

Invoicing for Specific Occurrences in 25Live Pricing (Creating an Invoice)



Security Note

Functionality described here requires special permissions are setup in [Group Administration](#).

- Basic Options: 4.0 *View Pricing on Events* = Yes
- Basic Options: 4.1 *Edit Pricing on Events* = Yes
- Basic Options: 5.0 *View Payments on Events* = Yes
- Basic Options: 5.1 *Manage Payments on Events* = Yes
- Event editing Object Security Permissions

In This Article:

- [To Configure a New Custom Pricing Invoice](#)
- [Editing Invoices](#)
- [To Apply an Existing Customized Occurrence Configuration](#)

25Live pricing allows you to specify which event occurrences to invoice for. For example, you may want to customize an invoice to...

- Bill for only one month in a long series of event occurrences
- [Invoice](#) only those occurrences that use specific locations or resources
- Make price adjustments for only some occurrences within related events

You can create additional, separate invoices for any set of occurrences.



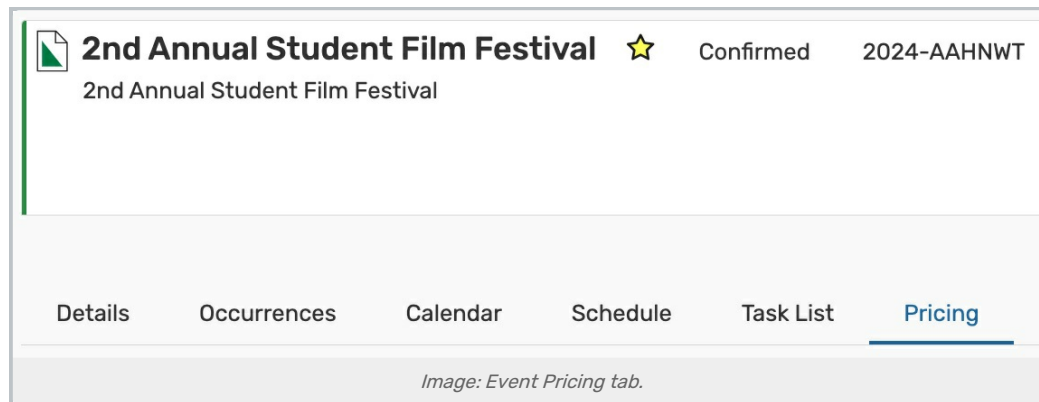
Warning: Be Careful Deleting

We don't recommend deleting custom invoice configurations unless you're *absolutely sure* they are not being used anywhere, as it can result in an "orphaned" invoice that is difficult to revisit or work with.

To Configure a New Custom Pricing Invoice

1. Go to the Event Details Pricing View

Tap or click on the event's name from any view to go to the [Event Details](#), then choose the [Pricing](#) view.



If you created a new event, you could also choose to go to the **Event Details** immediately after saving the event.

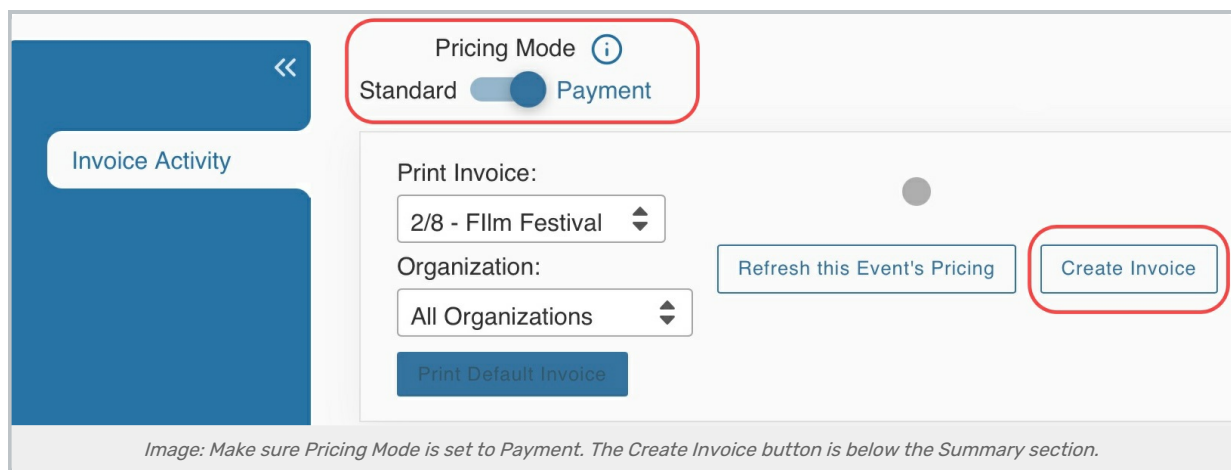


Tip: Related Events Pricing

You can also include [related events](#) and their occurrences when customizing your invoices.

2. Make Sure You Are in Payment Mode

You will need to have the **Pricing Mode** toggle set to **Payment** to create custom invoices.



3. Choose Options, and Use the Create Invoice Button

Depending on the event, you may have an option to limit by **Organization** using the dropdown selection. Use the **Create Invoice** button as shown in the image above.

4. Complete Basic Information and Choose Requirements

- Complete the **Name** field
 - Optionally, you can select the **Include Event Type** checkbox. Check this box if you want an event type with a custom formula to display on the invoice
- Choose **Requirements** by checking boxes next to your choices

Create Invoice

Name and Event Type

Name

☐ Include Event Type (already billed)

Requirements (4/2 billed)

0 of 2 rows selected

<input type="checkbox"/>	Already Billed	Name
<input type="checkbox"/>	Yes	Send to Campus Calendar
<input type="checkbox"/>	Yes	Send to Student Events Calendar

Occurrences (0/61 billed)

☒ Select From List
 ☐ Bill By Date Range
 ☐ Include All

0 of 61 rows selected

<input type="checkbox"/>	Already Billed	Name	Title	Segment	Segment Comment	Start	End	Comment	Locations	Resources
<input type="checkbox"/>	No	2nd Annual Student Film Festival	2nd Annual Student Film Festival	Fridays in Student Center		Fri Feb 07 2025 7:30 pm	Fri Feb 07 2025 10:00 pm		BCC Theater	AV - Extension Cords, AV - Laptop - Mac, AV - Microphone - Hand Held with Cord, AV - Microphone Stand, AV - Overhead Projector, AV - Screen - 10', AV - Sound System, AV - Technician, AV - Power Strip, FS - Soda

Image: Create Invoice options using Select From List.

5. Choose Occurrences


In the **Occurrences** section, You may:


- **Select From List** - to choose specific occurrences to bill
 - Any updates for the selected occurrences will be automatically reflected in the invoice

Requirements (4/2 billed) ▼

Occurrences (0/61 billed) ^

☐ Select From List
 ☒ Bill By Date Range
 ☐ Include All

Start
 Mon Jul 06 2026
 

End
 Fri Jun 19 2026
 

< Jul 2026 >

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Create Invoice

Image: Use the calendar picker to select the date range if using that option.



Tip: Creating a Blank Invoice

If you'd like to create a blank invoice, use the **Select From List** option, then don't check any occurrences. A **Name** for the invoice will still be required.

- **Bill By Date Range** - to include all items within a specified date range you will be asked to edit
 - With this option, occurrences added or removed from the event will be automatically added or removed from the invoice
 - If an occurrence within the range is already associated with another invoice, a conflict message will display
- **Include All**
 - Any new occurrences added will be automatically included in the invoice, and any updates will also be automatically reflected

You can also edit which occurrences are included later, inline in the "Included Occurrences" section in Payment mode view.



Tip: Moving Occurrences, Removing, Billing Specifically

If you need to bill specific occurrences to a different invoice, you can use the **Invoice To** column when viewing in **Occurrence Mode**. You can also **Remove** an occurrence from an invoice in this column as well as use **Create New** to invoice for just that occurrence.

5. Save Your New Configuration

Use the **Create Invoice** button to save your new custom invoice configuration.

You will see an **Included Occurrences** section after saving that displays the applied date range or occurrence dates. You may edit the dates. These choices may be locked if the invoice is locked, and an alert may display for conflicts.

6. *(Optional)* Print the Invoice

Use the **Select Invoice** dropdown and select an option to generate the custom invoice.

Editing Invoices

1. Use the Edit Button

Go to the invoice's view using the left-side links. Find and use the **Edit** button.

2. Make Changes and Save

In the editing modal window, you can check or uncheck occurrences or change the date range, depending on the type of billing you chose when creating this invoice. Use the **Update Invoice** button to save when finished.

To Apply an Existing Customized Occurrence Configuration

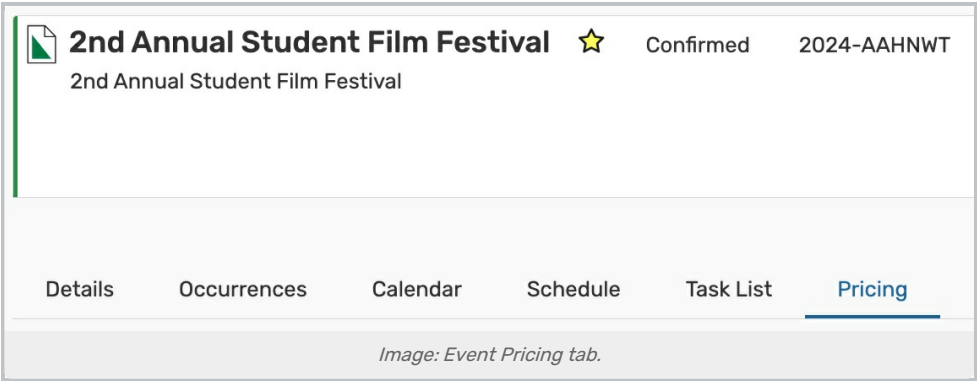


Note

Customized occurrence invoices cannot be used for Draft events.

1. Go to the Event's Details Pricing View

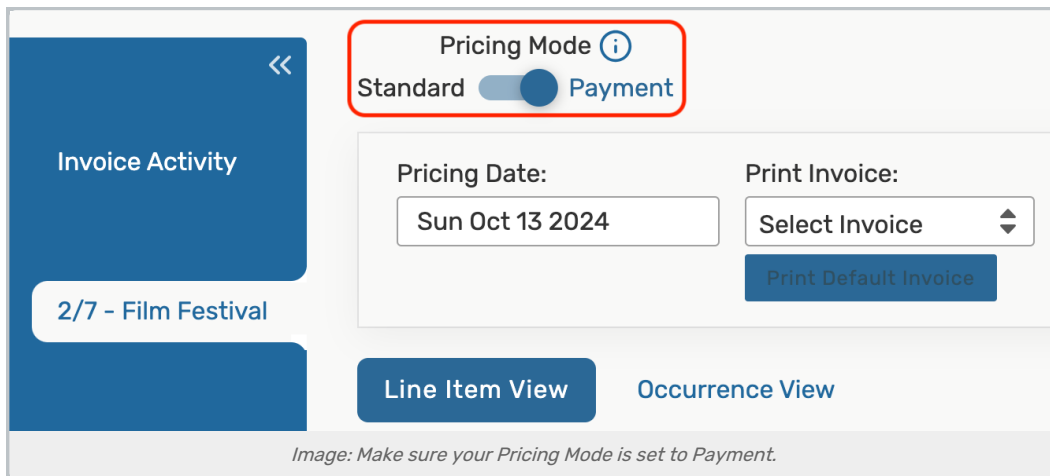
Tap or click on the event's name from any view to go to the Event Details, then choose the **Pricing** view.



2. Set Pricing Mode to Payment

Pricing Mode needs to be toggled to **Payment**.

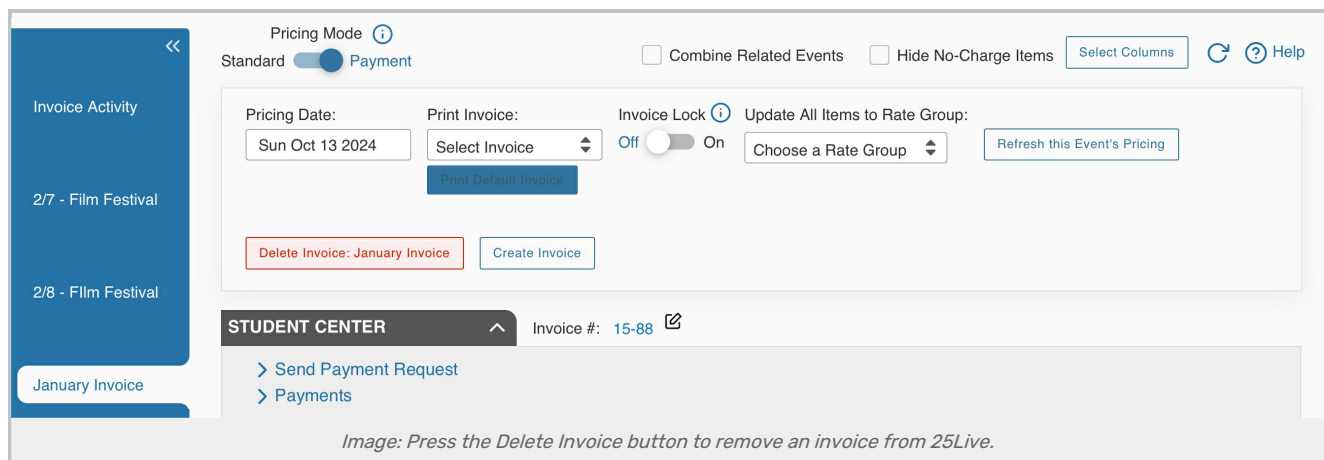
Note: Switching between modes is not recommended. Adjustments made in one mode will not be reflected in the other.



3. Select a Configuration

Once created, custom invoices will be displayed in the sidebar in their own tabs.

4. Take Actions or Delete the Custom Invoice Configurations



You can [print your invoice](#) or [manage payments](#). If you need to make adjustments, you will need to return to the **Standard Pricing Mode**.

The **Invoice Lock** option can be toggled to prevent updates from reservation changes and formula changes. Once toggled on, the **Update All Items to Rate Group** dropdown and **Refresh this Event's Pricing** button will be hidden.

Use the **Delete Invoice** button to remove existing custom invoice configurations and associated activity.