

Pricing Introduction

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Welcome to setting up pricing in Series25! These pages explain the main concepts of Series25 pricing and walk you through how to set it up, including examples that you can modify for your own use. It can be a little daunting at first, but this breakdown will give you the tools and confidence you need.

Pricing Mode ⓘ
Standard ☒ Payment ☐
☐ Hide No-Charge Items

Summary

Pricing Date: Mon Oct 14
Print Invoice
Print Default Invoice

Update All Items to Rate Group:
Choose a Rate Group

Line Item View Occurrence View

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Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
AV - Extension Cords ⓘ	\$0.00	<input type="button" value="+ Add"/>	\$0.00		\$0.00	STUDENT CENTER		Co-Sponsor <input type="button" value="v"/>	CS .:	.
AV - Laptop - Mac	\$15.00	<input type="button" value="+ Add"/>	\$15.00		\$15.00	STUDENT CENTER	Laptop Rental	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
AV - Microphone - Hand Held with Cord	\$20.00	<input type="button" value="+ Add"/>	\$20.00		\$20.00	STUDENT CENTER	Microphone Equipment	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
AV - Overhead Projector	\$20.00	<input type="button" value="+ Add"/>	\$20.00		\$20.00	STUDENT CENTER	Small AV Equipment	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
AV - Power Strip ⓘ	\$0.00	<input type="button" value="+ Add"/>	\$0.00		\$0.00	STUDENT CENTER		Co-Sponsor <input type="button" value="v"/>	CS .:	.
AV - Screen - 10"	\$20.00	<input type="button" value="+ Add"/>	\$20.00		\$20.00	STUDENT CENTER	Small AV Equipment	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
AV - Sound System	\$35.00	<input type="button" value="+ Add"/>	\$35.00		\$35.00	STUDENT CENTER	Large AV Equipment	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
AV - Technician	\$126.00	<input type="button" value="+ Add"/>	\$126.00		\$126.00	STUDENT CENTER	Service Staff	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
BCC Theater ⓘ	\$0.00	<input type="button" value="+ Add"/>	\$0.00		\$0.00	STUDENT CENTER	Large Space (>100)	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
Film / Movie ⓘ	\$0.00	<input type="button" value="+ Add"/>	\$0.00		\$0.00	STUDENT CENTER	Film Permit	Co-Sponsor <input type="button" value="v"/>	CS .:	.
FS - Soda	\$0.00	\$152.00 <input type="button" value="v"/>	\$152.00	Food and Beverage Tax: \$3.04	\$155.04	STUDENT CENTER	Coffee and Soft Drinks	Co-Sponsor <input type="button" value="v"/>	CS .:345678	.123456
Send to Campus Calendar ⓘ	\$0.00	<input type="button" value="+ Add"/>	\$0.00		\$0.00	STUDENT CENTER		Co-Sponsor <input type="button" value="v"/>	CS .:	.
Send to Student Events Calendar ⓘ	\$0.00	<input type="button" value="+ Add"/>	\$0.00		\$0.00	STUDENT CENTER		Co-Sponsor <input type="button" value="v"/>	CS .:	.
Subtotal	\$236.00	\$152.00	\$388.00	\$3.04	\$391.04					
Adjustments:		<input type="button" value="+ Add"/>								
Total	\$236.00	\$152.00	\$388.00	\$3.04	\$391.04					

Totals

Item	List Price	Adjustments	Price	Taxes	Total	Charge To
Subtotals:	\$236.00	\$152.00	\$388.00	\$3.04	\$391.04	STUDENT CENTER
Grand Total	\$236.00	\$152.00	\$388.00	Food and Beverage Tax: \$3.04	\$391.04	

Image: Pricing view on a 25Live event.

Why Use Event Pricing?

Pricing is a way to invoice your clients for the use of your spaces and resources within 25Live. You can also add charges based on the type of event or any [event requirements](#). 25Live's pricing configuration allows you to set different rates for groups based on who they are.

For example, you may charge the Ultimate Frisbee Club and the Student Government Association \$20 dollars per hour for the use of a conference room because they are both student groups. If an outside

organization like CollegeNET requests the use of the same space, you charge \$30 dollars per hour because they are a for-profit group.

Here are just a few ways pricing is helpful in 25Live:

- Once pricing is set up, it's automatically applied to every event in 25Live.
- It can be as simple or as complex as you need because all rates are determined using formulas.
- Invoices can be emailed directly from the event in 25Live.
- You can charge for a variety of different items associated with an event (locations, resources, types, and requirements).
- Taxes and fees can be included based on the type of group sponsoring the event (student, non-profit, for-profit, etc.).
- You can include multi-element credit and debit account numbers.
- Invoices are easy to modify based on individual line items or the total cost of the event.
- Payment can be requested from 25Live, with the option to use a Stripe or 7 Point Ops integration.

Event Invoice Lifecycle

Before you dive into the finer details of Series25 pricing, let's take a look at the lifecycle of an event from creation to invoicing to give us a high-level foundation for understanding the components that come into play.

As we create our event, we need to select a **Primary Organization**. That organization has an **Organization Type** which also should have a **Rate Group** attached. This connects to the **Rate Schedule** with **Pricing Sheets** that generate the pricing calculations on the event. The end result is an invoice that can be provided to clients.

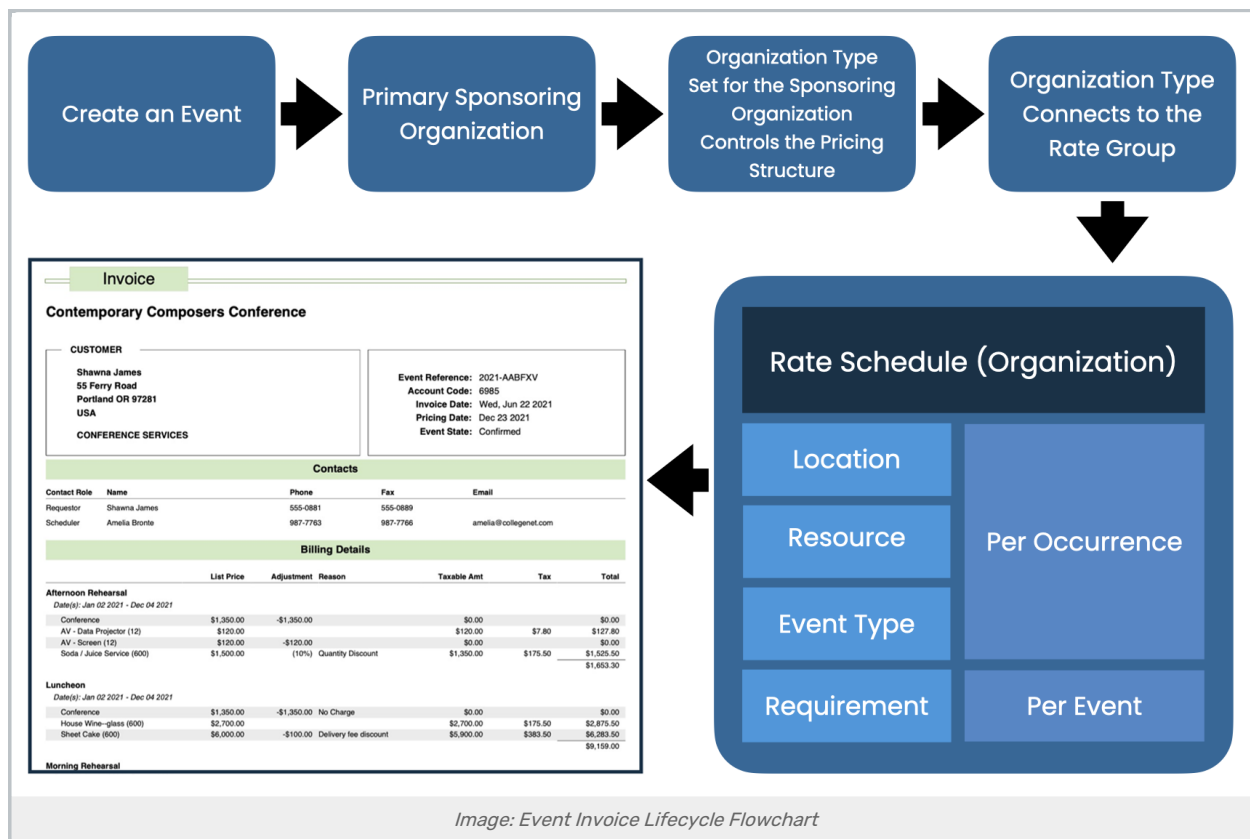


Image: Event Invoice Lifecycle Flowchart

Getting Started

Your first step in implementing Series25 pricing is to gather your existing institutional pricing knowledge. You're not starting from zero—if you already charge clients for use of your rooms, you already have some way of tracking how to calculate those charges. Whether it's in a set of Excel sheets, a web page, or a paper notebook, just make sure you have a clearly defined system of charging people for their events that you can easily reference.

Next, follow the articles linked on the right. If you have questions as you go through, please feel free to let us know by contacting your account manager at series25implementation@collegenet.com or our support team at asktrainers@collegenet.com.

To find the pricing configuration area in 25Live, see [Accessing Series25 Pricing](#).

UP NEXT: Basic Components