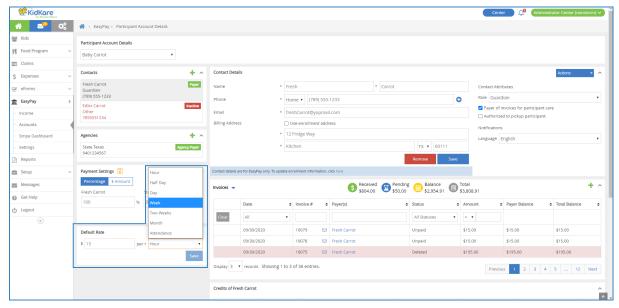
## **Set a Default Rate for Invoices**

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

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
  - o Two Weeks
  - Month
  - Attendance
- 6. Click Save.