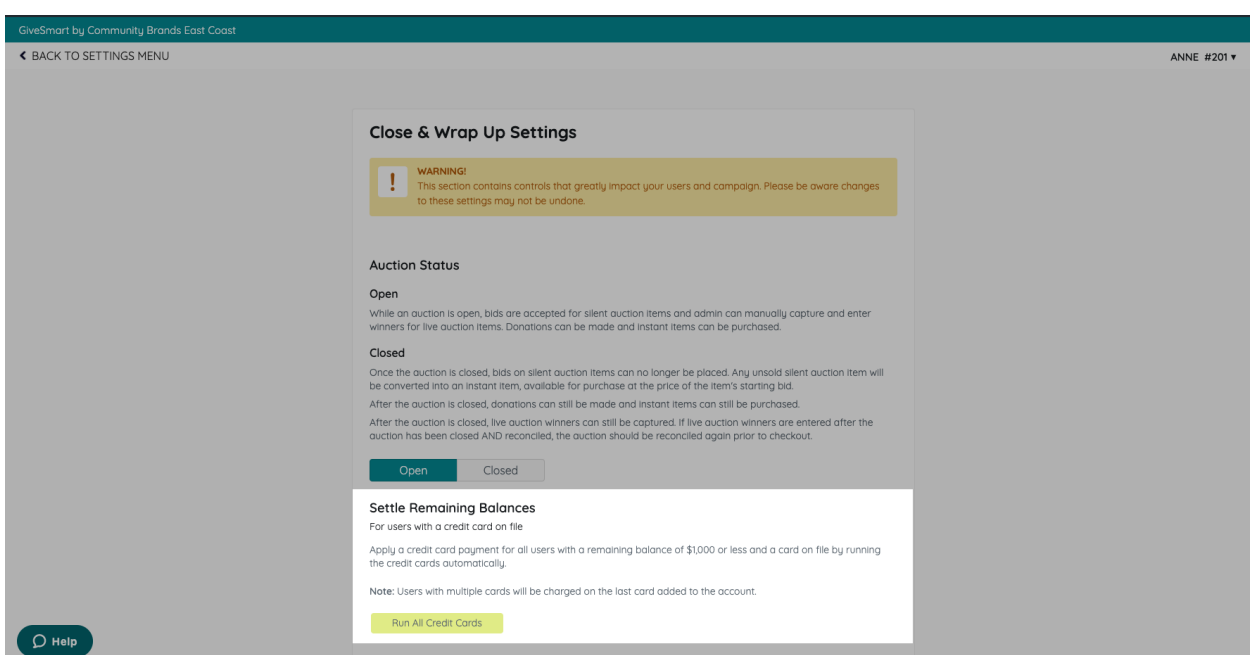


Settle Remaining Balances

Last Modified on 04/27/2022 7:54 am EDT

Process payment for all unpaid supporters with a remaining balance, 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.



The screenshot shows the 'Close & Wrap Up Settings' page in the GiveSmart admin interface. At the top, there is a navigation bar with 'GiveSmart by Community Brands East Coast' on the left and 'ANNE #201' on the right. Below the navigation bar, there is a 'BACK TO SETTINGS MENU' link. The main content area is titled 'Close & Wrap Up Settings' and contains a 'WARNING!' box with a yellow background and an exclamation mark icon, stating: 'This section contains controls that greatly impact your users and campaign. Please be aware changes to these settings may not be undone.' Below the warning, there is an 'Auction Status' section with 'Open' and 'Closed' options. The 'Open' option is selected. Below the auction status, there is a 'Settle Remaining Balances' section with a description: '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.' A note below this section states: 'Note: Users with multiple cards will be charged on the last card added to the account.' At the bottom of the 'Settle Remaining Balances' section, there is a yellow button labeled 'Run All Credit Cards'. In the bottom left corner of the dashboard, there is a 'Help' button.

Steps to run all remaining balances

Note: If transaction fees are **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 purchasers will pay their balance without fees added.

1. From the **Admin Navigation Menu**, select **Settings > Close & Wrap Up**.
2. Scroll down to **Settle Remaining Balances**.
3. Click **Run All Credit Cards**.

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 card added to the account.

Run All Credit Cards

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

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

- Click **Run all Credit Cards**.

Are you sure you want to run the credit cards for all users that have a remaining balance of \$1,000 or less?

No, Cancel

Run all Credit Cards

- 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.