

Parent and Third Party Guide to Navigating the Finances App in Workday



Amherst College

Instructions for Parents and Third Parties to navigate the Finances App in Workday to view balances, generate statements and learn where to make payments.

IMPORTANT The **student** must first complete the steps for [Assigning a Third-Party User to Your Student Account](#) which will create your Workday username.

Workday and Nelnet links, username and passwords *will not* be the same. Please be sure to bookmark [this link](#) to access each of the below options and save your username and password for each platform.

- Third Party Workday Login
- Make a One-Time electronic Payment through Nelnet
- Make a payment to your Payment Plan through Nelnet
- Make an International Payment through Flywire

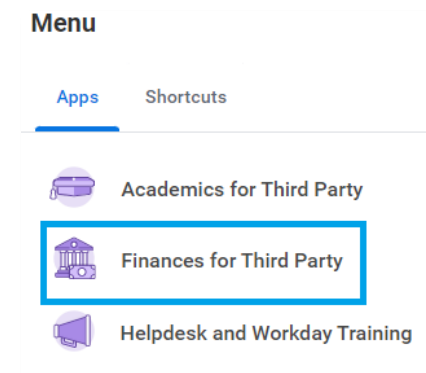
We also recommend you bookmark these instructions for future use. Should you have any questions we can be reached at studentaccounts@amherst.edu 413-542-2811

Visit our website for detailed information and instructions on many other topics related to your students account.
<https://www.amherst.edu/offices/controller/student-accounts>

**Make a Payment* buttons in Workday are NOT active and will redirect you to www.amherst.edu/go/payment to choose an option.

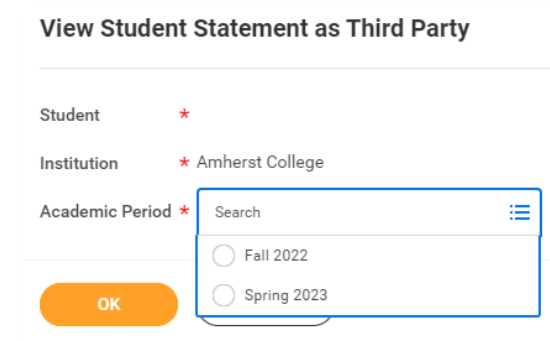
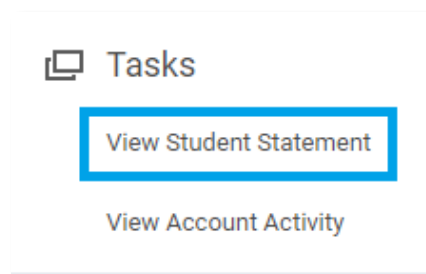
STEP 1 Log into [Workday](#) with your new username.

STEP 2 Navigate to the Menu and select *Finances for Third Party*.



STEP 3

Tasks: *View Student Statement* allows a specific term to be selected to view all related activity. The **Generate PDF** button creates a printable PDF version. Statement view will only show the selected term balance details.



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STEP 3 continued

Prior term balance details must be viewed by running the corresponding term statement. Prior term past due balances will show in the past due total on both the related term and the current term statements. Prior term non-past due balances will NOT show on a statement that is not specific to the term.

How do I determine my balance due ensuring all prior terms unpaid charges are captured?

Following steps 1-3:

- Click Finances for Third Party
- Click View Account Activity, select Amherst College
- Click Due Now Details (further explanation in step 4)

The **Total Account Balance** shows all unpaid charges regardless of past due or future due status. This balance includes the due now amount.

*Payment of this amount will clear the account to zero due.

The **Due Now** balance shows the combined total of current due and past due charges. Further details on these charges can be found by clicking the blue text.

Student

Institution Amherst College

Total Account Balance	47,886.32
Due Now	123.32

Make a Payment
View Statement

Transaction Summary

Due Now Details

Past Due Charges	90.00
Current Due Charges	33.32
Anticipated Payments	0.00

STATEMENT OF STUDENT ACCOUNT

Remit To:	
Amherst College Office of the Controller PO Box 5000 Amherst, MA 01002-5000 United States of America	
Statement Date:	Student ID
February 10, 2023	
Past Due:	Current Semester Balance:
\$47.00	\$47.00

PLEASE MAKE CHECKS PAYABLE TO: Amherst College
 PAYMENT TERMS: Due Upon Receipt
 ONLINE PAYMENT: www.amherst.edu/go/payment
 QUESTIONS: 413-542-2817
 studentaccounts@amherst.edu

CURRENT PERIOD ACCOUNT ACTIVITY

Transaction Date	Due Date	Description	Charges	Credits
Statement Charges				
07/08/2022	08/05/2022	Health Insurance (Waivable)	2,759.00	
07/08/2022	08/05/2022	Room	4,525.00	
07/08/2022	08/05/2022	Tuition	31,750.00	
07/08/2022	08/05/2022	Tuition Insurance (Waivable)	120.00	
07/08/2022	08/05/2022	Transcript Fee	25.00	
07/08/2022	08/05/2022	Board	3,850.00	
07/08/2022	08/05/2022	Student Activities	300.00	
01/06/2023	02/06/2023	Missing Athletic Equipment	47.00	
Total Statement Charges			\$43,376.00	
09/27/2022		Financial Aid / Payments (Disbursed and Applied) Wire - Flywire		43,329.00
Total Student Payments				\$43,329.00

Explanation of Terms:	Statement Summary
Past Due: The past due balance consists of all charges past its due date regardless of the academic period it relates to.	Past Due: \$47.00
Current Semester Balance: The current semester balance consists of all outstanding charges in the current period. This includes past due charges, current due charges, and future due charges within the same academic period the statement was run for. The current term balance does consider pending financial aid and anticipated payments. If the anticipated financial aid and/or anticipated payments result in a credit balance, the current term balance will be reflected as \$0. Once anticipated financial aid and/or anticipated payments are disbursed/received, a credit balance will be shown at that time.	Current Semester Balance: \$47.00

STATEMENT OF STUDENT ACCOUNT

Remit To:	
Amherst College Office of the Controller PO Box 5000 Amherst, MA 01002-5000 United States of America	
Statement Date:	Student ID
February 10, 2023	
Past Due:	Current Semester Balance:
\$40,575.00	\$40,545.00

PLEASE MAKE CHECKS PAYABLE TO: Amherst College
 PAYMENT TERMS: Due Upon Receipt
 ONLINE PAYMENT: www.amherst.edu/go/payment
 QUESTIONS: 413-542-2817
 studentaccounts@amherst.edu

CURRENT PERIOD ACCOUNT ACTIVITY

Transaction Date	Due Date	Description	Charges	Credits
Statement Charges				
12/06/2022	01/06/2023	Tuition Insurance (Waivable)	120.00	
12/06/2022	01/06/2023	Tuition	31,750.00	
12/06/2022	01/06/2023	Room	4,525.00	
12/06/2022	01/06/2023	Board	3,850.00	
12/06/2022	01/06/2023	Student Activities	300.00	
Total Statement Charges			\$40,545.00	
Financial Aid / Payments (Disbursed and Applied)				
Total Student Payments				

Explanation of Terms:	Statement Summary
Past Due: The past due balance consists of all charges past its due date regardless of the academic period it relates to.	Past Due: \$40,575.00
Current Semester Balance: The current semester balance consists of all outstanding charges in the current period. This includes past due charges, current due charges, and future due charges within the same academic period the statement was run for. The current term balance does consider pending financial aid and anticipated payments. If the anticipated financial aid and/or anticipated payments result in a credit balance, the current term balance will be reflected as \$0. Once anticipated financial aid and/or anticipated payments are disbursed/received, a credit balance will be shown at that time.	Current Semester Balance: \$40,545.00

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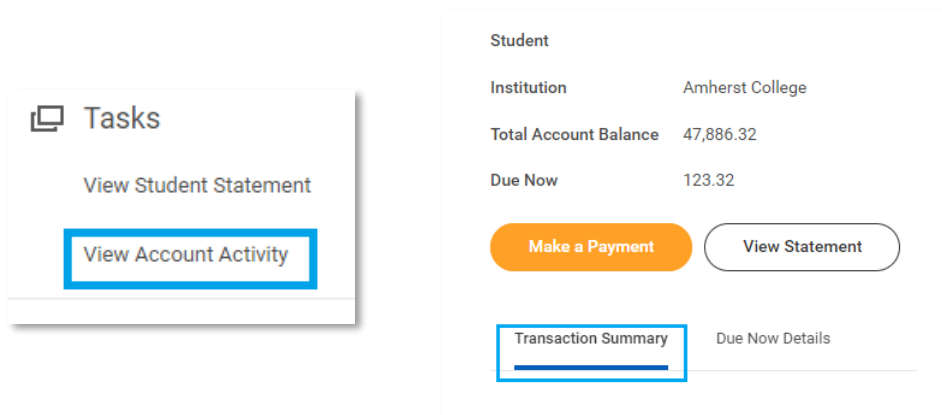


Amherst College

Helpful Hint: Clicking on items in **BLUE** text will create a popup box listing all individual charges that make up the total amount allowing you to drill deeper.

STEP 4

Tasks: *View Account Activity* will allow you to see a *Transaction Summary* of ALL account transactions regardless of term.



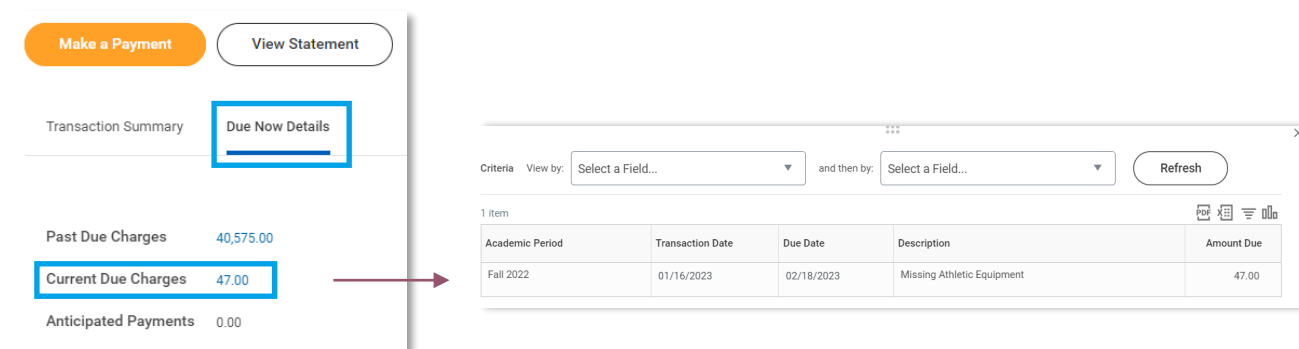
Total Account Balance consists of all unpaid charges. This includes past due, current due and future due charges.

Due Now is the amount currently owed and consists of current due charges and all charges past their due date.

Make a Payment in Workday is NOT active and will redirect you to www.amherst.edu/go/payment to choose an option.

View Statement- refer to step 3 for complete instructions.

Due Now Details will allow you to see the individual amounts in each category for Past due, Current due and Anticipated payments.



Past Due consists of charges that have not been paid and were due in the past.

Current Due consists of charges due within the next 30 days

Anticipated Payments consist of Financial Aid and sponsor contracts (such as payment plans) that have not yet been received and/or disbursed to the students account

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STEP 5

Payment Links: *Make a Payment Through Nelnet* will bring you to the Nelnet ONE TIME payment form to make an electronic payment. Choose the term from the drop down that you are making a payment for.

The screenshot shows the 'Payment Links' menu on the left with 'Make a Payment Through Nelnet' highlighted in a blue box. On the right is the 'Amherst Online Payment Portal' form. The 'Term' dropdown menu is highlighted in a blue box. Other fields include Student First Name, Student Last Name, Student ID, and Re-enter Student ID. A green 'Submit' button is at the bottom right.

STEP 5

Payment Links: *Make a Payment Through Flywire* will bring you to Flywire where international wire payments can be made.

The screenshot shows the 'Payment Links' menu on the left with 'Make a Payment Through Flywire' highlighted in a blue box. On the right is the Flywire 'Your payment' form. It shows 'The payment will come from' and 'Amherst College receives' with a dropdown for 'Country or region' and a field for 'Amount'. A blue 'NEXT' button is at the bottom right.

STEP 6

Payment Links: *Make a Payment to Your Nelnet Payment Plan* will bring you to the Authorized Party Portal. ***IMPORTANT*** The **student** must first complete the steps for [Assigning an Authorized User \(Third Party\) to Your Nelnet Account](#) which will create your Nelnet username.

The screenshot shows the 'Payment Links' menu on the left with 'Make a Payment to Your Nelnet Payment Plan' highlighted in a blue box. On the right is the 'Amherst College' Authorized Party Portal. It contains 'Student instructions' and 'Authorized Party instructions' with green buttons for 'Sign in to Workday Student' and 'Sign in to the Authorized Party Portal'.

STEP 8

Payment Links: *Deposit Funds to AC Dollars* will bring you to the GET Funds site where you can electronically load funds to the students AC Dollar account. Third parties will choose the Family and Friends link.

The screenshot shows the 'Payment Links' menu on the left with 'Deposit Funds to AC Dollars' highlighted in a blue box. On the right is the 'AC DOLLAR\$ DEPOSITS' page. It includes a welcome message, instructions for logging in with an Amherst username and password, and a link for 'Family and Friends (no login required)'. A blue box highlights the link 'Click Here to Deposit into a Student's AC Dollar\$ Account'.