

From **Tools** > **Edit Settings** > **Organization Defaults** > **Receipt Settings** you can control how your printed and emailed receipts will look.

Receipt Settings	
Include Link To Parent Portal No V?	
	-

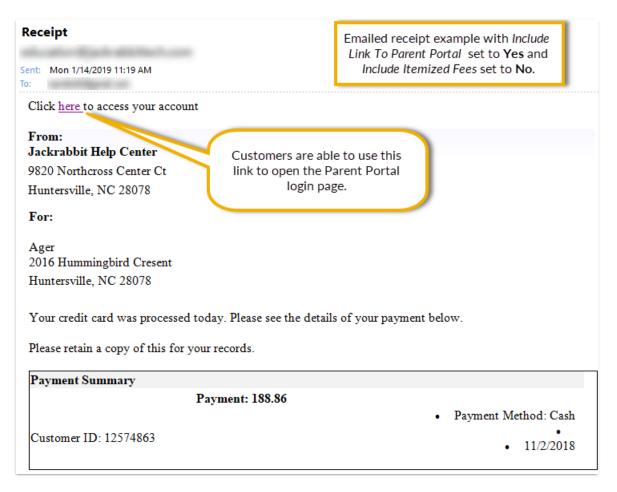


Changes made to these settings also affect the ePayment receipt settings (Tools > Credit Cards/Bank Account Settings > Receipts) and vice versa.

Include Link To Parent Portal

With email receipts that are sent from Jackrabbit you have the option to include a link to the Parent Portal which gives your families quick and easy access to their accounts.

Set Include Link to Parent Portalto Yes to have the link to your portal login page included in the receipt.



Include Itemized Fees

Set *Include Itemized Fees* to **Yes** to have your receipts include an itemized detail of the fees a payment was applied to. When this is set to *No* the receipt will only include the payment amount without listing the fees the payment was applied to (see the screenshot above).

Receipt Sent: Mon 1/14/2019 11:19 AM To:	Emailed receipt example with both Include Link To Parent Portal and Include Itemized Fees set to Yes .
Click <u>here</u> to access your account	
From:	
Jackrabbit Help Center	
9820 Northcross Center Ct	
Huntersville, NC 28078	
For:	
Ager	
2016 Hummingbird Cresent	
Huntersville, NC 28078	
Your credit card was processed today. Please see the deta	ils of your payment below.

Please retain a copy of this for your records.

Payment Sumn	iary					
Date	Туре	Student	Class/Event	Amount Am	Amount Amount Paid	
10/1/2018	Registration			35.00	35.00	
10/1/2018	Tuition Fee	Dave Ager	Intermediate Hip Hop - Tues - 6pm	55.86	55.86	
	Note: Octobe Disc=1.14 Cl		0hrs, Student=1.00hrs/60.00, Multi	-Student Disc=3	.00, Add1	
10/1/2018	Tuition Fee	Dani Ager	Adv Jazz - Wed - 7pm	49.00	49.00	
	Note: Octobe Disc=1.00 Cl	-	0hrs, Student=2.00hrs/100.00, Hou	rs Disc=10.00, A	ddl	
10/1/2018	Tuition Fee	Dani Ager	Intermediate Tap - Tues - 7pm	49.00	49.00	
	Note: Octobe Disc=1.00 Cl		0hrs, Student=2.00hrs/100.00, Hou	rs Disc=10.00, A	ddl	
	Payment: 188.86					
	Payment Method: Cash					
Customer ID:					•	
12574863				•	11/2/2018	