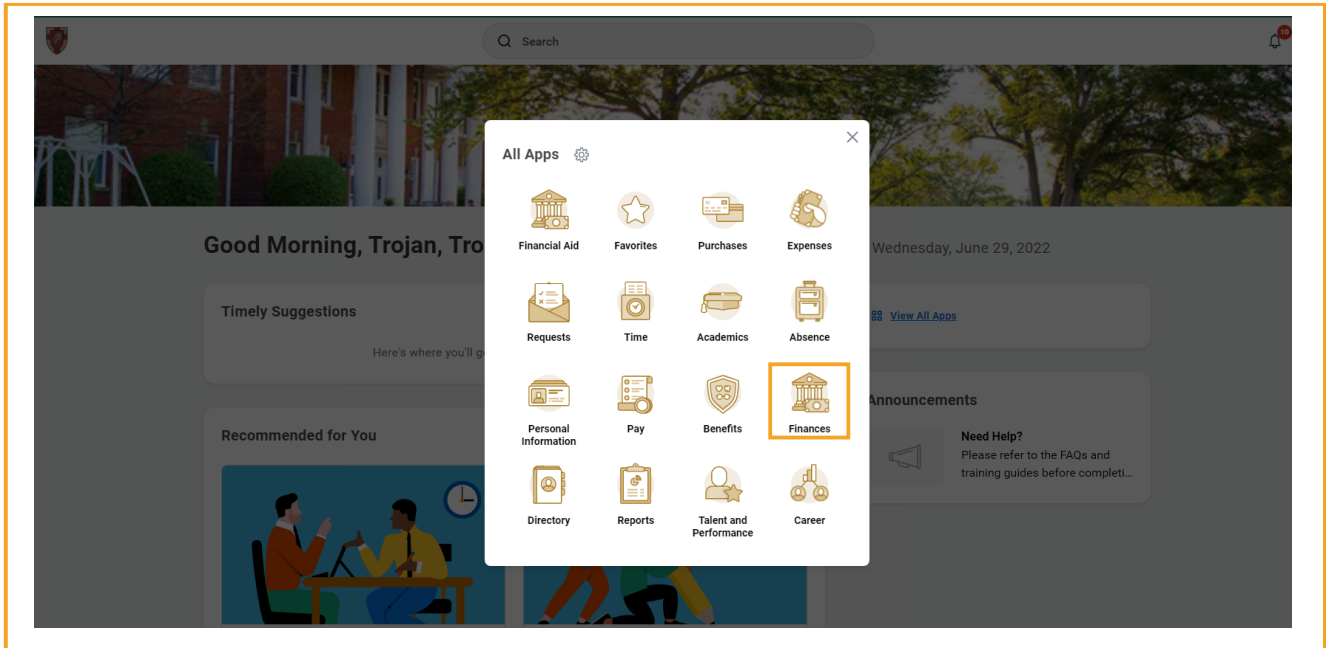


## View Statement

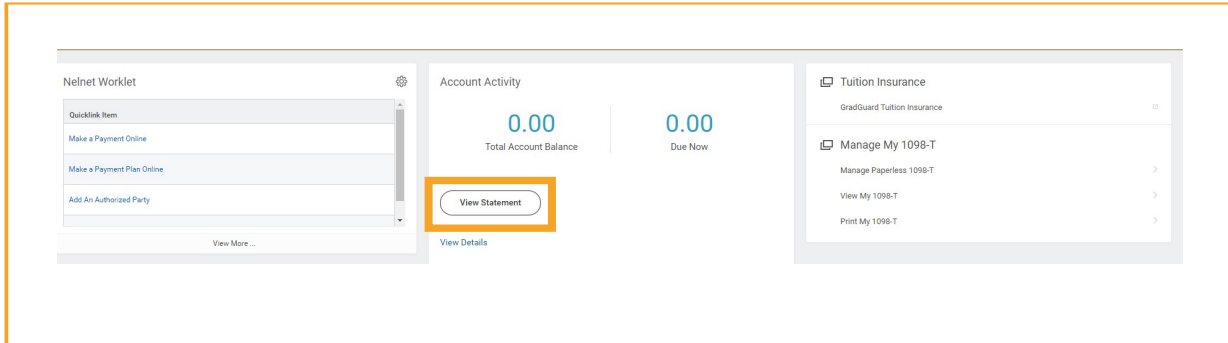
### STEP 1

From your Workday homepage, select **View All Apps** and choose **Finances**.



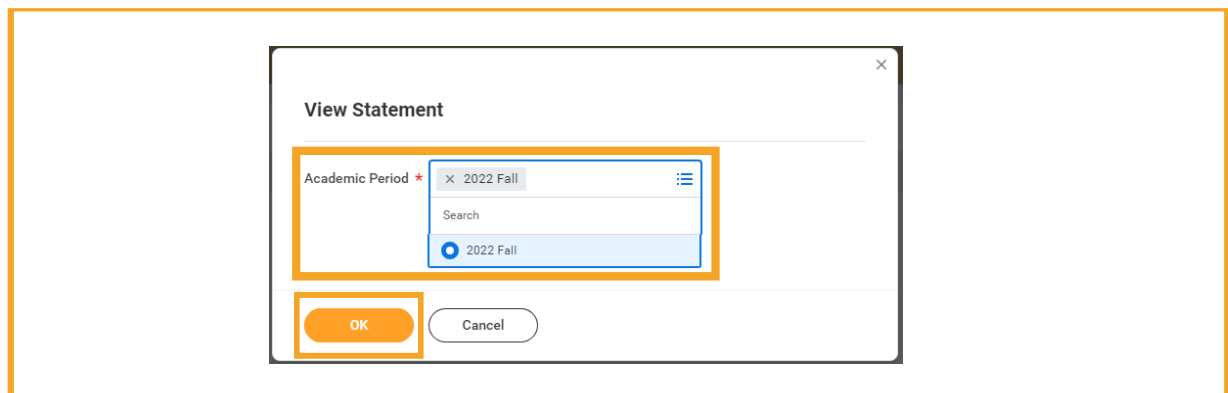
## STEP 2

Select **View Statement**.



## STEP 3

Using the drop-down menu – Select **Academic Period** – Select **OK**



## STEP 4

A breakdown of your statement will be displayed with fields applicable to your account. To view a printable statement – Select **Generate PDF**

Select **View a Different Statement** to view your statement for a different academic period.

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Student	Trojan, Troy
Student ID	P000555555
Academic Period	2022 Fall
Academic Level	Undergraduate

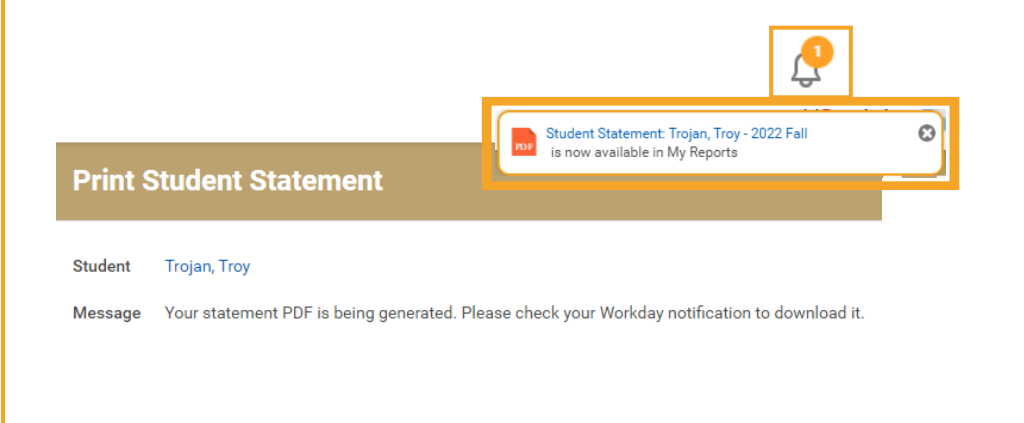
Generate PDF

View a Different Statement

## STEP 5

### Select **Student Statement Hyperlink**

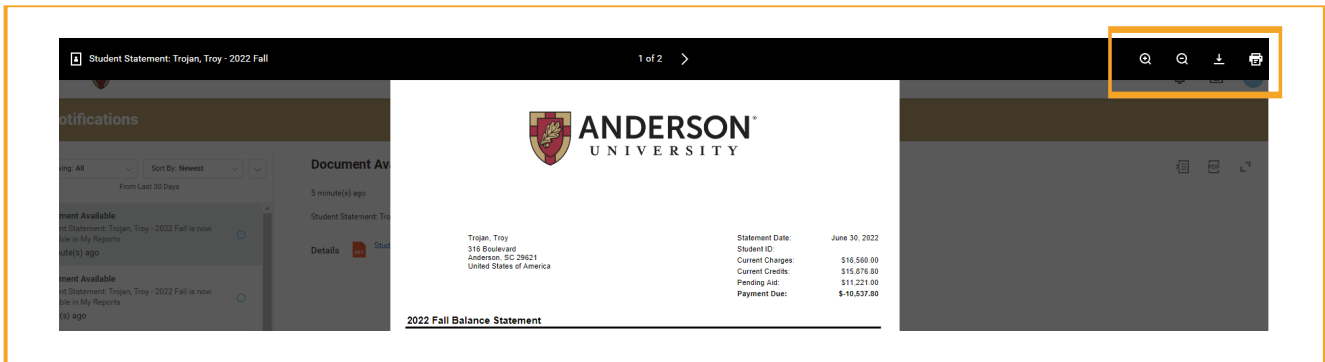
*Note: You will receive a pop-up notification once the statement has been generated.*



The screenshot displays the 'Print Student Statement' button. A notification pop-up is visible, indicating that the 'Student Statement: Trojan, Troy - 2022 Fall' is now available in 'My Reports'. Below the button, the student's name 'Trojan, Troy' is listed. A message states: 'Your statement PDF is being generated. Please check your Workday notification to download it.'

## STEP 6

A preview of your printable statement will appear. Use Download and Print icons located on the top-right hand side of the screen to save or print your statement.



*Note: Prior semester balances and credits will not be reflected on your statement or calculated into the balance due.*

## Statement Sections

### Statement Overview

Current Charges - Current Credits - Pending Aid = Payment Due



**ANDERSON**  
UNIVERSITY

Trojan, Troy  
316 Boulevard  
Anderson, SC 29621  
United States of America

Statement Date: July 8, 2022  
Student ID:  
Current Charges: \$18,060.00  
Current Credits: \$22,876.80  
Pending Aid: \$14,221.00  
**Payment Due: \$-19,037.80**

### Charges

Applicable Tuition, Fees, Room, and Board billed to your account.

#### 2022 Fall Balance Statement

##### Charges

Date	Academic Period	Charge Item	Amount
05/10/2022	2022 Fall	Health & Wellness Fee	\$ 100.00
05/10/2022	2022 Fall	Student Government Fee	\$ 35.00
05/10/2022	2022 Fall	Technology Fee	\$ 295.00
05/10/2022	2022 Fall	Tuition - Traditional Undergraduate	\$ 15,430.00
05/26/2022	2022 Fall	Book Charges	\$ 100.00
06/06/2022	2022 Fall	Book Charges	\$ 50.00
06/06/2022	2022 Fall	Commuter Meal Plan	\$ 550.00
07/01/2022	2022 Fall	Book Charges	\$ 1,500.00
		<b>Total Charges:</b>	<b>\$18,060.00</b>

## Credits

Financial Aid and payments that are made toward your student account.

<b>Credits</b>				
Date	Academic Period	Credit Item	<b>1</b> Payment Amount	<b>3</b> Unapplied Amount
07/08/2022	2022 Fall	Outside Scholarship	\$7,000.00	\$4,816.80
Date	Academic Period	Credit Item	Payment Amount	<b>2</b> Applied Amount
05/18/2022	2022 Fall	Nelnet - One Time Payment - Credit Card	\$50.00	\$50.00
05/18/2022	2022 Fall	Denmark Scholarship	\$1,500.00	\$1,500.00
05/18/2022	2022 Fall	Baptist Scholarship	\$150.00	\$150.00
05/18/2022	2022 Fall	Provost's Scholarship	\$4,500.00	\$4,500.00
05/19/2022	2022 Fall	Nelnet - Payment Plan Payment - Credit Card	\$1,449.00	\$1,449.00
05/26/2022	2022 Fall	Cash or Check Payment	\$100.00	\$100.00
05/31/2022	2022 Fall	S.C. Tuition Grant (Traditional)	\$2,250.00	\$2,250.00
05/31/2022	2022 Fall	LIFE	\$2,500.00	\$2,500.00
06/14/2022	2022 Fall	Nelnet - Payment Plan Payment - Credit Card	\$802.20	\$802.20
06/29/2022	2022 Fall	Nelnet - One Time Payment - Credit Card	\$537.80	\$537.80
06/30/2022	2022 Fall	Nelnet - One Time Payment - ACH Payment	\$537.80	\$537.80
06/30/2022	2022 Fall	Nelnet - Payment Plan Payment - ACH Payment	\$1,500.00	\$1,500.00
07/08/2022	2022 Fall	Outside Scholarship	\$7,000.00	\$2,183.20
		<b>Total Credits:</b>		<b>4 \$22,876.80</b>

- 1. Payment Amount:** The total amount of that payment or Financial Aid credit item.
- 2. Applied Amount:** The amount of the credit that went toward your charges.
- 3. Unapplied Amount:** If the amount of the credit exceeds the charges on your account, the amount is indicated as unapplied. If the unapplied amount is refundable it will be refunded to you.
- 4. Total Credits:** The sum of the total Applied and Unapplied Amounts

## Pending Aid

Anticipated Financial Aid and future Nelnet Payment Plan payments for the semester will be listed in this section.

<b>Pending Aid</b>			
Date	Academic Period	Pending Payment	Amount
07/06/2022	2022 Fall	Federal Direct Subsidized Loan	\$ 2,721.00
07/06/2022	2022 Fall	AU Institutional Scholarship	\$ 3,000.00
08/24/2022	2022 Fall	Nelnet Payment Plan - 2022-2023 Award Year	\$ 8,500.00
		<b>Total Anticipated Aid Type:</b>	<b>\$ 14,221.00</b>

## Refunds

Once an unapplied payment is refunded, that amount will move to the refund section.

Refunds			
Date	Academic Period	Refund	Amount
07/08/2022	2022 Fall	Refund: Trojan, Troy	\$ 4816.80
		<b>Total Refunds:</b>	<b>\$ 4,816.80</b>

Note: If a credit item is refunded for the full payment amount, it will no longer appear in the Credits section. If you need your full transaction history, after refunds, please reach out to Anderson Central.

Please reach out to Anderson Central with any questions related to your billing statement.  
andersoncentral@andersonuniversity.edu  
864-231-2070