Running a Balance Report in FACTS Financial
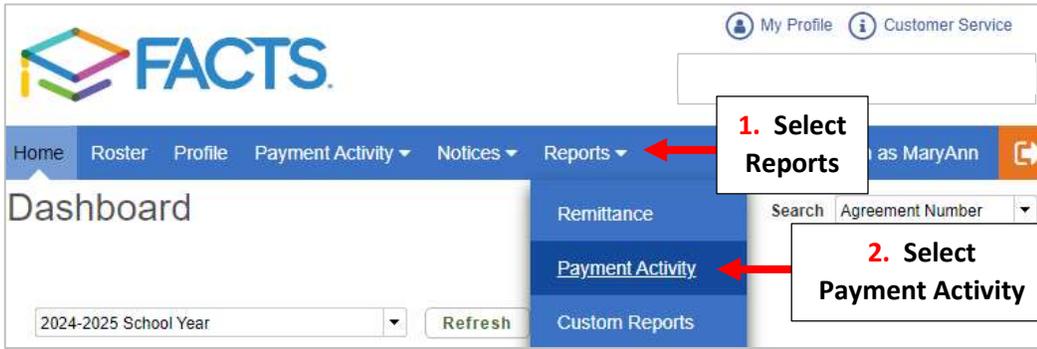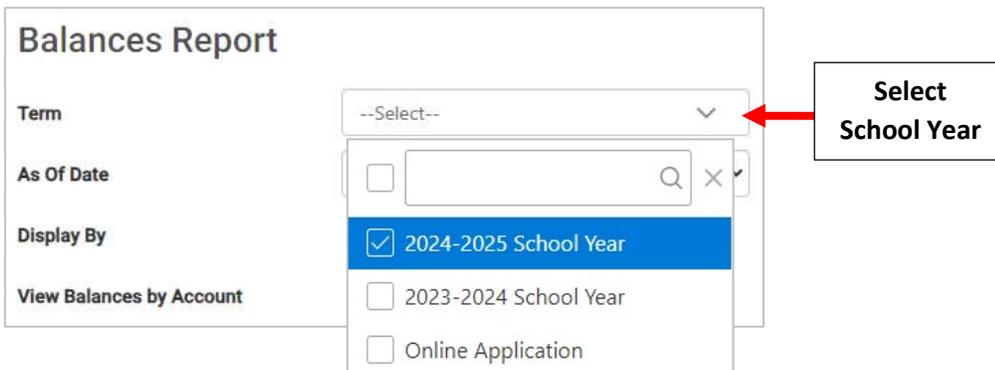
Once logged into FACTS Financial please go to Reports > Payment Activity

Under Customer Reports Select Balances

Select School Year from Term Dropdown

Change View Balance by Account from "No" to "Yes" and Click View Results