

Printable Payment Summary

The Payment Summary shows the total paid for each account, such as tuition, daycare, etc. The payer selects a year or a date range for the summary. It may include the school's address and Federal Tax ID. Review the instructions on how both the payer and institutions access the payment summary.

Overview

The Payment Summary shows the total paid for each of the student's accounts, such as tuition, daycare, etc. While many expenses may not be eligible for tax deductions, some payers keep a record of the expenditures with their taxes. The customer can select a year or a date range for the summary. If provided, it also includes the school's address and Federal Tax ID.

Print the payment summary

Payers may access and print the Payment Summary by logging into their FACTS user account at any time. You may share the [Payment Summary](#) instructions with payers via email. Institution users may navigate to the [Customer Profile: Consumer View](#) for the individual customer record and follow [steps 2-5](#) to access and print off the payment summary.

Access the Payment Summary images

Hello Test

Payment Plan & Billing
Test Customer #1002363651
For Test Student

Current Balance
\$1,400.00

[View Details](#)

[Make a Payment](#)

Activity Details

Test Customer
Customer Number: 1002363651

Term:

[View Payment Summary](#)

[FACTS Payment Processing Policies](#)

Payment Summary

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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 Sample Institution during the selected time frame.

Customer: Test Customer

121 S 13th St, Suite 300
Lincoln, NE 68508
USA

Sample Institution

121 S. 13th Street
Lincoln, NE 68506
USA

Federal Tax ID: 12-1234567

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Student: Test Student

Test Student - \$7,600.00

Sample Term	Grade - 1st	\$7,600.00
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ACCOUNT	TOTAL
Books	\$200.00
Tuition	\$7,400.00

1. The payer signs in at <https://online.factsmgt.com>
2. From the landing page, click **View Details**
3. Click **View Payment Summary**
4. Click the year
OR
Select the date range
5. Click **Print**



Note for Payment Forms users

Payments made through Payment Forms are on a separate term from the tuition term. Also, they are not tied to the customer's user account so the customer does not have access to a Payment Summary for the Payment Forms term. However, they are sent a payment receipt each time they make a payment through Payment Forms.

Institution users may navigate to the [Customer Profile: Consumer View](#) for the customer record on the Payment Forms term. Keep in mind a customer record is created for each form and payment completed.