Everyone is scrambling to gather tax information. Follow the instructions below in order to print payment history for the 2018 calendar year. Call FACTS at 866-441-4637 with any questions.

Step 1: Sign in to FACTS at https://online.factsmgt.com

Step 2: Select 'View Details'



Step 3: Select 'View Payment Summary'

| Activity | Details | | | | | Term: | |
|-------------|--------------|----------|----------------|---------|----------|-------|-----------------|
| S View Pays | ment Summary | 1 | | | FACTS Pa | All . | • g Policiel |
| Schattala | Transactions | Balances | Da monte Libba | Chappen | | | |
| Schedule | Transactions | Galances | Payments Made | Changes | | | |

Page will open in another window or tab.

<u>Step 4:</u> Select the year & then 'Print'.

| The Payment Summary report is for indexed by School name | informational purposes o during the selected time t | nly. It includes payment a frame. | ctivity applied to the bai | ance owed to or ser |
|---|--|---|----------------------------|---|
| omer: ents: ool name Main In, NE 68504 | School Info Federa | rmation and I Tax ID | | |
| 17 | - | | | |
| Student 1 - \$2,240.00 | | Student 2-\$2,22 | 8.00 | |
| Student 1 - \$2,240.00 2017-2018 Grade - 4th | \$2,240.00 | Student 2- \$2,220 | 8.00 Grade - 2nd | \$2,228.00 |
| Student 1 - \$2,240.00 2017-2018 Grade - 4th 2COUNT | \$2,240.00 TOTAL | Student 2 - \$2,220 2017-2018 ACCOUNT | 8.00 Grade - 2nd | \$2,228.00 TOTAL |
| Student 1 - \$2,240.00 2017-2018 Grade - 4th CCOUNT 10k Fees | \$2,240.00 TOTAL \$90.00 | Student 2 - \$2,220 2017-2018 ACCOUNT Book Fees | 8.00 Grade - 2nd | \$2,228.00 TOTAL 590.00 |
| Student 1 - \$2,240.00 2017-2018 Grade - 4th CCOUNT took Fees | \$2,240.00 TOTAL \$90.00 -\$25.00 | Student 2- \$2,22 2017-2018 ACCOUNT Book Fees Lunch | 8.00 Grade - 2nd | \$2,228.00 TOTAL 590.00 -525.00 |
| Student 1 - \$2,240.00 2017-2018 Grade - 4th CCOUNT pok Fees unch | \$2,240.00 TOTAL \$90.00 -\$25.00 \$75.00 | Student 2- \$2,22 2017-2018 ACCOUNT Book Fees Lunch Registration Fee | 8.00 Grade - 2nd | \$2,228.00 TOTAL 590.00 -525.00 \$75.00 |

This report will show the total paid for **each account** (i.e. Tuition, ACES, etc.).