



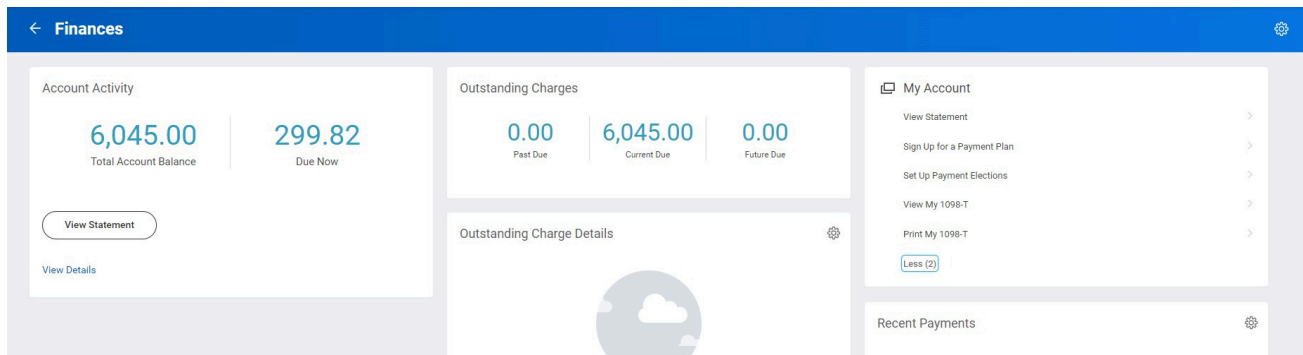
## Finances Application Overview

This quick reference guide will go over what information can be found in the Finances Application (APP) and how to navigate it. The Finances App is a one-stop shop for student accounts and financial aid tasks, activities, and reports in Workday.

**HELPFUL TIP:** Open the **Finances** application (app) by selecting it from the list of YOUR TOP APPS located on your Workday home page.

### View Financials

1. Navigate to the Finances application by using the Workday Search Bar or your Menu. Select the **Finances** application.
2. You will find three sections on the worklet including those below.



- a. **Account Activity:** Here you will find your total account balance and the amount that is due now. Click Statements to view your statement or view details for more information.
- b. **Outstanding Charge Details:** Summary of Past due, Current Due and Future Due amounts.
- c. **My Account:** Here you will find links to make payments, view statements, sign up for a payment plan, setup payment elections (ACH), and view 1098-T tax reports.



## MAKING A PAYMENT FOR LAFITTE VILLAGE

Workday Student does not allow the Office of Residential Life to itemize the Lafitte Village rent payments when overviewing finances. As a result of that, here are the necessary steps to take when submitting your Lafitte Village rent payment:

- 1** • Pay the exact monthly rate for your rent payment each month.
- 2** • Make your rent payment between the 1st and the 15th of each month avoid a \$35 late fee.
- 3** • If you encounter any issues paying your rent online via Workday, please reach out to the Bursar's Office.

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