

# Recurring Billing Subscription Configuration

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To access your Recurring Billing Subscription settings, go to **Administration**, click **Settings**, then click the **Subscription** tab. After making changes to your Subscription settings, click the **Save Changes** button.

Field	Description
Subscription retry count	The number of attempts a failed subscription will be attempted before being suspended. Max number of 3.
Purchase ID Required	Set the purchase ID field as required when an off-plan subscription is created.
Accounts Receivable Tracking	Setting this toggle to <i>Yes</i> displays additional options for Invoice tracking of Subscriptions (if the merchant account has both the Recurring Billing and Invoicing products). It will also enable Invoice tracking for all failed subscriptions with an Outstanding status.
All Subscription Payments	Setting this toggle to <i>Yes</i> will enable Invoice tracking for all successful subscription payments with a status of Paid in addition to all failed subscription payments with a status of Outstanding.
Automatically Suspend	Setting this toggle to <i>Yes</i> will suspend a Subscription if it fails the specified number of times (set in the subscription retry count field).  When this toggle is set to <i>No</i> , the subscription will stop trying to collect for this billing cycle when it hits the specified number (set in the subscription retry count field), but it will attempt to collect on the next billing date (except when the payment method is guaranteed to fail on subsequent tries). An alternative payment method is required to remove the suspension on the subscription.
Always email on a failed subscription	Setting this toggle to <i>Yes</i> will automatically email the created invoice for a failed subscription.
E-mail receipt to your customer	Turning this toggle On will automatically email your customer a receipt when the invoice is successfully paid.
Send Me a Copy	Add your email address to receive copies of the Invoice receipts emailed to your customers.
Add Custom Fields	Click the button to add Name and Value Labels to your custom Subscription field. Click the button subsequent times to add additional custom fields to your Subscriptions.