

Printing an Invoice

Email invoices do not contain a bill top for mailing in a payment. However, a paper invoice can be printed from the system for this purpose.

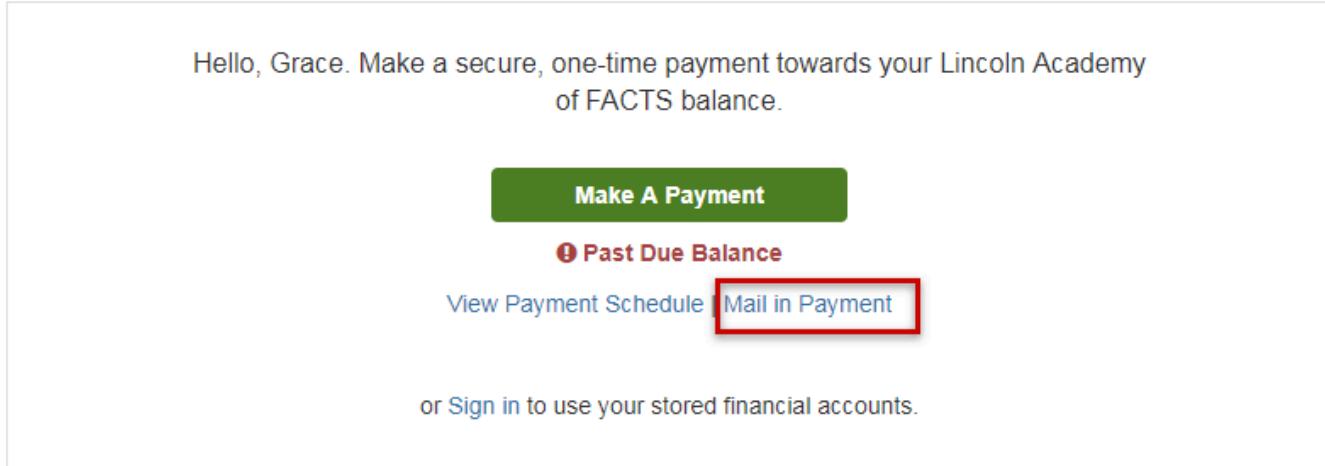
Navigation

Customers can access the **Mail in Payment** link in 2 ways:

1. A link in an email
2. From their user account

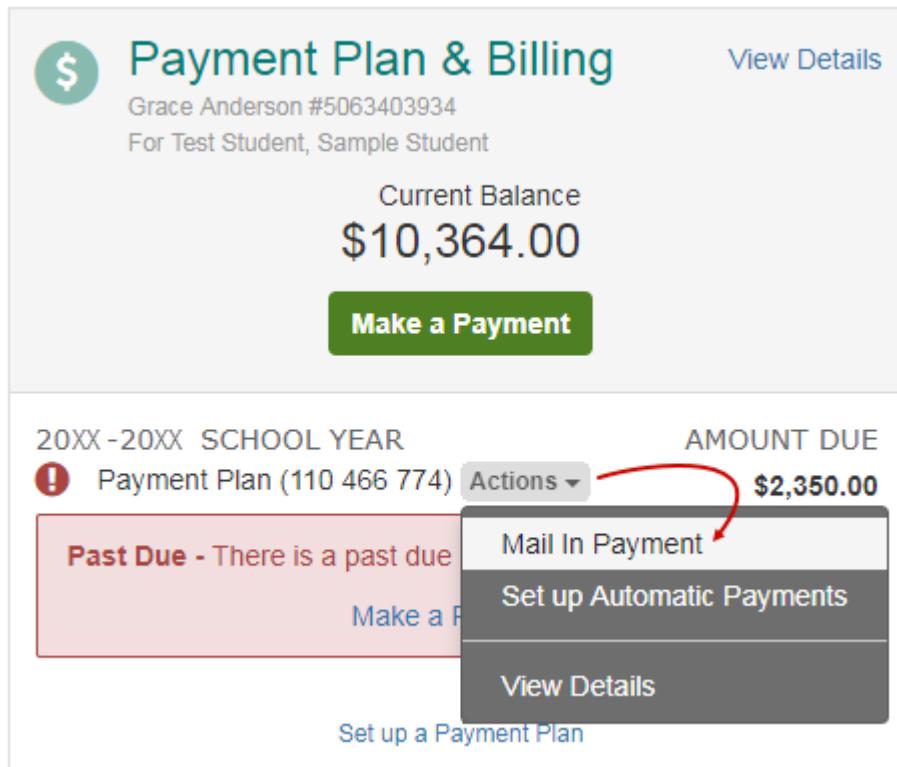
Email link

When following a link in an email from FACTS, the customer will have access to the **Mail in Payment** link near the **Make A Payment** button.



User account

When signed in, the user will be able to select **Mail in Payment** in the Actions list.



The screenshot shows the 'Payment Plan & Billing' section for a student. It displays the current balance of \$10,364.00. A dropdown menu is open under the 'Actions' button, with 'Mail In Payment' highlighted. A red arrow points from the text 'AMOUNT DUE \$2,350.00' to the 'Mail In Payment' option in the menu.

Payment Plan & Billing

Grace Anderson #5063403934

For Test Student, Sample Student

Current Balance
\$10,364.00

Make a Payment

20XX-20XX SCHOOL YEAR

! Payment Plan (110 466 774) Actions ▾

Past Due - There is a past due

Make a Payment

AMOUNT DUE
\$2,350.00

Mail In Payment

Set up Automatic Payments

View Details

Set up a Payment Plan

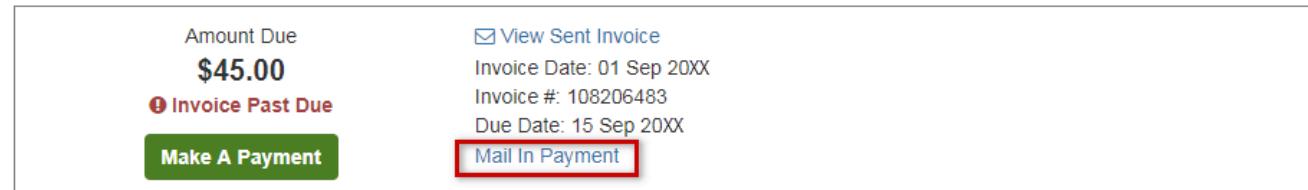
There is also a **Mail in Payment** link if they click **View Details** and select a specific invoice.

Invoice

Grace Anderson
Customer Number: 5063403934

Lincoln Academy of FACTS
20XX-20XX School Year

Summary



The screenshot shows the 'Invoice Summary' section. It displays the amount due as \$45.00 and provides details for an invoice: View Sent Invoice, Invoice Date: 01 Sep 20XX, Invoice #: 108206483, and Due Date: 15 Sep 20XX. A red box highlights the 'Mail In Payment' button.

Amount Due
\$45.00

! Invoice Past Due

Make A Payment

View Sent Invoice

Invoice Date: 01 Sep 20XX

Invoice #: 108206483

Due Date: 15 Sep 20XX

Mail In Payment

Printing an invoice

- Instructions are listed in 3 steps.
- Click **Print** next to the appropriate invoice.
- The invoice will open in a new window or tab and can be printed using your browser's print function.

Mail In Payment

 **Step 1**

Click on the Print link next to each invoice for which you will be mailing in a payment. Print out the invoice(s).

 **Step 2**

Cut off the payment stub along the dashed line.

 **Step 3**

Mail your check and payment stub to the address on the printed invoice.

 **Please Note:** For a more timely receipt of payments and to avoid mail delays, we encourage you to pay online.

Invoices

DUE DATE	TERM	INVOICE NUMBER	DESCRIPTION	ORIGINAL AMOUNT	REMAINING AMOUNT	
15 Jan 20XX	Sample Term	7201858	Budgeted Invoice	\$1,217.00	\$1,117.00	 Print
15 Feb 20XX	Sample Term	7206592	Budgeted Invoice	\$1,167.00	\$1,167.00	 Print
15 Mar 20XX	Sample Term	7210917	Budgeted Invoice	\$1,166.00	\$1,166.00	 Print