

# Viewing your account activity: Tuition amount and payments

## About your account activity

The “Account Activity” page provides a transaction summary of all your account transactions, including tuition charges, student fees, and payments. Your summary will include transactions from all academic periods.

## When to use this process

- To view all charges made to your account.
- To view all payments made to your account.
- To find out if a particular transaction (charge or payment) is on your account. For example, if you are an international student, you may want to find out if you are charged an iMED fee.

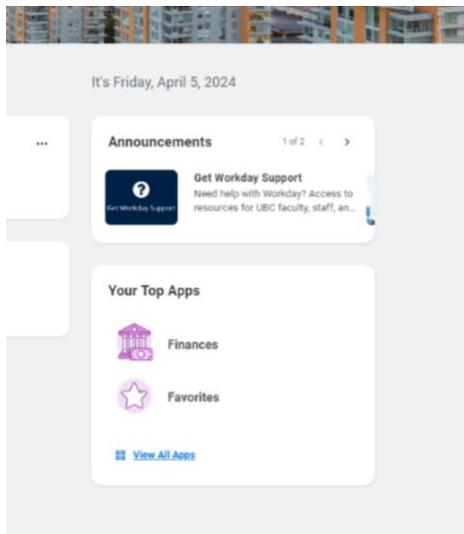
## Things to know

- Your Account Activity will only display a record of the payments you have made to your account. If you need a receipt for a payment you made through TouchNet, that receipt will **only** be available in TouchNet.

## How to view your account activity

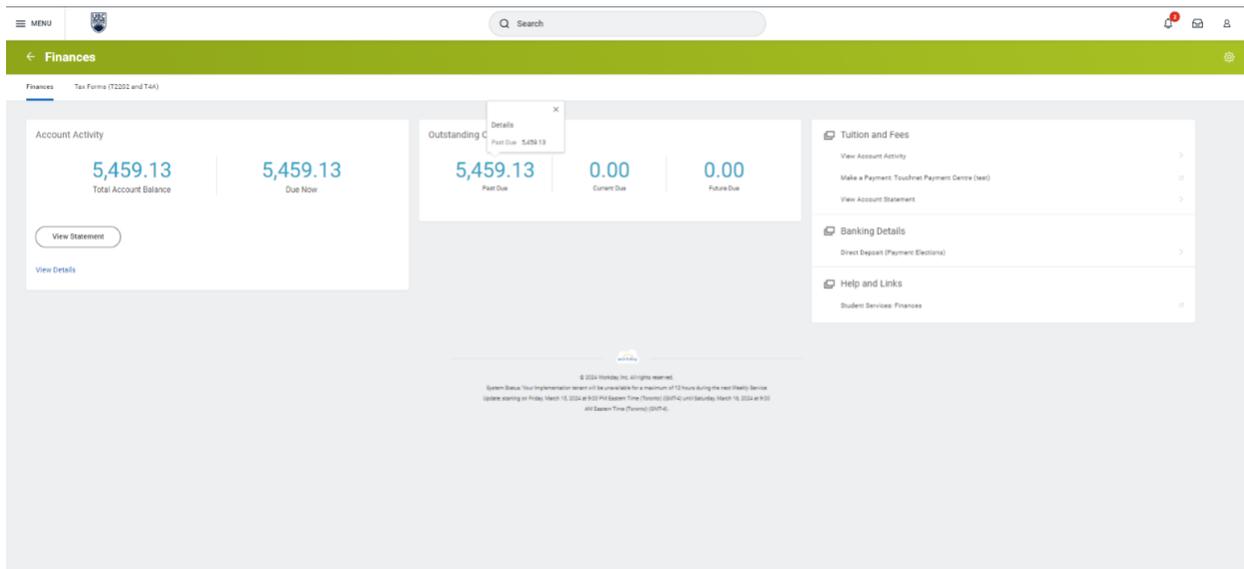
### First, go to your Finances App

1. Log into your Workday account at [myworkday.ubc.ca](https://myworkday.ubc.ca).
2. On the right side of the page, in the “Your Top Apps” menu, click the “Finances” app.



## Next, go to your account activity

In the Finances app, you will be taken to the “Finances” page by default. In the “Tuition and Fees” menu to the right, click the “View Account Activity” link.



## Review your account activity

On the “Account Activity” page, you will be brought to your Account Summary which displays:

- Your Name
- Institution

- Your **Total Account Balance**: This is the total amount you owe on your account. This may include payments due now and payments due at a later date.
- Your **Due Now** Balance: This is the sum of your current and overdue charges (if any) that you need to pay now. Any anticipated payments, like your sponsor or award payments, will not be included in this balance.

## Transaction Summary

Your “Transaction Summary” will be displayed in a table below your Account Summary.

The table contains your transactions, charges, payments, and financial aid listed in order of transaction date. Your most recent transaction will be listed at the top. Each transaction lists the transaction date, the due date, and a description.

The Transaction Summary displays account transactions from all academic periods.

Academic Period	Transaction Date	Due Date	Description	Amount
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	Campus Culture & Performance	9.21
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	OnBudget.com	1.26
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	Credit-Based Tuition Undergraduate UBC Vancouver: AFSC_V_481100 - Global Engineering Leadership	0.02
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	AMS Membership	48.23
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	AMS Resource Groups	1.98
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	SSE Renewal	100.00
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	Indigenous Student Fund	1.09
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	Student Services/Capital Projects Fund	9.34
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	AMS Financial Assistance Fund	12.00
2024-25 Winter Term 1 (UBC-V)	2024-09-04	2024-09-04	Ulibrary Publication	7.86

## Due Now Details - Setting up your direct deposit in Workday

Click the “Due Now Details” tab at the top of the table to display a summary of your Past Due Charges, Current Due Charges, Anticipated Payments, and Unapplied Payments.

- **Past Due Charges**: These are charges that have passed their payment due date.
- **Current Due Charges**: These are charges that are due within the next 30 days.
- **Anticipated Payments**: These are funds that you expect to receive, like sponsorship or award payments, but are not deposited in your account yet.
- **Unapplied Payments**: This is the total of payments made in an academic period that were not used for any of your charges.

Click the blue dollar amount link to learn more about your charges or payments. A pop-up window listing the individual charges or payments will appear.

### View Account Activity

#### Account Summary

Student [Aaron Smith \(15823333\)](#)  
Institution [University of British Columbia](#)  
Total Account Balance [5,459.13](#)  
Due Now [5,459.13](#)

[View Statement](#)

#### Transaction Summary **Due Now Details**

Due Now is the amount currently owed. This is the sum of your past due charges and current due charges, minus any anticipated payments. Due Now amount does not include unapplied payments made toward your account that we are still processing.

Past Due Charges [5,459.13](#)  
Current Due Charges [0.00](#)  
Anticipated Payments [0.00](#)  
Unapplied Payments [0.00](#)

#### Definitions

**Past Due Charges** Charges that haven't been paid yet and were due in the past.  
**Current Due Charges** Charges that are due within the next 30 days.  
**Anticipated Payments** Financial aid and sponsor contracts that haven't disbursed to your account yet.

[OK](#)

[Cancel](#)

Criteria View by:  and then by:  [Refresh](#)

27 Items

Academic Period	Transaction Date	Due Date	Description	Amount Due
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	Campus Culture & Performance	9.21
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	Ombudsperson	1.28
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	Credit-Based Tuition-Undergraduate-UBC Vancouver- APSC_V 461-100 - Global Engineering Leadership	0.03
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	AMS Membership	48.23
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	AMS Resource Groups	1.96
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	SUB Renewal	100.00
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	Indigenous Student Fund	1.69
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	Student Spaces/Capital Projects Fund	9.34
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	AMS Financial Assistance Fund	12.00
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	Ulysses Publication	7.86
2024-25 Winter Term 1 (UBC-V)	2024-03-04	2024-03-04	B.A.Sc. Annual Professional Activities Year 4 Faculty of Applied Science (Vancouver)	125.25

[OK](#)

[Cancel](#)

## Additional resources

- [Setting up your direct deposit in Workday](#)
- [Setting up your pre-authorized debit account in TouchNet](#)
- [Paying your tuition and fees in TouchNet: Pre-authorized debit](#)
- [Paying your tuition and student fees in TouchNet: TransferMate payment](#)
- [Paying your tuition and student fees in TouchNet: Credit card and Signature Debit card payment](#)