

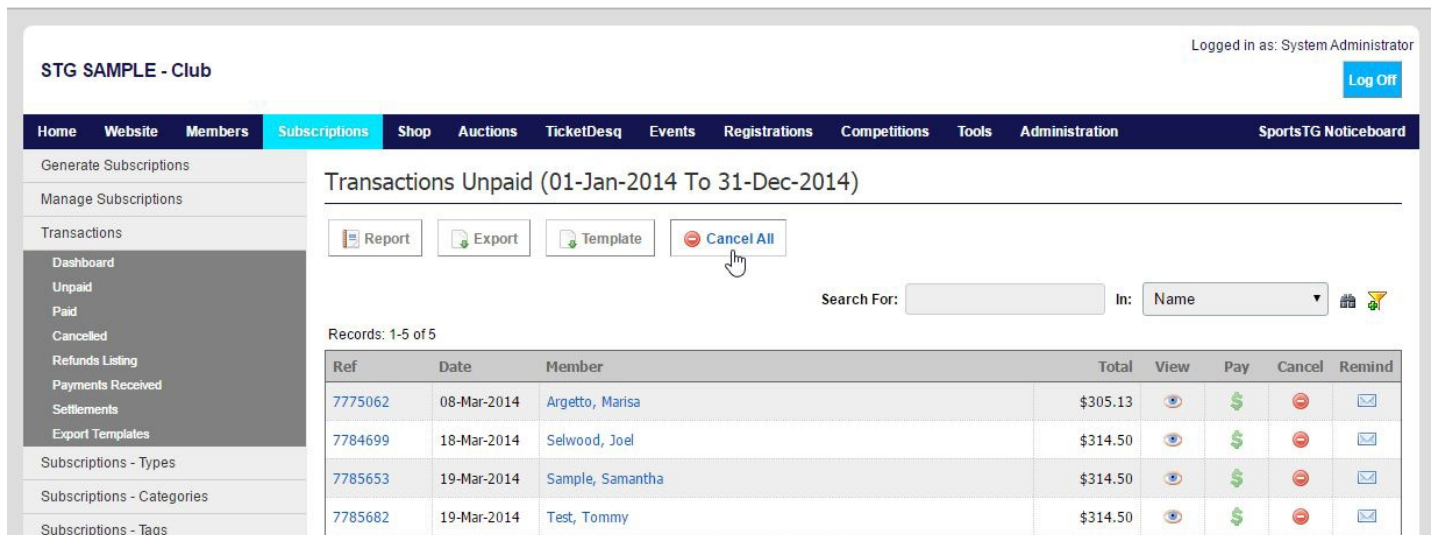
Cancelling Unpaid Transactions in Bulk

Last Modified on 15/09/2016 12:14 pm AEST

Quick Steps: Subscriptions > Transactions > Unpaid

The ability to cancel unpaid subscriptions on bulk is particularly useful at the end of your membership period, in order to prepare for the beginning of the new membership year. It ensures that your members do not log on and pay off expired / invalid subscriptions the following year.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Transactions** from the left menu.
2. Select **Unpaid** from the expanded left menu.
3. To cancel **All** unpaid Subscriptions, click on **Cancel All**



STG SAMPLE - Club



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Home Website Members **Subscriptions** Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

















Generate Subscriptions
Manage Subscriptions
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Refunds Listing
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Export Templates
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags

Transactions Unpaid (01-Jan-2014 To 31-Dec-2014)

[Report](#) [Export](#) [Template](#) [Cancel All](#)

Search For: In: Name  

Records: 1-5 of 5

Ref	Date	Member	Total	View	Pay	Cancel	Remind
7775062	08-Mar-2014	Argetto, Marisa	\$305.13				
7784699	18-Mar-2014	Selwood, Joel	\$314.50				
7785653	19-Mar-2014	Sample, Samantha	\$314.50				
7785682	19-Mar-2014	Test, Tommy	\$314.50				

OR

To cancel a selection of Subscriptions, click on the **FILTER** icon. Select the dates when the subscriptions were generated and/or select subscription types for deletion

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Subscriptions - Tags
Options

Transactions Unpaid - Filter Selection

Ref From:
To:

Transaction Date From: 19-Mar-2014
To:

Amount From:
To:

Subscriptions - Types:

4. Click **Display**. The transactions shown are those that have been selected within your filtered search.

5. Click **Cancel All**.

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Transactions Unpaid - Filtered

Records: 1-2 of 2

Ref	Date	Member	Total	View	Pay	Cancel	Remind
7785653	19-Mar-2014	Sample, Samantha	\$314.50				
7785682	19-Mar-2014	Test, Tommy	\$314.50				

Records: 1-2 of 2

6. Select **Subscription Type** from drop down list, **Financial Status** of members that subscription is to be removed from, and add a comment if necessary then click **Submit**

- Generate Subscriptions
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 - Dashboard
 - Unpaid
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- Options

Cancel All Transactions

Subscriptions - Types:

Financial Status: All Financial Unfinancial

Comments:

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