

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

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

Hello

**Payment Plan & Billing** [View Details](#)

Current Balance  
**\$1,111.08**

[Make a Payment](#)

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

Activity Details

[View Payment Summary](#)

Term: All

FACTS Payment Processing Policies

Schedule Transactions Balances Payments Made Changes

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

**Step 4:** 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 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.