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

Use the Save & Make Another Payment button to split a payment between an ePayment 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**.

Payment/Credit Transaction Entry

- 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**.