## To create a year end statement from Brightwheel for tax purposes:

- ~Visit Brightwheel on the web from a computer-not a mobile device
- ~Once logged in, navigate to the payments tab

Conghtwheel	Welcome, Jenna!	Wat
C Home	Here are a few helpful tools to get started.	
C Menaging	Your Children Manage Payments Forms & Requests Invite Your School	
@ Payages	Download the app!	
· wy mode	Creat features like daily check in photos, activities, messages, and calendar are only found in the mobile ages.	
(7) Hop		

~Select the name of the child you wish to create a report for

Shermore .	Accounts Payment Sattings		
rra y Oridaes	Payment Accounts		
wearing	Looking for and-of-year tax information? Click	bers to learn more.	
orma & Requests Ay Inclus	Alex Smith ABC Academy Active		
	Current account balance	\$0.00	
	0 Past due invoices	\$0.00	
	O Current invoices Available credits & payments	\$0.00 \$0.00	-
E imas.			

## ~Click on payments and credits

Sbrightwheel	0 Current i	nvoices	50	00.0				
) Home	Available o	credits & payments (	D \$0	0.00				
R. My Children	Involces Payme	nts & Credits Stater	nents					
(D Parments	Earliest due date	Lati	est due date					
Corres & Repuests	MDMMY		MIDIMMY	0	Export			
C) No Della							Showing	1+25 df 85 ( )
(S) while we	Туре	Charges	Due date	Payment Statu		Amount	Balance	Actions
	Inv #53574	Meals	1/10/2022	Paid		\$100.00	\$0.00	View >
	Inv #56426	Tuition	1/10/2022	Paid		\$340.00	\$0.00	View >
	Sev 842352	Meals	1/3/2022	Paid		\$100.00	\$0.00	View >
	tev #42599	Turbon	1/3/2022	haid		\$340.00	\$0.00	New >
	Inv #41694	Toddiers - Weekly	12/31/2021	Paid		\$500.00	\$0.00	View >
() Help	Inv 841471		12/27/2021	Unpaid		\$0.00	58.00	Ver >
Anna 5.	Antonial Juspeans		12/27/2021	Test	-	\$340.00	10.00	View >
and the second second								

~Under Transaction Type, click X on credits so that only online & offline payments are selected

brightwheel	Current involces		SI	0.00			
Home	Available credits & pi	ayments 🕥	Si	0.00			
۲ My Children							
Q Messaging	Invoices Payments & Credits	F Statements					
D Payments	Earliest date paid	Latest date paid		Transaction type		-	
Et Forms & Requests	MONYNY E	MIDPHYY	8	Credit X Ordine page	nen X (office payment X	) **	Export
() My Profile						Showing 1-25	efst < >
	Туре		Date paid	Paid Invoices	Payment Status	Amount Paid	Balanca
	Online payment (Visa 4242)		1/10/2022	Inv #53574, Inv #564	Paid	\$440.00	\$4.00
	Online payment (Visa 4242)		1/3/2022	Inv #42352, Inv #425	Paid	\$440.00	\$0.00
	Online payment (Visa 4242)		12/31/2021	lev #45694	Paid	\$500.00	\$0.00
	Online payment (Visa 4242)		12/27/2021	inv #41585	Paid	\$340.00	\$0.00
	Online payment (Visa 4242)		12/24/2021	line #40970	Para	\$500.00	\$0.00
(1) Hulp	Online payment (Visa 4242)		12/20/2021	Joy 840923	red	\$340.00	\$0.00
Zenne S	Online parters (Vas 4242)		12/17/2021	ine \$27748	Peril .	\$500.00	10.00

~Click export

~Enter date range 1/1/2022-12/31/22

## ~Click export

~This will prompt Brightwheel to both email this report to you, as well as give you the option to download directly from this screen. This will give you a report with total payments made to HCCC in 2022

	The second se	A REAL PROPERTY.	-			
	Gurrent involces	SO	1.00			
	Available credits & paymer	nts 🕥 🛛 SO	.00			
Children						
enigen	invoces Payments & Credits 5	tatements				
years.	Earliest date paid	0		×	**	Export
orms & Requests		5 10				
b My Paulie	Teach Contraction of the Contrac	Export Complete!				Balance
	Online payme	the report was sent to pa You can also download t	rentexample230gr the report below.	naileans.	\$440.00	
	Online paytne	د Download	Done		\$440.00	
	Online payment (Visa 4242)	12/31/2021	INV #41694	Pat	\$500.00	
	Ordine payment (Visa 4242)	12/27/2021	Inv 841585	Net	\$340.00	81.00
	Online payment (Visa 4242)	12/24/2021	Inv #40970	-	\$\$00.00	
	Colice payment (Vise 4242)	12/20/2021	NW #40923	~	\$340.00	
	Orders parent (Van 5242)	12/17/021	Inc #29248	24	1902.02	10.02

~Repeat from the first step if you have more than one child enrolled at HCCC