<u>Step 1:</u> Sign into FamilyPortal and click on FACTS/Financial section. Under FACTS Links, select FACTS Home.

## Step 2: Select 'View Details'



## Step 3: Select 'View Payment Summary'

					Term	
		1			All	•
S View Payment Summary				FACTS P	syment Processe	g Policies
		1				

## \*\*Page will open in another window or tab.\*\*

Step 4: Select the year (or date range) & then 'Print'.

	nmary				
The Payment Sur dered by Schoo		formational purposes or iring the selected time f	nly. It includes payment a rame.	ctivity applied to the bal	ance owed to or ser
mer: nts: bol name Main n, NE 68504	-	School Info Federa	rmation and I Tax ID		
al Tax ID: 12-5535 7 itudent 1 - \$2,24		•	Student 2-\$2,22	8.00	
017-2018	Grade - 4th	\$2,240.00	2017-2018	Grade - 2nd	\$2,228.00
500 CC (C)			Second and a		
COUNT		TOTAL	ACCOUNT		TOTAL
		590.00	ACCOUNT Book Fees		TOTAL 590.00
COUNT			- (protection)		
COUNT ok Fees		\$90.00	Book Fees		\$90.00

<u>NOTE</u>: 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.

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