

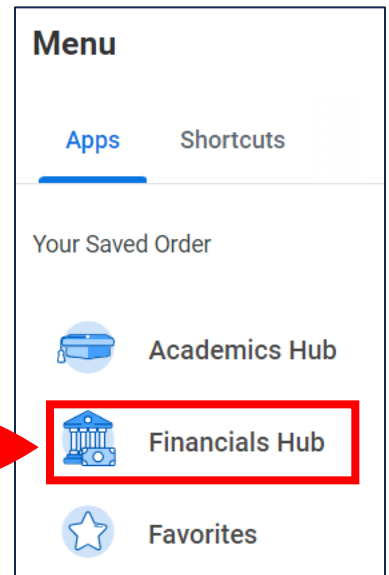
**Description:** This quick guide demonstrates how to view student financial statements and charges.

**Applies to:** Students

## VIEW FINANCIAL STATEMENTS & CHARGES

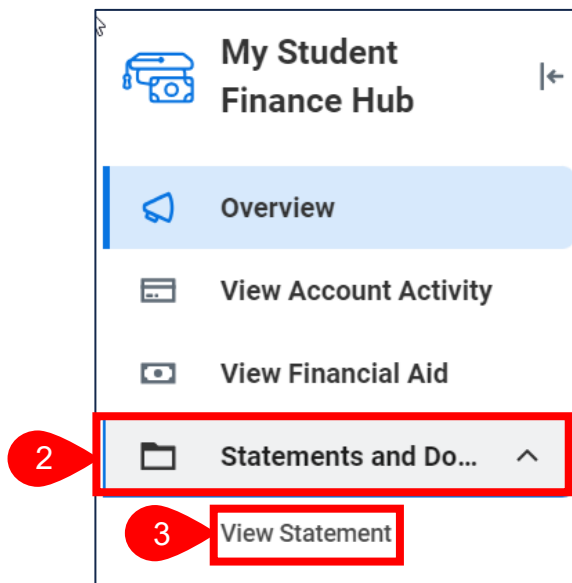
Students can view financial statements and charges from the Financials Hub in Workday.

1. From the Global Navigation Menu, select the **Financials Hub**.



2. Click to expand the **Statements and Documents** section.



3. Click **View Statement**.



4. Select the **Academic Period**.



5. Click **OK**.
6. The statement summarizes the charges, applied payments, and anticipated payments/aid.
  - a. Select **View a Different Statement** to view a statement for a different Academic Period.

**6** **View Statement**  

Student  Date Range (09/05/2023-12/17/2023)

Student ID  Anticipated Due

Academic Period Fall 2023 Charges





Academic Level Undergraduate Applied Payments 0.00

Anticipated Payments 0.00





Refunds 0.00

Institution Suffolk University

**7**  **a**

Charges 4 items    

Date	Charge	Amount
06/22/2023	University Technology Fee	
06/22/2023	Undergraduate Activity Fee	
06/22/2023	Undergraduate Tuition	
06/22/2023	Health Insurance	

Courses 5 items    

Course	Registration Status	Credits	Credit Type
MATH 255 - Probability and Statistics	Registered	4	Credits




7. Select **Generate PDF** to download a PDF version of the statement.
8. Once the PDF is being generated, a notification will appear. Click **Done**.

Student

Message Your statement PDF is being generated. Please check your Workday notification to download it.

**8**

9. To access the PDF, click the **notifications** icon at the top right of your home page.

**9**   

10. Click the **Student Statement** link to open the PDF.

**Document Available**

Student Statement:  - Fall 2023.pdf is now available in My Reports

**10** **Details**  **Student Statement:**  - Fall 2023.pdf