

Process a Single ePayment

To accommodate different workflows, an individual ePayment can be generated in several ways.

The *Payment/Credit Transaction Entry* window can be opened:

- From the *Family* record with the **Payment/Credit** button.
- From **All Families**, using the row action **Accept Payment/Post Credit**.
- With the **Save Fee & Pay Now** button in the *Make Sale/Post Fees* window (*Transactions* menu > *Post Transactions*) after selecting a family and posting a fee.
- Using the *Family Search* criteria in **Process ePayments** (*Transactions* menu).



Automate ePayments for a specific family using **Process ePayments** under the *Transactions* menu.

[Learn more about scheduling ePayments to process later.](#)

When processing individual ePayments in Jackrabbit, you can use a credit card or bank account the family has already saved on their account (*Billing Info* tab of *Family* record), or you can enter a different credit card number with the option to use it only once or to save it to the account (when you allow [multiple cards per family](#)).

Once in the *Payment/Credit Transaction Entry* window, there are three options.

A screenshot of the 'Payment/Credit Transaction Entry' window. The window title is 'Payment/Credit Transaction Entry'. It is divided into two main sections: 'Cash, Checks, Other Credits' and 'ePayments in Jackrabbit'. Under 'Cash, Checks, Other Credits', there are three buttons: 'Save Payment', 'Save & Make Another Payment', and 'Save & Split Payment'. Under 'ePayments in Jackrabbit', there are two buttons: 'Use Card/Acct on File' and 'Use New Card'. The 'Save & Make Another Payment' and 'Use Card/Acct on File' buttons are highlighted with a yellow border.

Expand the sections below to step through each option.

Expand/Collapse All

▢ [Use Card/Acct on File Button \(Process a Saved Credit Card or Bank Account\)](#)

▢ [Use New Card Button \(Process an Unsaved Credit Card\)](#)

▢ [Save & Split Payment \(Split a credit card payment with another payment method\)](#)



If you own a credit card swiper (supplied by your gateway provider), you can also swipe a credit card to process a payment. To learn more head over to the [EMV Chip Cards](#) topic.
