

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

Last Modified on 06/05/2019 8:43 pm EDT

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

Cash, Checks, Other Credits ePayments in Jackrabbit

Save Payment
 Save & Make Another Payment
 Use Card/Acct on File
 Use New Card
 Use Terminal Payment

Family/Acct **Ager** View Transaction History
 2016 Hummingbird Crescent
 Huntersville, NC 28078
 Home Phone (704) 374-2415

Trans Date: Receipt
 Transaction Type: Subtype: Method:

Note: Chk#:

Balance: 180.00
 Payment:
 Applied Amount: 0.00
 Unapplied Amount: 100.00

All Unpaid Charges/Fees

Date	Type Subtype	Student	Class/Event	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
05/01/2020	Tuition Fee May	Dave Ager	Tumbling L3 - Wed 7pm	85.00	<input type="text" value="0.00"/>	0.00	85.00	85.00	<input type="text" value="50.00"/>
04/15/2020	Competition Fee	Dani Ager		95.00	<input type="text" value="0.00"/>	0.00	95.00	95.00	<input type="text" value="50.00"/>

- 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.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits ePayments in Jackrabbit

Save Payment
 Save & Make Another Payment
 Use Card/Acct on File
 Use New Card

Family/Acct **Ager** View Transaction History
 2016 Hummingbird Crescent
 Huntersville, NC 28078
 Home Phone (704) 374-2415

Trans Date: Receipt
 Transaction Type: Subtype: Method:

Note: Chk#:

Balance: 80.00
 Payment:
 Applied Amount: 0.00
 Unapplied Amount: 80.00

This field is not used when making an ePayment. The Method will be set automatically

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.](#)
