

General Payment Receipt Settings

Last Modified on 11/03/2020 12:32 am EST

From the *Gear (icon) > Settings > General > Organization Defaults (left menu) > Receipt Settings* you can control how your printed and emailed receipts will look.

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.

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.

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**.

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)