General Payment Receipt Settings

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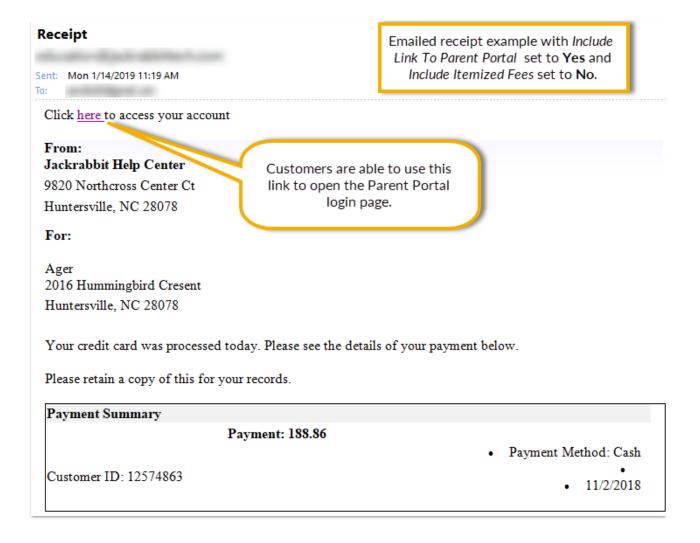

Changes made to these settings are also affected to the ePayment receipt settings (Tools > Credit Cards/Bank Account Settings > Receipts) and vice versa.

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.

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

████████████████████

Click here 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 details of your payment below.

Please retain a copy of this for your records.

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