

Tech Tip Tuesday—January 26, 2016

by David Hirsch

REMINDER – Livery Coach Users’ Meeting

As previously announced, the annual Livery Coach user meeting will be held on **Sunday, February 28, 2016 at the Mandalay Bay Resort and Casino, at 2pm, in “Surf D”** This meeting is open to all Livery Coach clients, and we encourage you to attend—but we do need a headcount. If you haven’t already let us know you’re coming, please RSVP with the names of attendees to news@liverycoach.com.

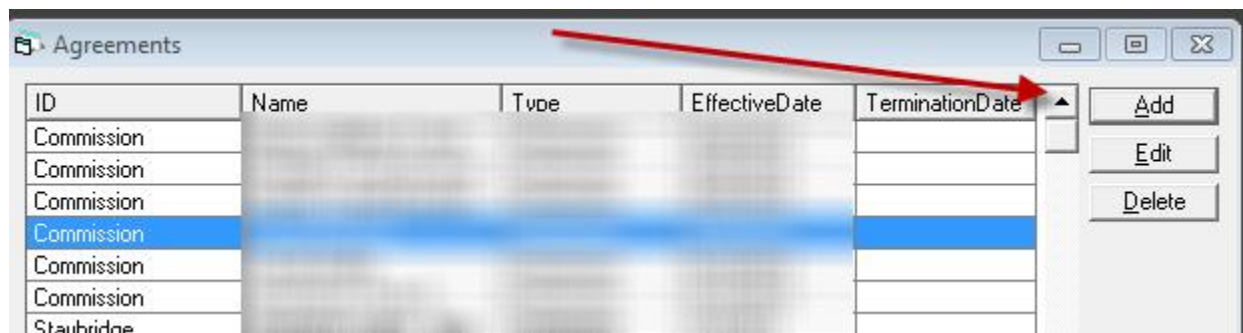
Commission Agreements

As most of you know, Livery Coach has a feature that allows the system to calculate and pay commissions, typically to sales people or travel agents. In order to pay a commission on a trip, the commission agreement must be set up.

(If your chauffeurs are independent operators and make commissions on the trips they drive, then that is handled with a driver pay agreement rather than a commission agreement).

Setting up a commission agreement is fairly straight forward—a commission agreement can be created for any chauffeur, vendor, or office personnel. (If you have an office employee who does not drive but needs to get paid commissions, then set them up in QuickBooks exactly like a chauffeur, except use :Office rather than :Chauff)

Once they’re set up in QuickBooks, simply navigate in Maintenance to Maintain... Agreements.



Click “Add” at the top and then fill in the Name, ID, and select “Commission” for the Type. The other fields are optional. (The Name should be something you recognize, and the ID should be some unique value to help the system keep them all straight—and this field is limited to 10 characters max.)

If you think of a filing cabinet, this first step essentially creates the file folder in which you can store the actual agreement.

Once the “file folder” (or “Agreement”) has been added, you now need to create the commission agreement itself (called the “Agreement Entity”). Select the Agreement you just created in the top box, and then click on the lower “Add” button.

Agreements

ID	Name	Type	EffectiveDate	TerminationDate
Commission		Commission	9/20/2012	
Commission		Commission	9/25/2012	
Commission		Commission	9/25/2012	
Commission		Commission	9/28/2012	
Commission		Commission	6/18/2013	
Commission		Commission	6/18/2013	
Staybridge		Commission	2/4/2011	
Sullivan		Commission	8/15/2012	
TravelAgt	TravelAgent	Commission	9/25/2014	

Agreement Entities for TravelAgent

Type	Entity
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Agreement Searching

ID

Name

View

All

Commission

Driver

Rate

Vehicle Type Pay

Add Agreement

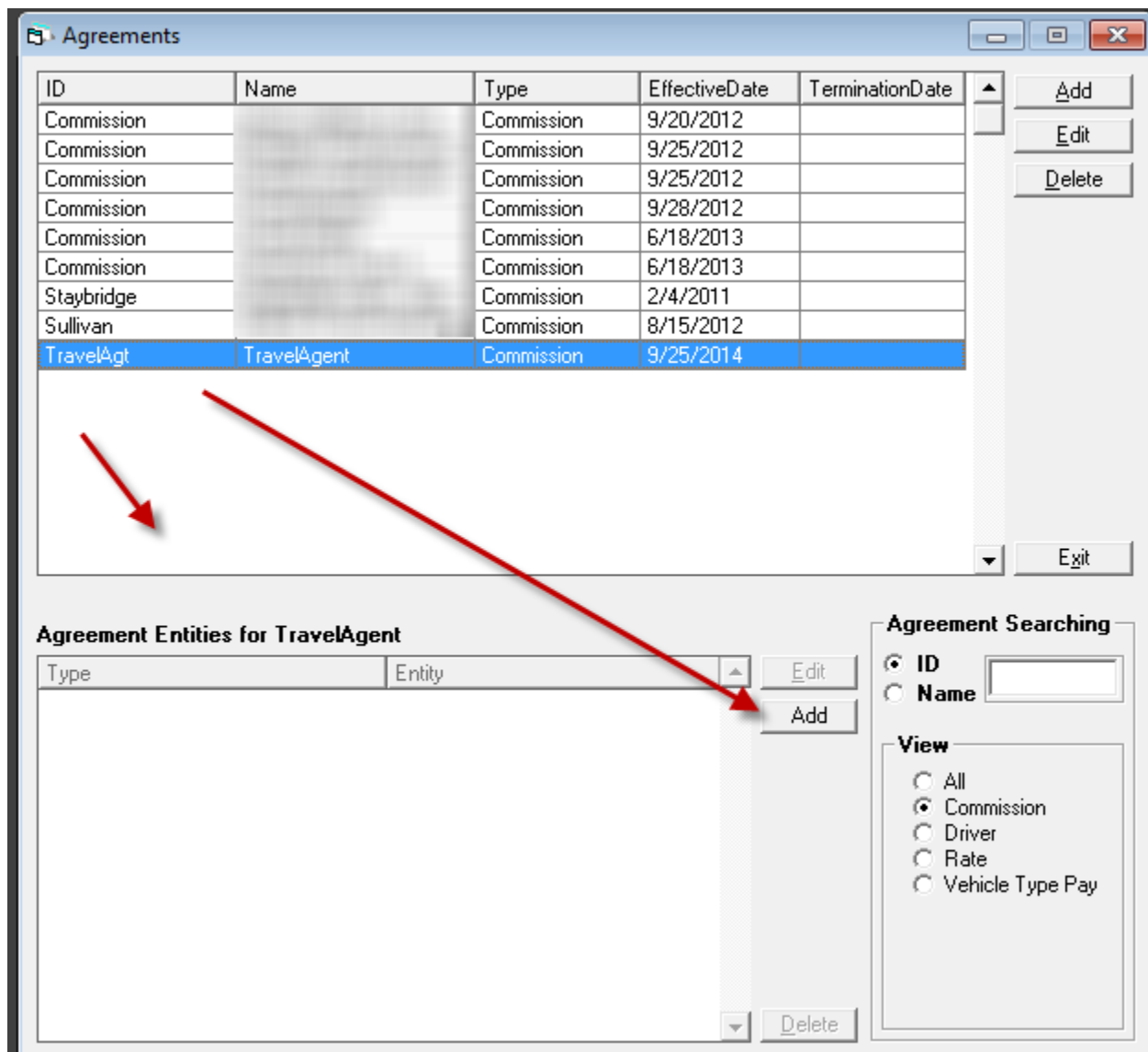
Name:

ID: Type:

City: State:

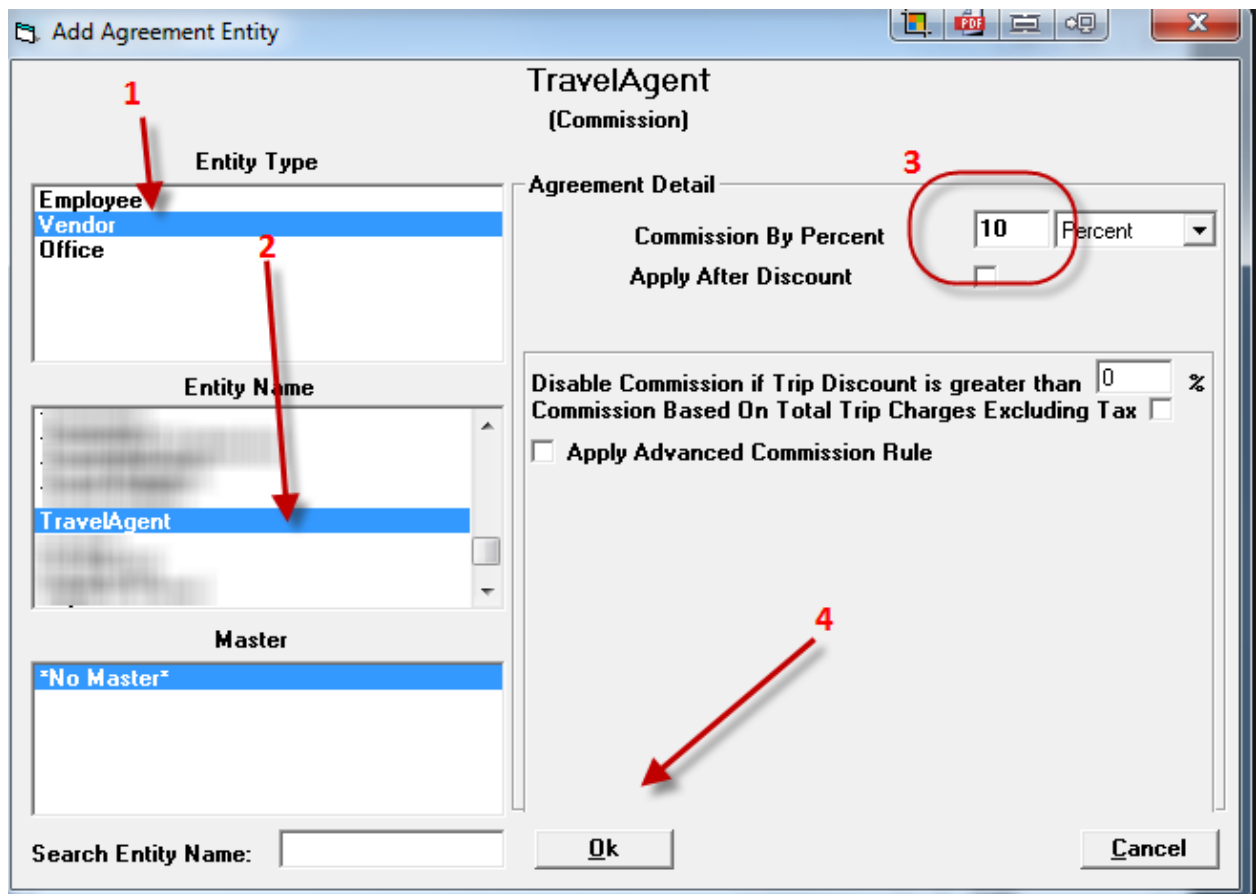
Phone:

Effective Date: To:



Once you click Add, then you need to perform the following steps:

1. Select Employee, Vendor, or Office (as appropriate)—in our example it is a Vendor
2. Select the Entity Name at the bottom (in our example, TravelAgent)
3. Enter the Commission you want to pay, and select if it is Percent (most common), a fixed rate, or an hourly rate. (As an example, you could set up an agreement to pay \$5 per trip regardless of the price of the trip...or \$1/hr so the longer the trip the more the commission, regardless of the hourly price of the vehicle)
4. Click "OK" to save the commission.



In future Tech Trips, we'll discuss further some of the nuances and options for creating Commission Agreements.

Once you have a Commission Agreement, you have to apply it to a trip in order for it to do any good. Next week's Tech Tip explains the options.