

Invoice Account Numbers in Series25 Pricing

You can set up two types of **account numbers** in Series Pricing—**credit account numbers** and **debit account numbers**. Both numbers can be generated by 25Live and appear on printed invoices.

These account numbers use codes that are attached to rate groups, rate schedules, and organizations. Your school can define how to use these codes, including which ones to include, the order the codes appear, and any other text or separators to use along with them.

Multi-element account numbers help you integrate your accounting practices in other systems with 25Live event pricing. This provides:

- Consistency between 25Live and other accounting tools you use
- Flexibility in how account numbers are generated
- The ability to use both credit numbers and debit numbers

Using Account Codes

As you create rate schedules, rate groups, and organizations, you can define accounting codes in the appropriate fields. Rate schedules allow you to add separate codes representing debit and credit accounts.

Organization	OrganizationCode
Boy Scouts	444
Campus Media	652

Rate Group	Group Code
Non-Profits	NP
Internal Group	IG

Rate Schedule	AccountNumber (Credit)	AccountNumber (Debit)
Projector Rental	7701	7702
Conference Room	8719	8720

Next, decide a format for these codes in the **Accounting Formats** area of Pricing Settings in [25Live System Settings >](#)
Pricing settings:

System Settings

General Settings

Event Save Email

Event Form Settings

Embedding

Blackout Management

Document Management

Service Portal

Master Definitions

Search Settings

Pricing Settings

Publisher Settings

Rate Schedules

Pricing Set-Ups

Account Formats

Accounting Formats

Rate Schedule Account Formats

These fields are used to populate the debit and credit account fields for each chargeable item for an event. They are present when you view pricing of an event.

Keywords

There are three available keywords for these fields, one or more of which can optionally be used along other text for formatting purposes. Click on a keyword to copy it to your clipboard.

OrganizationCode

The organization record account number field.

GroupCode

The Rate Group "Code Group" (example: FP, IN, NP).

AccountNumber

This is two fields: Credit Account Code and Debit Account Code from the rate schedule.

Example: OrganizationCode[AccountNumber]

Credit Account Format

OrganizationCode.AccountNumber

Debit Account Format

GroupCode.OrganizationCode:AccountNumb

Save

Cancel

Image: Accounting Formats page.

In the Debit and Credit Account Format boxes, enter the codes as they are used by your institution. The following variables will be replaced by the relevant codes, while other text (including punctuation) is preserved.

- OrganizationCode
- GroupCode
- AccountNumber (used for both credit and debit)



Using the previous examples, here are some formats that would result in various credit or debit numbers on a 25Live invoice for the Boy Scouts renting a projector.

Format	Credit	Debit
OrganizationCode-GroupCode-AccountNumber	444-NP-7701	444-NP-7702
AccountNumber:OrganizationCode:GroupCode	7701:444:NP	7702:444:NP
GroupCode.OrganizationCode-AccountNumber	NP.444-7701	NP.444-7702

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These codes are visible on the pricing summary page in 25Live on the far right of the table:

Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
COLLEGENET		External Fo 	FP .735:	735.
COLLEGENET	Medium Space (30-99)	External Fo 	FP .735:	735.
<i>Image: 25Live Pricing account codes.</i>				