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'**

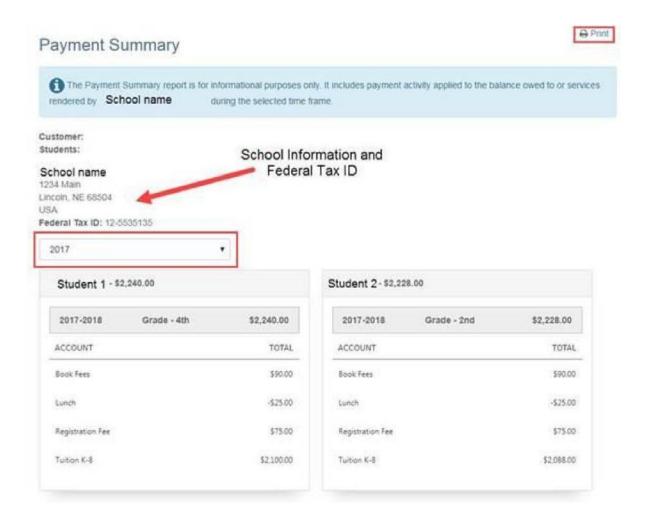


**Step 3: Select 'View Payment Summary'** 



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

Step 5: Select the year & then 'Print'.



<u>NOTE:</u> 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