

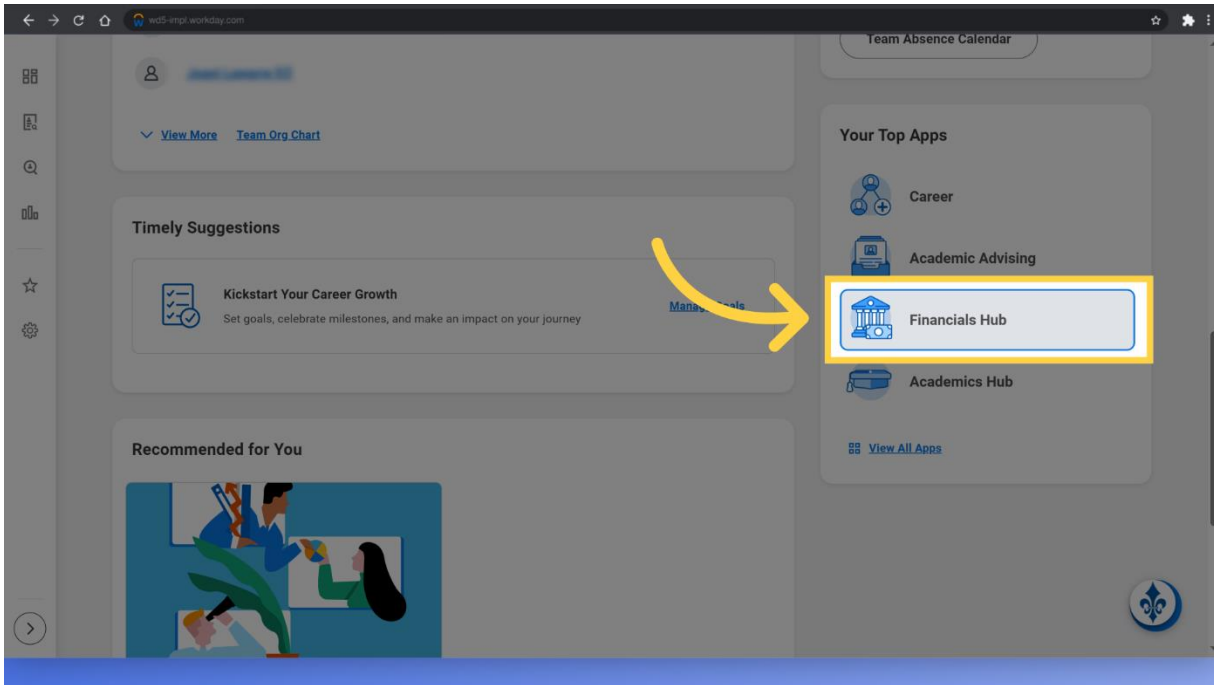
# View and print account statements in Workday



Learn how to view and print your account statements in Workday with these simple instructions. From navigating to Financials Hub to generating a PDF, follow the steps below to efficiently access your account statements.

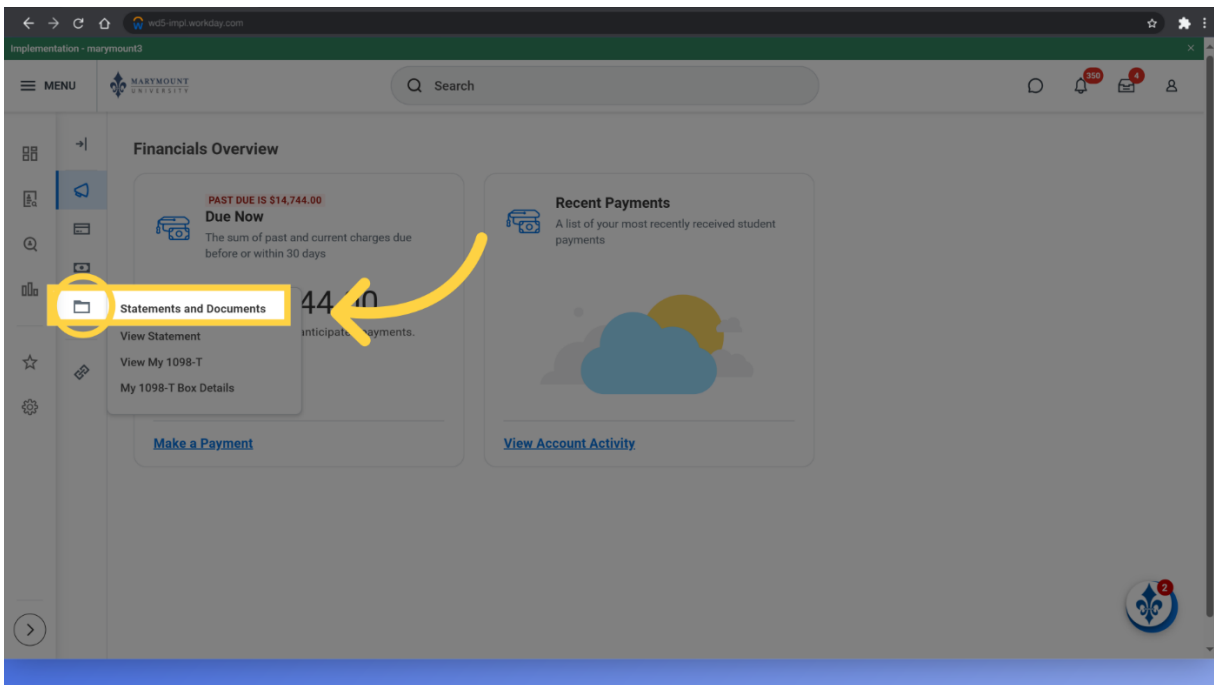
# 1. Financials Hub

Navigate to the Financials Hub section from the main Workday screen.



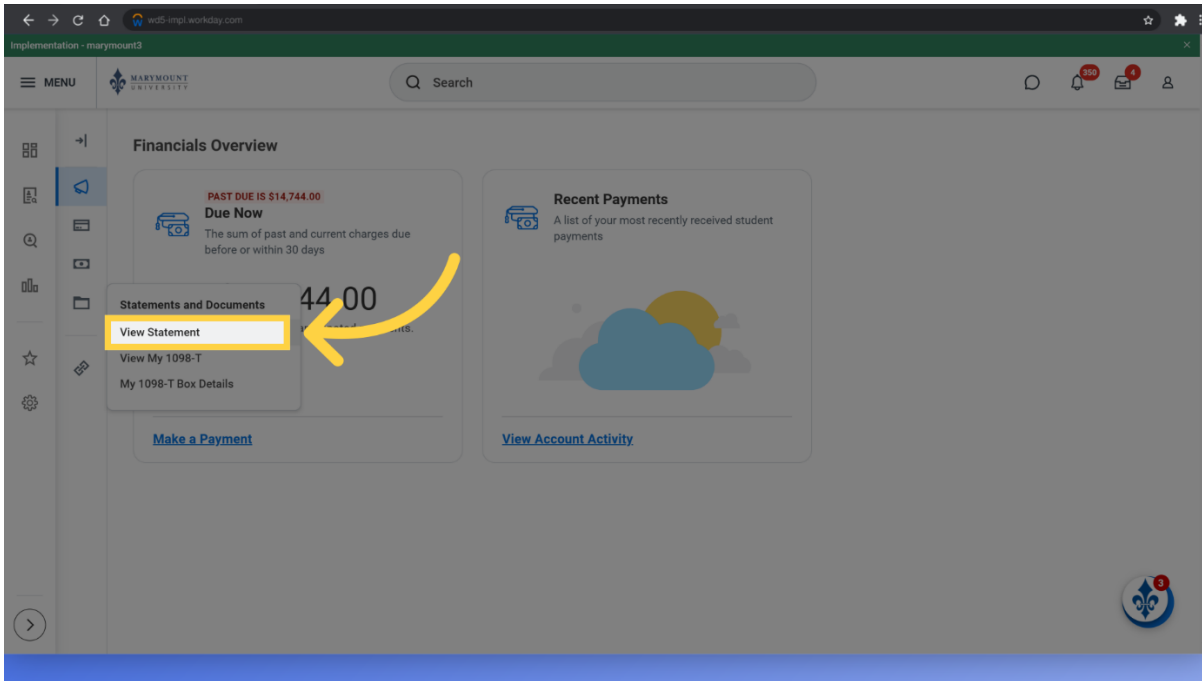
# 2. Statements and Documents

Click on the Statements and Documents icon on the left side of the screen.



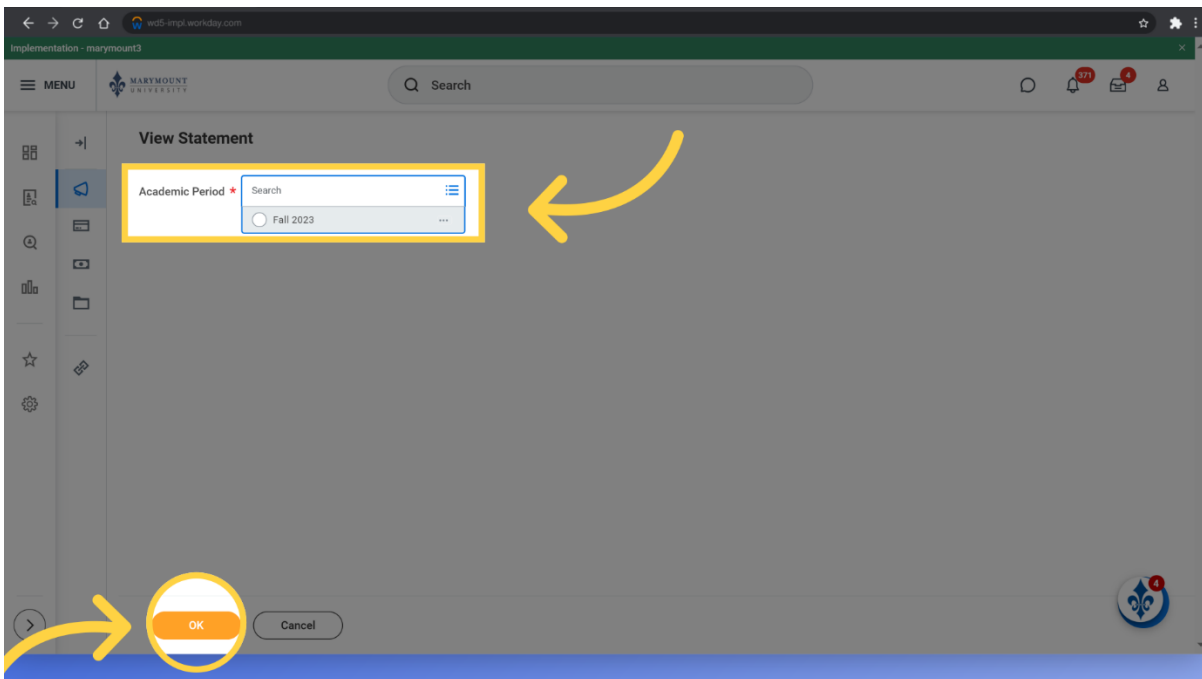
### 3. View Statement

Select the option to view a statement.



### 4. Academic Period

Choose the academic period you would like to view the statement for. In this example, we will choose the Fall 2023 academic period. When complete, click on the OK button to proceed.



## 5. Generate PDF

You can view your account statement online, showing the detailed charges and the courses associated with this statement. You can also generate a PDF version of the statement by clicking on the generate pdf button towards the top of the screen.

Anticipated Payments 0.00  
Refunds 0.00

Institution Marymount University

**Generate PDF** | Account Statement | Make a Payment

Charges 4 items

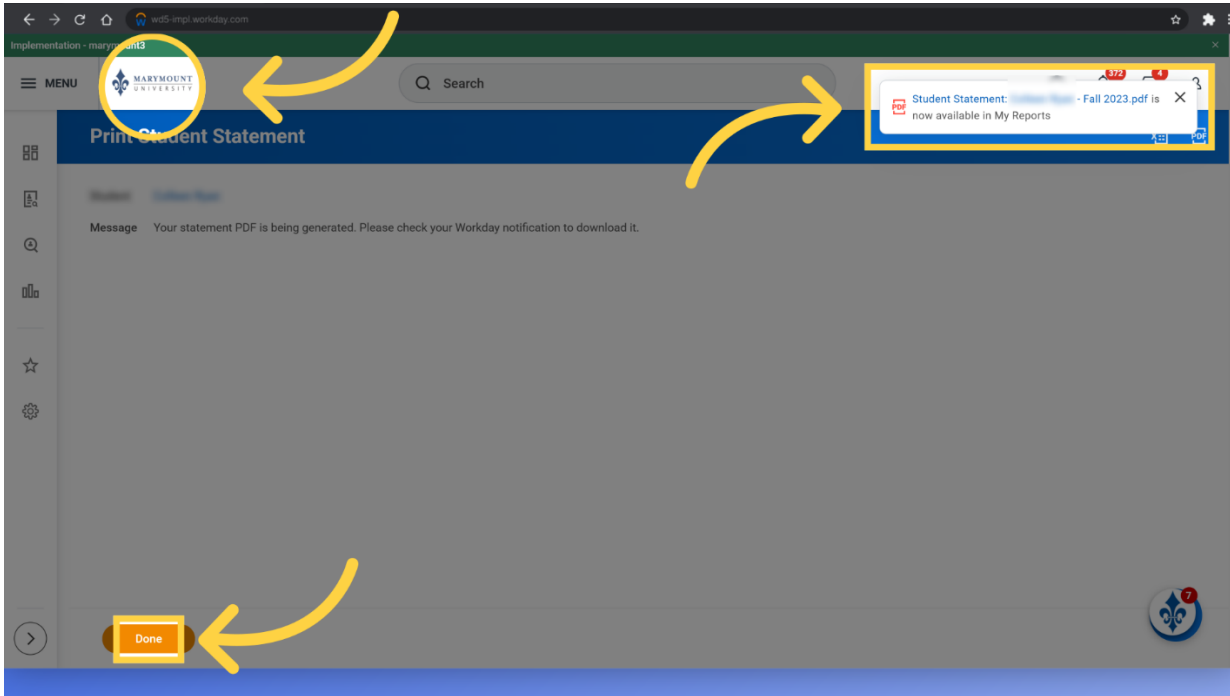
Date	Charge	Amount
06/15/2024	Telemet Fee	50.00
06/15/2024	Technology Fee - Graduate	132.00
06/15/2024	Graduate Tuition - Fall	7,140.00
06/15/2024	Health & Well-Being Fee - Graduate	50.00

Courses 2 items

Course	Registration Status	Credits	Credit Type
IT 510 - Requirements Analysis and Mana	Completed	3	Semester Credits
MBA 515 - Behavior Mgt in Organizations	Completed	3	Semester Credits

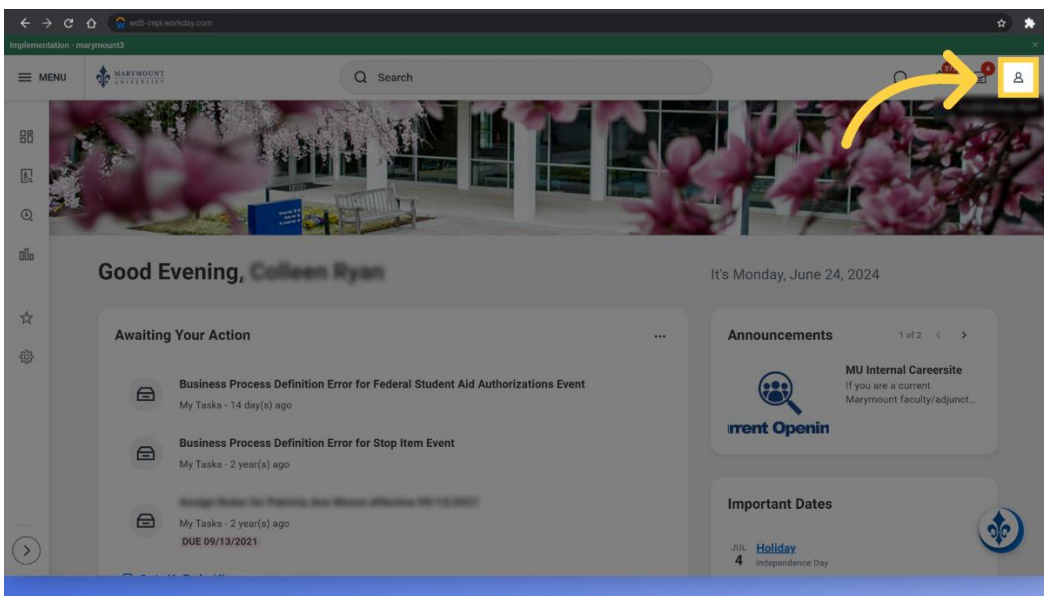
## 6. PDF access

Wait a few seconds while the PDF is generated. a message box will appear in the upper right-hand corner of the screen when the PDF generation is complete, and you can click on my reports on the main workday screen to view your PDF. Complete the process by clicking Done. To view your PDF, return to the main Workday screen by clicking on the Marymount University icon in the upper left-hand corner of the screen.



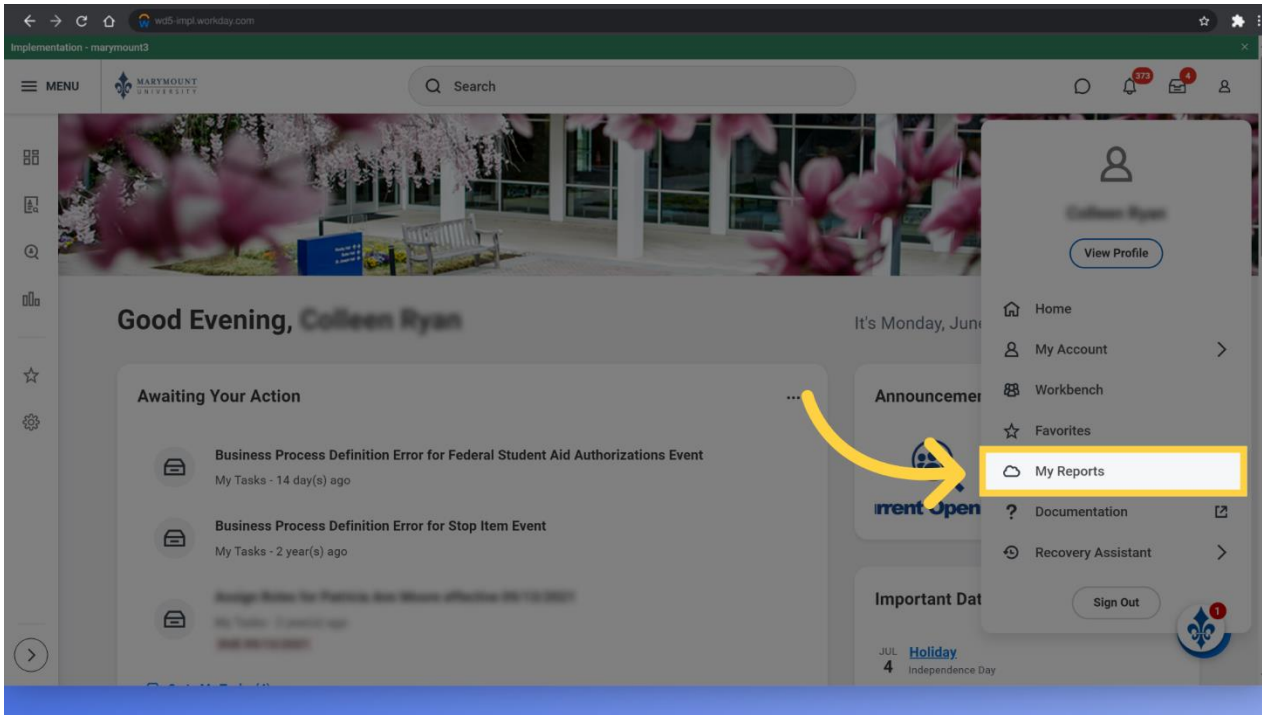
## 7. Profile Icon

Once at the main Workday screen, click on the profile icon in the upper right-hand corner. Here, you can view your reports.



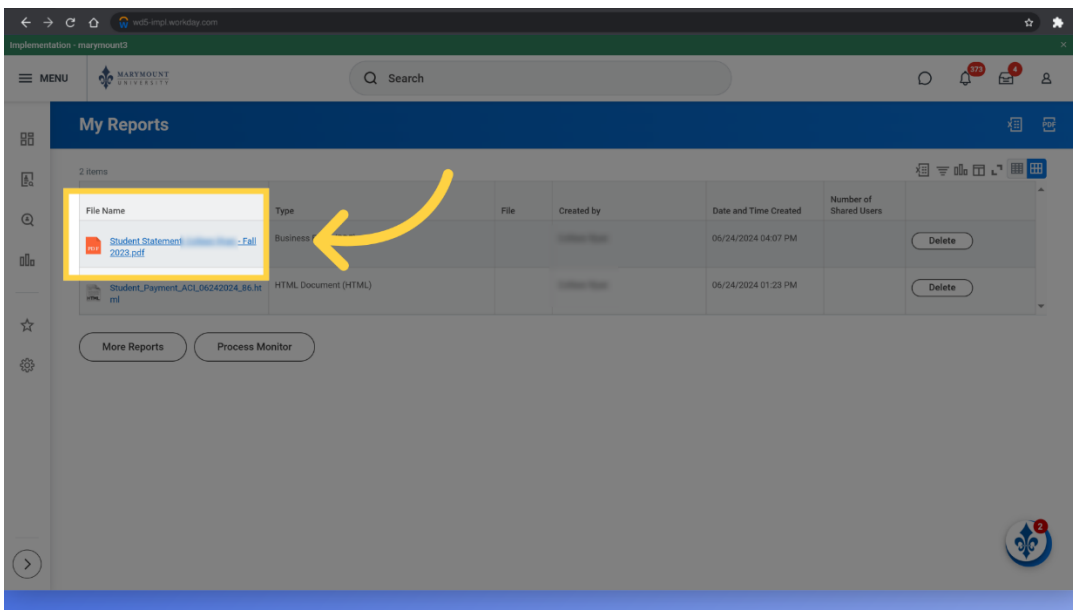
## 8. My Reports

From your profile, click on my reports, to view your account statement in PDF format.



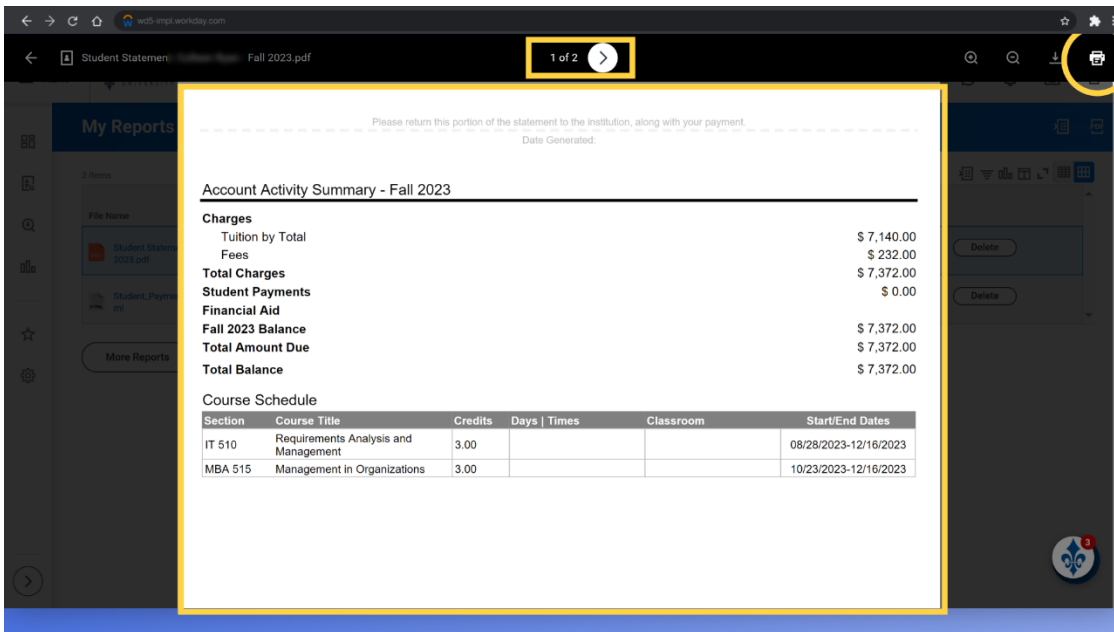
## 9. Open Statement

Locate the specific document you would like to open, and click on it. You may have more than one document listed on the my reports page.



## 10. View or Print

You may view your PDF on line, or you can print it out, by clicking on the printer icon in the upper right-hand corner of the screen.



Please return this portion of the statement to the institution, along with your payment.  
Date Generated:

**Account Activity Summary - Fall 2023**

**Charges**

Tuition by Total	\$ 7,140.00
Fees	\$ 232.00
<b>Total Charges</b>	<b>\$ 7,372.00</b>
<b>Student Payments</b>	<b>\$ 0.00</b>
<b>Financial Aid</b>	
<b>Fall 2023 Balance</b>	<b>\$ 7,372.00</b>
<b>Total Amount Due</b>	<b>\$ 7,372.00</b>
<b>Total Balance</b>	<b>\$ 7,372.00</b>

**Course Schedule**

Section	Course Title	Credits	Days   Times	Classroom	Start/End Dates
IT 510	Requirements Analysis and Management	3.00			08/28/2023-12/16/2023
MBA 515	Management in Organizations	3.00			10/23/2023-12/16/2023

This guide covered the steps to view and print statements in Workday, including accessing the Financials Hub, selecting statements, generating a PDF, and completing the process.

**For additional training materials and videos, please go to:**

**<https://ebtly.com/B2228AC9>**