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

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

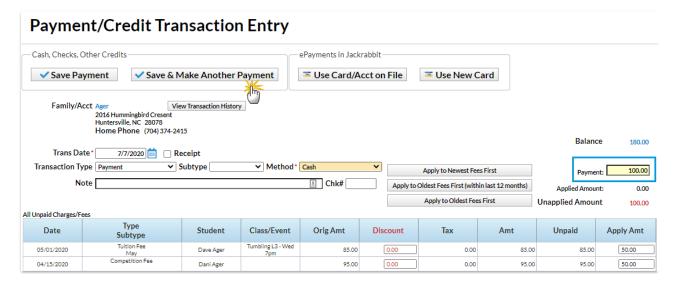
Use the **Save & Make Another Payment** button to split a payment between an <u>ePayment</u> method and another payment method.

- 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:

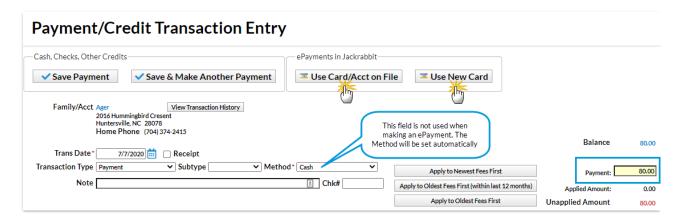
The family owes \$180 and wants to pay \$100 in cash and the remaining \$80 with a credit card they have on file.

- 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



• 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.



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.