Receipt Settings - Organization Defaults

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

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

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)

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.

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@jackrabbittech.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)