

# Rate Structure Administration (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

This document shows the procedures for administration of rate structures in CS Lucas system.

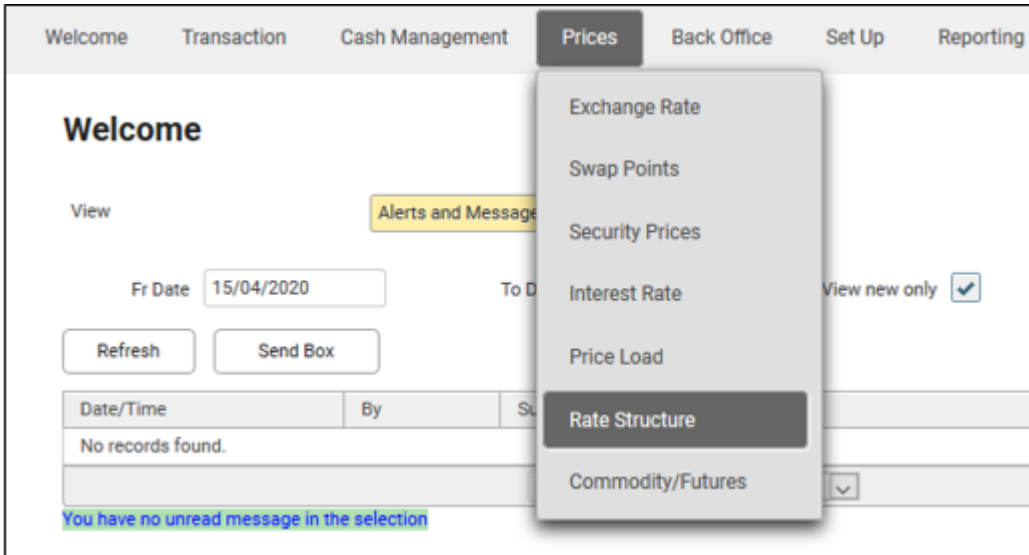
## **WHY IS IT IMPORTANT?**

Rate structure administration is used to lock and approve rate structures maintained in the system. This prevents users from making changes to the rate structures.

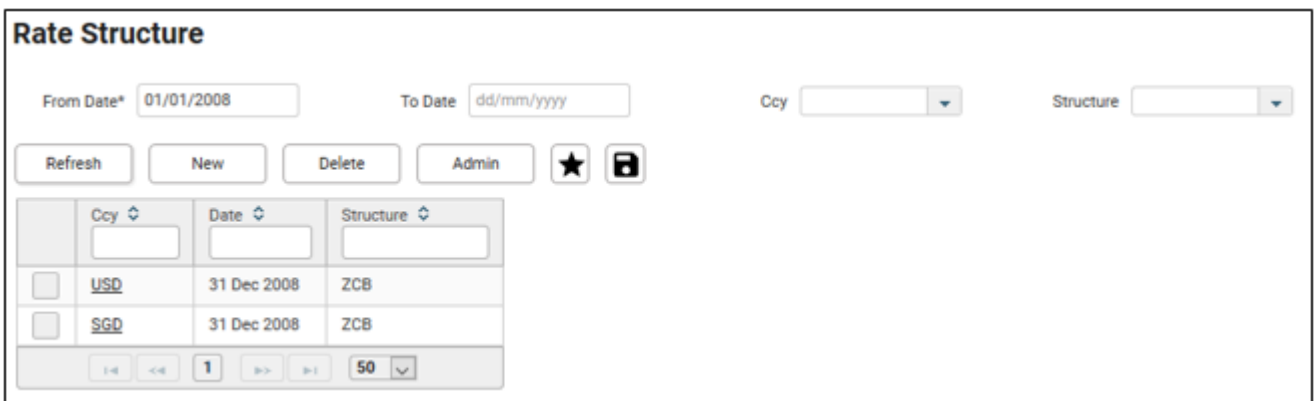
## **PROCEDURE**



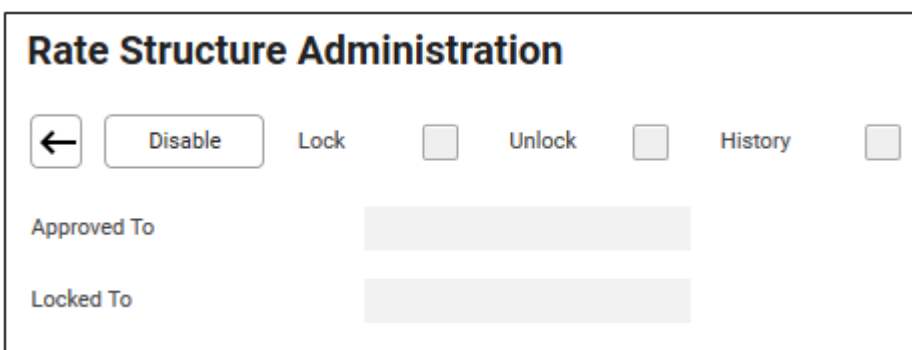
1. From the main menu, select Prices > Rate Structure.



2. Rate Structure screen displays.



3. Click on Admin. The Rate Structure Administration screen displays.



4. To lock rate structure, tick on the Lock checkbox. The system displays a date which determines the date to which you wish to lock the rate structure. In this example, we will lock the date to 22-Apr-2020. Click on the Lock hyperlink.

**Rate Structure Administration**

Approved To

Locked To

Locked To  [Lock](#)

5. Once locked, the Approve hyperlink appears. Click on Approve hyperlink to approve the locked to date.

**Rate Structure Administration**

Approved To

Locked To  [Approve](#)

Locked To  [Lock](#)

6. The Approved To date will be updated to the same as locked to date.

**Rate Structure Administration**

Approved To

Locked To

Locked To  [Lock](#)

7. To unlock rate structure previously locked, tick on the checkbox for Unlock. The system displays a date that can be used to determine the date to unlock to. You may change this as necessary.

8. In this example, we will unlock to 22-Apr-2020, as that was the last date when the rate structures were locked.

### Rate Structure Administration

Lock 
 Unlock 
 History

Approved To: 22 Apr 2020

Locked To: 22 Apr 2020

Unlock To:  [Unlock](#)

9. Click on the Unlock hyperlink beside the date. Locked To date and Approved To date will be updated to one day before the Unlock To Date. This means you can make changes to rate structure from 22-Apr-2020 onwards.

### Rate Structure Administration

Lock 
 Unlock 
 History

Approved To: 21 Apr 2020

Locked To: 21 Apr 2020

Unlock To:  [Unlock](#)

10. To view the system audit logs for when rate structure is locked and approved, tick on the History checkbox to see the logs for one month as default. You may also change the From Date and To Date to see logs for other dates.

### Rate Structure Administration

Lock 
 Unlock 
 History

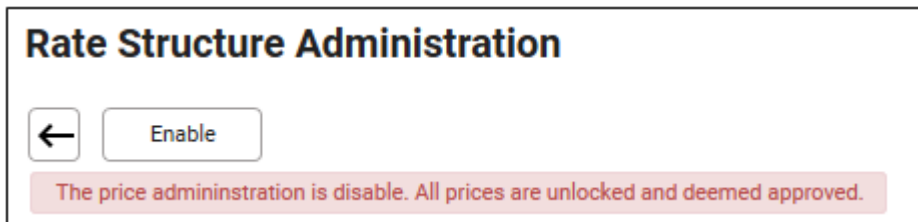
Approved To: 21 Apr 2020

Locked To: 21 Apr 2020

From Date:  To Date:

Timestamp	Action	To Date	By
22 Apr 20 Wed 16:53	Unlock	22 Apr 2020	dev
22 Apr 20 Wed 16:50	Approve	22 Apr 2020	dev
22 Apr 20 Wed 16:49	Lock	22 Apr 2020	dev

11. To disable rate structure administration, click on the Disable button. Once disabled, all rate structures are unlocked and when the rate structures are updated, they are deemed approved.



## **FREQUENTLY ASKED QUESTIONS**

**FAQ01. The system does not allow me to access this module. How can I do this?**

Access rights need to be assigned to launch this module. The access rights ID for accessing Rate Structure Administration is 15708. Please contact your administrator to assign this rights for you.

**FAQ02. The system prompts access denied when I select Lock rate structure.**

You are not authorized to perform this action. The access rights ID is 15709. Please contact your administrator to assign this rights for you.

**FAQ03. The system prompts access denied when I select Unlock rate structure.**

You are not authorized to perform this action. The access rights ID is 15710. Please contact your administrator to assign this rights for you.

**FAQ04. The system prompts access denied when I select Approve rate structure.**

You are not authorized to perform this action. The access rights ID is 15711. Please contact your administrator to assign this rights for you.

**FAQ05. The system prompts access denied when I select Disable rate structure admin.**

You are not authorized to perform this action. The access rights ID is

15712. Please contact your administrator to assign this rights for you.

**RELATED INFORMATION**

[Creating and Amending Rate Structure](#)

[Price Administration](#)

**CHANGE HISTORY**

Date	By	Changes
22-Apr-2020	TS	Created.