

Receipt Settings - Organization Defaults

Last Modified on 12/29/2020 2:52 am EST

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

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General

COMPANY NAME
Jackrabbit Help Center

ADDRESS1 ADDRESS2
9820 Northcross

CITY STATE ZIP/POST CODE
Huntersville North Carolina 2807

PRIMARY PHONE WEBSITE
(704) 895-4034 www.jackrabbitc

EMAIL
education@jackrabbittech.com

TAX ID LABEL TAX ID NUMBER

Receipt Settings

INCLUDE LINK TO PARENT PORTAL
☒ YES ☐ NO

INCLUDE ITEMIZED FEES
☒ YES ☐ NO



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

[Click here](#) to access your account.

From:
Zippy's School
Charlotte, NC 28277

EIN: 56-0000000

For:
Charming
1 Cinderella Castle
Disney, CA 12345

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

Sample email receipt with
Include Link to Parent Portal set to **Yes**
and *Include Itemized Fees* set to **No**.

Your Credit Card was approved for payment today. Please access the Customer Portal for the most recent information regarding your account.
Please retain a copy of this for your records.

Payment Summary

Payment: 30.00

Billing Information

Prince Charming
12345
p.charming@disneyanymail.com
Customer ID: 4344037

Visa xxxx-xxxx-xxxx-1111

SUCCESS

Authorization Code: 123456

Transaction ID: 5448058357

Date Paid: 06/22/2020 03:57 PM (EST)

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

REFUNDS: Your Credit Card Was Approved [To:blondie@annmail.net] [ReplyTo:qa@jackrabbitech.com]

[Click here](#) to access your account.

From:
Zippy's School
Charlotte, NC 28277

EIN: 56-0000000

For:
Dagwood
123 First St
Charlotte, NC 28280

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

Your Credit Card was approved for payment today. Please access the Customer Portal for the most recent information regarding your account.
Please retain a copy of this for your records.

Payment Summary

Fee Date	Type	Student	Class/Event	Amount	Amount Paid
6/18/2020	Tuition Fee	Betty Dagwood	Summer Camp June	54.69	30.00
	Note: June, Prorated=85.94, Base Fee=125.00				
6/18/2020	Registration - Warm up	Betty Dagwood		20.00	20.00
	Note: reg fee reg fee reg fee				

Payment: 50.00

Billing Information

Blondie Dagwood
28200
blondie@annmail.net
Customer ID: 4359956

Visa xxxx-xxxx-xxxx-1111

SUCCESS

Authorization Code: 123456

Transaction ID: 5447893680

Date Paid: 06/22/2020 03:57 PM (EST)