Statement Settings

Last Modified on 06/05/2019 8:45 pm EDT

Both *Statements - Print* and *Statements - Email* offer several format options which allow you to customize the look of your statements. Many of these options can be set as defaults if much of this information stays the same for the majority of the statements you send.

The defaults can be overridden at any time when you are generating*Statements* - *Print* or *Statements* - *Email*. Entering default statement settings is a time-saver and is optional.

Families Students	Classes	Events	Staff	Transacti	ons Store	Reports	Staff Portal	Tools	
Jackrabbit Edit Settings									
Return Save Changes Plane Support									
Click an item below Closed Dates Dashboard Announcement	Statements These settings control how your Statements look when printed or emailed.								
Drop-down Lists Locations		Print and Email							
Notifications Organization Defaults Organization Logo Statements Text Messages Tuition Settings User-defined Fields User IDs		Statement Header			Statement of Account				
		Statement Footer Show Account Summary Show Tax on Statement Show Transaction Notes			Balance Due Upon Receipt				
					Yes 🔻		Default settings can be overridden by a User at any time when creating printed or emailed statements.		
					No 🔻				
					No 🔻				
		# of Days of Transaction History				60			
	Email C	Dnly							
		Include Link to Customer Portal							
			Custome	mer Portal Text Click here to log into your Customer Portal!					
	Print O	Print Only - Address Positioning							
		Top Margin			1.5				
		Left Margin				0.5			
		Statement Fold Line				3.5			

For more information on creating statements see Statements / Invoices.