

Tech Tip Tuesday—October 8, 2019

No Tech Tip Next Week

Just a reminder that we will be in Boston at the Chauffeur Driven show next week. If you're planning on attending, please stop by and say hello (we're right by the entrance, in booth 18).

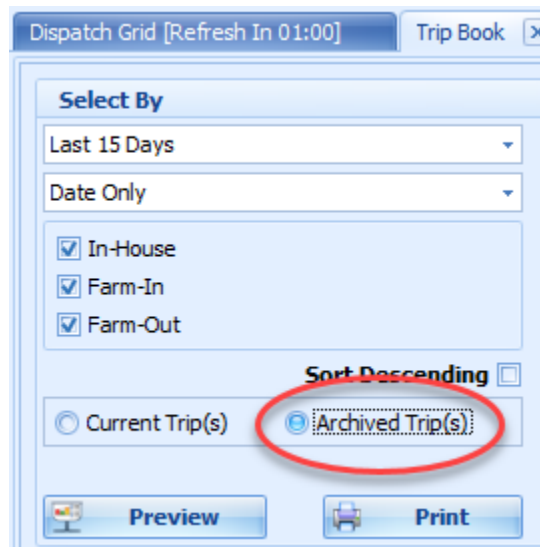


Trip Book and Archived Trips

As you no doubt know, a trip in Livery Coach is either “current” or “archived”. “Archived” means it has been processed in Trip Book.

Every once in a while, there could be a reason to have to send an archived trip, or trips, to QuickBooks again. Maybe something went wrong in QuickBooks the first time, or something happened to the trip in QuickBooks, or maybe even you had a QuickBooks data problem and had to restore from a QuickBooks backup that was missing some trips you had closed.

In order to accomplish this, simply navigate to Trip Book, and check the “Archived Trips” button.



Now you will be able to select the desired (archived) trip and process it to QuickBooks again, after selecting “QuickBooks Accounting”. Note that by default, all the operations that were performed when the trip was closed in Trip Book the first time will be Unchecked, and have the word “DONE” after them (as shown below). So any process you want to do again requires the respective check mark to be

checked. This way, you won't inadvertently charge the credit card again, for example, since it's not checked by default.

Trip Process Selection

- QuickBooks Accounting - Receipt - DONE
 - Credit Card - DONE
 - Vendor Payable
 - Commission
 - Driver Pay - DONE
 - Bonus - DONE
 - Location Process Charge(Hotel)
 - Reservation Archive - DONE
 - Receipt/Information - DONE