

## Generating an Invoice



### Security Note

What you can see and do in this application depends on the security permissions associated with your 25Live user account. If you can't access something you think you should be able to, contact your 25Live Administrator.

## To Generate an Invoice From 25Live



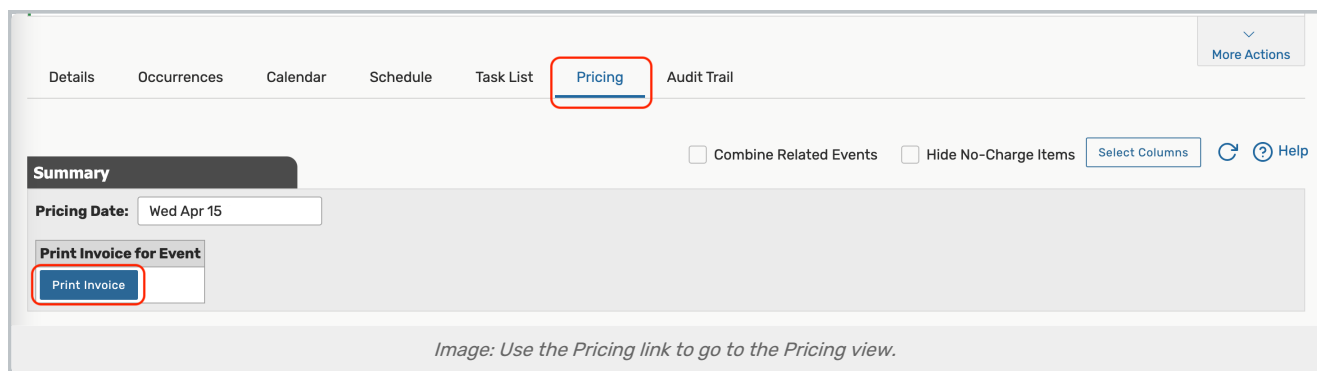
### Note: An Invoice Must Be Defined for the Event Type

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

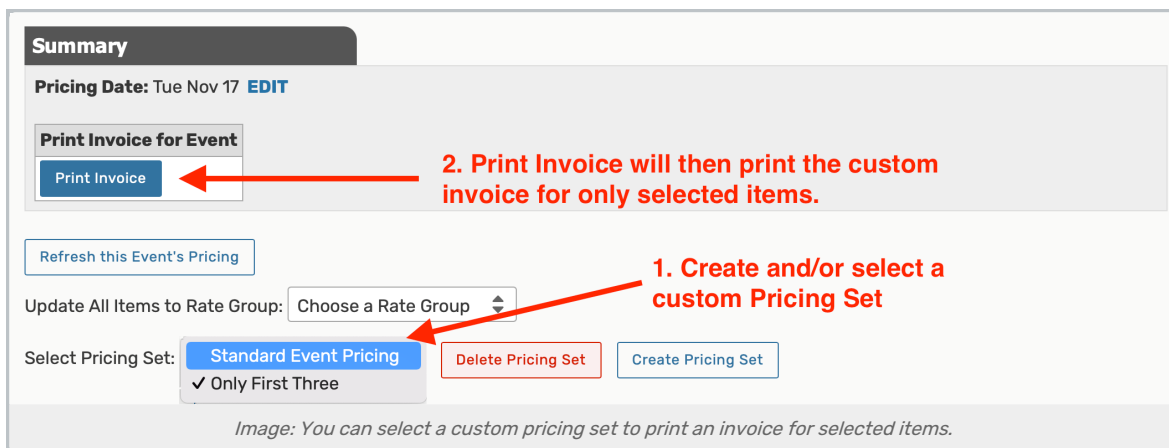


Use the **Pricing** link to go to the Pricing view.

### 3. Print Invoice From the Summary Section

Scroll down to the **Summary** section to find the **Print Invoice** button. Use the button to download a PDF invoice report for the whole event using standard pricing.

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).



**Summary**

**Pricing Date:** Tue Nov 17 [EDIT](#)

**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](#) [Delete Pricing Set](#) [Create Pricing Set](#)

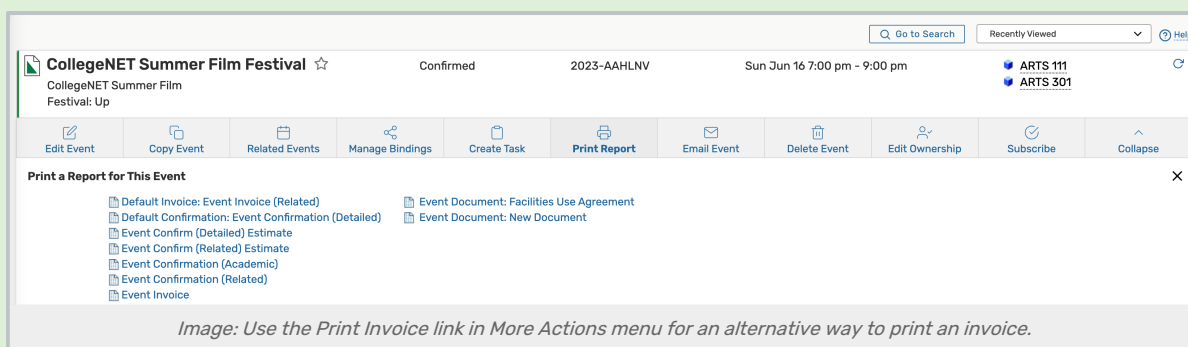
✓ Only First Three

*Image: You can select a custom pricing set to print an invoice for selected items.*

If you want to generate a custom invoice for only selected items, you can use the [Create Pricing Set](#) button for a custom set, select that set, then use the **Print Invoice** button with your pricing set selected to create a custom invoice.



### Tip: Generating Invoice From More Actions



**CollegeNET Summer Film Festival** ☆ Confirmed 2023-AAHLNV Sun Jun 16 7:00 pm - 9:00 pm ARTS 111 ARTS 301

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 any [custom pricing sets](#). If no Invoice report is available in the options, none has been associated with the event type in the 25Live [Event Types List](#).

## 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](#).