DOWNLOAD STUDENT ACCOUNT TRANSACTION ACTIVITY

This report will show a transaction summary of all student charges and payments. This may be helpful to the student/parent for 1098-T support. Here's how it works:

STEP 1
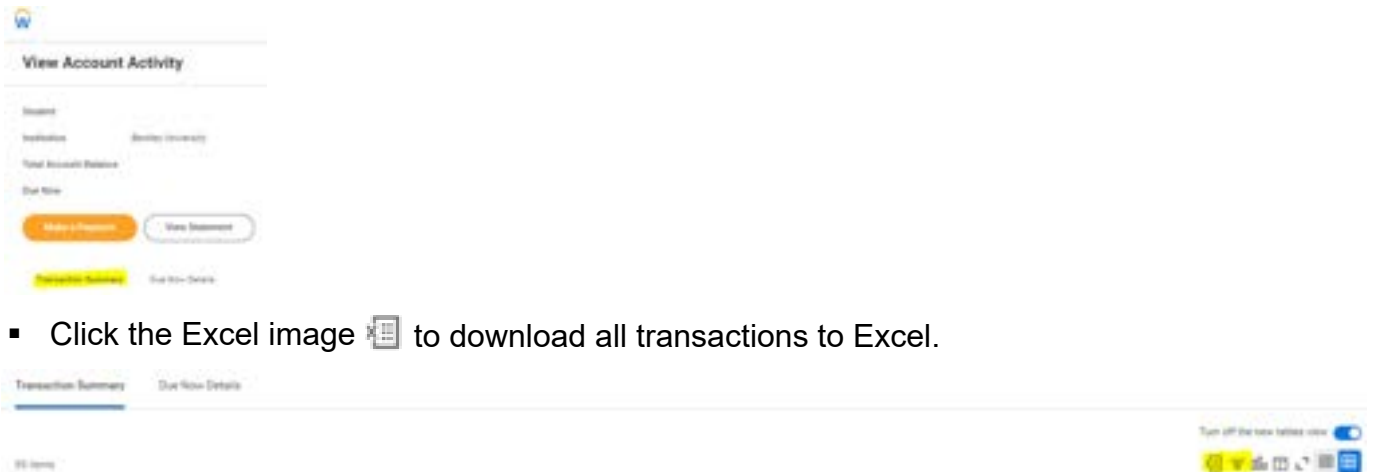
After logging in to Workday, select the **Finances** icon.

STEP 2

This will take you to the **Finances** page. From here, go to **View Account Activity** in the My Account Section.

STEP 3

From here, click **Transaction Summary**.

- Click the Excel image ▦ to download all transactions to Excel.

- If you would like to filter by date, academic year, etc., click the filter image ▽ and select your filters.
  - In order to add multiple filters, complete the step to enter the first filter, then click the filter image again and add up to as many filters as you choose.