Example of a Credit Card ePayment - Entire Balance Paid

Last Modified on 12/06/2021 11:52 am EST

To process ePayments in Jackrabbit you must have a gateway and merchant account with one of our Payment Partners. If you are not set up for ePayments, you will receive an error message when you attempt to submit the transaction that states you have not activated this feature. See Get Set Up for ePayments for details on contacting a Payment Partner and setting up ePayments functionality.

Family has a credit card saved and has *ePayment Method* set to *Credit Card* on their *Billing Info* tab. They'd like to use this card to pay their entire balance of $185.

1. Locate the correct Family record.
2. Click the **Payment/Credit** button and enter the following:
   - Trans Date: **12/1/2016**
   - Method: **This field will auto-update based on the first digit of the card number saved to the family's Billing Info tab. It is not necessary to change it.**
   - Payment: **185.00**
3. Click **Apply to Oldest Fees First** (because the entire balance is being paid) to apply the payment.
4. Click **Use Card/Acct on File**.

6. Click **Submit ePayment** in the *Post ePayment* box,
   - The *Approved Message* displays, click **Ok.**

The *Transactions* tab properly reflects a Visa payment of $185 and the payment is linked to fees.

Family: Ager

[← RETURN] [🖫 SAVE CHANGES] [🗑 DELETE]

| Make Sale/Post Fees | Payment/Credit | Refund | Statement | | Add Student | Add Contact | Archive Family |

| Summary | Contacts | Classes | Events | Transactions | Billing Info | Misc |

[View Transaction History] [View Unapplied Credits & Unpaid Fees]

Current Balance 0.00

ePayment Details

✓ Payment - Approved

Payment Processor: SafeSave Payments
Response: SUCCESS
Trans ID: 3386778877
Approval Code: 123456
Type: Credit Card
Last 4: 8886
Name: Holly Ager
Location: JRHC

[Close]

Last 20 (Most Recent) Transactions

View 1 - 3 of 3   [🖶 Print] [↻ Refresh] **5 columns hidden** [⊞ Show/Hide Columns] [↺ Restore Columns]

			Date	Type	Sub Type	Amt	Unpaid Amt	Balanc	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Even
✎	🗑	🔗 R	12/1/2020	Payment		-185.00	0.00	0.00		Visa	✓	12/1/202				
✎	🗑	🔗	12/1/2020	Tuition Fee		150.00	0.00	185.00		Visa		12/1/202	Dance	Fall 2020	Dianne Ager	Int Jazz - Mon - 8pm
✎	🗑	🔗	11/22/2020	Registratio		35.00	0.00	35.00		Visa		12/1/202	Registration Fee		Dianne Ager	

Current Balance 0.00

Transaction Links Details

ⓘ   Payment   Payment : 185.00   Unapplied : 0.00
      Date : 12/01/2016   Method : Visa (ePayment)

	Date	Type	SubType	Amount	Amt Paid	Note	Pmt Meth	Check#	Date Paid	Cat 1	UserID
Paid Fees											
✎	12/1/2020	Tuition Fee		150.00	150.00		Visa		12/1/2020	Dance	HCenter
✎	11/22/2020	Registration		35.00	35.00		Visa		12/1/2020	Registration Fee	HCenter

[Close]

QUICK tip!

For more information on posting ePayments see **Use ePayments in Jackrabbit.**