Statement Cycle Code Setup

Statement Cycle Codes are used to set up the cycles in which statements are processed. At least one Cycle Code must be set up before processing statements. Up to four Cycle Codes with a division can be processed at one time when printing statements. The Statement Cycle Code is tied to the customer on the *Address & Information* tab on the *Customer Maintenance* window. The last Statement date and Service Charge date will display in the *Statement Cycle Maintenance* window.

1. On the *Statement Cycle Maintenance* window, select **Create** to enter a Statement Cycle Code. Optionally select a Statement Cycle Code to make any necessary changes.

2. Enter the *Division* for the Statement Cycle Code.

Division	Cycle Code	Description	Last Stmt Date	Last Svc. Chg. Date	Last Budget Stmt. Date
1	1	ALL CODES	06/14/21	11/30/21	05/31/21
1	11	NO STATEMENT BUDGET	00/00/00	00/00/00	07/31/21
1	99	MISCELLANEOUS	06/14/21	11/30/21	05/31/21

3. In the *Cycle Code* field, enter a unique identifier. This can be up to three numeric characters.

4. Enter the *Description* for the Statement Cycle Code.

   Note: The *Last Stmt Date* and *Last Svc Chg Date* update automatically when statements are processed and updated.

5. Choose **Save**.