Accessing Series25 Pricing
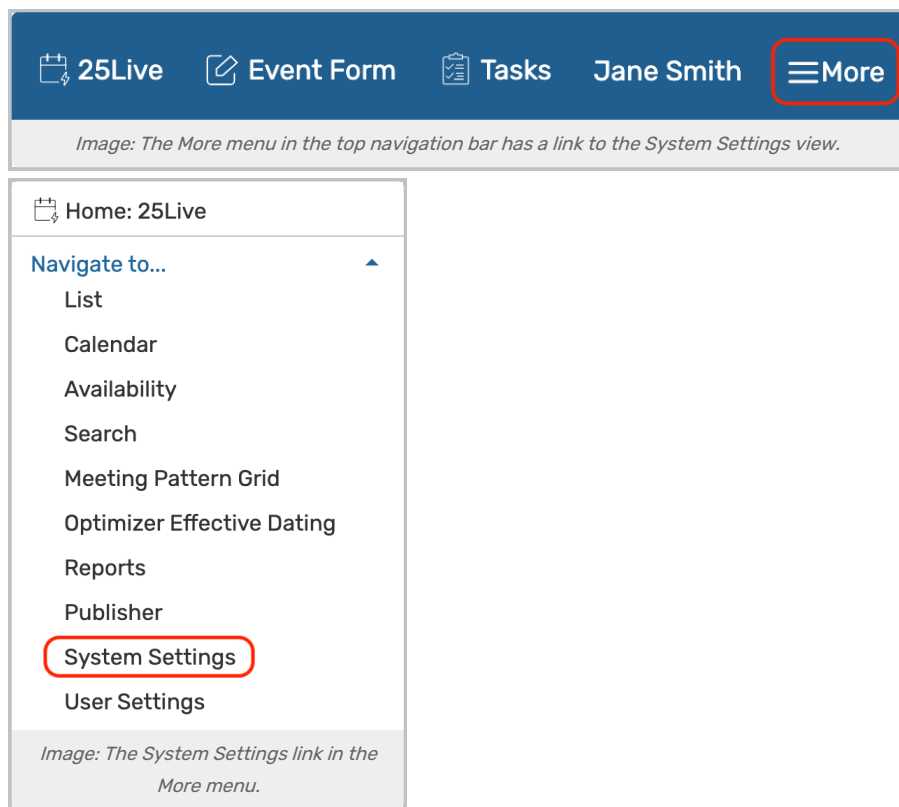
> 🔒 **Security Note: These Settings Require Administrative Access**
>
> To access pricing configuration, your 25Live user must have administrative security permissions (see Security Permissions Required for Pricing). If you would like any of the described settings changed for your instance of 25Live, 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.

The **System Settings** section is accessible from the **More** menu in the top navigation bar.

Image: The More menu in the top navigation bar has a link to the System Settings view.

Image: The System Settings link in the More menu.

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

Master Definitions	Search Settings	Pricing Settings	Publisher Settings

Rate Schedules

Rate Schedules
- Rate Schedules
- Edit Schedules
- Create Schedule

All ▾

Choose Columns ⟳

Name	Type	View/Edit	Copy
Alcohol Permit	Requirements	Edit	Copy
Beverages	Resources	Edit	Copy

Image: Pricing options within the System Settings area.