It's that time of year again, everyone is scrambling to gather their tax information! In order to help, the FACTS Financial Management system allows families to print their payment history via calendar year or date range. IFS families can follow the instructions below to view/print their payment history for the 2019 year.

**Step 1:**

**Premier Integrated Schools** will have their families access the 'Financial Home' link within the 'Financial' tab in FACTS SIS.

**Step 2**: The customer will then select 'View Details'



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



**The page will then open in another window or tab.**

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

## Payment Summary

🖨 Print

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