

# Example of a Credit Card ePayment - Entire Balance Paid

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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 *Payment 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**.

### Payment/Credit Transaction Entry

Cash, Checks, Other Credits

Save Payment    Save & Make Another Payment   **ePayments in Jackrabbit**    Use Card/Acct on File    Use New Card

Family/Acct: Ager  

2016 Hummingbird Crescent  
Huntersville, NC 28078  
Home Phone: (704) 555-0711

Trans Date: 12/1/2016    Print Receipt

Transaction Type: Payment   Subtype:   Method: Check

Note:   Chk#: 1025

Balance: 185.00

Payment: 185.00

Applied Amount: 185.00

Unapplied Amount: 0.00

    

All Unpaid Charges/Fees

| Date       | Type<br>Subtype | Note | Student     | Class/Event          | Orig Amt | Discount | GST  | Amt    | Unpaid | Apply Amt |
|------------|-----------------|------|-------------|----------------------|----------|----------|------|--------|--------|-----------|
| 12/01/2016 | Tuition Fee     |      | Dianne Ager | Int Jazz - Mon - 8pm | 150.00   | 0.00     | 0.00 | 150.00 | 150.00 | 150.00    |
| 11/22/2016 | Registration    |      | Dianne Ager |                      | 35.00    | 0.00     | 0.00 | 35.00  | 35.00  | 35.00     |

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

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Current Balance **0.00**

### 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           |
|--|------------|--------------|----------|---------|------------|---------|------|----------|------|-----------|------------------|-----------|-------------|----------------------|
|  | 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 | Registration |          | 35.00   | 0.00       | 35.00   |      | Visa     |      | 12/1/201  | Registration Fee |           | Dianne Ager |                      |

**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

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Current Balance **0.00**

**Transaction Links Details**

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  |
|------------|--------------|---------|--------|----------|------|----------|--------|-----------|------------------|---------|
| 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 |

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For more information on posting ePayments see [Use ePayments in Jackrabbit](#).