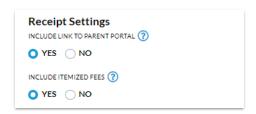
# **Payment Receipt Settings**

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

**Receipt Settings** (Gear [icon] > Settings > General > Organization Defaults [left menu]) allow you to control how your printed and emailed receipts will look.



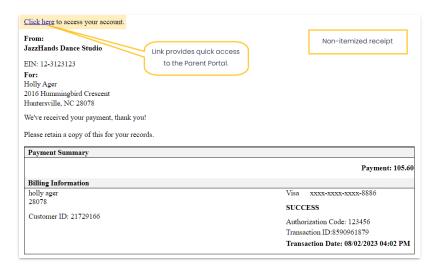


Changes made to these settings also affect the ePayment receipt settings.

#### 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.



## **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

### 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.

## Itemized receipt

Payment Sun	ımary					
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 clu	b bag		20.00	0.00	20.00
						Payment: 105.61
Billing Inform	nation					
Holly Ager				Visa xxxx-xxxx-xxxx-8886		
BC v3y1r6				SUCCESS		
jazzhandsdancestudio@gmail.com Customer ID: 21729166				SUCCESS		
				Authorization Code: 123456		
				Transaction ID:8590968814 Transaction Date: 08/02/2023 04:05 PM		