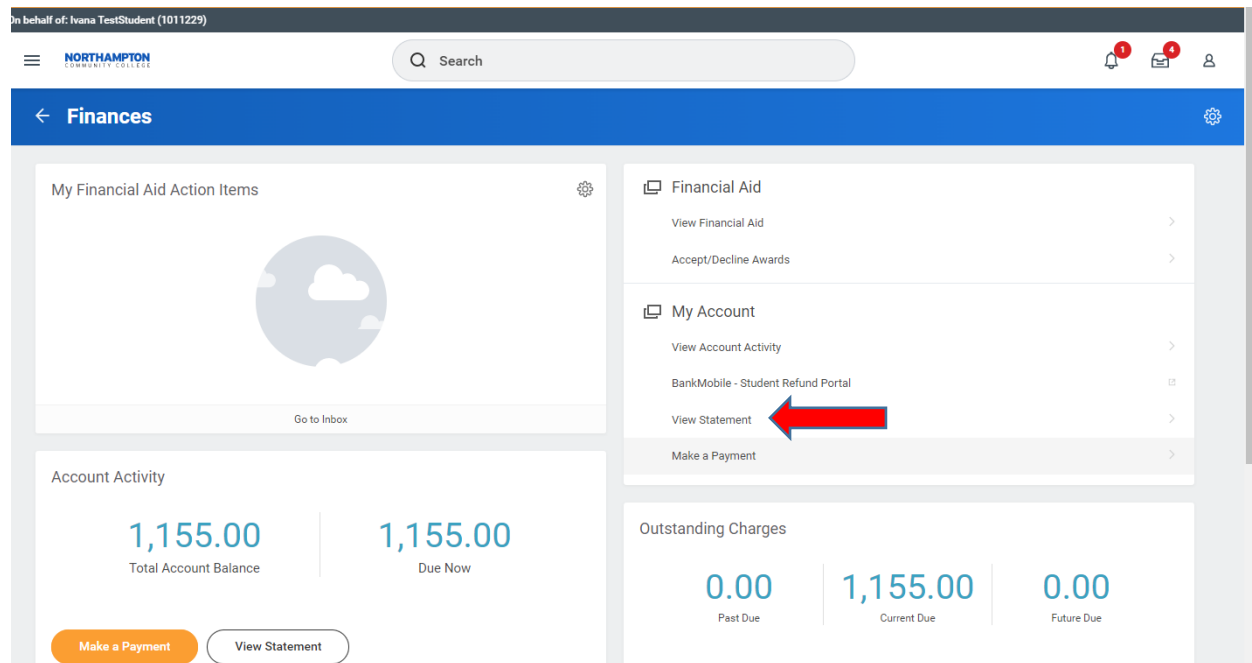# View or Print Statement

Step 1. Log into workday and go to the "finances" app

Step 2. Click on "View Statement"

Step 3: Choose which semester's statement you would like to view or print and click OK

Step 4: Scroll down to view complete statement or click "generate PDF" to download and print

Step 5: Workday will notify you when your statement is downloaded. Click "done"

Step 6: Click the bell icon at the top of the screen (1), click the notification that says "document available" on the left side of the screen (2), and click the blue link to open the PDF version of your statement and print (3).