

# Set a Default Rate for Invoices

Last Modified on 02/09/2023 9:31 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.

The screenshot displays the 'Participant Account Details' page for 'Baby Carrot'. The 'Payment Settings' section is highlighted, showing a 'Default Rate' of \$15 per 'Week'. The 'Invoices' table below shows three entries for 'Fresh Carrot' with amounts of \$15.00, \$15.00, and \$195.00.

| Date       | Invoice # | Payer(s)     | Status  | Amount   | Payer Balance | Total Balance |
|------------|-----------|--------------|---------|----------|---------------|---------------|
| 09/30/2020 | 10079     | Fresh Carrot | Unpaid  | \$15.00  | \$15.00       | \$15.00       |
| 09/30/2020 | 10078     | Fresh Carrot | Unpaid  | \$15.00  | \$15.00       | \$15.00       |
| 09/30/2020 | 10075     | Fresh Carrot | Deleted | \$195.00 | \$195.00      | \$195.00      |

5. Click the **Per** drop-down menu and choose from the following:
  - Hour
  - Half Day
  - Day
  - Week
  - Two Weeks
  - Month
  - Attendance
6. Click **Save**.