

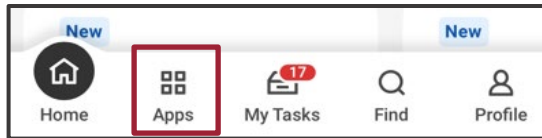
This quick reference guide (QRG) supports students in checking their account balance on the Workday mobile app.

While students may check your account balance via the Workday mobile app, payments must be made via the website version.

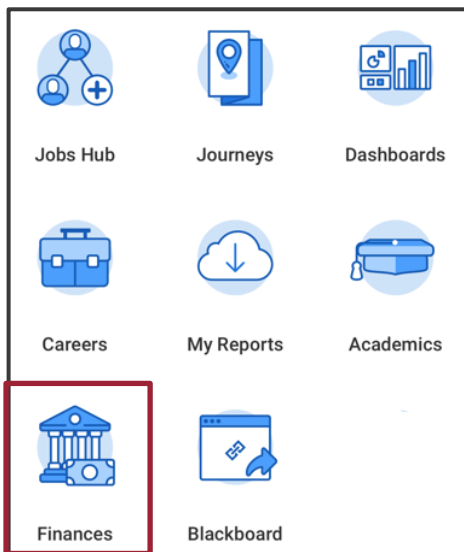
## CHECK MY STUDENT ACCOUNT BALANCE

To view your student account balance, complete the following steps from the Workday Mobile App Home page:

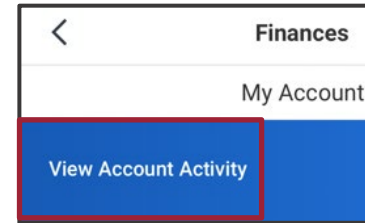
1. Click **Apps** within the bottom menu.



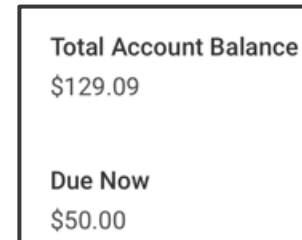
2. From the *Apps* screen, select **Financials**.



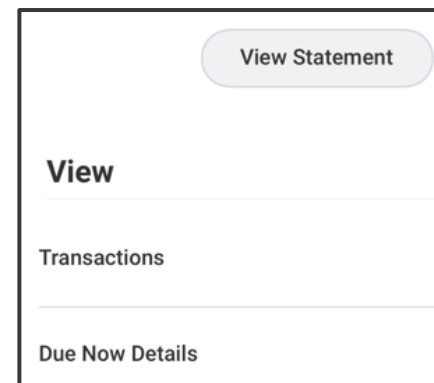
3. From the *Financials* screen, click **View Account Activity**.



4. View your *Total Account Balance* and *Due Now* amounts.



5. From the *View Account Activity* screen, you can view your statement, transactions, or details about your account balance due now.



## VIEW MY STATEMENT

To view your statement, follow the steps below from the *View Account Activity* screen:

1. Click **View Statement**.
2. Select the **Academic Period**.
3. Click **Next**.
4. View the statement, including **Anticipated Due, Charges, Applied Payments, Anticipated Payments, and Refunds**.

<b>Anticipated Due</b>
\$50.00
<b>Charges</b>
\$15,747.37
<b>Applied Payments</b>
\$15,618.28
<b>Anticipated Payments</b>
\$79.09
<b>Refunds</b>
\$0.00

5. Click **Done**.

## VIEW MY TRANSACTIONS

To view your student account transactions, follow the steps below from the *View Account Activity* screen:

1. Click **Transactions**.
2. Select the **Academic Period**.
3. Click **Done**.
4. View the *Transaction Summary*.

	University of Arkansas, Fayetteville
02/25/2026	\$44.09 USD
	University of Arkansas, Fayetteville
02/12/2026	(\$9,838.71) USD

Positive numbers represent charges placed on your account.

Negative numbers represent payments made to your account.

5. Click the **magnifying glass icon** to view charge/payment details such as transaction date and a description of the charge/payment.

<b>Transaction Date</b>
04/03/2026
<b>Due Date</b>
04/06/2026
<b>Description</b>
UAF - Meal Charge
<b>Amount</b>
\$50.00

## VIEW MY DUE NOW DETAILS

To view your Due Now Details, follow the steps below from the *View Account Activity* screen:

### 1. Click **Due Now Details**.

Due Now is the amount currently owed—i.e., the sum of your past due charges and current due charges—minus any anticipated payments.

### 2. Review **Past Due Charges**, **Current Due Charges**, and **Anticipated Payments**.

