Tech Tip Tuesday—February 23, 2016

by David Hirsch

FINAL REMINDER – Livery Coach Users' Meeting

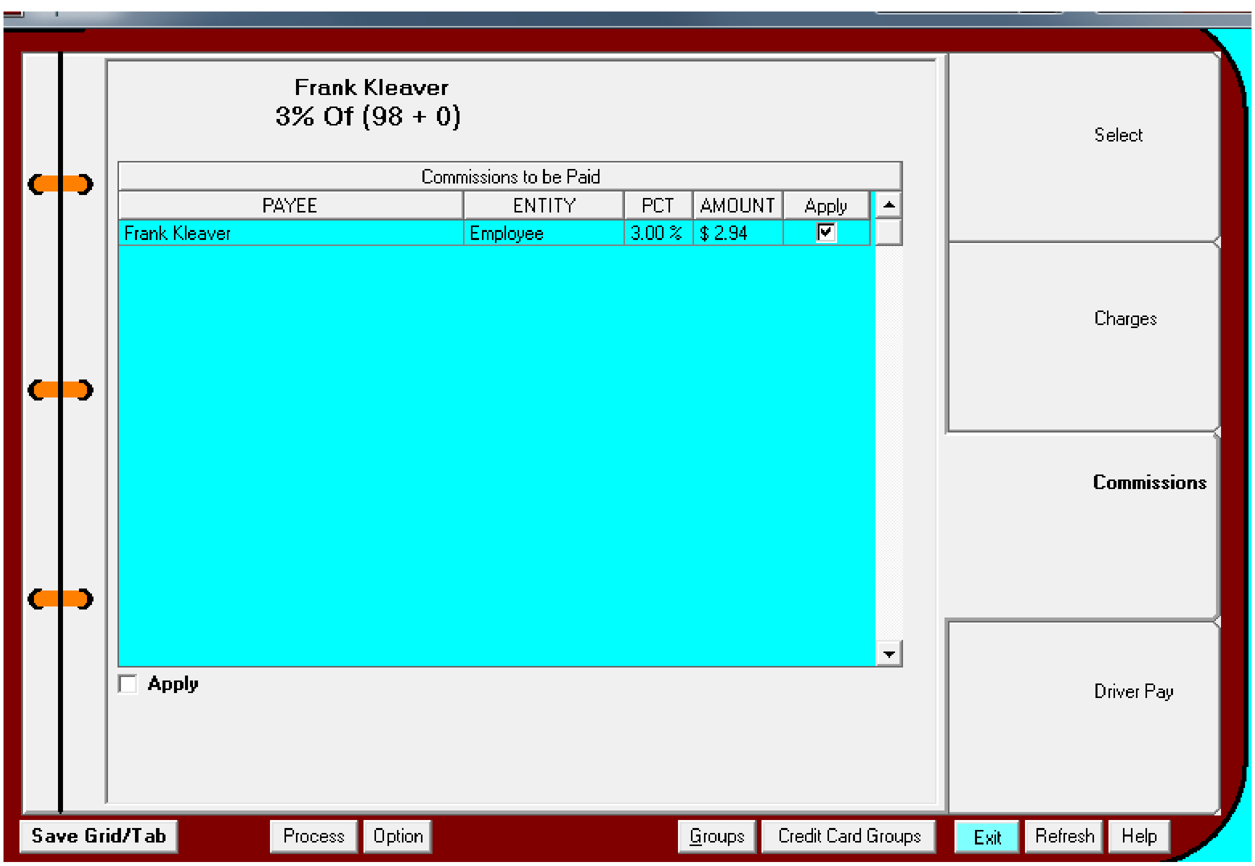
As previously announced, the annual Livery Coach user meeting will be held on **Sunday, February 28, 2016 at the Mandalay Bay Resort and Casino, at 2pm, in "Surf D"** This meeting is open to all Livery Coach clients, and we encourage you to attend—but we do need a headcount. If you haven't already let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

Commission Processing

In some previous Tech Tips we learned how to create a Commission Agreement and attach it to trips, either manually or automatically. So now that we have a trip with a Commission Agreement attached, now what happens?

When you select a trip in TripBook with an attached commission, the Commissions tab will be highlighted. Before you close the trip, you might want to select the Commissions tab to review the attached commission(s).

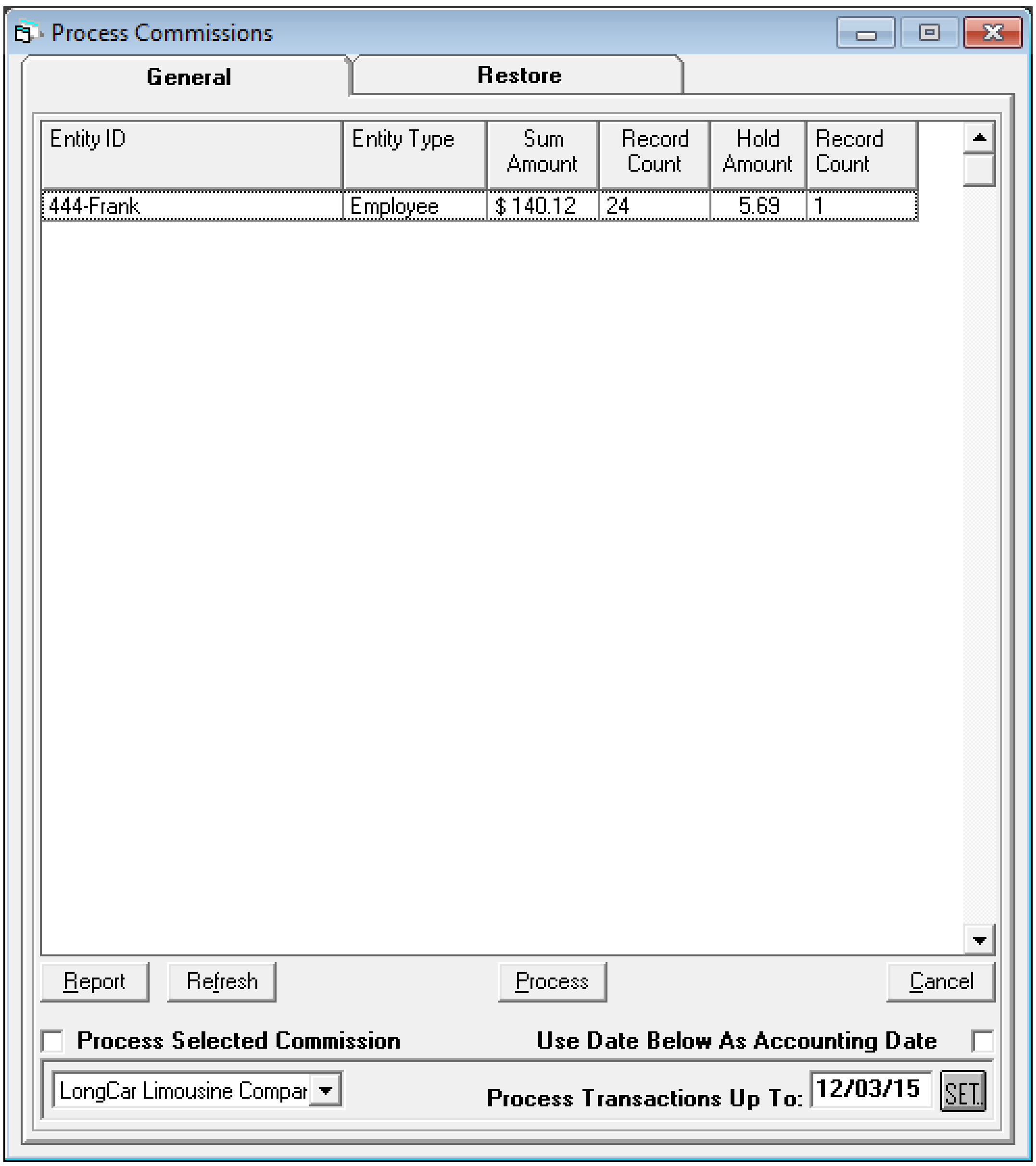
As you can see from the sample screen shot, Frank Kleaver will receive 3% of the base charge ($98) plus nothing additional (none of the additional charges in the trip are eligible for commissions).



When you process the trip, a commission record will be written to the database in much the same way that it does for driver pay. And processing is similar as well.

To see the list of commissions waiting to be processed in Livery Coach Maintenance, navigate to Tasks…Commissions Processing…List, and you will see the list of commissions, which can be edited or deleted if necessary.

When you are ready to actually process the commissions, simply navigate to Maintain…Tasks...Commissions Processing…Process Transactions.



Click on Report and the system will generate 3 reports—a summary report and two different detail reports (by commissionable entity, and by the company that generated the commission), so that you have a report of what you are paying. Then click Process to send the transactions to QuickBooks as a payable, and archive the commissions so the next time you are in this section you won't pay the same commission again.