Step 1: FACTS Customer will sign into FACTS at https://online.factsmgt.com
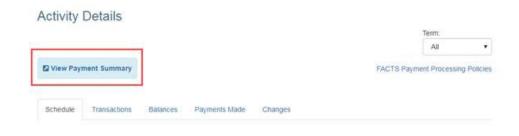
Step 2: Select 'View Details'
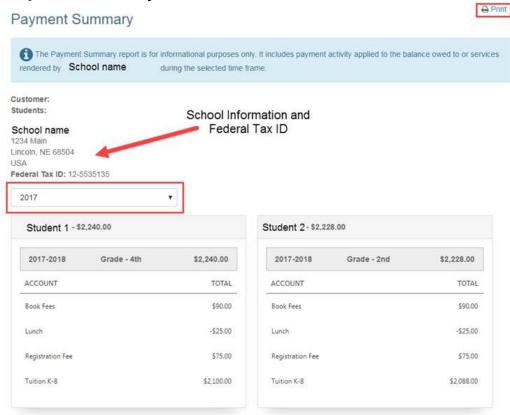
Hello

$ Payment Plan & Billing   [View Details]

Current Balance
$1,111.08

[Make a Payment]

Step 3: Select 'View Payment Summary'

Activity Details

Term:
All ▼

☑ View Payment Summary   FACTS Payment Processing Policies

Schedule   Transactions   Balances   Payments Made   Changes

Page will open in another window or tab.

Step 4: Select the year & then 'Print'.

🖶 Print

Payment Summary

ℹ The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by **School name**   during the selected time frame.

Customer:
Students:

School Information and
Federal Tax ID

School name
1234 Main
Lincoln, NE 68504
USA
Federal Tax ID: 12-5535135

2017   ▼

Student 1 - $2,240.00		
2017-2018	Grade - 4th	$2,240.00
ACCOUNT		TOTAL
Book Fees		$90.00
Lunch		-$25.00
Registration Fee		$75.00
Tuition K-8		$2,100.00

Student 2 - $2,228.00		
2017-2018	Grade - 2nd	$2,228.00
ACCOUNT		TOTAL
Book Fees		$90.00
Lunch		-$25.00
Registration Fee		$75.00
Tuition K-8		$2,088.00

NOTE: *This report will show the total paid for **each of the accounts** (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). The parents can select a year or a date range for this summary. This will also include the Schools Federal Tax ID and address.*