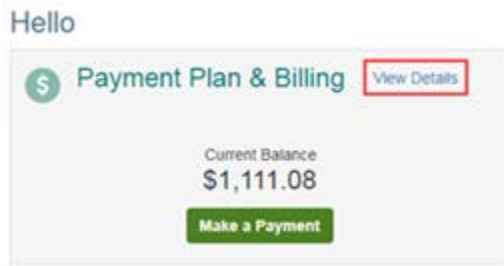


Payment Summary/Customer Statement

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*****

(Continued on next page)

Step 5: Select the year & then 'Print'.

Payment Summary



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

NOTE: This report will show the total paid for *each of the accounts* (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). You can select a year or a date range for this summary. This will also include the Schools Federal Tax ID and address.

If you have any questions, please call FACTS Customer Service at 866-441-4637.