



# Event Pricing

## Pricing Overview

### Description of 25Live pricing

The 25Live Administration Utility includes pricing functionality that allows you to charge for events and their associated use of locations and resources. Event pricing is generated using three components: rate groups, rate schedules, and tax schedules. These three components must be set up as described in [“Setting Up 25Live Pricing”](#) before event schedulers can use 25Live to price events.

### Pricing components

- The **rate group** is the type of organization paying for the event.
- The **rate schedule** is used to calculate the event’s price based on any of the following:
  - The event type of the event
  - The location(s) assigned to the event
  - The resource(s) assigned to the event
  - The requirements of the event
- **Tax schedules** are used to calculate any applicable taxes for the event and are applied to rate schedules.

You can also set up multi-element credit and debit account numbers and specify if pricing should apply to the entire event (including setup, takedown, pre-event, and post-event time) or not.

### Example

Presentation Makers, a local business, is holding a workshop on campus Saturday the 24th. This is an all-day event which requires an alcohol permit. This group has also been promised a \$200 credit.

Billable item	Rate	Qty	Cost
<b>Event:</b> Workshop	\$200 flat rate + \$10/hr	8 hrs	\$280
<b>Location rental:</b> Finnegan Hall	\$75/hour (Business group weekend rate)	8 hrs	600
<b>Resource:</b> Coffee service	\$2/person	50	100
<b>Tax</b>	Food/beverage 5%		5
<b>Resource:</b> Box lunches	\$10 each	50	500
<b>Tax</b>	Food/beverage 5%		25
<b>Requirement:</b> Alcohol permit	\$300 flat rate		300
		<b>Subtotal</b>	\$1810
	Manual adjustment (credit)		-200
		<b>Total</b>	\$1610

## Rate groups

### Definition

A rate group is a descriptor for organizations that are charged identical rates for types of events, locations, resources, and requirements.

Rate groups allow you to generate pricing for an event even if the event doesn't specify a primary organization. If a primary organization is specified, 25Live uses the default rate group for that type of organization (see "[Default rate groups](#)") unless you change the rate group for the event.

### Examples

Here are some examples of rate groups you might have:

- Non-profits
- Businesses
- Government organizations
- Internal groups

## Purpose and benefits of rate groups

Rate groups allow schedulers to easily charge the appropriate fees and taxes for events.

- Schedulers don't have to look up rate information outside 25Live.
- Organizations are consistently charged the same rates as like organizations. (For example, all non-profit organizations are treated the same.)

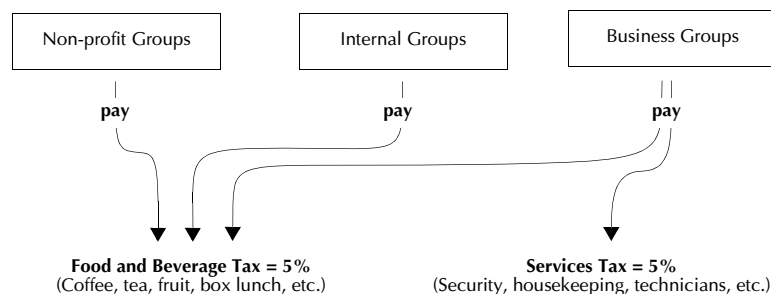
## Tax schedules

### Definition

A tax schedule defines the percentage of the cost to be added to certain types of billable items. Tax schedules are created for groups of items and are applicable to particular rate groups.

### Example

Here's an example: All the rate groups at the university must pay the Food and Beverage Tax. Only the business groups, however, have to pay the Service Tax:



## Purpose and benefits of tax schedules

Tax schedules allow you to automate the process of taxing your billable items.

## Rate schedules

### Definition

A rate schedule is a collection of pricing rules for a set of related items. Each of the included items (locations, resources, requirements, and event types) is priced according to the same rules.

## Rate schedule types

A rate schedule can be one of these four types:

- *Event Type* where pricing is based on event type
- *Location* where pricing is based on the locations assigned
- *Resource* where pricing is based on the resources assigned
- *Requirement* where pricing is based on event requirements

## Rate schedule components

Rate schedules have three components:

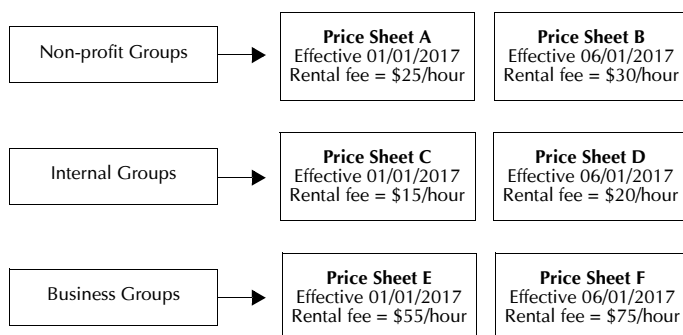
- Price sheets
- Tax schedules (if applicable)
- Billable items

## Price sheets

One or more price sheets can be defined for each rate group. Each price sheet has an effective date. Rate schedules can have many price sheets for a single rate group, each with a different effective date.

In this example, the rate schedule for a group of large rooms includes price sheets for three different rate groups. Each rate group has a price sheet effective from January 1, 2017 and a price sheet effective from June 1, 2017.

### Rate Schedule: Large (50+) Room Rental Fees

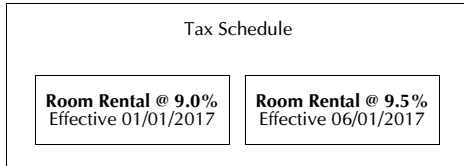


Price sheets are defined using formulas similar to those used in many spreadsheet applications. See [“Pricing Formula Examples and Variables”](#) for details.

## Applying tax schedules to rate schedules

You can apply one or more tax schedules to each rate schedule. In this example, a service tax of 9% is applied to the rate schedule and the tax rate changes on a future date.

## Rate Schedule: Large (50+) Room Rental Fees



## Billable items

For each rate schedule, you indicate to which billable items the price sheets and tax schedule apply. In this example, we've identified the four rooms to which the Large (50+) Room Rental Fees rate schedule applies.

## Rate Schedule: Large (50+) Room Rental Fees



## Rate schedule types and billable items

The example above is a location type rate schedule, so its billable items are locations. Likewise, the billable items for event type rate schedules are event types; for requirements type rate schedules, requirements; for resource type rate schedules, resources.

## Billable item pricing possibilities

There are many ways to price a billable item with 25Live Pricing:

- A flat fee (regardless of time and/or quantity)
- A per hour charge with or without a minimum or maximum
- Based on the time of day and/or day of the week the item is used
- Based on the head count of the event
- Based on the required quantity of the item
- Combinations of the above, and more

See “Pricing Formula Examples and Variables” for details.



### Billable item pricing assumptions

25Live Pricing assumes the following:

- An event type is priced on the basis of each *event occurrence*.
- A location is priced on the basis of each *event occurrence* to which it has been assigned.
- A resource is priced on the basis of each *event occurrence* to which it has been assigned.
- A requirement is priced *irrespective of event occurrence*, in effect a flat fee, regardless of how many occurrences the event has.

## Purpose and benefits of rate schedules

Rate schedules provide a great deal of flexibility in how you price items, and they ensure campus-wide consistency in billing.

- You can charge different prices to different types of groups.
- You can apply taxes to certain types of items.
- You can set up many prices at once, each with a different effective date.
- Schedulers don't have to turn to another source to look up pricing practices and rules.

The pricing date specified for an event determines which rate schedules are available for selection for each item being invoiced. A single rate schedule is selected for each item with pricing attached (the default rate schedule is the one with the latest date falling before or on the event pricing date).

## Default rate groups

### Description

You can associate an organization type with a default rate group. This allows pricing to be automatically applied to events based on the corresponding rate schedule for the default rate group associated with the event's primary organization's type.

The American Red Cross is assigned the organization type "External (Non-Profit)".

The organization type "External (Non-Profit)" is associated with the default rate group "Non-Profit".

The rate schedule "Small Space" has pricing associated with the rate group "Non-profit" and the room BAQ110 as one of its billable items.

**Edit Organizations**  
 Edit details of this organization. Click "Save Changes" when you're finished.

<b>Organization Name *</b>	<b>Organization Title</b>	<b>Abbreviation (Schedule25 Key)</b>
AMERICAN RED CROSS	American Red Cross	
<b>Type</b>	<b>Rating</b>	<b>Accounting Code</b>
External (Non-Profit)	Good	

**Manage Organization Types**  
 You can change, add or delete multiple Types at a time. Click on any cell or checkbox to edit its value. Click "Update Types" to submit your changes.

Type	Default Rate Group	Active	Delete
Administrative	Internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Athletic	Internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External (For-Profit)	For-Profit	<input type="checkbox"/>	<input type="checkbox"/>
External (Non-Profit)	Non-Profit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Facilities	(none)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	Internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subject Code	Internal	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Edit Rate Schedule**

**Rate Name \*** Small Space (<30)      **Rate Type** Location

**Credit Account Code**      **Debit Account Code**

**Price Sheets**  
 Each Rate Group (left-hand tabs) can optionally have one or more Price Sheets, each of which should have one or more Rate Formulas. Click here for help with Rate Formulas.

Bluth Family  
 Business / For-Profit Group  
 For-Profit [1]  
 Internal  
 Non-Profit [1]

**Price Sheet**  
 Effective Date: 2011-11-09  
 Description: 75% of For-Profit Rate

**Rate Formula**  
 Event Time Range: None  
 Formula: .75 \* {For-Profit}

**Tax Schedules**  
 Sales Tax, Room Tax [EDIT](#)

**Billable Items**  
 ARTS 101, ARTS 102, ARTS 103, ARTS 104, ARTS 105, **BAQ110**, BAQ 108, BAQ 106, BAQ 104, HSC 120, HSC 110, HSC 130, HSC 210, HSC 220, HSC 230, USC MLE, USC&WLCK, MSC 102, MSC 104, MSC 106, MSC 108, MSC 110, MSC ARTL, MSC BDRM, SRC GRP, ARTS 106, ARTS 107, ARTS 108, ARTS 109, ARTS 110 [EDIT](#)

When an event is created that has the American Red Cross as its primary organization and the room BAQ110 assigned to it, 25Live automatically applies the appropriate Small Space rate schedule to the event and calculates the pricing for a Non-Profit organization.

## Account numbers

### Description

You can set up two types of account numbers in 25Live Pricing—credit account numbers and debit account numbers. Both numbers can be generated by 25Live using codes which are attached to rate groups, rate schedules, and organizations. Your school can define which elements to use, in which order the codes are placed, and what separators to use to create the account numbers. Once defined, these multi-element account numbers are generated by 25Live and appear on the event invoice.

### Example

The Boy Scouts often rent space and equipment from Central University. Central U has set up their rate schedules, rate groups, and organizations to generate both credit account numbers and debit account numbers:

Organization	Organization code
Boy Scouts	444
Campus Media	652

Rate Group	Group code
Non-Profits	NP
Internal Group	IG

Rate Schedule	Account Code (Credit)	Account Code (Debit)
Projector Rental	7701	7702

You can choose the account elements and format you want to use at your school. In the previous example, the account numbers for the Boy Scouts would look like this:

#### Possible Account Numbers for Boy Scouts

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



## Purpose and benefits of multi-element account numbers

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

## Pricing times

You can specify whether or not pricing for events should include setup, takedown, pre-event, and post-event time.

## Benefits of using 25Live pricing

Using 25Live to price events allows you to integrate the process of event planning with the process of event billing.

- Rate schedules—from the simplest to the most complex—can be built in the 25Live Administration Utility and automatically applied to events created in 25Live.
- Invoices can be emailed directly to customers from within 25Live.
- 25Live pricing reports help you understand the relationship between location and resource utilization and event revenue.

## Setting Up 25Live Pricing

### Process overview

Setting up 25Live event pricing using the 25Live Administration Utility is a four step process in which you:

Step	See...
1 Set functional and object security.	<a href="#">Setting functional and object security</a>
2 Create rate groups.	<a href="#">Creating rate groups</a>
3 Create tax schedules.	<a href="#">Creating tax schedules</a>
4 Create rate schedules.	<a href="#">Creating rate schedules</a>
You can also create credit and debit account numbers.	<a href="#">Defining and assigning account codes</a>

**Step****See...**

You can also specify when pricing should be applied to events.

[Specifying pricing times](#)

## Setting functional and object security

Before you start setting up pricing you need to determine which security groups should be able to create and modify pricing for events and generate event invoices and which groups will be in charge of creating and maintaining your pricing structure.

The group(s) in charge of creating/modifying pricing for events and generating invoices should have the following Pricing and Invoicing functional security settings, as well as full control object security over any event they are making pricing changes to and/or generating invoices for:

- Pricing Administration: Can't view
- Rate and Tax Schedules: Can view
- Rate Groups: Can't view
- Event Details Pricing: Can view, edit, and create
- Organization Accounting Code: Can view

The group(s) in charge of creating/maintaining your pricing structure should have the following Pricing and Invoicing functional security settings as well as full control object security over any event they are making pricing additions/modifications to:

- Pricing Administration: Can view, edit, and change
- Rate and Tax Schedules: Can view, edit, and create
- Rate Groups: Can view, edit, deactivate, create and delete
- Event Details Pricing: Can view, edit, and create
- Organization Accounting Code: Can view, edit and create

For detailed instructions on setting functional and object security, click Help from the Administration Utility and choose "Security Administration."

## Creating rate groups

1. In the 25Live Administration Utility, select the Pricing tab, then select the Rate Groups task tab.
2. Click Add Rate Group.
3. Enter a name for the rate group.

4. Enter a group code for the rate group. This code can optionally be a part of credit or debit account identifiers displayed with pricing, on invoices, and so on. See [Defining and assigning account codes](#).

**Manage Rate Groups**

You can act on multiple Rate Groups at a time. Click any cell or checkbox to change its value. Click Add Rate Group to enter a new Rate Group. Click Update Rate Groups to submit all your changes to the Rate Groups list. When you add a new Rate Group, remember to use the Configuration Utility indicate whether or not it should appear in 2SLive for non-privileged users.

Rate Group	Group Code	Active	Delete
Business/For-profit Group	BU	<input checked="" type="checkbox"/>	
Internal Group	IG	<input checked="" type="checkbox"/>	
New Rate Group		<input checked="" type="checkbox"/>	
New Rate Group 10	NRG10	<input checked="" type="checkbox"/>	
Non-profit Community Group	NP	<input checked="" type="checkbox"/>	

Annotations:

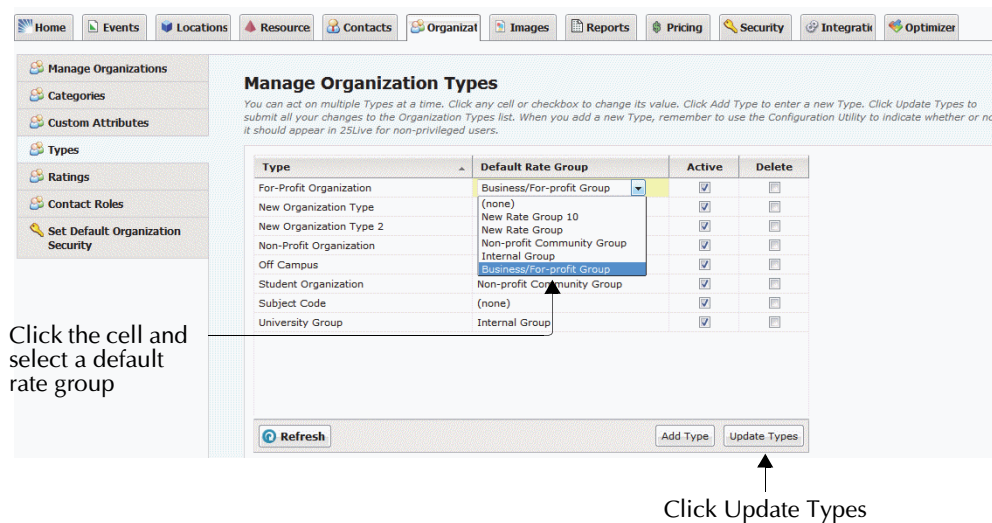
- Click to add a rate group (points to Add Rate Group button)
- Enter a name for the rate group (points to New Rate Group input)
- Enter a code for the rate group (points to NRG input)
- Click Update Rate Groups (points to Update Rate Groups button)

5. New rate groups are active by default. Optionally, un-check the box in the Active column to indicate the rate group is not active.
6. Repeat steps 2–5 to create more rate groups.
7. Click Update Rate Groups.

**Note:** To remove a rate group click its red X icon.

## Associating a rate group with an organization type

1. In the 25Live Administration Utility, select the Organizations tab, then select the Types task tab.
2. Click the text cell in the Default Rate Group column and select the default rate group from the drop-down list.



Click the cell and select a default rate group

Click Update Types

Type	Default Rate Group	Active	Delete
For-Profit Organization	Business/For-profit Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Organization Type	(none)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Organization Type 2	New Rate Group 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Profit Organization	Non-profit Community Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Off Campus	Internal Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Organization	Business/For-profit Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subject Code	Non-profit Community Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
University Group	(none)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Internal Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Refresh Add Type Update Types

3. Repeat step 2 for each of the other organization types with which you want to associate a default rate group.
4. Click Update Types.

## Creating tax schedules

1. In the 25Live Administration Utility, select the Pricing tab, then select the Create Tax Schedule task tab.
2. Enter a name for the tax schedule in the Tax Name field.
3. Click New Rate.
4. Enter or select a start date for the tax rate.
5. Enter or select a percentage value for the tax rate.
6. Repeat steps 3–5 to add more rates to your schedule.

**Note:** To remove a rate click its red X icon.

7. Check the boxes of the rate groups with which this tax schedule is associated.

The screenshot shows the 'Create Tax Schedule' form in the CollegeNET interface. The form is titled 'Create Tax Schedule' and includes the following sections:

- Tax Name\***: A text input field containing 'New Tax Schedule'.
- Rates**: A section with 'Start Date' set to '2014-10-14' and 'Tax Rate' set to '2.450%'. There is a 'New Rate' button below this section.
- Rate Groups**: A section with four checkboxes: 'Business/For-profit Group' (checked), 'Internal Group', 'New Rate Group', and 'New Rate Group 10'. There is also a 'Non-profit Community Group' checkbox.
- Buttons**: 'Create Tax Schedule' and 'Cancel' buttons at the bottom.

Annotations on the left side of the form indicate the following steps:

- 'Enter a name' points to the 'Tax Name' field.
- 'Enter a date and a tax rate' points to the 'Start Date' and 'Tax Rate' fields.
- 'Select rate groups' points to the 'Business/For-profit Group' checkbox.
- 'Click Create Tax Schedule' points to the 'Create Tax Schedule' button.

8. Click Create Tax Schedule. A message is displayed confirming successful creation of your new tax schedule.
9. Click Create Another Tax Schedule as needed.

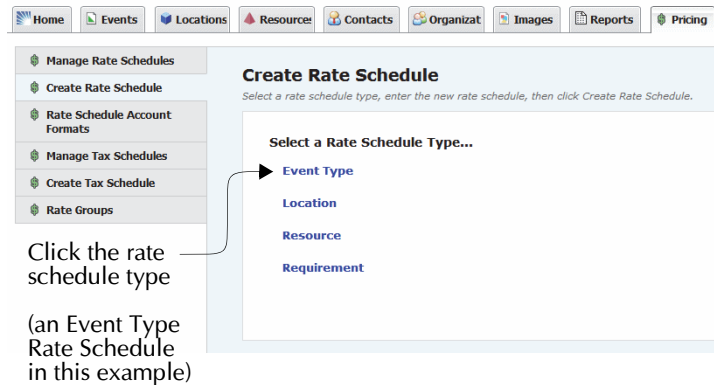
## Creating rate schedules

### To begin creating a rate schedule

1. In the 25Live Administration Utility, select the Pricing tab, then select the Create Rate Schedule task tab.
2. Select a rate schedule type from the list provided.
 

Select:

  - *Event Type* if the rate schedule should be applied based on the event type of an event.
  - *Location* if the rate schedule should be applied based on the locations assigned to an event.
  - *Resource* if the rate schedule should be applied based on the resources assigned to an event.
  - *Requirement* if the rate schedule should be applied based on the requirements of an event.



### To complete the rate schedule and add price sheets

3. Enter a name for the rate schedule in the Rate Name field.
4. Enter the credit account code in the Credit Account Code field.

5. Enter the debit account code in the Debit Account Code field.

The screenshot shows the 'Create Rate Schedule' form. At the top, there is a navigation bar with icons for Home, Events, Locations, Resource, Contacts, Organizational, Images, Reports, Pricing, Security, Integrations, and Optimizer. The main content area is titled 'Create Rate Schedule' and includes a sub-header 'Select a rate schedule type, enter the new rate schedule, then click Create Rate Schedule.' Below this, there are several sections:
 

- Rate Name\*** and **Rate Type** fields.
- Credit Account Code** and **Debit Account Code** fields.
- Price Sheets** section: A note states 'Each Rate Group (left-hand tabs) can optionally have one or more Price Sheets, each of which should have one or more Rate Formulas. Click here for help with Rate Formulas.' Below this is a list of rate groups: Business/For-profit Group, Internal Group, New Rate Group, New Rate Group 10, and Non-profit Community Group. A 'New Price Sheet' button is located to the right of the Business/For-profit Group.
- Tax Schedules** section: A list of checkboxes for '25Live Tax Schedule', 'New TS 1', and 'Tax Nouveau'.

 Annotations with arrows point to:
 

- 'Enter a name' pointing to the Rate Name field.
- 'Enter credit and debit account codes' pointing to the Credit and Debit Account Code fields.
- 'Click the Rate Group...' pointing to the Business/For-profit Group in the Price Sheets list.
- '...then click New Price Sheet' pointing to the 'New Price Sheet' button.

6. In the Price Sheets section, click the rate group for which you want to create a price sheet, then click New Price Sheet.
7. In the Effective Date field, enter or use the calendar control to select the first date the price is effective. You can create different prices for different effective dates (for example, if a price changes from semester to semester).
8. Enter a brief description of the price sheet in the Description field.

## To add rate formulas

9. Click New Rate Formula to open the Rate Formula field

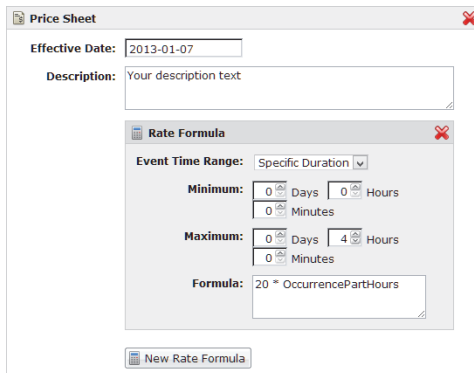
The screenshot shows the 'Price Sheet' form. It has an 'Effective Date' field with the value '2013-01-07' and a 'Description' field with the placeholder text 'Your description text'. Below the description is a 'Rate Formula' sub-form. The sub-form has an 'Event Time Range' dropdown menu currently set to 'None' and a 'Formula' text area. Annotations with arrows point to:
 

- 'Enter the effective date' pointing to the Effective Date field.
- 'Enter a description' pointing to the Description field.
- 'Enter a time range' pointing to the Event Time Range dropdown.
- 'Enter a formula' pointing to the Formula text area.

 A 'New Rate Formula' button is located at the bottom of the sub-form.

10. Select the appropriate time breakpoint option from the Event Time Range drop-down list:
  - *None* if you are not using time breakpoints in your formula.
  - *Specific Duration* if you are using time duration as breakpoints in your formula (for example, the first four hours are charged at one rate, the next four hours at another rate, and so on).
  - *Specific Times* if you are using time-of-day as breakpoints in your formula (for example, charge one rate from 10:00 a.m. to 6:00 p.m., and another from 6:00 p.m. to midnight).
11. If your formula breakpoints are based on duration, enter the minimum and maximum duration in days, hours, and minutes.

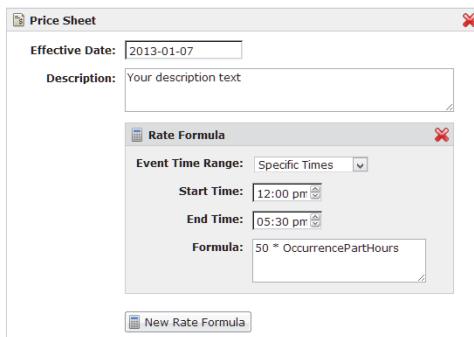
For example, if the first four hours use of a location costs \$20 per hour, set Min to 0d **00h** 00m and Max to 0d **04h** 00m.



← Enter time range details

If your formula breakpoints are based on time-of-day, enter or select the start and end times in hours and minutes.

For example, if a location costs \$50 an hour between 12 noon and 5:30 p.m., enter or select “12:00 pm” in the Start Time field and enter or select “5:30 pm” in the End Time field.



← Enter time range details

In the Formula field, enter the formula for this price sheet.



See [“Pricing Formula Examples and Variables”](#) for formula examples and descriptions of all formula variables. This file is also available from the Price Sheet link [“Click here for help with Rate Formulas.”](#)

*Remember that the formula you create will apply to each occurrence of an event.*

12. Repeat steps 9–12 to create additional rate formulas for this price sheet.
13. Repeat steps 6–12 to create additional price sheets for this rate schedule.

**Note:** To remove price sheets or rate formulas, click the red X icon.

14. Check the boxes of the applicable tax schedules for this rate schedule.

## To select billable items

15. Select the applicable billable items for this rate schedule.



If you're selecting billable items for an Event Type or Requirement rate schedule, check the boxes of the billable items associated with the rate schedule.

**Tax Schedules**

Food and Beverage Tax     Room Tax     Sales Tax

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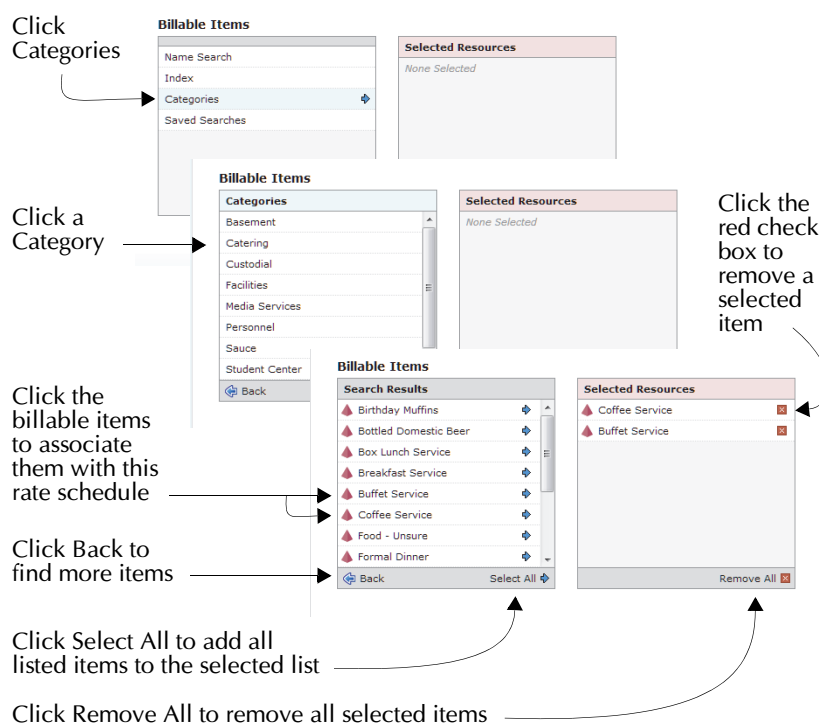
**Billable Items**

Death and Taxes     Contract Needed

Parking Permit     Notify Events

If you're selecting billable items for a Location or Resource rate schedule, a search list and a selected list are presented:

- Click the indices, categories or saved searches in the left panel to display a list of billable items. You may need to "drill-down" (click interim results) to return a list of billable items. In the example below, the items are selected by category.



- Click a billable item in the search list to move it to the selected list on the right, or click Select All to move all of the billable items in the current search list to the selected list.
- Click Back at the bottom of the search list to locate other billable items to add to the selected list.

**Note:** Click the red check box to the right of an item name to remove it from the selected list. Click Remove All at the bottom of the selected list to remove all items from the selected list.

16. Repeat step 15 as needed to select all of the billable items you want to associate with the rate schedule.
17. Click Create Rate Schedule. A message is displayed confirming successful creation of your new rate schedule.

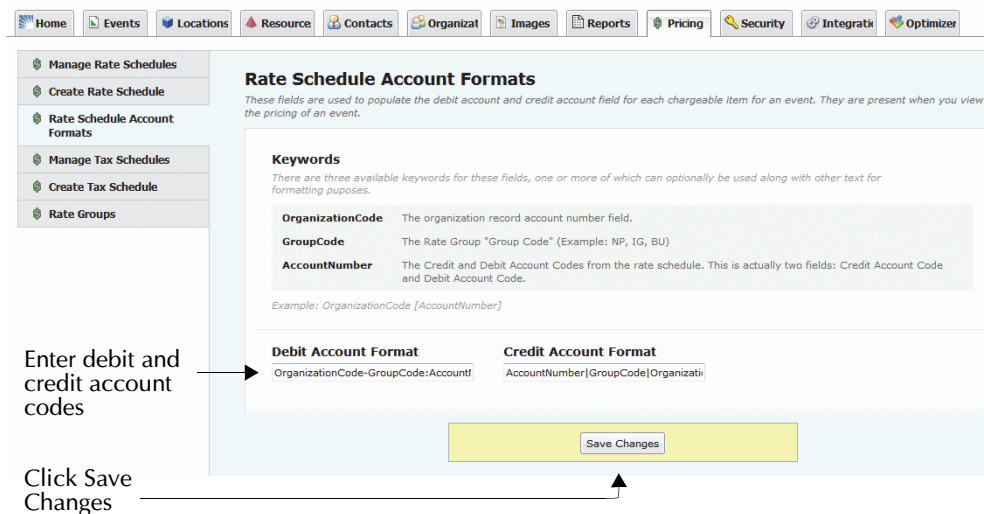
18. Click Create Another Rate Schedule as needed.

## Defining and assigning account codes

### To define credit and debit account code formatting

1. In the 25Live Administration Utility, select the Pricing tab, then select the Rate Schedule Account Formats task tab.
2. Define the Credit Account Format and Debit Account Format using any or all of these elements and any separators you choose:
  - OrganizationCode
  - GroupCode
  - AccountNumber

#### Example:



Enter debit and credit account codes

Click Save Changes

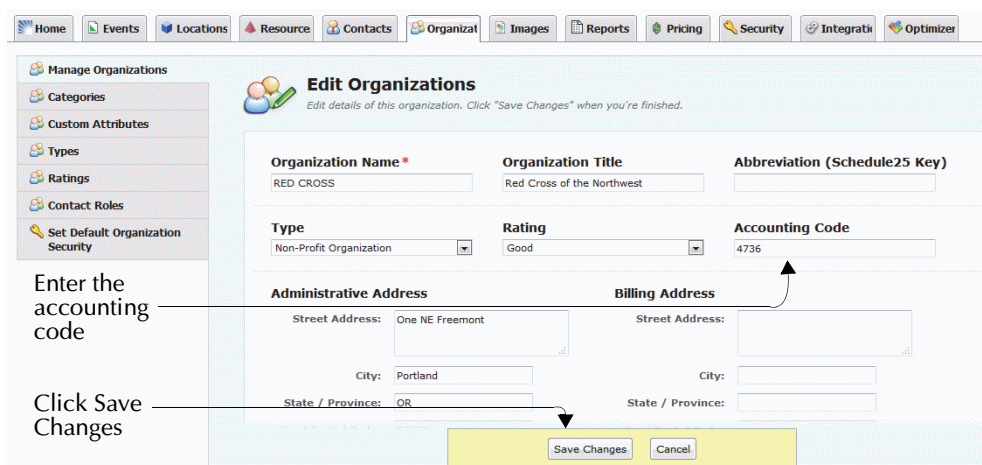
3. Click Save Changes.

**Note:** If defined as shown above, the account numbers for the Boy Scouts example we've used to describe how to define account numbers ([Account numbers](#)) would appear like this on invoices:

- Debit: 444\_7701:NP
- Credit: 7702/NP

## To assign an accounting code to an organization

1. In the 25Live Administration Utility, select the Organizations tab, then select the Manage Organizations task tab.
2. Click EDIT.
3. Find the Organization you want to edit. There are many ways to do this:
  - Select Named Search, then enter all or part of an organization's name or title and click Search.
  - Select Index, then click an alphabetic group.
  - Select Types, then click a pre-defined organization type.
  - Select Categories, then click a pre-defined category.
  - Select Saved Searches, then click a pre-defined search.
4. Select an organization from the list and click Edit.



The screenshot shows the 'Edit Organizations' form with the following fields and values:

- Organization Name:** RED CROSS
- Organization Title:** Red Cross of the Northwest
- Abbreviation (Schedule25 Key):** (empty)
- Type:** Non-Profit Organization
- Rating:** Good
- Accounting Code:** 4736
- Administrative Address:** Street Address: One NE Freemont, City: Portland, State / Province: OR
- Billing Address:** Street Address: (empty), City: (empty), State / Province: (empty)

Annotations on the screenshot:

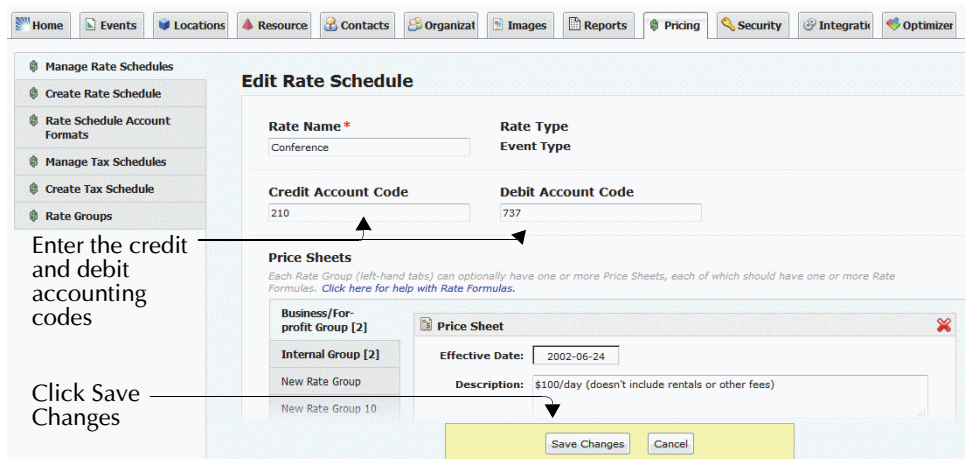
- An arrow points from the text 'Enter the accounting code' to the Accounting Code field.
- An arrow points from the text 'Click Save Changes' to the 'Save Changes' button.

5. Enter the code in the Accounting Code field.
  6. Click Save Changes.
  7. A message is displayed confirming successful editing of the organization. Either:
    - Click Edit More Organizations to return to your search results, and repeat steps 4–6 for each organization.
- OR**
- Click Start Over to search for other organizations to edit, and repeat steps 2–6 for each organization.

## To assign a credit code and debit code to a rate schedule

1. In the 25Live Administration Utility, select the Pricing tab, then select the Manage Rate Schedules task tab.
2. Click the rate schedule type of the rate schedule.
3. Double click the rate schedule to edit.
4. Enter the credit account code in the Credit Account Code field.

5. Enter the debit account code in the Debit Account Code field.



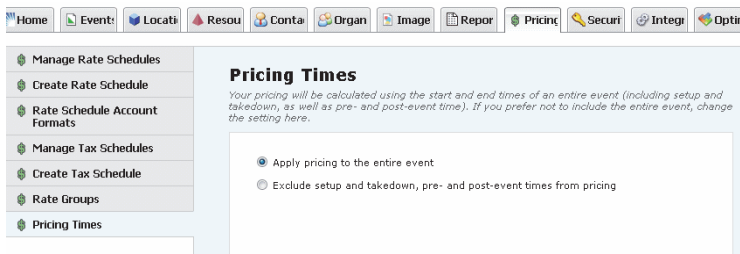
Enter the credit and debit accounting codes

Click Save Changes

6. Click Save Changes. A message is displayed confirming successful editing of the rate schedule.
7. Click Manage More Rate Schedules as needed.

## Specifying pricing times

1. In the 25Live Administration Utility, select the Pricing tab, then select the Pricing Times task tab.



2. Select “Apply pricing to the entire event” if you want pricing applied to all event times, including setup, takedown, pre-event, and post-event times, in addition to when events are actually occurring.

Select “Exclude setup and takedown, pre- and post-event times from pricing” if you want pricing applied only to the time events are actually occurring.

## Pricing Formula Examples and Variables

### Pricing Formula Overview

A formula, in its simplest state, is an expression of one thing in relation to another thing. For example, if you are setting prices for the use of a particular location, the cost might be \$10 per hour. An event that uses the location for three hours would cost \$30.

However, in the real world, pricing is often more complicated. Perhaps certain hours are considered standard and others overtime, or your pricing may include extra charges, different rates for different types of customers, and so on.

In 25Live, you can create pricing formulas that are as simple or complex as you need. A formula can consist of a single expression, or a series of conditions (followed by question marks), with one or more expressions denoting how to calculate the price based on the answers to those questions.

### Arithmetic operators

When writing formulas, you can use the following standard arithmetic operators:

*	multiplied by
/	divided by
+	plus
-	minus
%	percentage of
( )	signifies a discrete calculation within the parentheses

For example, if you have items which cost \$10 each, you would write the formula for them as:

**quantity \* 10**

The section [“Pricing Formula Examples”](#) shows you specific examples of how to use these symbols to write a formula that meets your needs.

### Conditions

You can create more complex formulas by specifying conditions. When a condition is specified in a formula, the formula is used to calculate the price only if the condition is true.

For example:

**ExpHeadCount > 100 ? 10 \* OccurrenceDuration**

will only apply the price (**10 \* OccurrenceDuration**) when the expected head count of the event occurrence is more than 100.

The set of variables you use in your pricing formulas can also be used in conditions. The result of a condition must be true or false.

In addition to the arithmetic operators shown above, you can use these operators in conditions:

>	greater than
>=	greater than or equal to
<	less than
<=	less than or equal to
=	equal to
!=	not equal to

You can also show logical relationships between items:

!	logical NOT
&	logical AND
	logical OR

For example, if you want to set a condition that a formula is only to be applied when the expected head count is between 50 and 100, you would express that as:

```
ExpHeadCount > 50 & ExpHeadCount < 100 ?
```

## Conversion functions

In the conditional part of a formula, you may need to convert data from one format to another to compare like items (for example, two dates or two times). 25Live recognizes the following conversion functions:

<b>\$datim</b>	returns the date and time	4/27/2017 16:00
<b>\$date</b>	returns the date	4/27/2017
<b>\$clock</b>	returns the time, in 24-hour form	16:00

For example, to set a condition that a certain price should be used if the reservation ends after 9:00 p.m., you'd enter:

```
RsrvEndTime > $clock("21:00") ?
```

## Extraction codes

When you are working with data stored as dates or times, you may want to extract information in a certain form so that it can be easily compared to other data. You do this with an extraction code. These are the extraction codes recognized by 25Live:

<b>H</b>	Hour (24-hour clock)
<b>N</b>	Minutes ( <b>Note:</b> Uses the letter N, because M is used for Month)
<b>A</b>	Day of the week (1-7, Monday = 1)
<b>D</b>	Day of the month
<b>M</b>	Month number (1-12)
<b>Y</b>	Year (4 digits)
<b>X</b>	Fiscal year (4 digits)
<b>W</b>	Week number (1-53) <b>Note:</b> This code places the first day of January within week 1 if it falls on Mon-Thurs, and within week 53 of the previous year if it falls on Fri-Sun.

Examples of conditions that use extraction codes:

**RsrvStartDate [A] = 1**

(Is reservation start day a Monday?)

**RsrvEndDate [Y] = 2017**

(Is reservation ending date in the year 2017?)

## Advanced mathematical functions

You may want to use advanced mathematical functions for complex pricing formulas. The following functions are recognized by 25Live:

<b>abs</b>	Return the absolute value of X ( X )
<b>acos</b>	Return the arc cosine of X
<b>asin</b>	Return the arc sine of X
<b>atan</b>	Return the absolute value of X
<b>cos</b>	Return the cosine of X
<b>e</b>	Return the value of e
<b>exp</b>	Return the exponential of X ( $e^x$ )
<b>exp10</b>	Return the base 10 exponential of X ( $10^x$ )

<b>fact</b>	Calculate the factorial of X (X!)
<b>frac</b>	Return the fractional part of X
<b>int</b>	Return the integer part of X
<b>log</b>	Return the natural logarithm of X ( $\log_e X$ )
<b>log10</b>	Return the base 10 logarithm of X ( $\log_{10} X$ )
<b>pi</b>	Return the value of pi
<b>power</b>	Calculate the value of X raised to the power of Y ( $X^Y$ )
<b>sin</b>	Return the sine of X
<b>sqrt</b>	Calculate the square root of X
<b>tan</b>	Return the tangent of X

For example:

If the cost of chairs is \$5 per 25 (1-25 chairs is \$5.00, 26-50 is \$10, and so on), your formula would be:

```
5*(int((Quantity-1)/25)+1)
```

## Referencing existing formulas

To make it easier to create a new formula, you may want to refer to an existing formula and then make the needed adjustments. To do so, enclose the Rate Group in curly brackets. For example, if the Corporate rate is twice the Student Organizations rate, your formula for the Corporate rate would be:

```
2 * {Student Organizations}
```

This formula would use the formula for Student Organizations to calculate the rate (such as overtime, staff fees, and so on) and then double it.



If you reference a Rate Group that doesn't exist (or doesn't have a pricing formula associated with it), the part of your formula that references that group resolves to 0.

## Referencing custom attributes

You can refer to a custom attribute in your pricing formula.

For example, if you have created a custom location attribute named **SquareFootage**, and you want to create a pricing formula where the price is determined by the square footage of the room, say \$10 per square foot, your formula can refer to the attribute as follows:



10 \* @SquareFootage@

If you have the same custom attribute name in multiple places, the pricing formula gives them precedence as follows:

- First precedence: event custom attribute
- Second precedence: organization custom attribute
- Third precedence: location/resource custom attribute (these are only applicable when pricing a location or resource)

**Note:** If your custom attribute has a space in the name (for example, “**Square Footage**”) you need to have the space in your formula:

10 \* @Square Footage@

## Pricing Formula Examples

### Common examples

This table provides examples of many of the most common pricing formulas. The variables are described in “[Formula Variables](#)”.

To create this pricing...	You'd enter this formula...
Base fee of \$50, and \$10/hour	$50 + 10 * \text{OccurrenceHours}$
\$5 each	$5 * \text{Quantity}$
\$10/hour/unit	$10 * \text{OccurrenceHours} * \text{Quantity}$
\$100/day or part of	$100 * \text{OccurrenceDays}$
\$20/hour, pro-rated	$20 * \text{OccurrenceDuration} * 24$
\$25/game	25
\$50/hour for overtime, defined as between midnight and 8 a.m	$00:00-08:00 ? 50 * \text{OccurrencePartHours}$
\$25 for a Lecture (event type), regardless of the number of reservations	$25 / \text{NumberOfOccurrences}$
<b>Note:</b> Event types are priced for each occurrence, so this makes each occurrence charge a fraction of the total.	
\$10/day on weekdays, \$20/day on weekends	$10 * \text{OccurrenceDays} + (10 * \text{OnSat}) + (10 * \text{OnSun})$
<b>Note:</b> \$10 per day. If the event occurs on a Saturday then charge an extra \$10, and the same for Sunday. If there are several Saturdays in the occurrence, <b>OnSat</b> will be the total number of them.	

To create this pricing...	You'd enter this formula...
\$100 per 4 hours or any part of a 4-hour period	$100 * (\text{In01stHour} + \text{In05thHour} + \text{In09thHour} + \text{In13thHour} + \text{In17thHour} + \text{In21stHour})$
A permit costing \$50 must be filed for an event and will cover all occurrences in the event	$\text{FirstOccurrence} * 50$ or $\text{OccurrenceNumber} = 1 ? 50$
Setup and Takedown labor costs of \$25/hr	$\text{int}((\text{SetupDuration} + \text{TakeDownDuration}) * 24) * 25$
Christmas Day surcharge of \$200	$\text{OccStartDate} [\text{M}] = 12 \ \&$ $\text{OccStartDate} [\text{D}] = 25 ? 200$
If a reservation ends after the normal building close time of 7 p.m., an extra \$15 security fee is charged	$\text{RsrvEndTime} > \$\text{clock}("19:00") ? 15$

## Examples of limits/caps and price breaks

Some pricing schemes have limits or caps on the prices or price breaks after certain times or during certain hours. To accommodate this, each price sheet can have a range of durations or times and the formula that applies if the occurrence duration falls into that range. Note that the ranges of the durations or times could overlap, in which case only the most appropriate formula applies, or they could be consecutive where each formula applies.

### Example 1:

Base fee of \$20 per event, plus a cost of \$20/hour between 10:00 a.m. and 6:00 p.m., \$10/hour between 6:00 p.m. and 11:30 p.m.

10:00 - 17:59	$20 + 20 * \text{OccurrencePartHours}$
18:00 - 23:30	$10 * \text{OccurrencePartHours}$

### Example 2:

\$100/day, any portion of 4 hours is charged as a half day, any portion of 8 hours is charged as a full day.

0 - 4 hours	50
more than 4 hours	$100 * \text{OccurrenceNights}$

**Example 3:**

\$395/hour, \$25/hour after 3 hours (for example, arena lights).

0 - 3 hours	$395 * \text{OccurrencePartHours}$
after 3 hours	$25 * \text{OccurrencePartHours}$

**Example 4:**

\$12/hour, 2 hour minimum

0 - 2 hours	$24$
after 2 hours	$12 * \text{OccurrencePartHours}$

To create this pricing...	You'd enter this formula...
\$2000/day, overtime of \$250/hour between midnight and 8 a.m.	$\text{unlimited } 2000 * \text{OccurrenceDays}$ $00:00-08:00 \ 250 * \text{OccurrencePartHours}$

**Note:** \$2000 per day. Add up the instances of hours that the event spans between midnight and 8 a.m. and multiply that by the overtime rate of \$250.

\$95/hour (peak), \$40/hour (offpeak)	$09:00-18:00 \ 95 * \text{OccurrencePartHours}$
	$00:00-09:00 \ 40 * \text{OccurrencePartHours}$
	$18:00-23:59 \ 40 * \text{OccurrencePartHours}$

**Note:** Peak hours are 9 a.m. to 6 p.m. Add up the instances of the peak hours and multiply by \$95. Add up the instances of off-peak hours and multiply by \$40.

To create this pricing...	You'd enter this formula...
<p>1-400 people \$33/hour, 401-800 people \$156/hour, 801-2000 people \$189/hour</p>	<p><b>unlimited:</b> <b>ExpHeadCount</b> &lt;= 400 ? 33 * OccurrenceHours</p> <p><b>unlimited:</b> (<b>ExpHeadCount</b> &gt; 400) &amp; (<b>ExpHeadCount</b> &lt; 800) ? 156 * OccurrenceHours</p> <p>unlimited: <b>ExpHeadCount</b> &gt; 800 ? 189 * OccurrenceHours</p>
<p>Overtime staff: \$20/overtime hour, regardless of how many. Based on these hours of operation: Mon-Thurs = 8 a.m. - Midnight Friday = 8 a.m. - 10 p.m. Saturday = 10 a.m. - 8 p.m. Sunday = 10 a.m. - 11 p.m. and These defined overtime hours: Sunday 11 p.m. - Monday 8 a.m. Monday, Tuesday, Wednesday, Thursday 12 a.m. - 8 a.m. Friday 10 p.m. - Saturday 10 a.m. Saturday 8 p.m. - Sunday 10 a.m.</p>	<p><b>0 - unlimited:</b> 20 * OccurrencePartHours</p> <p><b>08:00-23:59:</b> 20 * (OccPartMonHours + OccPartTueHours + OccPartWedHours + OccPartThurHours)</p> <p><b>8:00-22:00:</b> 20 * OccPartFriHours</p> <p><b>10:00-20:00:</b> 20 * OccPartSatHours</p> <p><b>10:00-23:00:</b> 20 * OccPartSunHours</p>
<p><b>Note:</b> The preceding formula charges all hours as if they were overtime, and then credits back those hours that are not overtime.</p>	
<p>Maintenance Staff Fees: \$18.00 per hour per crew, with a minimum of 2 crew and (if necessary) one supervisor at \$25.00 per hour (for as long as the cleaning takes). (This resource would have to be assigned to a separate reservation called "Cleanup" that occurs following the close of the event.)</p>	<p>18 * OccurrenceHours * 2 <b>Quantity</b> &gt; 2 ? 18 * OccurrenceHours * (<b>Quantity</b> - 2)</p>
<p><b>Note:</b> This evaluates to 0 if less than 1 or 2 crew are specified, or to 1 if 3 or more crew are specified.</p>	

To create this pricing...	You'd enter this formula...
Additional rate schedule for the Maintenance Supervisor: \$25.00 per hour	$25 * \text{OccurrenceHours}$
Security Staff: \$17.50 per hour per officer, with a minimum of 4 officers for the duration of the event plus .5 hours before and 1.5 hours after the event.  (This formula would be part of a rate schedule for Security Officers, and would be applied to the resource "Security Officer". That resource would be assigned to the duration of an event.)	$\text{Quantity} < 4 ? 17.5 * (\text{OccurrenceHours} + 2) * 4$ $\text{Quantity} > 4 ? 17.5 * (\text{OccurrenceHours} + 2) * \text{Quantity}$
The cost is 25% less than what the Corporate rate would be.	$\{\text{Corporate}\} * .75$

## Formula Variables

This is a list of all the variables that can be used in price sheet formulas. Not all variables are valid in all circumstances; for instance, requirements are not priced based on time (reservation) so none of the occurrence-specific variables are valid (and will yield a value of 0). The two types of variables are:

- Number variables
- Date/time variables

### Number Variables

These variables represent the amount of something that can be expressed numerically. They always return an integer. See "[Pricing Formula Examples](#)" for examples of how these variables can be used.

Variable Name	Description
<b>NumberOfOccurrences</b>	Total number of reservation occurrences
<b>Note:</b> Use primarily for dividing the cost for an event type. Remember that <i>all</i> pricing is per occurrence, and that the formula is applied to each occurrence.	
<b>ExpHeadCount</b>	Expected head count for the reservation
<b>RegHeadCount</b>	Registered head count for the reservation
<b>ActHeadCount</b>	Actual head count for each occurrence
<b>Note:</b> Only for locations	

Variable Name	Description
<b>Quantity</b>	Quantity assigned
<b>Note:</b> Only for resources and requirements	
<b>Capacity</b>	Either capacity of layout or max capacity
<b>Note:</b> Only for locations	
<b>ReservationDuration</b>	Total reserved duration, expressed as a numeral (RSRV_START_DT - RSRV_END_DT)
<b>Note:</b> Includes any setup/takedown/pre/post times. The value is expressed in terms of the number of days. One and a half days is 1.5. and six hours is 0.25.	
<b>EventDuration</b>	Event duration, expressed as a numeral (EV_END_DT - EV_START_DT)
<b>Note:</b> The value is expressed in terms of the number of days.	
<b>SetupDuration</b>	Setup duration, expressed as a numeral
<b>Note:</b> The value is expressed in terms of the number of days.	
<b>PreEventTime</b>	Pre-event duration, expressed as a numeral
<b>Note:</b> The value is expressed in terms of the number of days.	
<b>PostEventTime</b>	Post-event duration, expressed as a numeral
<b>Note:</b> The value is expressed in terms of the number of days.	
<b>OccurrenceNumber</b>	Which one in a number of repeating occurrences, expressed as an integer
<b>FirstOccurrence</b>	1 if processing the first occurrence, 0 otherwise
<b>TakedownDuration</b>	Takedown duration, expressed as a numeral
<b>Note:</b> The value is expressed in terms of the number of days.	
<b>OccurrenceDays</b>	Number of days, or part of, in this occurrence
<b>Note:</b> Equivalent to OccurrenceDuration rounded up to the next whole number For example: a six hour event = 1 4 p.m. Fri - 2 p.m. Sat = 1 4 p.m. Fri- 6 p.m. Sat = 2	
<b>OccurrenceDuration</b>	Length of the occurrence in days Equal to ReservationDuration.

Variable Name	Description
<p><b>Note:</b> Used to break occurrences into blocks of less than 24 hours</p> <p>For example:</p> <p>an event longer than 2 hours = <math>\text{OccurrenceDuration} &gt; 2 / 24</math></p> <p>an event of 4 hours = <math>\text{OccurrenceDuration} = 4 / 24</math></p>	
<b>OccurrenceHours</b>	Number of hours, or part of, in this occurrence
<p><b>Note:</b> Equivalent to <math>(\text{OccurrenceDuration} * 24)</math> rounded up to the next whole number</p>	
<b>OccurrenceMinutes</b>	Number of minutes in this occurrence
<p><b>Note:</b> Equivalent to <math>(\text{OccurrenceDuration} * 1440)</math></p>	
<b>OccurrenceNights</b>	Number of midnights spanned by the occurrence, or 1 if doesn't span midnight
<p><b>Note:</b> Fri 6 p.m. - Sun 10 a.m. = 2</p> <p>9 a.m. - 11 p.m. (same day) = 1</p>	
<b>OccurrencePartDays</b>	Number of days, or part of, that fall within the current breakpoint
<b>OccurrencePartHours</b>	Number of hours, or part of, that fall within the current breakpoint
<p>For example:</p> <p>Wed 9 a.m. - 2 p.m. <math>\text{OccurrenceHours} = 5</math></p> <p>for 0-3h, <math>\text{OccurrencePartHours} = 3</math></p> <p>for 4-8h, <math>\text{OccurrencePartHours} = 2</math></p> <p>for 0-10h, <math>\text{OccurrencePartHours} = 5</math></p>	
<b>OccurrencePartMinutes</b>	Number of minutes, or part of, that fall within the current breakpoint
<b>OccurrencePartDuration</b>	Duration (in days) of the portion of the occurrence that falls within the current breakpoint
<b>OccPartSunDuration,</b> <b>OccPartMonDuration,</b> <b>OccPartTueDuration,</b> <b>OccPartWedDuration,</b> <b>OccPartThuDuration,</b> <b>OccPartFriDuration,</b> <b>OccPartSatDuration</b>	Durations of those portions of the occurrence that occur on the indicated days within this breakpoint
<p><b>Note:</b> These variables reflect just the portion of an occurrence that falls in the breakpoint period.</p>	

Variable Name	Description
<b>OccPartSunDays,</b> <b>OccPartMonDays,</b> <b>OccPartTueDays,</b> <b>OccPartWedDays,</b> <b>OccPartThuDays,</b> <b>OccPartFriDays,</b> <b>OccPartSatDays</b>	The total number of each day within the current breakpoint
<p><b>Note:</b> These variables reflect just the portion of an occurrence that falls in the breakpoint period.</p>	
<b>OccPartSunHours,</b> <b>OccPartMonHours,</b> <b>OccPartTueHours,</b> <b>OccPartWedHours,</b> <b>OccPartThuHours,</b> <b>OccPartFriHours,</b> <b>OccPartSatHours</b>	The total number of hours on each day within the current breakpoint
<b>OccPartSunMinutes,</b> <b>OccPartMonMinutes,</b> <b>OccPartTueMinutes,</b> <b>OccPartWedMinutes,</b> <b>OccPartThuMinutes,</b> <b>OccPartFriMinutes,</b> <b>OccPartSatMinutes</b>	The total number of minutes on each day within the current breakpoint
<b>OnSun, OnMon, OnTue, OnWed,</b> <b>OnThu, OnFri, OnSat</b>	Number of times the occurrence occurs on that day
<p><b>Note:</b> Several days could be set to 1 if the occurrence spans multiple days. If the occurrence spans several weeks, each day is counted.</p> <p>For example:  Mon the 3rd - Tue the 11th, <b>OnMon=2, OnTue=2, OnWed=1</b></p> <p>These variables reflect just the portion of an occurrence that falls in the breakpoint period.</p>	
<b>In00Hour, In01Hour, ..</b> <b>In12Hour, In13Hour, ..</b> <b>In23Hour</b>	Number of times the occurrence occurs in that hour
<p><b>Note:</b> Several hours could be set to 1 if the occurrence spans multiple hours. If the occurrence spans multiple days, each hour is counted.</p> <p>For example:  Mon 10:30 a.m. - 2:45 p.m.  <b>In10Hour=1, ... In14Hour=1</b></p> <p>These variables reflect just the portion of an occurrence that falls in the breakpoint period. Note that the variables use military time.</p>	



Variable Name	Description
<b>In01stHour, In02ndHour, In03rdHour . . . In21stHour, In22ndHour, In23rdHour</b>	Indicator if the occurrence occurs in a part of that hour, relative to the occurrence start
Note military time.	
<b>Note:</b> If the occurrence spans multiple days, the second day rolls over from 1 to 2, and so on. For example:	
Monday 10:30 a.m. - 2:45 p.m.	
<b>In01stHour = 1</b>	
<b>In02ndHour = 1</b>	
<b>In03rdHour = 1</b>	
<b>In04thHour = 1</b>	
<b>In05thHour = 1</b>	
These variables reflect just the portion of an occurrence that falls in the breakpoint period.	

## Date/time variables

You can use these variables to compare dates and times, or to extract elements so that your formula determines whether an occurrence meets a certain condition, and is therefore priced a certain way. They can also be combined with date/time manipulation functions, such as conversion functions and extraction codes. Instead of returning an integer, these variables return a date or time.

For example, to determine if a reservation starts on Christmas Day (Dec. 25), you would specify the condition:

```
RsrvStartDate [M] = 12 & RsrvStartDate [D] = 25 ?
```

Variable Name	Description
<b>RsrvStartDateTime</b> <b>RsrvStartDate</b> <b>RsrvStartTime</b>	Use to specify the reservation start date, start time, or both
<b>RsrvEndDateTime</b> <b>RsrvEndDate</b> <b>RsrvEndTime</b>	Use to specify either the reservation ending date, ending time, or both
<b>EventStartDateTime</b> <b>EventStartDate</b> <b>EventStartTime</b>	Use to specify either the event start date, start time, or both
<b>EventEndDateTime</b> <b>EventEndDate</b> <b>EventEndTime</b>	Use to specify either the event ending date, ending time, or both

Variable Name	Description
<b>PreEventStartDateTime</b> <b>PreEventStartDate</b> <b>PreEventStartTime</b>	Use to specify either the pre-event start date, start time, or both
<b>PostEventEndDateTime</b> <b>PostEventEndDate</b> <b>PostEventEndTime</b>	Use to specify either the post-event ending date, ending time, or both
<b>OccStartDateTime</b> <b>OccStartDate</b> <b>OccStartTime</b>	Use to specify either the occurrence start date, start time, or both  <b>Note:</b> An occurrence is defined as either an occurrence or an event, depending on how your system definition is set. The default is reservation.
<b>OccEndDateTime</b> <b>OccEndDate</b> <b>OccEndTime</b>	Use to specify either the occurrence ending date, ending time, or both  <b>Note:</b> An occurrence is defined as either an occurrence or an event, depending on how your system definition is set. The default is reservation.