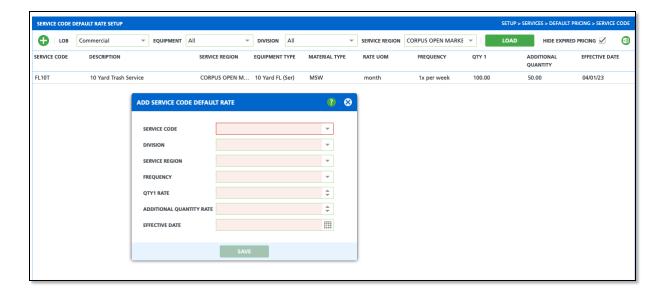
Service Code Default Rate Setup

Last Modified on 09/07/2023 3:10 pm EDT

Pathway: Setup > Services > Default Pricing > Service Code

This article details the process of defining a default rate for a service code. When a default rate is established, the rate is automatically applied when a service is added to a site or proposal that match the Division, Service Region and Frequency identified in the service code's default rate setup.



Add Service Code Default Rate

Follow the steps outlined below to add a default rate to a service code. When the service code is added to a service for a site (of matching division and service region), the default rate will be applied.

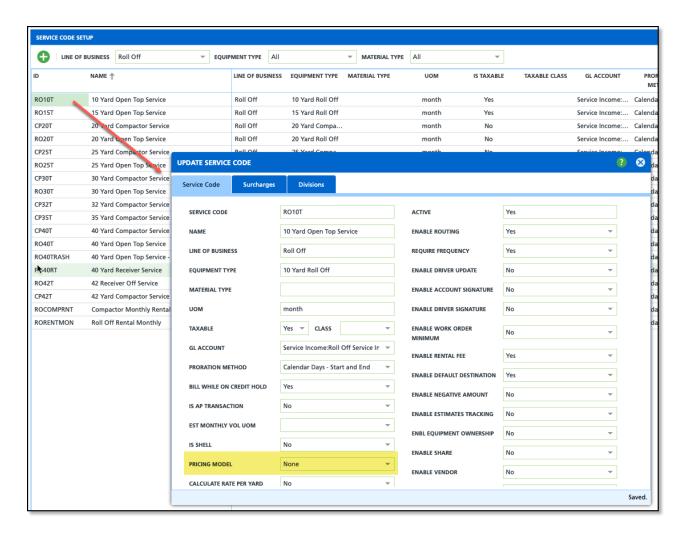
1.	Service Code	Select the Service Code the default rate applies to.
2.	Division	Select the Division of the Service Code the default rate applies to.
3.	Service Region	Select the Service Region within the Division the default rate applies to.
4.	Frequency	Select a frequency the service code will include. When the service code is added to the service for a site, the frequency will automatically be applied.
5.	QTY1 Rate	Enter the rate that applies to the service.
6.	Additional Quantity Rate	Enter the additional quantity rate that will be applied for each additional service.
7.	Effective Date	Enter the date the default rate is effective for use.

Apply a Default Rate

Service Code Setup

Pathway: Setup > Services > Service Code

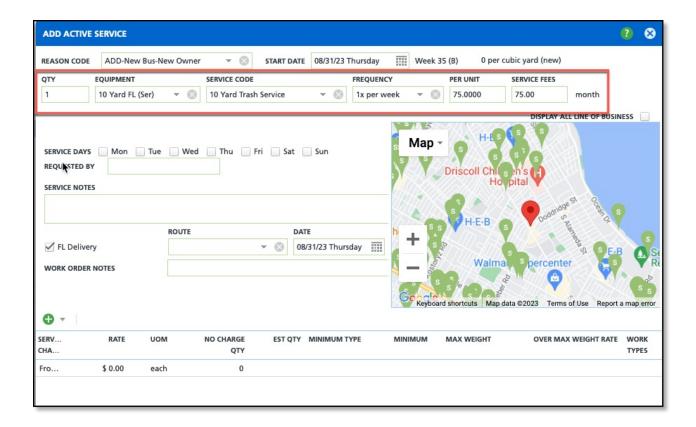
The default rate for a service code is applied with the selection of "None" from the Service Code's Pricing Model field. If a default rate is not available for the service code, a manual can be applied at the time the service is added to a site. By default, the Pricing Model field in Add/Update Service code is set to "None."



Assign to an Active Service

Pathway: Search Account/Site > Add Active Service

When a service is added to a site, upon entry of the Qty and selection of the Service Code and Frequency, the Per Unit and Service Fees fields will auto-populate.



Assign to Service Proposal/Contract

Pathway: Search Proposal > Services (tab)

When a service is added to a proposal or contract, upon entry of the Qty and selection of the Service Code and Frequency, the Per Unit and Service Fees fields will auto-populate.

