

# Manage Recurring Billing

This page allows you to manage any Recurring Billing orders that are in the system.

The screenshot shows a web interface titled "Managing Recurring Billings". At the top, there are two dropdown menus: "Any Status \*" and "Any Gateway \*", followed by a "Narrow Selection" button. Below these is a table with the following columns: Internal ID, User, Start Date, Paid Until, Gateway, Cost per Cycle, Cycle Duration, Last Known Status, and Refresh Status. The table contains four rows of data:

Internal ID	User	Start Date	Paid Until	Gateway	Cost per Cycle	Cycle Duration	Last Known Status	Refresh Status
<input type="checkbox"/> 35	testing1	Jul 15, 2009	Aug 4, 2009	CC - Paypal Pro	\$1.23US	1 days	Active <input type="button" value="Cancel"/>	<input type="button" value="Refresh Status"/>
<input type="checkbox"/> 34	testing1	Jul 10, 2009	Jul 23, 2009	Paypal	\$2.03US	1 days	Canceled	<input type="button" value="Refresh Status"/>
<input type="checkbox"/> 33	testing1	Jul 10, 2009	Jul 11, 2009	Paypal	\$2.03US	1 days	Canceled	<input type="button" value="Refresh Status"/>
<input type="checkbox"/> 32	testing1	Jul 9, 2009	Aug 9, 2009	Paypal	\$52.00US	31 days	Canceled	<input type="button" value="Refresh Status"/>

Below the table, there is a pagination control showing "<< < 1 of 1 > >>". At the bottom left, there is a "With selected:" dropdown menu set to "--Choose--" and an "Apply" button. At the bottom center, there is a "Refresh List" button.

## Internal ID

This is the internal Recurring Billing ID. Most recurring billings will have 2 ID's, the "internal ID" and the ID used by each individual payment gateway, known in the Geo system as the secondary ID.

Click on an ID to see more details about the recurring billing.

## Cost per Cycle

This is the cost to the user every X number of days. For instance, if there was a subscription that cost \$5 every 30 days, the cost per cycle would be \$5.

## Cycle Duration

This is the amount of time between billings. For instance, if there was a subscription that cost \$5 every 30 days, the cycle duration would be 30 days.

## Last Known Status

Since the automatic payments are processed by the payment gateway, not directly through the Geo website, we can only show what the status on the recurring billing was the last time the payment gateway sent a recurring signal, or the last time the software contacted the payment gateway to update the status (depending on how the specific payment gateway works).

This can be **Active** to indicate a recurring billing that is still paid on and has not been canceled. Or it can be **Canceled** if user has not paid or if it has been canceled by the user or the site administrator.

Other statuses are possible, and are specific to each payment gateway, any status other than *active* or *canceled* is treated as if it were *pending* by the overall system.

## Refresh Status

This button allows you to tell the software to contact the payment gateway to get the latest status on the recurring billing. Note that this depends on how the payment gateway works, some payment gateways are not able to retrieve the current status (such as Paypal), they rely solely on signals being sent back to the software to let it know when the status changes or when a payment has been made.

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