## Rates- How to reactivate a rate

Last Modified on 12/07/2020 7:18 am EST

From the Setup menu, select the Rates option.

On the rates screen select yes in the Show All rates drop down, then press filter.

s	etup -> Rates	
	Rate Sheet Import	
	Search Panel	
	Rate Selection Criteria	
	Show All:	Yes -
	FILTER	

Select the edit icon next to the inactive rate's name. You can see the status of each rate by looking at the active indicator under the rate name.

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ALL DAY 7-8 (Delete Rate) Active: Y Category: CARE ALL DAY					
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ALL DAY 7-8 (Delete Rate) Active: Y Category: CARE ALL DAY © 04/01/2018 AM Kids Club C + === (Delete Rate) Active: N © 07/20/2014					
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After selecting the edit icon, the rate detail will display. Change the Is This Rate Active field to yes, then scroll to the bottom of the screen and press Save.

	Setup Tultion Rate				
Description:	AM Kids Club				
Is Rate Active?:	Yes 🗘				
GL Code:					
Rate Options					
Is this a flat rate?:	No				
Is this a hourly rate?:	No				
Child Attends AM:	N/A O				
Child Attends PM:	N/A O				
Is this rate for a sibling?	N/A O				
Maximum Rate:	No				
Tuition Cap Description:					
Is School Year Rate?	No 🗘				
Special Rate Category?	No				
Primary Rate For Split Attendance:	No				
Rate Selection Criteria					
Accounting Group:	N/A O				
Sponsor:	N/A O				
Min Hours Allowed:					
Max Hours Allowed:					
From Time:	0: 0				
To Time:					

The rate will now display in rate drop down boxes and will be active again.