Settle Remaining Balances

Last Modified on 08/27/2024 11:54 am 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. The most recent credit card will be listed as the bottom credit card in the list of the user's details. For users with a balance greater than the set threshold, visit Checkout to process payment.

	Campaign Details		
	Check-in Time	08-19-2024 2:59 PM J. M	
	Bidder Number		
	Seating Group 🛛		
	Role	User	
	Text Engine	Short Code USA - 76278 (SMART)	
	Credit Cards on File		
	VISA **434 Exp: 08/29 Remove		
	VISA **867 Exp: 04	2/28 Remove	
Tip: Run Unpaid Cards als	so appears in th	ne Payments container on t	he Dashboard when
there is at least one persoi	n with an unpa	Id balance within the thresh	hold range set or less and
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Steps to run all remaining balances

Note: If transaction fees are set to Paid by Purchaser , the balance. If transaction fees are Optional for Purchaser , remaining balance is bypassed and the fees will be paid	he fees are included in the remaining the option to add the fees to a I by the organization.			
 From the Admin Navigation Menu, select Settine Scroll down to Settle Remaining Balances. Click Run All Credit Cards. Users who are mark balanced settled by selecting this option. 	ngs > Close & Wrap Up . ed as a Pledge will not have their			
Settle Remaining Balances For users with a credit card on file				
Apply a credit card payment for all users with a remaining balance of \$1,000 or less and a card on file by running the credit cards automatically.				
Note: Users with multiple cards will be charged on the last car	rd added to the account.			
Run All Credit Cards				
 Adjust the default threshold amount and click Se The threshold amount must be within t 	e t . he \$1 to \$100,000 range.			
Bulk Run Credit Ca There is 1 user with a car remaining balance of \$1	Bulk Run Credit Cards There is 1 user with a card on file and a remaining balance of \$1,000 or less.			
Set New Threshold?				
1000	Set			
5. Click Run all Credit Cards .				
Are you sure you want to ru for all users that have a rer \$1,000 or less?	un the credit cards maining balance of			
No, Cancel	Run all Credit Cards			
6. A second module appears when all the credit ca	rds 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.