

**It's that time of year again, everyone is scrambling to gather their tax information!** In order to help, FACTS has enhanced our system to allow families to print their payment history via calendar year. Please have your families follow the instructions below to view/print their payment history for the 2018 year.

**Step 1:** FACTS Customer will sign into FACTS at <https://online.factsmgt.com>

**Step 2:** Select 'View Details'



**Step 3:** Select 'View Payment Summary'



***\*\*Page will open in another window or tab.\*\****

**Step 5:** Select the year & then '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 name**  
1234 Main  
Lincoln, NE 68504  
USA

School Information and  
Federal Tax ID



Federal Tax ID: 12-5535135

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