

Generating an Invoice



Security Note

To view the Pricing tab of an event, a user must have the following permissions in [Series25 Group Administration](#):

- Basic Options: 4.0 *View Pricing on Events*
- [Object Security](#) Edit permissions to the event

To Generate an Invoice From 25Live



Note: An Invoice Must Be Defined for the Event Type

To generate an invoice, there must be an invoice defined in the **Reports** section of the [Event Types List](#) for that event type.

1. Go to the Event's Details View

[Find the event](#) in 25Live and view its [details](#).

2. Go to the Pricing View

Use the **Pricing** tab to go to the Pricing view.

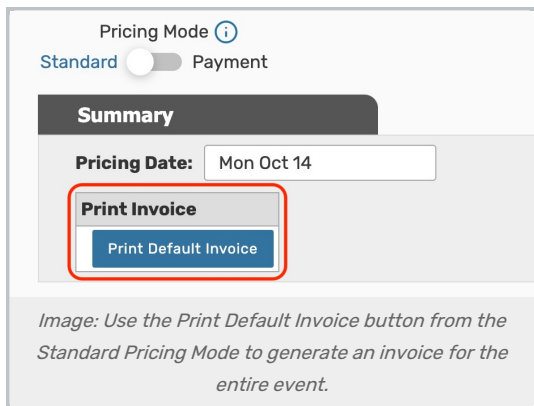
3. Print Invoice From the Summary Section

Scroll down to the **Summary** section to find the **Print Invoice** section. If your **Pricing Mode** is set to **Standard**, you can print an invoice report for the entire event. If you are in **Payment** mode, you can select a custom invoice if you have any available.



Tip: Refreshing Pricing

An alert may request for you to **Refresh this Event's Pricing**, and it's generally a good practice to be in before generating an invoice.



Pricing Mode ⓘ
Standard ☐ Payment

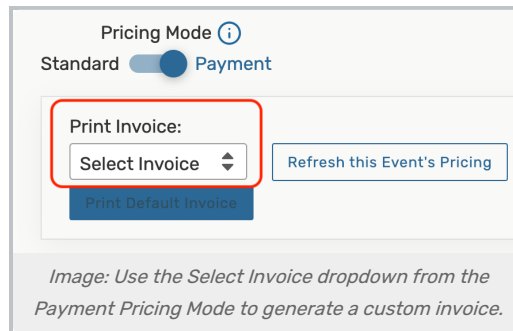
Summary

Pricing Date: Mon Oct 14

Print Invoice

Print Default Invoice

Image: Use the Print Default Invoice button from the Standard Pricing Mode to generate an invoice for the entire event.



Pricing Mode ⓘ
Standard ☐ Payment

Print Invoice:

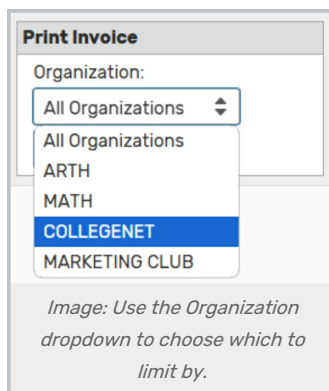
Select Invoice ▾

Print Default Invoice

Refresh this Event's Pricing

Image: Use the Select Invoice dropdown from the Payment Pricing Mode to generate a custom invoice.

This button uses the default invoice report associated with the event's type. If no default invoice report has been configured, you must select a report from the More Actions menu (see below).



Print Invoice

Organization:

All Organizations ▾

All Organizations

ARTH

MATH

COLLEGENET

MARKETING CLUB

Image: Use the Organization dropdown to choose which to limit by.

You may also export/print an invoice that is limited by Organization. Use the **Organization** dropdown when available to choose which org to limit by, or select **All Organizations**. If event has one organization, then the dropdown does not display.

Delete Invoice: January Invoice
Create Invoice

STUDENT CENTER

Invoice #: 15-88

[> Send Payment Request](#)
[> Payments](#)

Totals

Item	List Price	Adjustments	Price	Taxes	Total	Payments	Outstanding Balance	Charge To
Subtotals:	\$0.00		\$0.00	\$0.00	\$0.00			STUDENT CENTER
Grand Total								

Image: After selecting a generated invoice, you have the option to edit the Invoice number.

After generating an invoice, you can select it along the left-hand column. When an invoice is selected, more options are available, such as the ability to edit the invoice number using the edit icon (80 characters, alphanumeric characters, and special characters allowed). You may also lock a selected invoice.

See [Viewing and Modifying Event Pricing](#) for more pricing and invoicing options.



Tip: Generate an Invoice From More Actions

CollegeNET Summer Film Festival ☆
CollegeNET Summer Film Festival: Up

Confirmed

2023-AAHLNV

Sun Jun 16 7:00 pm - 9:00 pm

ARTS 111
 ARTS 301

[Go to Search](#)
[Recently Viewed](#)
[Help](#)

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Print Report

Email Event

Delete Event

Edit Ownership

Subscribe

Collapse

Print a Report for This Event

Default Invoice: Event Invoice (Related)
 Default Confirmation: Event Confirmation (Detailed)
 Event Confirm (Detailed) Estimate
 Event Confirm (Related) Estimate
 Event Confirmation (Academic)
 Event Confirmation (Related)
 Event Invoice

Event Document: Facilities Use Agreement
 Event Document: New Document

Image: Use the Print Invoice link in More Actions menu for an alternative way to print an invoice.

You can also use the **Print Invoice** option in the **More Actions** display to choose to output an **Invoice** in different formats (if an invoice has been [defined for that event's event type](#)). Using this method will only output an invoice for the whole event using standard pricing, not [custom](#) invoices. If no invoice report is available in the options, it is because none has been associated with the event type in the 25Live [Event Types List](#).



Tip: Search for all Events or Organizations That Have Invoices

Use the **Has Invoices** advanced search criteria find all of the events or organizations have had invoices generated.

To Generate an Invoice From the 25Live Accounting Tool

For information on generating an invoice for a specific client organization using the 25Live Accounting tool, see articles on [25Live Accounting](#).
