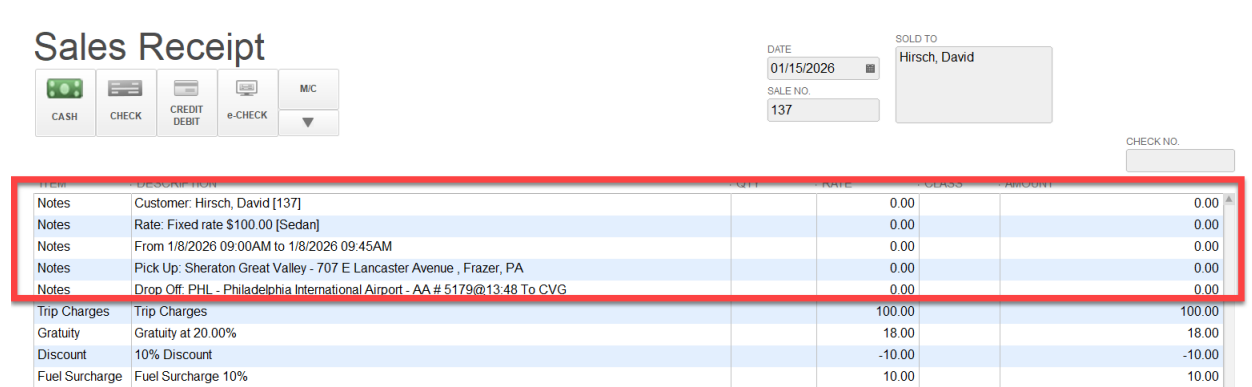


Tech Tip Tuesday—February 3, 2026

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:

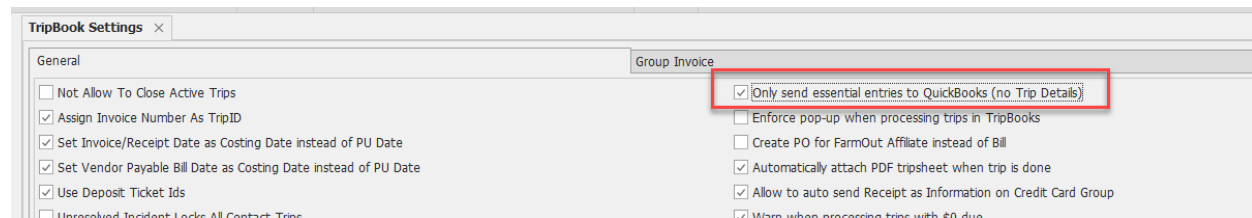


ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Notes	Customer: Hirsch, David [137]		0.00		0.00
Notes	Rate: Fixed rate \$100.00 [Sedan]		0.00		0.00
Notes	From 1/8/2026 09:00AM to 1/8/2026 09:45AM		0.00		0.00
Notes	Pick Up: Sheraton Great Valley - 707 E Lancaster Avenue, Frazer, PA		0.00		0.00
Notes	Drop Off: PHL - Philadelphia International Airport - AA # 5179@13:48 To CVG		0.00		0.00
Trip Charges	Trip Charges		100.00		100.00
Gratuity	Gratuity at 20.00%		18.00		18.00
Discount	10% Discount		-10.00		-10.00
Fuel Surcharge	Fuel Surcharge 10%		10.00		10.00

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)”.



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

Sales Receipt

 CASH	 CHECK	 CREDIT DEBIT	 e-CHECK	M/C ▼
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DATE
01/15/2026

SALE NO.
137

SOLD TO
Hirsch, David

CHECK NO.

ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
Trip Charges	Trip Charges		100.00		100.00
Gratuity	Gratuity at 20.00%		18.00		18.00
Discount	10% Discount		-10.00		-10.00
Fuel Surcharge	Fuel Surcharge 10%		10.00		10.00