

Tech Tip Tuesday—April 14, 2020

Do You Have The Check (or Cash)?

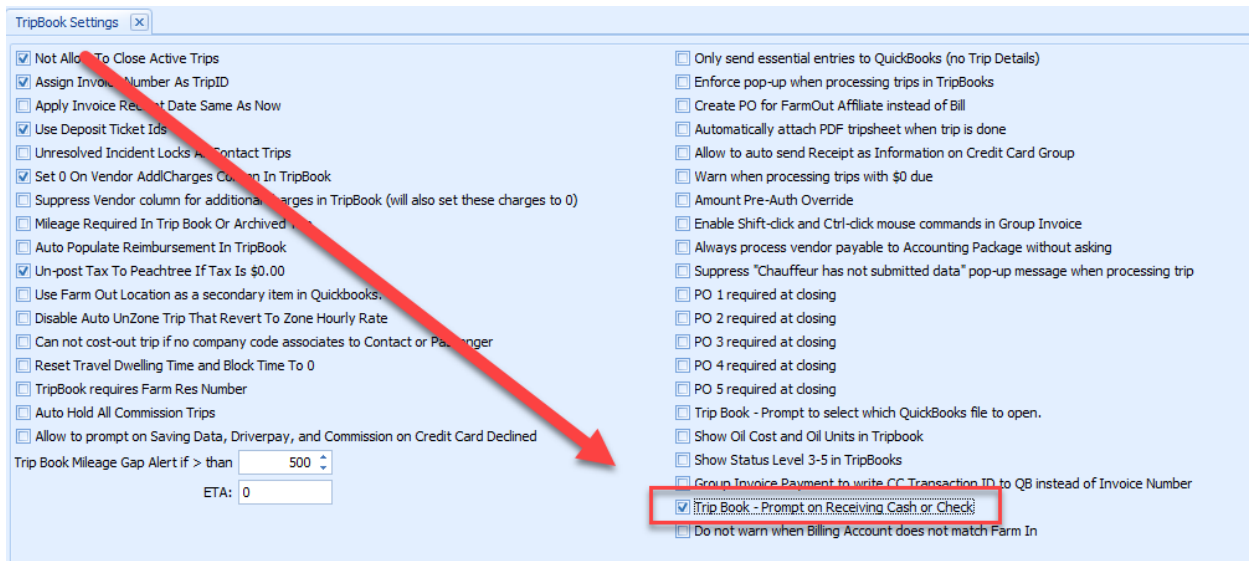
When closing out a trip, if the trip is marked as credit card payment, the credit card is charged when you click on Process, and a Trip Receipt is generated in QuickBooks to track the payment (once your credit card company deposits it for you).

If it's a billing account, then it generates a Receivable in QuickBooks, and you get paid later, often with a check.

If a trip is *marked* Check as the payment type, it means that the *passenger handed the chauffeur a Check* (same as a cash trip, except with a Check). Sometimes users get confused on this, and close a trip marked "Check" without actually having a check in hand, and then you have this money in "undeposited funds" in QuickBooks but you never get the check (or get paid), and you have a problem.

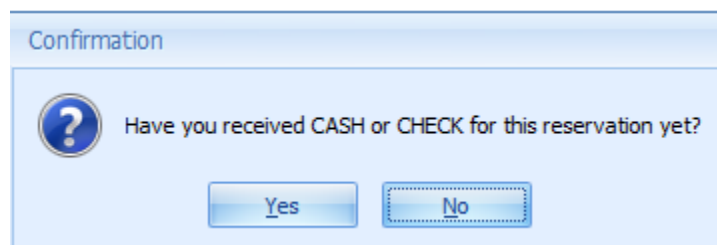
One way to guard against this potential issue is to have TripBook literally ask you if you have a check (or cash) in your hands when you try to process a Check (or cash) trip.

This setting is located in System Default Config->TripBook Settings, and is shown below.



The screenshot shows the 'TripBook Settings' window with various configuration options. A red arrow points from the top left towards the 'Trip Book - Prompt on Receiving Cash or Check' checkbox, which is checked and highlighted with a red box. Other settings include 'Not Allowed To Close Active Trips', 'Assign Invoice Number As TripID', 'Apply Invoice Receipt Date Same As Now', 'Use Deposit Ticket Ids', 'Unresolved Incident Locks As Contact Trips', 'Set 0 On Vendor AddCharges Column In TripBook', 'Suppress Vendor column for additional charges in TripBook', 'Mileage Required In Trip Book Or Archived', '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', 'Trip Book Mileage Gap Alert if > than 500', 'ETA: 0', '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', 'Suppress "Chauffeur has not submitted data" pop-up message when processing trip', 'PO 1 required at closing', 'PO 2 required at closing', 'PO 3 required at closing', 'PO 4 required at closing', 'PO 5 required at closing', 'Trip Book - Prompt to select which QuickBooks file to open.', 'Show Oil Cost and Oil Units in Tripbook', 'Show Status Level 3-5 in TripBooks', 'Group Invoice Payment to write CC Transaction ID to QB instead of Invoice Number', and 'Do not warn when Billing Account does not match Farm In'.

Then, when clicking on Process in TripBook, a box will pop up:



The confirmation dialog box has a title bar 'Confirmation' and a question mark icon. The text inside reads 'Have you received CASH or CHECK for this reservation yet?'. Below the text are two buttons: 'Yes' and 'No'.

If you click No, then the box will close and the trip will NOT be processed.