

Save & Make Another Payment (Split a credit card payment with another payment method)

Last Modified on 03/01/2021 2:56 pm EST

Use the **Save & Make Another Payment** button to split a payment between an Payment method and another payment method.

1. Click the **Payment/Credit** button on a Family's page or click the **Save Fee & Pay Now** button on the *Make Sale/Post Fees* page.
2. Change the **Trans Date** if necessary.
3. Enter the first amount of the partial (split) payment in the **Payment** field and apply to any specific fees. *Note:* If the transactions to be entered will be both cash &/or check (non ePayment) and credit card &/or bank account (ePayment), the first payment entered should be the payment that is the non ePayment followed by the ePayment portion of the split.
4. Click the **Save & Make Another Payment** button.
5. When the *Payment/Credit Transaction* window reopens, click the **Use Card/Acct on File** button or the **Use New Card** button to complete the 2nd part of the payment.

Example:

The family owes \$180 and wants to pay \$100 in cash and the remaining \$80 with a credit card they have on file.

- Click the **Payment/Credit** button.
- Change the **Method** to **Cash**.
- Change the **Payment** to **\$100.00**.
- Click the **Apply Amt** field for the fees to be paid.
- Click **Save & Make Another Payment**

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

Family/Acct **Ager**

2016 Hummingbird Cresent
Huntersville, NC 28078
Home Phone (704) 374-2415

Trans Date: 7/7/2020 Receipt

Transaction Type: Payment Subtype: Method: **Cash**

Note: Chk#:

Apply to Newest Fees First
Apply to Oldest Fees First (within last 12 months)
Apply to Oldest Fees First

Balance: 180.00
Payment: 100.00
Applied Amount: 0.00
Unapplied Amount: 100.00

All Unpaid Charges/Fees									
Date	Type Subtype	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
05/01/2020	Tuition Fee May	Dave Ager	Tumbling L3 - Wed 7pm	85.00	0.00	0.00	85.00	85.00	50.00
04/15/2020	Competition Fee	Dani Ager		95.00	0.00	0.00	95.00	95.00	50.00

- The **Payment/Credit Transaction Entry** window re-opens with a balance of \$80.00.

- Click either the **Use Card/Acct on File** or the **Use New Card** button to process the \$80 as an ePayment through the gateway.

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

Family/Acct: **Ager** [View Transaction History](#)

2016 Hummingbird Crescent
Huntersville, NC 28078
Home Phone (704) 374-2415

Trans Date: Receipt

Transaction Type: Subtype: Method:

Note: Chk#:

Balance: 80.00

Payment:

Applied Amount: 0.00

Unapplied Amount: 80.00

If you'd like to split a payment between two ePayments (credit card &/or bank account), use the steps below.

1. Make sure you are viewing the correct family and that the family has more than one card saved to their *Billing Info* tab.
2. Click the family's **Payment/Credit** button.
3. In the *Payment* field, enter the amount to be charged and apply it to the appropriate fee.
4. Click **Use Card/Acct on File**.
5. Select the card you want to process.
6. Verify that the *Payment Amount* is correct.
7. Click **Submit ePayment**.
8. Click **OK** if prompted.
9. Repeat Steps 2 – 8, selecting a different card in Step 5.

Jackrabbit submits your request for payment to your merchant account via your gateway and receives an accepted or declined response in return. Click the ? box next to the Reason Code in that response for an explanation of decline codes.

For details on processing multiple family credit cards in mass, see [Process Multiple Credit Cards/Bank Accts.](#)