

Tech Tip Tuesday—May 22, 2018

Minimum Entries to QuickBooks

When you close a trip in TripBook, the system creates an entry in QuickBooks—either an invoice (if you will get paid later), or a Sales Receipt (if TripBook ran a credit card, for example).

For accounting purposes, some of the entries on the Sales Receipt have amounts associated with them—the base charge, the gratuity, additional charges, etc. But by default, LiveryCoach also adds a number of “Notes” lines (with a \$0 amount) to give you more information about the trip. Example below:

CUSTOMER_JOB

CLASS

TEMPLATE Custom Sales R...

Sales Receipt

CASH

CHECK

CREDIT DEBIT

e-CHECK

MORE

DATE
03/08/2018

SALE NO.
458421

SOLD TO
Hirsch, David

CHECK

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Notes	Customer: Hirsch, David [458421]		0.00		0.00
Notes	Rate: Fixed rate \$111.13 [Luxury Sedan]		0.00		0.00
Notes	From 2/28/2018 05:00PM to 2/28/2018 06:20PM		0.00		0.00
Notes	Pick Up: Phila. Intl Airport - PHL - AA # 808@17:00 From BOS		0.00		0.00
Notes	Destination: Livery Coach Office - 1530 McDaniel Drive , West Chester, PA		0.00		0.00
Trip Charges	Trip Charges		111.13		111.13
Gratuity	Recommended Gratuity at 20.00%		22.23		22.23
Discount	15% Base Discount		-16.67		-16.67
Parking	Parking: PHL		6.00		6.00
Fuel Surcharge	STC		14.45		14.45

The good part about this is that if you look at a QuickBooks entry, you see lots of details about the trip (even though they don't affect the accounting). The downside is, it takes up more room in your QuickBooks file, and some of you don't find this extra information important (since you can always look at the trip itself in Livery Coach if you need to). Plus, some people find all those “\$0.00” lines annoying. (There is no way to shut that off—we have tried.)

If you don't care about all this extra information, and want to shut it off, there is a setting. Simply navigate in Setup to Maintain...System Default Configuration...TripBook Settings.

Check the box next to “Only send essential entries to QuickBooks (no Trip Details)”.

TripBook Settings ✕



- ☐ Not Allow To Close Active Trips
- ☒ Assign Invoice Number As TripID
- ☒ Apply Invoice Receipt Date Same As Now
- ☒ Use Deposit Ticket Ids
- ☐ Unresolved Incident Locks All Contact Trips
- ☐ Set 0 On Vendor AddlCharges Column In TripBook
- ☐ Suppress Vendor column for additional charges in TripBook (will also set these charges to 0)
- ☐ Mileage Required In Trip Book Or Archived Trip
- ☐ Auto Populate Reimbursement In TripBook
- ☒ Un-post Tax To Peachtree If Tax Is \$0.00
- ☐ Use Farm Out Location as a secondary item in Quickbooks.
- ☐ Disable Auto UnZone Trip That Revert To Zone Hourly Rate
- ☐ Can not cost-out trip if no company code associates to Contact or Passenger
- ☐ Reset Travel Dwelling Time and Block Time To 0
- ☐ TripBook requires Farm Res Number
- ☐ Auto Hold All Commission Trips
- ☐ Allow to prompt on Saving Data, Driverpay, and Commission on Credit Card Declined
- ☒ Only send essential entries to QuickBooks (no Trip Details)
- ☐ Enforce pop-up when processing trips in tripbooks
- ☐ Create PO for FarmOut Affiliate instead of Bill
- ☐ Automatically attach PDF tripsheet when trip is done
- ☐ Allow to auto send Receipt as Information on Credit Card Group
- ☐ Warn when processing trips with \$0 due
- ☐ Amount Pre-Auth Override
- ☐ Enable Shift-click and Ctrl-click mouse commands in Group Invoice
- ☐ Always process vendor payable to Accounting Package without asking

Trip Book Mileage Gap Alert if > than

ETA:

☐ GPS - Auto Generate GPS Trail as File Attachment

Map margin Percent

 Ok  Cancel

Now, when you close out trips in TripBook, your sales receipts and invoices will only have the lines needed for accounting—no extra notes.

CUSTOMER_JOB CLASS TEMPLATE Custom Sales R...

Sales Receipt

CASH

CHECK

CREDIT DEBIT

e-CHECK

MORE

DATE03/08/2018

SALE NO.458923

SOLD TO

Hirsch, David

CHECK N

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT	
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