Recurring Cycle Code Setup

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. On the *Recurring Cycle Code Maint* window, 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.

Division	Cycle Code	Description
1	1	MONTHLY

3. In the *Cycle Code* field, enter a unique identifier for the Recurring Cycle Code. The Recurring Cycle Code can be up to two numeric characters.

4. Enter a *Description* of the Recurring Cycle Code.

5. Select **Save**.