

Viewing and Modifying Event Pricing



Security Note

To view the Pricing tab of an event, a user must have the following permissions:

- Basic: 4.0 *View Pricing on Events* OR Basic: 4.1 *Edit Pricing on Events* permissions in [Series25 Group Administration](#)
- Full Object Security permissions to the event, OR
- Be the Scheduler contact role

On the Pricing tab of an event, you can:

- Review and adjust the pricing values calculated automatically for the event and each of its occurrences
- Make additional changes to pricing criteria
- Access the 25Live Accounting tool (if it's been set up for your institution) to create, review, edit, and send invoices for individual organization clients; to track payments and overall client activity; and to generate aging and other reports. If you're using 25Live Accounting, a Summary of the current invoicing status of organization sponsor(s) appears near the top of the event Pricing view.
- Combine event pricing for related events

Summary

Pricing Date:

Wed Apr 15

Print Invoice for Event

Print Invoice

Refresh this Event's Pricing

Update All Items to Rate Group:

Choose a Rate Group

Select Pricing Set:

Standard Event Pricing

Create Pricing Set

Line Item View

Occurrence View

COLLEGENET

Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
ARTS 111	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENET		External For-I	FP .735:	735.
ARTS 301	\$80.00	Deposit Paid	\$80.00	Sales Tax: \$5.60 Room Tax: \$11.20	\$96.80	COLLEGENET	Medium Space (30-99)	External For-I	FP .735:	735.
Film / Movie	\$128.00	+ Add	\$128.00		\$128.00	COLLEGENET	Film Permit	External For-I	FP .735:	735.
FS - Cupcakes	\$450.00	+ Add	\$450.00	Sales Tax: \$31.50 Food and Beverage Tax: \$9.00	\$490.50	COLLEGENET	Dessert	External For-I	FP .735:	735.
FS - Soda	\$450.00	+ Add	\$450.00	Sales Tax: \$31.50 Food and Beverage Tax: \$9.00	\$490.50	COLLEGENET	Beverages	External For-I	FP .735:	735.
Send to Campus Calendar	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENET		External For-I	FP .735:	735.
Will you need security staff?	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENET		External For-I	FP .735:	735.
Subtotal	\$1,108.00	\$0.00	\$1,108.00	\$97.80	\$1,205.80					
Adjustments:		+ Add								
Total	\$1,108.00	\$0.00	\$1,108.00	\$97.80	\$1,205.80					

Export Invoice

Show Invoices

Totals

Item	List Price	Adjustments	Price	Taxes	Total	Charge To
Subtotals:	\$1,108.00		\$1,108.00	\$97.80	\$1,205.80	COLLEGENET
Grand Total	\$1,108.00		\$1,108.00	Sales Tax: \$68.60 Room Tax: \$11.20 Food and Beverage Tax: \$18.00	\$1,205.80	

Image: Example of a single event's pricing view.

To Modify Pricing


You can do any of the following:

- **Refresh This Event's Pricing** - If the pricing data was initially generated and changes have been made to the event since then—such as adding new resources or removing locations—you can update the pricing information by clicking this button.
- **Pricing Date** - Use the text field or calendar to specify the latest date that can be used to select rate schedules to apply to event pricing.
(The effective date of eligible rate schedules must be the same or earlier than the event pricing date.)

- Pricing values in the form may change depending on the date you specify here.
- You can't change the Pricing Date once an event sponsor organization has been invoiced via 25Live Accounting.



Tip: Making Multiple Pricing Edits Quickly

If you make multiple updates to pricing too quickly for the system to be able to update data in the proper order, look for a warning message indicating that pricing may need to be updated, then update the pricing view using the Refresh  icon.

- **Rate Group** - Use the **Update All Items to Rate Group** dropdown menu to modify the rate group for the entire event. Only active rate groups will be selectable.
 - If you only need to modify the rate group for individual items, use dropdown menus in the **Rate Group** column of the table below.

Summary

Pricing Date: Wed Apr 15

Print Invoice for Event

Print Invoice

Refresh this Event's Pricing

Update All Items to Rate Group: Choose a Rate Group

Select Pricing Set: Standard Event Pricing Create Pricing Set

Line Item View

Occurrence View

COLLEGENET

Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
ARTS 111	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENI		External Fo	FP .735:	735.
ARTS 301	\$80.00	Deposit Paid	\$80.00	Sales Tax: \$5.60 Room Tax: \$11.20	\$96.80	COLLEGENI	Medium Space (30-99)	External Fo	FP .735:	735.
Film / Movie	\$128.00	+ Add	\$128.00		\$128.00	COLLEGENI	Film Permit	External Fo	FP .735:	735.

Image: You can change the rate group for the entire event or for individual items.

- **Adjustments** - Tap or click **Add** in the Adjustments column for a line item to open the form where you can enter and save an adjustment to that list price. Adjustments can be made for the entire event from the **Line Item View** or on individual occurrences from the **Occurrence View**.

Line Item View
Occurrence View

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Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
Fri Jun 05 2025	\$1,108.00	\$0.00	\$1,108.00		\$1,108.00					
Sat Jun 06 2025	\$701.00	\$0.00	\$701.00		\$701.00					
Sun Jun 07 2025	\$701.00	\$0.00	\$701.00		\$701.00					
ARTS 301	\$120.00	+ Add	\$120.00		\$120.00	COLLEGENET	Medium Space (30-99)	External For-Profit	FP .735:	735.
Film / Movie	\$128.00	+ Add	\$128.00		\$128.00	COLLEGENET	Film Permit	External For-Profit	FP .735:	735.
FS - Cupcakes	\$450.00	+ Add	\$450.00		\$450.00	COLLEGENET	Dessert	External For-Profit	FP .735:	735.
FS - Soda	\$3.00	+ Add	\$3.00		\$3.00	COLLEGENET	Beverages	External For-Profit	FP .735:	735.
Send to Campus Calendar	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENET		External For-I	FP .735:	735.
Will you need security staff?	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENET		External For-I	FP .735:	735.
ARTS 111	\$0.00	+ Add	\$0.00		\$0.00	COLLEGENET		External For-I	FP .735:	735.

Image: **Adjustment** and **Charge To** updates for individual occurrences can be made in the **Occurrence View** tab .

- You can also change the rate schedule and rate group to apply to a line item when it's being adjusted. Click **Save** to complete your change.
 - Use the edit icon to update any existing adjustments.
 - Click **Delete** within the editing window to remove an adjustment from the event.
- Charging to an Organization** - Use the dropdown in the Charge To column for a line item to change the client organization responsible for the charge, if multiple organizations have been attached to the event. Charge updates can be made for the entire event from the **Line Item View** or on individual occurrences from the **Occurrence View**.
 - When you change the responsible organization in the Charge To column, the line item is moved to a separate section with pricing for that organization client.
- Combine Related Events** - Select the **Combine Related Events** checkbox to merge the pricing lines of all related events into your table. Selecting this box will also add a Reference column to your pricing table which displays the event reference number associated with each line item.



Tip: Hide Zero Dollar Line Items

Use the **Hide No-Charge Items** checkbox, above the Summary, to hide all items that have a total of \$0. Use the icon next to the line item name to hide only that item.

25Live Accounting

For information on the 25Live Accounting tool, see the articles on [25Live Accounting](#) (for Administrators).