

Reconcile Bank Drafts with Bank Statements

Even though the procedure to charge a credit card or create a bank draft payment is the same in Jackrabbit, it is essential to understand that, unlike credit card payments, bank drafts/ACH payments are not processed in real time. **It can take up to 5-10 business days for the transaction to actually settle.** Because of this, an important step in processing bank draft/ACH payments is to follow up on each payment to ensure it has a completed status and has been deposited into your bank.

When you process a bank draft/ACH payment in Jackrabbit, it is sent to your payment partner. If the transmission is successful and the partner receives the payment, it is recorded on the *Family* record > *Transactions* tab, and the balance is adjusted.

The payment will have an approved status (from the green checkmark in the *ePmt* column). Initially, all bank draft/ACH payments are approved unless the bank routing number or bank account number is invalid and the transmission to the payment partner fails. When they receive the payment, the partner transmits the approval back to Jackrabbit. However, it is only the acknowledgment from the partner that the request has been successfully received and sent to the merchant processor.

Family: Harding

SAVE CHANGES DELETE

Make Sale/Post Fees Payment/Credit Refund Statement Add Student Add Contact Archive Family Family Name Email Email Schedules Submit Absences

Summary Contacts Classes Events Transactions Billing Info Misc Notes (0) Resources (0) Policies (4)

View Transaction History View Unapplied Credits & Unpaid Fees

Current Balance 340.00

Last 20 (Most Recent) Transactions

View 1 - 17 of 17 Print Refresh 7 columns hidden Show/Hide Columns Restore Columns

			Date	Type	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt
			2/1/2023	Tuition Fee	85.00	85.00	340.00	February		
			1/3/2023	Payment	-106.25	0.00	255.00		Visa	✓
			1/3/2023	Payment	-212.50	0.00	361.25	Monitor ACH Settlement in Virtual Terminal and Bank Account	Bank Draft	✓

Payment Approved

Payment Processor: SafeSave Payments
Response: Success
Trans ID: 7941367084
Approval Code: 123456
Type: Bank Account
Last 4: 4987
Name: Lee Harding
Location: CCD

Close

Because Jackrabbit does not receive further information indicating whether the bank draft/ACH payment was ultimately accepted or declined, a note is recorded on the payment transaction advising to "Monitor ACH settlement in Virtual Terminal and Bank Account". You can monitor the settlement using the settlement statements you receive from your payment partner, which will notify you of any failed bank drafts, or by logging in to the virtual terminal with your partner (merchant login).



When you are notified that a family's bank draft/ACH payment has been declined, you must update the initial transaction in Jackrabbit (Family record > Transactions tab) to show that the payment was not approved and

the family still owes the payment amount. This is done by recording an NSF (bounced) check. [Learn how to Record an NSF \(Bounced\) Check.](#)
