

# Statement Settings

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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.

FamiliesStudentsClassesEventsStaffTransactionsStoreReportsStaff PortalTools

Jackrabbit

Edit Settings

ReturnSave Changes

HelpSupport

Click an item below

Closed Dates

Dashboard Announcements

Drop-down Lists

Locations

Notifications

Organization Defaults

Organization Logo

Statements

Text Messages

Tuition Settings

User-defined Fields

User IDs

Statements

These settings control how your Statements look when printed or emailed.

Print and Email

Statement Header

Statement of Account

Statement Footer

Balance Due Upon Receipt

Show Account Summary

Yes

Show Tax on Statement

No

Show Transaction Notes

No

# of Days of Transaction History

60

Email Only

Include Link to Customer Portal

Yes

Customer Portal Text

Click here to log into your Customer Portal!

Print Only - Address Positioning

Top Margin

1.5

Left Margin

0.5

Statement Fold Line

3.5

Default settings can be overridden by a User at any time when creating printed or emailed statements.

For more information on creating statements see [Statements / Invoices](#).