

Editing and Creating Tariffs

Creating a new tariff

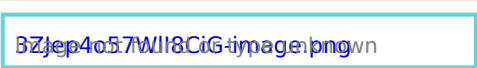

1. Set the name of tariff

This name will appear in the quote wording.

2. Set the scope of tariff

Set when you want to be able to use this tariff - just this project, in all projects or accessible to all team members if you're in a pro team.

Once the scope of the tariff has been set, this cannot be edited.

What is the scope of tariff for?	
	Project level <ul style="list-style-type: none">• These will only be viewable on the specific projects it's created for.• A good option if you frequently change the tariffs on each project.
	User level <ul style="list-style-type: none">• These can be used for any projects and set as a default in your financial settings.• A good option if you aren't sure what tariffs your customer is on so want to use standard values.

iz21g6bpeq093Qou-image.png

Team level

- If you are a member of a Pro Team, you will be able to create Team level tariffs.
- These will work much like the User level tariffs but will show for all members of your team.

3. Input the price bands

Flat tariff: Input a value for the base rate and select save.

Variable tariff: Input each different tariff rate. The first band you enter will be used as the base rate - any time period that doesn't have a price band applied will be priced at this rate.

If you're using £, ensure you're putting this in in p. This value should be greater than 1 (so 15, not 0.15).

4. Set tariff periods (if using variable tariff)

In the **tariffs period** section you will be able to select the different price bands and indicate when they apply. For some tariffs different rates might apply at the weekend, you can select the days for which the tariff period applies.

Editing existing tariffs

You can view and edit your tariffs from within the consumption task in your projects. Click **Edit tariffs** on the right side-bar and then **Manage tariffs**. Then you will see the following options:

Electricity tariffs

Import tariffs

+ Add import tariff

Variable example	Project		
Base	23.5 p/kWh		
Night	15.5 p/kWh	02:00 to 05:00 All week	

Default flat tariff

Base	20 p/kWh		
------	----------	--	--

Tariff name

Tariff period

Tariff scope

When editing tariffs you can change any of the details, except the tariff scope, but note that any changes you make will affect previous projects that use these tariffs.

Revision #2

Created 28 November 2025 16:20:23 by Daisy

Updated 13 April 2026 11:52:52 by Daisy