

I apologize for the delay; FACTS had some technical difficulties but they are up and running now.

FACTS has added a few more instructions that will allow you to print your payment summary for 2019, if you used the same user name and password for 2018-19 and 2019-20 school years.

Below are the instructions:

Printable Tax Summary

The Payment Summary show the total paid for each of your accounts for each student. The customer can select a year or a date range for the summary. It also includes the school's address and Federal Tax ID, if provided. While many expenses may not be applicable for tax deductions, some families keep record of the expenditures with their taxes.

Since many of your children at BCS were enrolled at St. Charles or St. Mary schools during the 2018-19 school year, you will have to access that school's payment history at the top of your home page. You should see an option to select a different institution.



By doing this, you can go to the previous school, St. Mary or St. Charles and print off what you paid for the 2019 calendar year.

Here are the steps to printing the payment summary.

1. On the home page, click **View Details**.
2. Click **View Payment Summary** on the details screen.
3. Ensure the correct **Calendar Year** (2019) is selected.
4. Click **Print**.

Hello Test

1

Payment Plan & Billing [View Details](#)

Test Customer #1002363651
For Test Student

Current Balance
\$1,400.00

Make a Payment

Activity Details

Test Customer
Customer Number: 1002363651

Term:

[View Payment Summary](#) **2**

FACTS Payment Processing Policies

Payment Summary **4** [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

3

Student: Test Student

Test Student - \$7,600.00

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

If you used a difference user name and password than last year, then you will need to sign in to each FACTS school account separately.

Please contact me if you have any questions.

Thanks,

Ellen Stevens, Business Manager
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