



Payment Receipt Settings

Last Modified on 08/02/2023 7:13 pm EDT

Receipt Settings (Gear [icon] > Settings > General > Organization Defaults [left menu]) allow you to 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.

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

From:
JazzHands Dance Studio
EIN: 12-3123123
For:
Holly Ager
2016 Hummingbird Crescent
Huntersville, NC 28078
We've received your payment, thank you!
Please retain a copy of this for your records.

Link provides quick access to the Parent Portal.

Non-Itemized receipt

Payment Summary	
	Payment: 105.60
Billing Information	
holly ager 28078	Visa xxx-xxxx-xxxx-8886
Customer ID: 21729166	SUCCESS Authorization Code: 123456 Transaction ID: 8590961879 Transaction Date: 08/02/2023 04:02 PM

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).

From:
JazzHands Dance Studio
EIN: 12-3123123

Itemized receipt

For:
Holly Ager
2016 Hummingbird Crescent
Huntersville, NC 28078

We've received your payment, thank you!
Please retain a copy of this for your records.

Payment Summary						
Fee Date	Type	Student	Class/Event	Amount	GST	Amount Paid
07/18/2023	Tuition Fee Note: July	Barbie Ager	Ballet - Mon 6pm	80.00	5.61	85.61
07/18/2023	Merchandise Note: Logo club bag			20.00	0.00	20.00
						Payment: 105.61
Billing Information						
Holly Ager BC v3y1r6 jazzhandsdancestudio@gmail.com Customer ID: 21729166				Visa xxxx-xxxx-xxxx-8886 SUCCESS Authorization Code: 123456 Transaction ID: 8590968814 Transaction Date: 08/02/2023 04:05 PM		