

- On the Online Entry page, enter the applicable information into the fields. Required fields are notated with an asterisk (*).

- Click **Submit**.

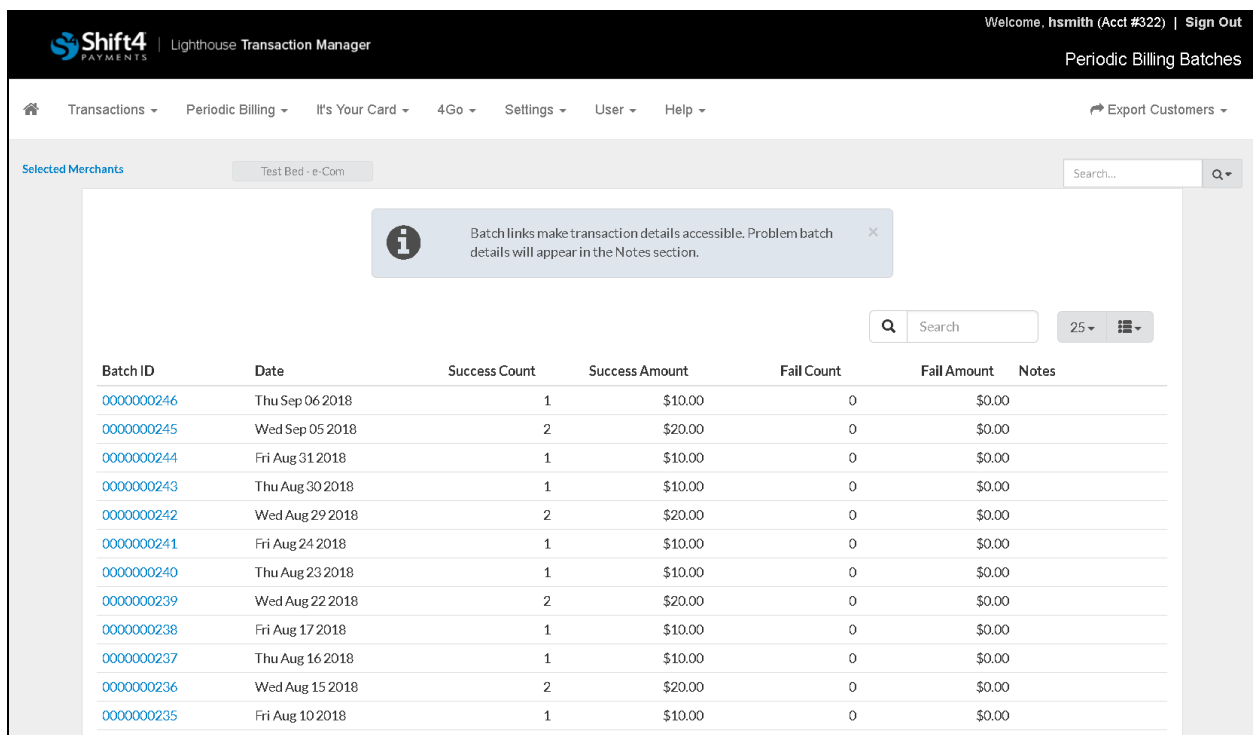


Tip: There is a Billing History section on the Periodic Billing - Customers page. This history includes transaction details like invoice, business date, amount, and transaction type. Clicking the **Invoice** number will open the View Transaction page and display additional transaction details.

Periodic Billing Batches

When a Periodic Billing cycle runs, those customers who are due to be charged become a part of a Periodic Billing batch. To access Periodic Billing Batches, complete the following steps:

1. From the menu, select **Periodic Billing > Batches**.
2. The Periodic Billing Batches page displays the following information:
 - Batch ID – The ID number used to identify a batch, and the link directs the user to the Periodic Billing Batch [Batch ID] page where the batch's details can be viewed.
 - Date – Displays the date the batch was run.
 - Success Count – Displays the total number of successful transactions for the batch.
 - Success Amount – Displays the amount for the batch.
 - Fail Count – Displays the total number of failed transactions for the batch.
 - Fail Amount – Displays the amount for the batch.
 - Notes – Displays problem batch details.



Batch links make transaction details accessible. Problem batch details will appear in the Notes section.

Batch ID	Date	Success Count	Success Amount	Fail Count	Fail Amount	Notes
0000000246	Thu Sep 06 2018	1	\$10.00	0	\$0.00	
0000000245	Wed Sep 05 2018	2	\$20.00	0	\$0.00	
0000000244	Fri Aug 31 2018	1	\$10.00	0	\$0.00	
0000000243	Thu Aug 30 2018	1	\$10.00	0	\$0.00	
0000000242	Wed Aug 29 2018	2	\$20.00	0	\$0.00	
0000000241	Fri Aug 24 2018	1	\$10.00	0	\$0.00	
0000000240	Thu Aug 23 2018	1	\$10.00	0	\$0.00	
0000000239	Wed Aug 22 2018	2	\$20.00	0	\$0.00	
0000000238	Fri Aug 17 2018	1	\$10.00	0	\$0.00	
0000000237	Thu Aug 16 2018	1	\$10.00	0	\$0.00	
0000000236	Wed Aug 15 2018	2	\$20.00	0	\$0.00	
0000000235	Fri Aug 10 2018	1	\$10.00	0	\$0.00	

Periodic Billing Settings



WARNING! The Periodic Billing Settings page should be used with caution since the Next Run Date can be reconfigured on the page, which could result in duplicate billings to customers.

To reconfigure the Next Run Date, complete the following steps:

1. From the menu, select **Periodic Billing > Settings**. (This menu option is only displayed to administrator-type users.)
2. On the Periodic Billing Settings page, complete the following steps:
 - In the Next Run Date field, select or enter the new date in the format mm/dd/yyyy.
 - Click **Apply**.

