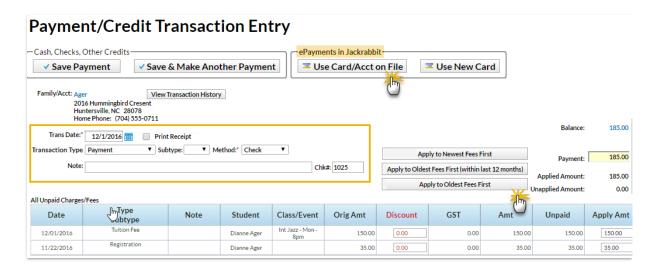# Example of a Credit Card ePayment - Entire Balance Paid

Last Modified on 11/03/2020 12:32 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. Trans Date: **12/1/2016**
2. Method: **This field will auto-update based on the first digit of the card number saved to family's Billing Info tab. It is not necessary to change it.**
3. Payment: **185.00**
4. Because the entire balance is being paid click **Apply to Oldest Fees First** to quickly apply the payment.
5. Click **Use Card/Acct on File**.

6. In the *Post ePayment* box, click **Submit ePayment**.
7. 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	Balance	Note	Pmt Meth	ePmt	Date Paid	Cat1	Sess	Student	Class/Even
✎ 🗑 🔗 R			12/1/2016	Payment		-185.00	0.00	0.00		Visa	✓	12/1/201				
✎ 🗑 🔗			12/1/2016	Tuition Fee		150.00	0.00	185.00		Visa		12/1/201	Dance	Fall 2016	Dianne Ager	Int Jazz - Mon - 8pm
✎ 🗑 🔗			11/22/2016	Registratio		35.00	0.00	35.00		Visa		12/1/201	Registratio Fee		Dianne Ager	

Current Balance 0.00

Transaction Links Details

ℹ️ 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											
✎	12/1/2016	Tuition Fee		150.00	150.00		Visa		12/1/2016	Dance	HCenter
✎	11/22/2016	Registration		35.00	35.00		Visa		12/1/2016	Registration Fee	HCenter

Close

QUICK tip!

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