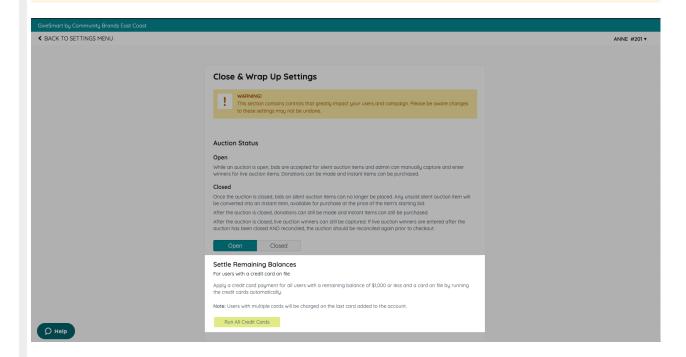
Settle Remaining Balances

Last Modified on 05/07/2024 12:20 pm EDT

Process payment for all unpaid supporters with a remaining balance who are not marked as a Pledge, within a threshold range set by you, who have a credit card on file by running payments automatically. For supporters with multiple cards on file, the more recent one added to their account will be charged. For users with a balance greater than the set threshold, visit Checkout to process payment.

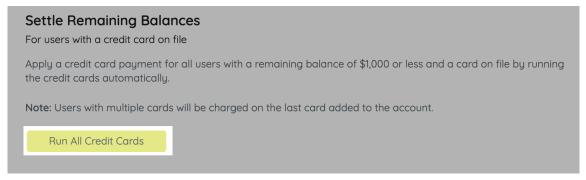
Tip: Run Unpaid Cards also appears in the **Payments** container on the **Dashboard** when there is at least one person with an unpaid balance within the threshold range set or less and has a credit card on file.



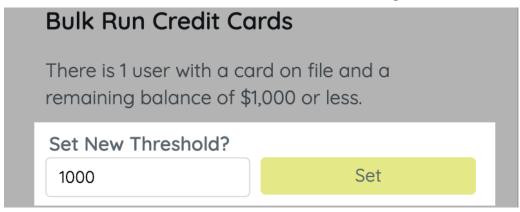
Steps to run all remaining balances

Note: If transaction fees are set to **Paid by Purchaser**, the fees are included in the remaining balance. If transaction fees are **Optional for Purchaser**, the option to add the fees to a remaining balance is bypassed and the fees will be paid by the organization.

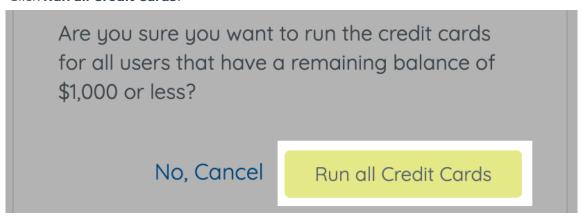
- 1. From the Admin Navigation Menu, select Settings > Close & Wrap Up.
- 2. Scroll down to **Settle Remaining Balances.**
- 3. Click **Run All Credit Cards.** Users who are marked as a Pledge will not have their balanced settled by selecting this option.



- 4. Adjust the default threshold amount and click Set.
 - The threshold amount must be within the \$1 to \$100,000 range.



5. Click Run all Credit Cards.



- 6. A second module appears when all the credit cards have been processed, which shows:
 - The number of successful payments.
 - The number of errors (declined credit cards).

Tip: Errors are most likely due to the Fraud Protection Purchase Limit on certain cards. The credit card company sends the cardholder a text asking them to verify the purchase. Once verified, the transaction will be able to be processed.