View or Print Statement

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

	Continuing Student Onboarding for: Ivana TestStudent (1011229) - School of Science, Technology, Engineering, and Math/Undergraduate (AS) - 01/14/2022 - Active Inbox - 5 month(s) ago	Payment Elections My Job Applications
	Continuing Student Onboarding for: Ivana TestStudent (1011229) - School of Science, Technology, Engineering, and Math/Undergraduate (AS) - 01/14/2022 - Active Inbox - 5 month(s) ago	My Primary Address Changes
	Continuing Student Onboarding for: Ivana TestStudent (1011229) - School of Science, Technology, Engineering, and Math/Undergraduate (AS) - 01/14/2022 - Active Inbox - 10 month(s) ago	Your Top Apps
😑 <u>Go to /</u>	All Inbox Items (4)	Favorites
Timely S	uggestions	Academics
	Payment Due Make Payment You have charges due now for \$1,155.00 Make Payment	Finances
	Keep Your Home Contact Information Updated We would like you to review your Contact Information and ensure it's up to date	88 <u>View All Apps</u>

Step 2. Click on "View Statement"

NORTHAMPTON	Q Search			1	e S	
Finances						
My Financial Aid Action Items		ŝŝ	🖵 Financial Aid			
			View Financial Aid			
			Accept/Decline Awards			
			🕞 My Account			
			View Account Activity			
			BankMobile - Student Refund Portal			
Go to Inbox		View Statement				
Account Activity			Make a Payment			
1,155.00	1,155.00		Outstanding Charges			
Total Account Balance	Due Now		0.00 1,155.00 0.0	0		
Make a Payment View Stateme	nt		, un du cuireit due raureit	ur.		

behalf of: Ivana TextStudent (1011229)						
= NORTHAMPTON	Q Search		¢.	€ ⁴ &		
← Finances	View Statement	×		¢¢		
My Financial Aid Action Items	Academic Period * Search Fall 2021 Fall 2022 Spring 2021 OK Summer 2021 Summer 2021	EankMobile - Student Refund Portal	>			
Go to Inbox		View Statement				
Account Activity		Make a Payment				
1,155.00 Total Account Balance Make a Payment View Statement	1,155.00 Due Now	Outstanding Charges 0.00 Past Due 0.00 Current Due	0 0.00 Future Due			

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

behalf of: Ivana TestStudent (1011229)				
NORTHAMPTON	Q Search			↓ ¹ ⊢ ³
View Statement 🔐				Æ
Student Ivana TestStudent (1011229)		Date Range	(08/27/2022-12/17/2022)	
Student ID 1011229		Anticipated Due	1,155.00	
Academic Period Fall 2022		Charges	1,155.00	
Academic Level Undergraduate		Applied Payments	0.00	
		Anticipated Payments	0.00	
		Refunds	0.00	
Generate PDF View a Different Statement	Make a Payment			
				Turn off the new tables view
Charges 6 items				/॑□ ╤ 애 🖬 ୮ 🎟
Date	Charge			Amount
09/07/2022	Book Fee: CISC 101-MID-06 - Introduction to Inform	ation Technology		0.00
09/07/2022	Tuition			720.00
09/07/2022	Capital Outlay Fee			198.00

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

≡	NORTHAMPTON EDMMUNITY COLLEGE	Q Search	Ĵ,	4	8
Pr	int Student Statement			×	PDF
Stu	dent Ivana TestStudent (1011229)				
Me	ssage Your statement PDF is being generated. Please check	your Workday notification to download it.			
	_				
	Ļ				
	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).

	Q Search	↓ ¹ ≧ ⁴ ≥
Notifications		
Viewing: All v Sort By: Newest v v	Document Available	
Document Available Student Statement. Ivana TestStudent (1011229) - Fall 2021 is now available in MV Reports	3 second(a) ago Student Statement: Ivana TestStudent (1011229) - Fail 2021 is now available in My Reports	1
3 second(s) ago Document Available Student Statement Jones TestStudent (1011220), E-II 2021	Details B Student Statement: Ivana TestStudent (1011229) - Fall 2021	
si nova valabile in My Reports 16 day(s) ago		
	3	

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