

# Financial- How to limit rates that display on the admin side when adding programs for children

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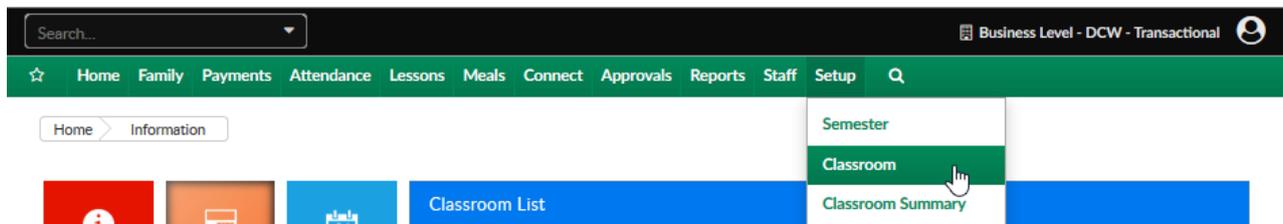
To help streamline the process for admins when entering program/room assignments for children specific rate categories can be assigned to room categories or specific rates.

To setup rate categories:

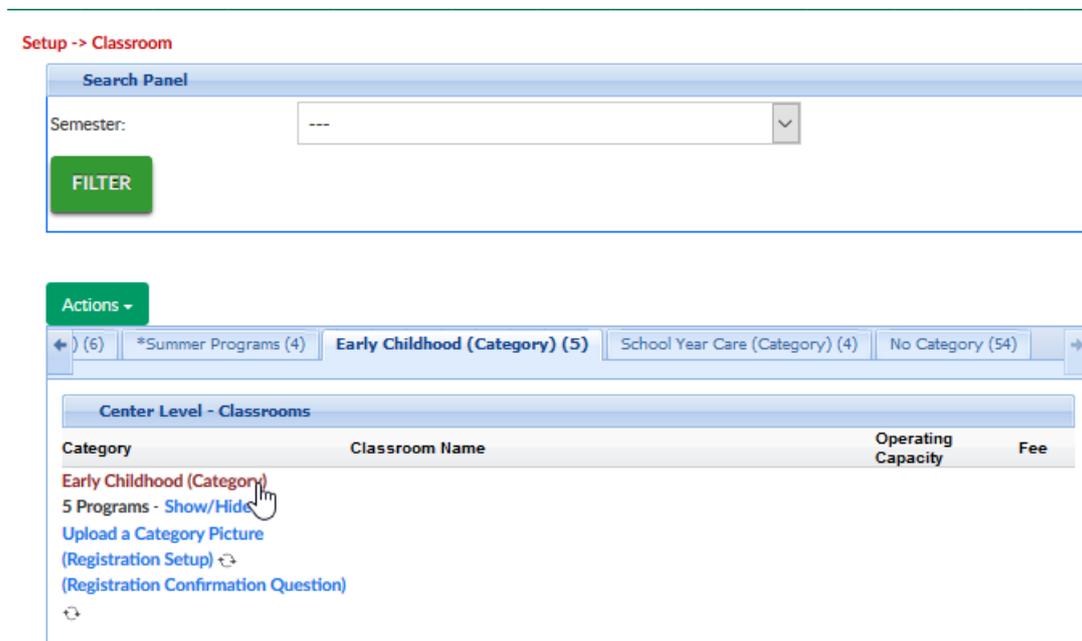
Step 1: [Setup rate category](#)

Step 2: Add rate(s) to the rate category - [create new rate](#) or [edit current rate](#)

Once rates have been setup go to [Setup > Room](#)



Select a room category name



Then select View/Edit Rate Authorizations

**New Classroom Category**

\*Classroom Category:

Student/Teacher Ratio: :1

GL Code:

Show All On Attendance:  ▾

# Hours Max For Half Day FTE:

Default Revenue Type:  ▾

Category Group:  ▾

Default Reporting Category:  ▾

Daily Sheet:  ▾

Allow Room Change Request:  ▾

Allow Portal Parent Managed Day Removal:  ▾

Show Only on Scheduling:  ▾

Require Room Start and End Time Entry on Admin Side:  ▾

Restricted Rates: [View/Edit Rate Authorizations](#)

Select the New Authorizations button

Setup > [Early Childhood \(Category\)](#) > Rates Authorization

**Manage Classroom Category Rate Authorizations** [+ New Authorization](#)

Classrooms in the **Early Childhood (Category)** category have no restrictions on rates allowed.

**Authorizations List - Early Childhood (Category)**

Description	Company	State	Brand	Division	District	County
No Records Found						

Page 1 | 50 rows per page

Select Authorization criteria, then press Save

- Select either individual rate or rate category
- Select at least one Authorization criteria
  - Center
  - State - pulls from the [Home > General](#) tab
  - Brand- pulls from the [Home > General](#) tab
  - Division- pulls from the [Home > General](#) tab
  - District- - pulls from the [Home > General](#) tab

### Add New Category Rate Authorization X

Classroom Category  
**Early Childhood (Category)**

Please select either an Individual Rate or a Rate Category

Individual Rate  
\$ --

Rate Category  
School Year Rates

Authorization Criteria

Center  
--

State  
MI Michigan

Brand  
--

Division  
--

District  
--

Save
Close

Example:

On the child tab from the admin side, select the Program/Room Assignment tab-

Summary
Family
Children
Parents
Third Party
Volunteers
Communication
Auto-Pay
Vacation
Financials
Receipts
Merge

**Stephanie**

Brown

Age 6

Add Sibling

Admission/Personal

Doctor/Health

Program/Room Assignment

Calendar View

More ▾

Discount  
--

[Setup Discount](#)

Special Classroom Note

When a new program/room assignment is going to be added to the child, select the Room, Semester (if applicable), Date Range, Specific Days (optional), Expected Part of Day (optional) and Times the Child is expected (optional).

When the Rate drop down box is selected, only the authorized rates will display-

