

# 2017 Calendar Year Payment Summary as provided by FACTS

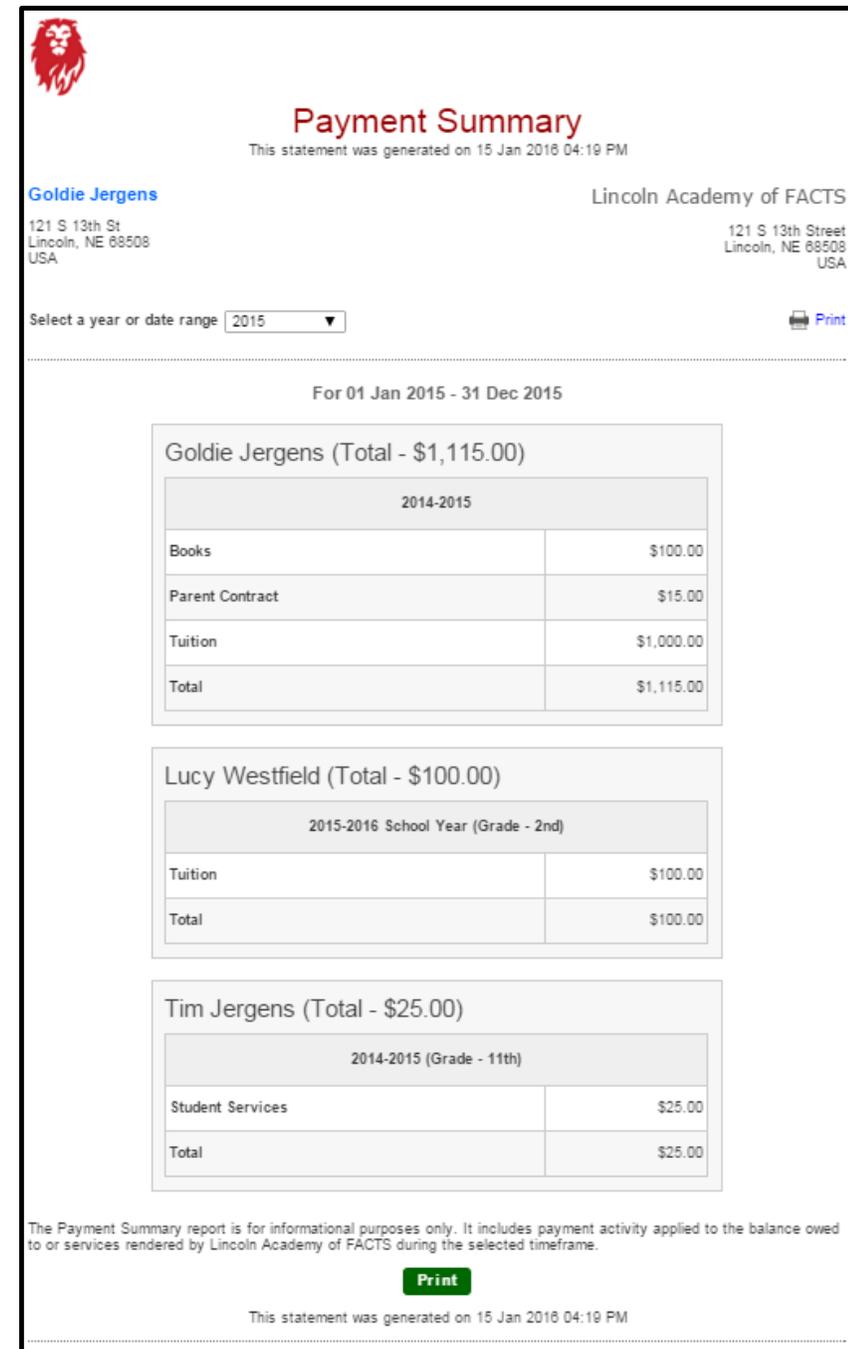
*Includes all Payments:*

- ❖ *Made January 1 – December 31, 2017*
- ❖ *Tuition, Preschool Tuition, Shepherd's Care*
  - ❖ *Hot Lunch, Field Trips, etc.*

# 2017 Calendar Year Payment Summary as provided by FACTS

By simply clicking “**View Printable Payments Summary**” on the Payments tab, families can retrieve and print a summary of payments for the 2017 year or any other specified timeframe. Each payment summary contains the date range, family name, subaccounts, and our school's Federal Tax ID number.

A sample report is shown here 



 **Payment Summary**  
This statement was generated on 15 Jan 2016 04:19 PM

**Goldie Jergens** Lincoln Academy of FACTS  
121 S 13th St Lincoln, NE 68508 USA 121 S 13th Street Lincoln, NE 68508 USA

Select a year or date range   [Print](#)

For 01 Jan 2015 - 31 Dec 2015

**Goldie Jergens (Total - \$1,115.00)**

2014-2015	
Books	\$100.00
Parent Contract	\$15.00
Tuition	\$1,000.00
<b>Total</b>	<b>\$1,115.00</b>

**Lucy Westfield (Total - \$100.00)**

2015-2016 School Year (Grade - 2nd)	
Tuition	\$100.00
<b>Total</b>	<b>\$100.00</b>

**Tim Jergens (Total - \$25.00)**

2014-2015 (Grade - 11th)	
Student Services	\$25.00
<b>Total</b>	<b>\$25.00</b>

The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by Lincoln Academy of FACTS during the selected timeframe.

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# Instructions for your own Payment Summary:

1. Log in to your FACTS account online.
2. On the welcome screen, click on View Details in the grey box to the right of Payment Plan & Billing.
3. On the lower part of the screen, notice the tabs under the heading Activity Details. Click on the Payments tab.
4. Within the Payments tab, click the light blue box to View Printable Payment Summary.
5. Select the desired calendar year – most likely 2017. Your report will be displayed and you can choose to Print and then save the report as desired.

