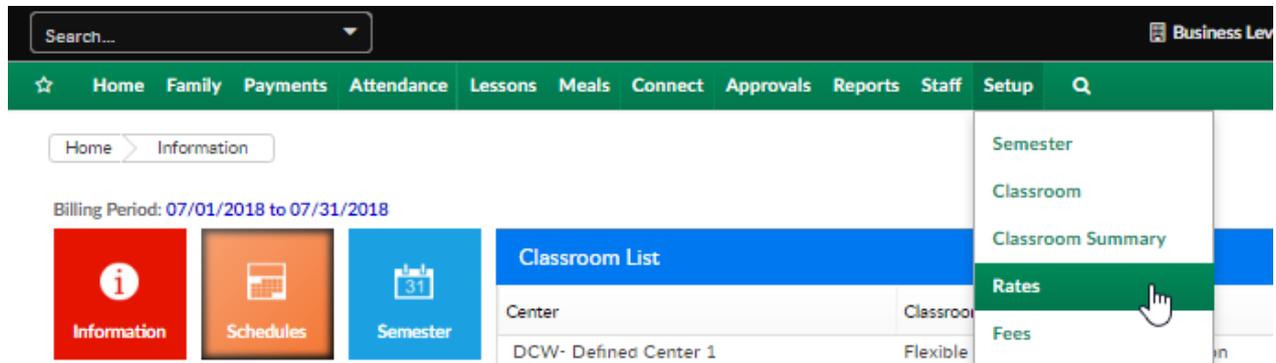


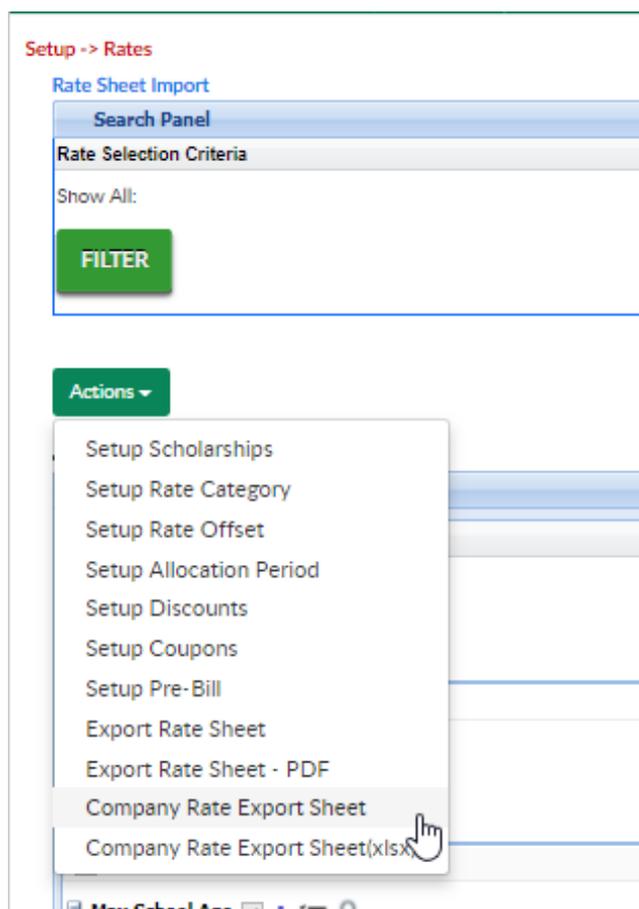
# Rate Sheet Import

Last Modified on 01/22/2019 8:44 am EST

From the setup menu, select the rates option.

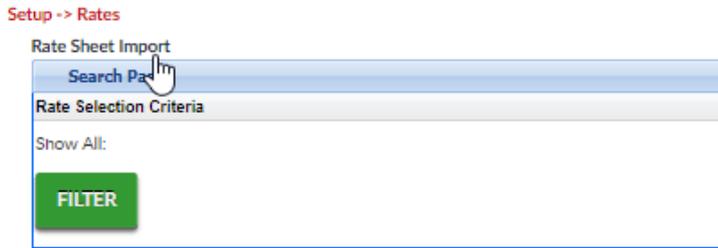


Then select the actions button and the company rate export sheet option. This sheet will open in excel.

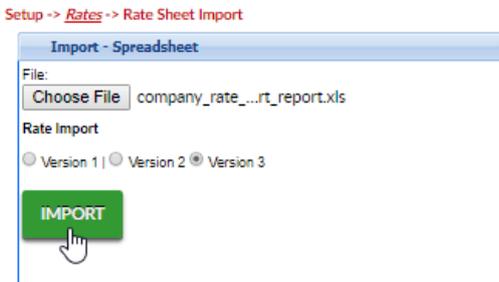


If existing rates need to be updated, delete all other rates and add rates into days 1-5 with the new effective date Save the file to your computer.

On the Setup > Rates screen select the Rate Sheet Import option at the top of the screen.



Select the updated file from your computer, then select rate import version 3. Press Import.



Once the rate sheet has been imported a confirmation message will appear on the screen. A spreadsheet will download and display if the import has been successful or not (column AV).

Common Errors include:

- Wrong rate effective date
- No GL Account on the rate
- Wrong center ID associated to the rate