Recurring Cycle Code Setup

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Recurring Cycle Codes are used in conjunction with the Recurring Billing module located within the *Posting Menu*. If a Recurring Billing is applied to a customer, the Cycle Code is attached to the account in the Billing Customer List.

1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Recurring Cycle Code Maint* and select **Create** to enter a Recurring Cycle Code. To change a Recurring Cycle Code, select the code and make any necessary changes.
2. Enter the *Division* for the Recurring Cycle Code.



3. In the *Cycle Code* field, enter a unique identifier for the Recurring Cycle Code up to two numeric characters.
4. Enter a *Description* of the Recurring Cycle Code.
5. Select **Save**.