

# Review Recent Transactions - ePayments

Last Modified on 06/28/2023 4:05 pm EDT

**Processing multiple ePayments at once** is a time saver for sure. You can even take it one step further and **schedule ePayments to process later!** Whether you are processing multiple ePayments now or scheduling them to process later, reviewing those transactions is an important step.



Permissions control the ability of your Users to see certain data and take specific actions. Recent Transactions - ePayments requires the *Transaction Search* permission in the *Reports* category. Learn more about [Permissions for Jackrabbit Users](#).

**Recent Transactions > ePayments** under the *Transactions* menu is definitely a tool you want in your toolbox!

It provides a listing of all ePayments processed using **Process ePayments** under the *Transactions* menu whether they were processed now or processed based on a scheduled task.

**Recent Transactions > ePayments**

Showing 98 of 98 ePayments

RAN ON	OPERATION	PROCESSED TRANSACTIONS	TOTAL TRANSACTIONS	SOURCE	DETAILS
Wed, Jun 1, 2022 06:54 PM	Manual: lwallace	25	35	Process ePayments	<a href="#">Details</a>
Wed, Jun 1, 2022 03:52 PM	Manual: hbarnhardt	5	9	Process ePayments	<a href="#">Details</a>
Wed, Jun 1, 2022 02:35 PM	Manual: lwallace	37	46	Process ePayments	<a href="#">Details</a>
Wed, Jun 1, 2022 10:40 AM	Task: Process ePayments - 1st of the Month	9	10	Process ePayments	<a href="#">Details</a>

Options to print or export to Excel

Review the criteria used to create the ePayments batch

View details of the ePayment transactions



To get a complete picture of ALL ePayments processed through your Jackrabbit database, go to *Transactions > Search* and set the *ePayments* criteria setting to **All**.

## What Does Each Column Describe?

<b>Ran On</b>	The <b>Ran On</b> date is the date and time the ePayment processing occurred.
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<p><b>Operation</b></p>	<p>The <b>Operation</b> column describes the type of ePayment batch:</p> <ul style="list-style-type: none"> <li>• <b>Manual</b> (When <i>Process Now</i> is used)</li> <li>• <b>Task</b> (When <i>Process Later</i> was used to create a scheduled task) <ul style="list-style-type: none"> <li>◦ The name of the scheduled task is listed.</li> </ul> </li> </ul> <p>Use the link to review the <i>Payment Settings</i>, <i>Family Criteria</i>, and <i>Transaction Criteria</i> that were selected when the ePayments were created.</p>																																																
<p><b>Processed Transactions</b></p>	<p><b>Processed Transactions</b> are those ePayments that were selected to process (vs the number of fees that were captured according to the criteria and settings that were selected).</p>																																																
<p><b>Total Transactions</b></p>	<p><b>Total Transactions</b> are the ePayments that were pulled into the posting based on the criteria and settings used, including those that did not process.</p>																																																
<p><b>Source</b></p>	<p>The <b>Source</b> tells you where the processing was generated.</p>																																																
<p><b>Details</b></p>	<p>The <b>Details</b> link provides access to the details of the ePayment transactions.</p> <p>The screenshot displays the following summary:</p> <ul style="list-style-type: none"> <li>Type: ePayments</li> <li>Transactions: 28</li> <li>Ran On: Sun, Apr 10, 2022 02:07 PM</li> <li>TRANSACTIONS: 26 / 28 (Successfully Processed)</li> <li>TOTAL PROCESSED AMOUNT: 5,629.22 / 5,788.80 (Successfully Processed)</li> <li>FAMILIES: 26 / 28 (Successfully Processed)</li> </ul> <p>Showing 28 of 28 Transactions</p> <p>Legend: Declined</p> <table border="1"> <thead> <tr> <th>PROCESSED</th> <th>FAMILY</th> <th>STUDENTS</th> <th>METHOD</th> <th>AMOUNT</th> <th>RESPONSE CODE</th> <th>REASON CODE</th> <th>REASON</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Gals</td> <td>Jackie</td> <td>Credit Card</td> <td>59.58</td> <td>3</td> <td>300</td> <td>Duplicate transaction REFID:3148151499</td> </tr> <tr> <td>No</td> <td>Wood</td> <td>Dalton, Kendra, Melanie</td> <td>Credit Card</td> <td>100.00</td> <td>3</td> <td>300</td> <td>Duplicate transaction REFID:3148151506</td> </tr> <tr> <td>Yes</td> <td>Agar</td> <td>Melody, Whitney</td> <td>Credit Card</td> <td>50.00</td> <td>1</td> <td>100</td> <td>SUCCESS</td> </tr> <tr> <td>Yes</td> <td>Bailey-Skidmore</td> <td>Anne</td> <td>Credit Card</td> <td>100.00</td> <td>1</td> <td>100</td> <td>SUCCESS</td> </tr> <tr> <td>Yes</td> <td>Barnhardt</td> <td>Virginia, Sarah, Max</td> <td>Credit Card</td> <td>140.00</td> <td>1</td> <td>100</td> <td>SUCCESS</td> </tr> </tbody> </table> <p>Items per page: 50</p>	PROCESSED	FAMILY	STUDENTS	METHOD	AMOUNT	RESPONSE CODE	REASON CODE	REASON	No	Gals	Jackie	Credit Card	59.58	3	300	Duplicate transaction REFID:3148151499	No	Wood	Dalton, Kendra, Melanie	Credit Card	100.00	3	300	Duplicate transaction REFID:3148151506	Yes	Agar	Melody, Whitney	Credit Card	50.00	1	100	SUCCESS	Yes	Bailey-Skidmore	Anne	Credit Card	100.00	1	100	SUCCESS	Yes	Barnhardt	Virginia, Sarah, Max	Credit Card	140.00	1	100	SUCCESS
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