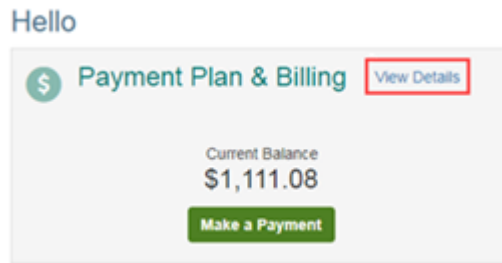


It's that time of year again, everyone is scrambling to gather their tax information! In order to help, FACTS has enhanced our system to allow families to print their payment history via calendar year. Please have your families follow the instructions below to view/print their payment history for the 2017 year.

**Step 1:** FACTS Customer will sign into FACTS at <https://online.factsmgmt.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  
Federal Tax ID: 12-5535135

School Information and  
Federal Tax ID



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.

If your families have any questions, please have them call FACTS at 866-441-4637.