

# Set a Default Rate for Invoices

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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 shows the 'Participant Account Details' page for 'Baby Carrot'. The 'Payment Settings' section is highlighted, showing a 'Default Rate' of \$15 per hour. A dropdown menu is open, showing options: Hour, Half Day, Day, Week, Two Weeks, Month, and Attendance. The 'Invoices' table at the bottom 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**.