

## Tech Tip Tuesday—October 28, 2014

by David Hirsch

### Vendor Additional Charges

When you farm out a trip, and go to close it in TripBook, you may notice, if you have additional charges in the trip, that they appear in both the customer column and the vendor column.

Additional Charges				
Description	Qty	Total	Vendor	
Airport Fee	0	\$ 2.50	\$ 2.50	
Extra Stop	0	\$ 20.00	\$ 20.00	
Fuel Surcharge 10%	10	\$ 10.00	\$ 10.00	

These fields are editable—so that you can change the airport fee or other charge to what the vendor charges you, and have a nice record.

That said, a lot of companies don't want to bother with all of this—they just want to enter the total vendor charges on the vendor side of TripBook, and have all the individual charges just be 0.

For example, maybe our farm out vendor just charged us a flat \$80 all in for this trip. If you happen to click in one of those vendor column entries, then the system adds them all up and adds them to the trip.

**Hirsch, David 10/20/2014 11:40 PM**  
CASH, Farmed Out: FarmV.

Trip 138 Done -  
From: 10-20-14 23:40 Fixed Rate: \$99.99  
To: 10-21-14 00:40 Hour Rate: N/A  
Hours: 0.00 + 1.0 + 0.00  
Miles: i o 1.00  
Charges: \$99.99  
Gas Cost: Units: Oil Cost: Units:

**We Collect**  
Vendor Charges Invoice # 1234  
80.00  
0.00 0.00

Additional Charges				
Description	Qty	Total	Vendor	
Airport Fee	0	\$ 2.50	\$ 2.50	
Extra Stop	0	\$ 20.00	\$ 20.00	
Fuel Surcharge 10%	10	\$ 10.00	\$ 10.00	

**Total Addl Chrgs: \$32.50**

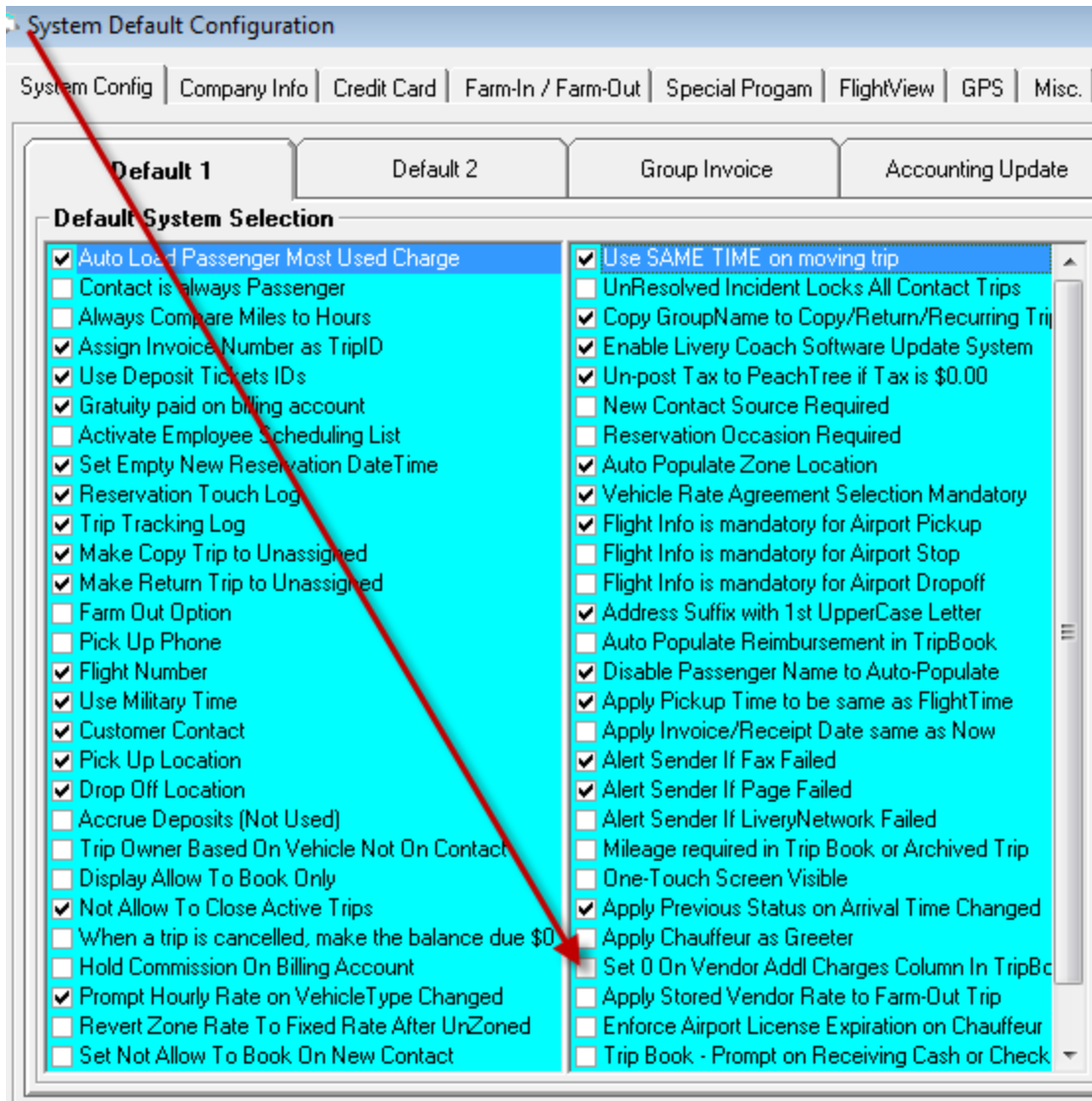
Driver Pct. 0.00  
Service Charge Pct: 20.00 \$24.00  
Special Gratuity: 0.00  
Down Payment: \$0.00  
Customer Total: \$156.49

Vendor Total 112.50  
Trip Markup 43.99 (39%)  
Paid Vendor  
Use In-House Rate

Save Grid/Tab Process Option Groups Credit Card Groups Exit Refresh Help

Based on the way you enter the vendor charges, you might just want that Vendor column to always be 0...so you don't have to remember to keep zeroing out the charges that don't apply.

This is controlled by a setting in Maintenance...System Default Config...Default 1 tab (right column, near the bottom).



Make sure this box is checked, and then restart TripBook. Now, when you select a farmed-out trip, the vendor column will be set to 0.

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We Collect

Trip 138 Done -  
 From: 10-20-14 23:40 Fixed Rate: \$99.99  
 To: 10-21-14 00:40 Hour Rate: N/A  
 Hours: 0.00 + 1.0 + 0.00 x

Miles: i o 1.00  
 Charges: \$99.99 =

Gas Cost: Units: Oil Cost: Units:

Additional Charges			
Description	Qty	Total	Vendor
Airport Fee	0	\$ 2.50	\$ 0.00
Extra Stop	0	\$ 20.00	\$ 0.00
Fuel Surcharge 10%	10	\$ 10.00	\$ 0.00

Add Delete Total Addl Chrgs: \$32.50 +  
 Driver Pct. Tax 0.000 \$0.00 +  
 0.00 Service Charge Pct: 20.00 \$24.00 +  
 0.00 Special Gratuity: 0.00 +  
 102114C Down Payment: \$0.00 =  
 Deposit Ticket  
 Pay Method Customer Total: \$156.49

Credit Notes:

Vendor Charges Invoice # 1234  
 80.00  
 0.00 0.00

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+ 0.00  
 + 0.00 0.00  
 + 0.00 0.00  
 + 0.00

Vendor Total Trip Markup 80.00 76.49 (96%)  
 Paid Vendor  
 Use In-House Rate