

General Payment Receipt Settings

Last Modified on 01/17/2019 1:09 pm EST

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

The screenshot shows the 'Edit Settings' interface. At the top, a blue navigation bar contains links for FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, REPORTS, STAFF PORTAL, and TOOLS. The 'TOOLS' link is highlighted with a yellow box. Below the navigation bar, the page title is 'Edit Settings'. On the left side, there is a vertical menu with options: CLOSED DATES, DASHBOARD ANNOUNCEMENTS, DROP-DOWN LISTS, LOCATIONS, NOTIFICATIONS, ORGANIZATION DEFAULTS (highlighted with a yellow box), ORGANIZATION LOGO, and STATEMENTS. The main content area is divided into two sections: 'Organization Defaults' and 'Receipt Settings'. The 'Organization Defaults' section contains several input fields: Name (Jackrabbit Help Center), Address1 (9820 Northcross Center Court), Address2 (empty), City (Huntersville), State/Prov (NC), Zip/Post Code (28078), Phone ((704) 895-4034), Website (www.jackrabbitclass.com), and Organization Email (solson@jackrabbittech.com). The 'Receipt Settings' section contains two dropdown menus: 'Include Link To Parent Portal' (set to Yes) and 'Include Itemized Fees' (set to Yes).



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.

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

Callouts:

- Top right box: Emailed receipt example with *Include Link To Parent Portal* set to **Yes** and *Include Itemized Fees* set to **No**.
- Callout pointing to 'here' link: 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

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 [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					
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	
					• 11/2/2018
Customer ID:					
12574863					