

Steps to View/Print Payment Summary

- 1) Customers and Authorized Parties can log into FACTS by going to <https://online.factsmgt.com/> and signing in with their username and password.
- 2) On the Financial Home Page, click 'View Details'

Hello

\$

Payment Plan & Billing

View Details

Current Balance

\$1,111.08

Make a Payment

- 3) Select 'View Payment Summary'

Activity Details

View Payment Summary

Term: All

FACTS Payment Processing Policies

Schedule Transactions Balances Payments Made Changes

- 4) Select the year (or date range) and 'Print' if desired.

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 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.). This will also include the Schools Federal Tax ID and address.

You can also access our FACTS family phone line at **(866)441-4637** for assistance.