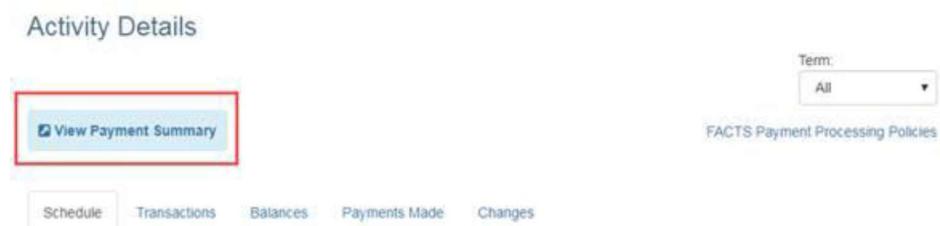


Step 1: FACTS Customer will sign into FACTS at <https://online.factsmgt.com>

Step 2: Select 'View Details'



Step 3: Select 'View Payment Summary'



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

Step 4: Select the year & then 'Print'.

A screenshot of a 'Payment Summary' report for the year 2017. At the top right is a red-bordered 'Print' button. The report includes a note: '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.' Below this are sections for 'Customer', 'Students', and 'School Information and Federal Tax ID'. A red arrow points from the 'School name' section to the 'Year' dropdown menu, which is also red-bordered. The report is divided into two columns: 'Student 1 - \$2,240.00' and 'Student 2 - \$2,228.00'. Each column shows a table of account payments.

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.