

# 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 filters for "Any Status \*" and "Any Gateway \*", along with a "Narrow Selection" button. Below this 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, there is a "With selected:" dropdown menu set to "--Choose--" and an "Apply" button. A "Refresh List" button is located at the bottom left of the interface.

See [View Recurring Billing](#) for further information on each of the columns. The information specific to this page is listed below.

## 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.

## Refresh Status

The button in this column 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, and might not have a way to look up the status "on demand".

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