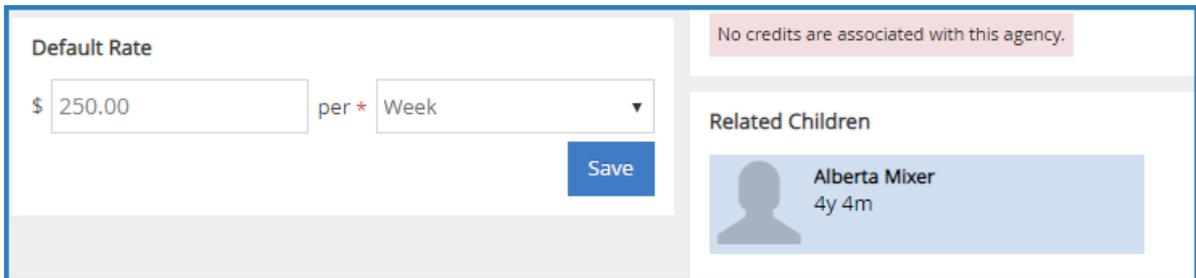


Set a Default Rate for Invoices

Last Modified on 02/09/2023 8:02 am
CST

Each participant can have a default rate charged to their account. When you assign a default rate in the participant account record, invoices created for that participant default to this rate.

1. From the menu to the left, click **Accounting**.
2. Click **Accounts**. The Participant Account Details page opens and displays information for the last participant you viewed.
3. Click the drop-down menu at the top of the page and select the participant to update.
4. In the **Default Rate** section, click the **\$** box and enter the base charge.
5. Click the **Per** drop-down menu and choose from the following:
 - Hour
 - Half Day
 - Day
 - Week
 - Two Weeks
 - Month
 - Attendance
6. Click **Save**.



The screenshot shows a software interface for setting a default rate. On the left, there is a form titled "Default Rate" with a text input field containing "\$ 250.00", a "per * Week" dropdown menu, and a blue "Save" button. On the right, there is a message box that says "No credits are associated with this agency." Below that is a section titled "Related Children" which contains a profile card for "Alberta Mixer" with the age "4y 4m".