Running a Balance Report in FACTS Financial

Once logged into FACTS Financial please go to Reports > Payment Activity

<	> F	AC	TS			My Profile	i Customer Service
Home	Roster	Profile	Payment Activity -	Notices -	Reports 🗸 🧲	1. Select Reports	i as MaryAnn 🕞
Das	hboa	rd			Remittance	Search A	greement Number 🔻
					Payment Activity	Pa	2. Select
2024	-2025 Scho	ol Year		Refresh	Custom Reports		,

Under Customer Reports Select Balances

Reports Ø
Customer Reports Includes all customers with payme
How much do customers owe and what is past due?
A/R Outstanding Balance
Unremitted Funds
Select
Balances Balances

Select School Year from Term Dropdown

Balances Report		
Term	Select	Select School Year
As Of Date		
Display By	2024-2025 School Year	
View Balances by Account	2023-2024 School Year	
	Online Application	1

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

Display By		Customer Student	1. Change from
View Bala	nces by Account		"No" to "Yes"