Process a Single ePayment

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

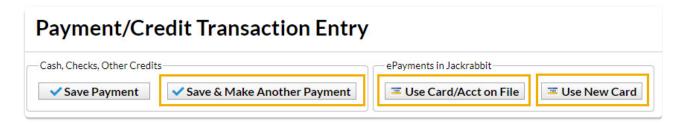The *Payment/Credit Transaction Entry* window can be opened:

- 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.

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 |

Expand the sections below to step through each option.

⊙ Use Card/Acct on File Button (Process a Saved Credit Card or Bank Account)

Expand/Collapse All

⊙ 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.