

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.factsmgmt.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'.


Payment Summary Print

**i** 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			Student 2 - \$2,228.00		
2017-2018	Grade - 4th	\$2,240.00	2017-2018	Grade - 2nd	\$2,228.00
ACCOUNT		TOTAL	ACCOUNT		TOTAL
Book Fees		\$90.00	Book Fees		\$90.00
Lunch		-\$25.00	Lunch		-\$25.00
Registration Fee		\$75.00	Registration Fee		\$75.00
Tuition K-8		\$2,100.00	Tuition K-8		\$2,088.00

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