

## Tech Tip Tuesday— August 11, 2015

by David Hirsch

### Announcement!

Several weeks ago we launched a bi-weekly focus group with a select group of customers. This group aims to collect feedback on specific issues our clients have in their local market as well as feedback on industry trends. This provides our clients with an opportunity to voice ideas and suggestions, share feedback on the support they receive and allow us to provide them with feedback on new developments.

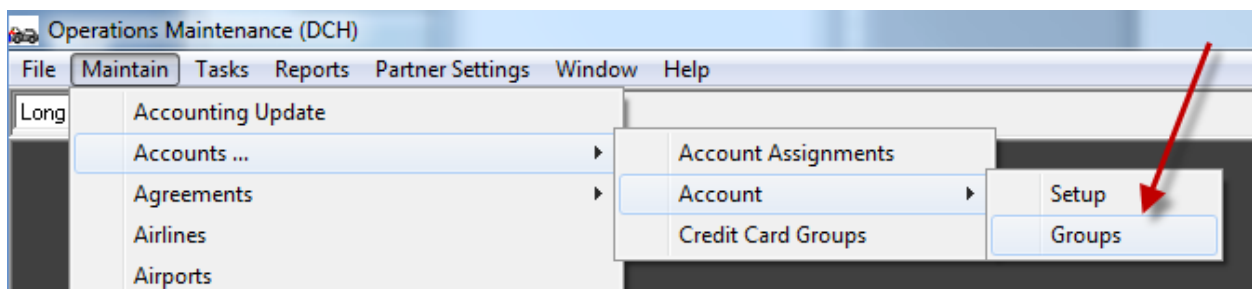
If you are interested in being a part of this focus group, please contact Chip Bowman via e-mail at [cbowman@liverycoach.com](mailto:cbowman@liverycoach.com).

### Making Group Billing Mandatory

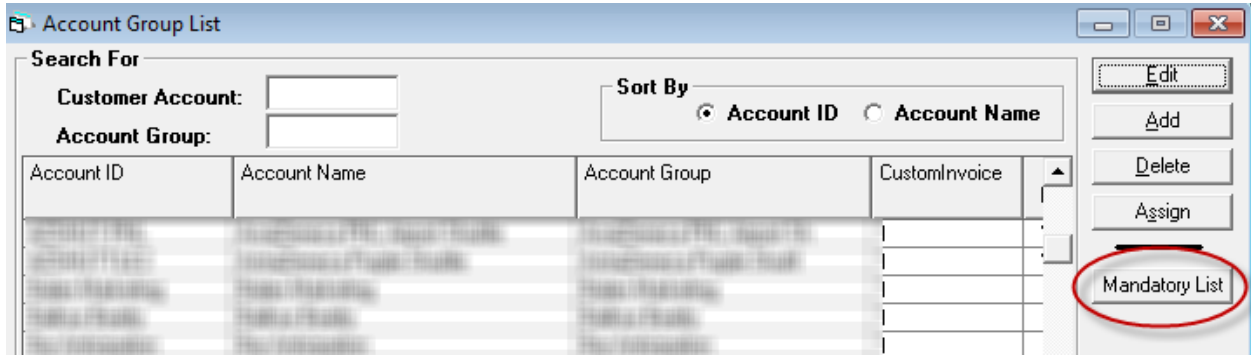
As we all know, the default scenario when the payment method in a trip is set to “Account” is to create a separate invoice in QuickBooks for each trip. In order to put multiple trips on one invoice, you have to use the “Group Billing” feature. (If you are not familiar with how to set up and use the Group Billing feature, please contact [support@liverycoach.com](mailto:support@liverycoach.com) to set up a brief tutorial.)

In order to have a trip billed to a billing group, you have to make sure that billing group is selected in the payment method of each trip. If not, the trip will stand alone and go directly to QuickBooks when it is closed.

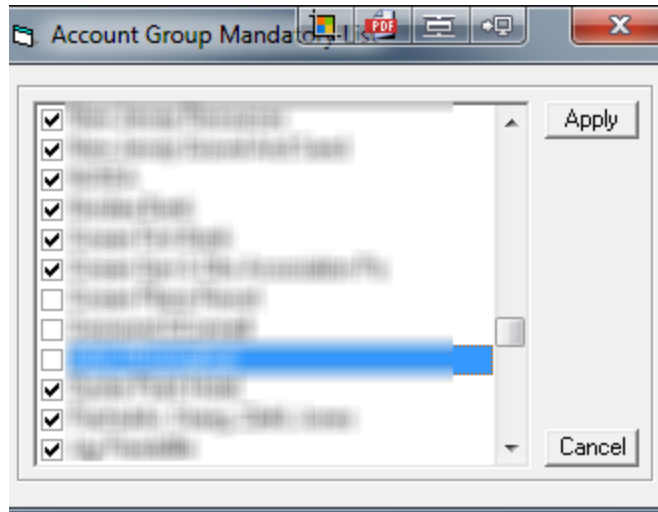
Fortunately, there is an easy way to make sure that reservationists don't forget. Simply launch Maintenance and navigate to Maintain...Accounts...Account...Groups.



When there, simply click on the button labeled “Mandatory” button.



That opens a window that shows all billing accounts with at least one group billing option. Make sure there is a checkmark next to all the billing accounts for which you want to make the billing account group required, and click apply.



Now, when you select the billing account in the payment method screen, and forget to select the Account Group, you will get a prompt that reminds you (and you can't get out of that screen until you select one.)

