

## Tech Tip Tuesday—July 15, 2014

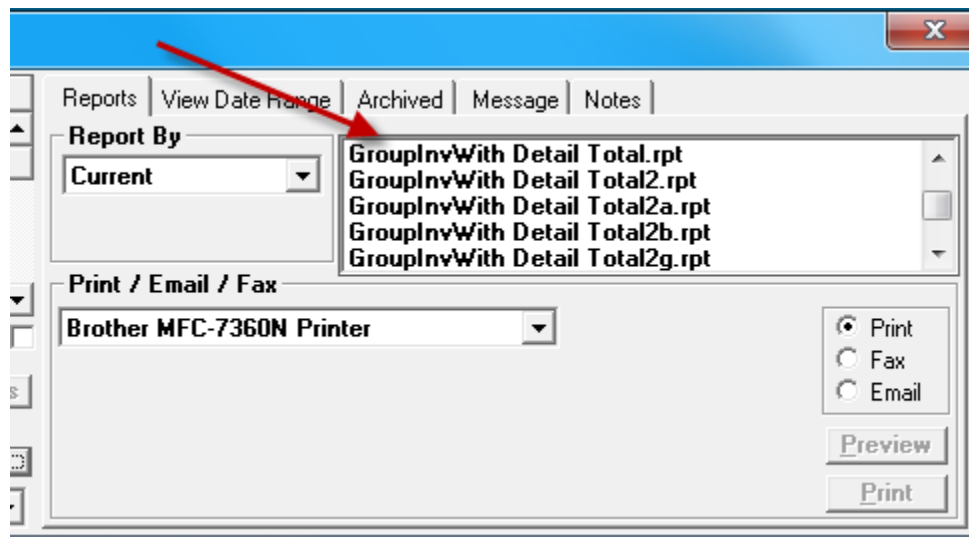
by David Hirsch

### Cleaning up Group Invoice choices to just the ones that you use

As many of you know, the “custom Group Invoice” feature of Livery Coach allows you to send your customer(s) multi-trip invoices directly from Livery Coach (Trip Book) that are easier to read than the limited formatting option of what comes out of QuickBooks.

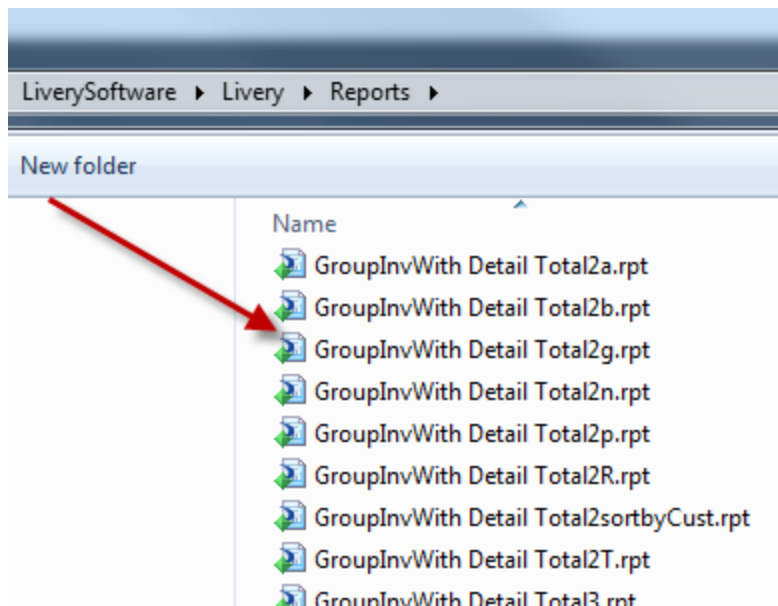
Because of various customer requests and requirements, we have a whole bunch of different formats, many of which are similar (but one size never seems to fit all).

One side effect of all these different formats, though, is that when in TripBook, you may have a long list to scroll through to get to the custom invoice format you or your customers prefer.



Luckily, it is quite easy to get rid of all the formats that you don't use.

All of the reports are stored in the `liverysoftware\livery\reports` directory. TripBook automatically loads all the reports that begin with the letters “GroupInv” from this directory, to display in the list.



So, if you want to eliminate them from the list, just delete them from the directory. The next time you load TripBook, only the ones you didn't delete will appear.

