

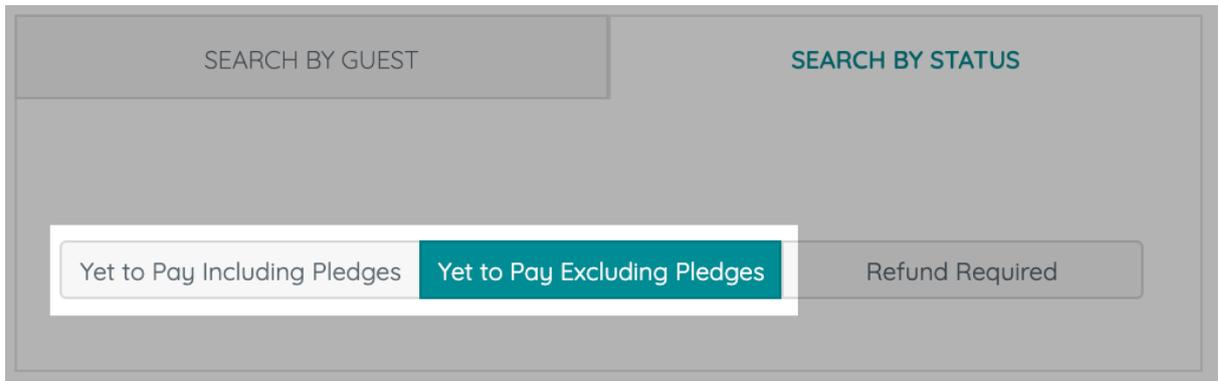
Filter Unpaid Users within Checkout

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Watch a video

Filter to unpaid

1. Go to **Admin View > Users > Checkout**.
2. Click **Search by Status**.
3. Click **Yet to Pay Including Pledges** or **Yet to Pay Excluding Pledges**.



Status descriptions

Yet to Pay Including Pledges

Includes all unpaid users including those who have a payment marked as **Pledged**.

Yet to Pay Excluding Pledges

All unpaid users excluding **Pledged** payments.

Refund Required

Users where a refund is required.

Note: Org and Campaign Admins can issue refunds within a campaign.