

Change Next Cycle Date

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Once a Recurring Line has been saved that may or may not have been previously billed, the Next Cycle Date may be changed.

A button to the right of a saved Recurring Line, enables the user to change the Next Cycle Date. This option could be used under the circumstances listed below.

A data entry error was made when initially saving a new Recurring Line and you do not want to delete the line and re-enter.

A customer requests their billing cycle be changed; for example from annual to monthly. If the annual invoice had already been produced, you would need to credit off the invoice, change the Next Cycle Date, and then you may manually cycle the customer or let the recurring line be picked up in the next regularly scheduled cycle billing batch.

You may want to "Suspend" recurring services for a certain period of time i.e. skip one or more billing cycles.

Note: If the Next Cycle Date is changed, an entry is made into the Sedona Event Log for the customer.