

Receipt Settings

Last Modified on 07/01/2020 5:43 pm EDT

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 <input type="button" value="v"/> <input type="button" value="?"/>
Include Itemized Fees	No <input type="button" value="v"/> <input type="button" value="?"/>



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 Portal* to **Yes** to have the link to your portal login page included in the receipt.

Receipt

Sent: Mon 1/14/2019 11:19 AM
To: [Redacted]

Click [here](#) to access your account

From:
Jackrabbit Help Center
9820 Northcross Center Ct
Huntersville, NC 28078

For:
Ager
2016 Hummingbird Crescent
Huntersville, NC 28078

Your credit card was processed today. Please see the details of your payment below.

Please retain a copy of this for your records.

Payment Summary	
Payment: 188.86	• Payment Method: Cash
Customer ID: 12574863	• 11/2/2018

Emailed receipt example with *Include Link To Parent Portal* set to **Yes** and *Include Itemized Fees* set to **No**.

Customers are able to use this link to open the Parent Portal login page.

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

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To: [Redacted]

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Your credit card was processed today. Please see the details of your payment below.

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Emailed receipt example with both
*Include Link To Parent Portal and
 Include Itemized Fees set to Yes.*

Payment Summary					
Date	Type	Student	Class/Event	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: October, Class=1.00hrs, Student=1.00hrs/60.00, Multi-Student Disc=3.00, Addl Disc=1.14 ClubMemb				
10/1/2018	Tuition Fee	Dani Ager	Adv Jazz - Wed - 7pm	49.00	49.00
	Note: October, Class=1.00hrs, Student=2.00hrs/100.00, Hours Disc=10.00, Addl Disc=1.00 ClubMemb				
10/1/2018	Tuition Fee	Dani Ager	Intermediate Tap - Tues - 7pm	49.00	49.00
	Note: October, Class=1.00hrs, Student=2.00hrs/100.00, Hours Disc=10.00, Addl Disc=1.00 ClubMemb				
				Payment: 188.86	
				• Payment Method: Cash	•
Customer ID: 12574863					• 11/2/2018