Before You Begin with Batch ePayments

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Prior to using *Transactions > Process Credit Cards/Bank Accts* ensure the following:

- The Jackrabbit User must have appropriate permissions to batch credit cards/bank accounts. *Transactions > Process Credit Cards/Bank Accts* is not visible to a User without permission. To set permissions point to **Tools** and click **Manage Users & Permissions**.

- Each family must have the *ePayment Method* field (Family *Billing Info* tab) set to either *Credit Card* or *Bank Account* on the *Billing Info* tab. This is how Jackrabbit determines whether to transmit a family's credit card data or bank account data for processing. ***Note:*** *If this field is blank, the family will be excluded from the batch processing. Run a* Family ePayment Listing *report with criteria for* ePayment Method *set to* (no value, yet has a credit card or bank account on file) *to find any families missing an* ePayment Method.

- Each family must have either credit card or bank account information entered on the *Billing Info* tab.

- Point to **Reports** and click **Family ePayment Listing** to locate any missing information.