

Accessing Series25 Pricing

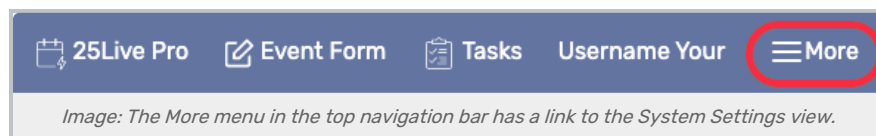
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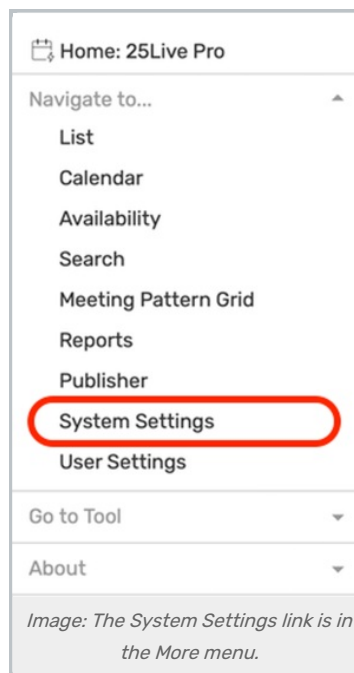
Security Note: These Settings Require Administrative Access

To access pricing configuration, your 25Live user must have administrative security permissions (see [Security Permissions Required for Pricing](#)). If you would like any of the described settings changed for your instance of 25Live, contact your 25Live administrator.

25Live features a System Settings menu to allow administrators to conveniently adjust some settings without needing to leave 25Live for another Series25 tool.



After logging into 25Live Pro as a system administrator or another user with appropriate permissions, open the **More** menu in the top navigation bar.



Use the menu link to go to the **System Settings** view.

Within the System Settings view, click the **Pricing Settings** tab. From here, you can:

- Create [Rate Groups](#) and [Tax Schedules](#)
- Add price formulas to [Pricing Schedules](#)
- Copy pricing schedules (see subsection in [Pricing Schedules](#) page)
- Configure [Invoice Account Numbers](#) and [Pricing Times](#)

