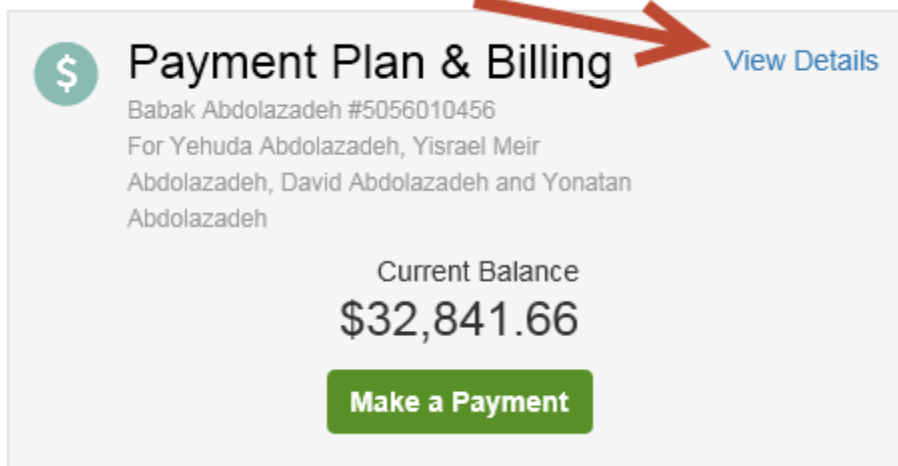


With tax season upon us, FACTS Management has to a new feature, that enables you to quickly and easily create a payment summary. By simply clicking “View Printable Payments Summary” on your Payments tab, you can retrieve and print a summary of payments for the year or any other specified timeframe. Each payment summary is compiled by student or customer, term, subaccount, and includes your school’s Federal Tax ID number. If you have any questions regarding the new payment summary feature, please contact your FACTS customer service, toll free, at 866.441.4637.

**Step 1:** Sign into FACTS at <https://online.factsmgt.com>

**Step 2:** Click on View Details.



**Step 3:** Select the “Payments” tab.



**Step 4:** Select “View Printable Payment Summary”.



*(The following page may open in another window or tab)*

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

**Payment Summary**  
This statement was generated on 05 Nov 2015 12:28 PM

Select Year or Date Range from drop down

Select a year or date range 2015 ▼

Then select Print

 [Print](#)

