

Settlement Process

Last Modified on 01/09/2023 5:17 pm EST

SedonaOffice will begin the Settlement process each night at 11:30 pm (local time). Each transaction that has settled with Forte, will move from the Approved tab to the Settled tab.

Credit card transactions will settle within 24-48 hours. Credit card refunds take 5-7 business days. Bank drafts settle within 3-5 business days.

At the end of the settlement process, Forte will push notifications of all credit cards whose expiration dates were updated into SedonaOffice for those customers that have enrolled for this subscription service (with Forte).

Users can see that the settlement process took place by selecting Tools-View Service log from the EFT Payment Processing. However, if you have not signed up for this service with Forte, the SedonaOffice application will still run but will not update any expiration dates.

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