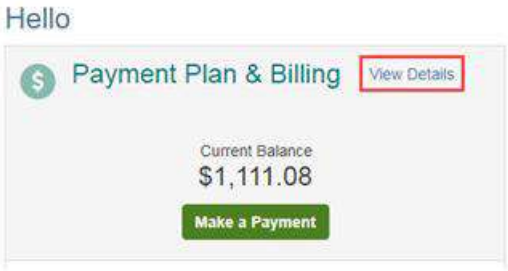
Step 1: FACTS Customer will sign into FACTS at https://online.factsmgt.com

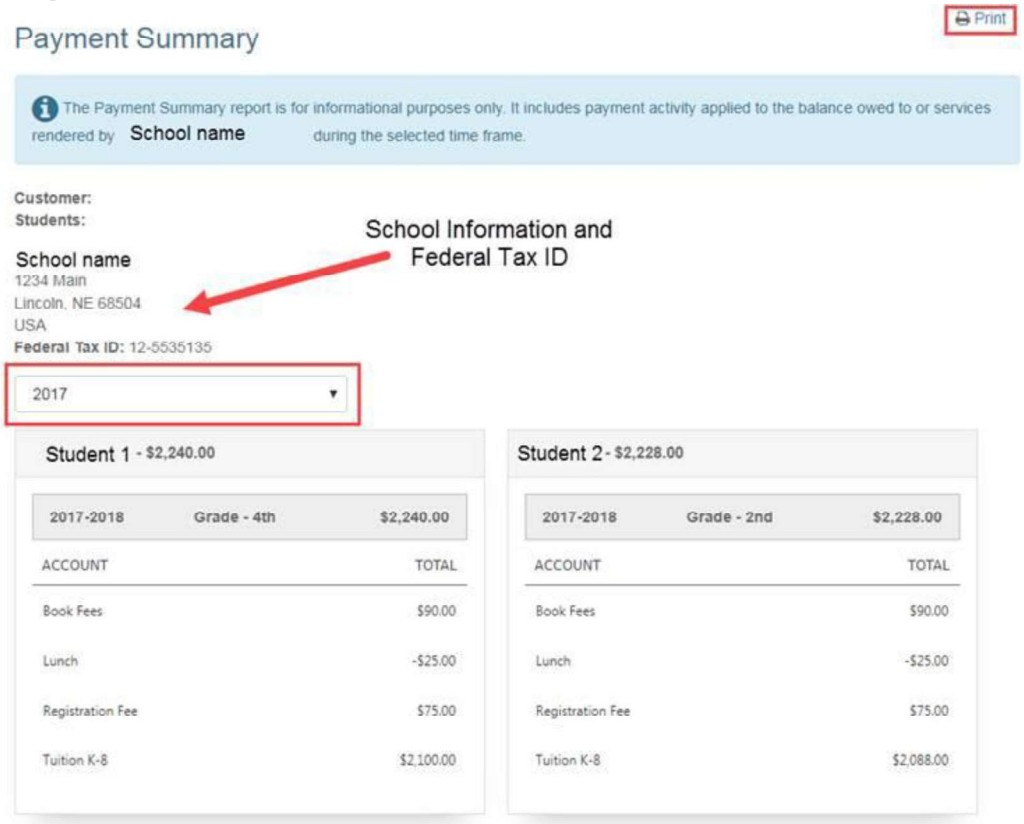
Step 2: Select 'View Details'



Step 3: Select 'View Payment Summary'

Page will open in another window or tab.

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



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.*