How to add a Travel Rate Card in Consolidated Invoicing on Cloud

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Consolidated Invoicing How to add a Travel Rate Card

This guide will cover how to add a Travel Rate Card in Consolidated Invoicing on Cloud.

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:

https://demo.arcade.software/h7S7M6eaUVT3kjAyUo4V?embed&embed_mobile=inline&embed_desktop=inline&show_copy

Written guide

1. In the Consolidate Invoicing dashboard, click the ‘Visit’ button under contracts.
2. Then, click the ‘View Contract’ button.
3. Select the ‘Payment Schedule’ tab.
4. Then, click the ‘View Rate Cards’ button.
5. Next, select the ‘Travel Rate Card’ tab.
6. Click the ‘Add Travel Rate Card’ button.
7. Now enter the additional rate of travel.
8. Here, you can select if the additional cost is per visit or per day.
9. Next, click the ‘Add’ button.
10. Once you have done that, you will then be able to see your Travel Rate Card Yo also have the option to edit this by clicking the pencil icon.
11. You can delete this rate or edit it if you wish.