

Print / Email Receipt When Posting a Payment

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A receipt for a customer's payment can be printed or emailed at the time the payment is recorded in Jackrabbit.



If the payment you are recording is a credit card or bank account payment (ePayment), Jackrabbit automatically sends an email receipt for approved payments. Opting to email a receipt when processing an ePayment may result in two receipts being emailed to the family (if the payment is approved).

To generate a print or email receipt when posting a payment:

1. When you are entering the payment, select the **Receipt** checkbox in the *Payment/Credit Transaction Entry* window. **Note: This checkbox must be selected first, before selecting one of the payment option buttons.**

Payment/Credit Transaction Entry

Cash, Checks, Other Credits: ☒ Save Payment ☒ Save & Make Another Payment

ePayments in Jackrabbit: ☒ Use Card/Acct on File ☐ Use New Card ☐ Use Terminal Payment [? Help](#)

☒ Receipt ☐ View Transaction History

Family/Acct: 2016 Hummingbird Cresent
Huntersville, NC 28078
Home Phone (704) 374-2415

Trans Date: 1/14/2019

Transaction Type: Payment Subtype: Method: Check

Note: Chk# 1105

Balance: 207.00

Payment: 207.00

Applied Amount: 207.00

Unapplied Amount: 0.00

Apply to Newest Fees First

Apply to Oldest Fees First (within last 12 months)

Apply to Oldest Fees First

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
11/01/2018	Costume Fee	Fall Recital	Dani Ager	Adv Jazz - Wed - 7pm	50.00	0.00	0.00	50.00	50.00	50.00
11/01/2018	Tuition Fee	November, Class=1.00hrs, Student=1.00hrs/50.00 Multi-Student Disc=3.00	Dave Ager	Intermediate Hip Hop - Tues - 6pm	60.00	3.00	0.00	57.00	57.00	57.00
11/01/2018	Tuition Fee	November, Class=1.00hrs, Student=2.00hrs/100.00 Hours Disc=10.00	Dani Ager	Intermediate Tap - Tues - 7pm	60.00	10.00	0.00	50.00	50.00	50.00
11/01/2018	Tuition Fee	November, Class=1.00hrs, Student=2.00hrs/100.00 Hours Disc=10.00	Dani Ager	Adv Jazz - Wed - 7pm	60.00	10.00	0.00	50.00	50.00	50.00

2. After you select one of the buttons that complete the payment process, the receipt will display on screen.
3. In the *Receipt* window, select either the **Print** or the **Email** button to generate the receipt. When emailing, you will be given the option to select which contact in the Family record will receive the email. As well, you'll be able to add an additional email recipient and edit the email subject if desired (the default email subject is "Receipt"). **Note:** An email receipt option is provided for families only, sales made from a Store will not have the option to send an email as store accounts do not have emails associated with them.

Receipt

Please choose Recipients

Send	Name	Type	Email(s)
<input type="checkbox"/>	Holly Ager	Contact	hollyager41@gmail.com
<input checked="" type="checkbox"/>	Victor Ager	Contact	vicager@email.com
<input type="checkbox"/>	Add additional email address		
<input type="checkbox"/>	Edit the Email Subject		

Email Receipt

Cancel