



TRIPS

# Connecting Books

How to connect Books to Trips so commission deposits and Direct Invoice income post into your bookkeeping automatically: picking a company, mapping income and bank accounts, choosing a payee mode, and pausing the integration when you need to load historical data by hand.

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Books is the UrTravelPro accounting app, and Trips can post your commission deposits and Direct Invoice payments into it the moment you mark them received — so you stop touching Books for routine entries.

## What gets connected

The Books connection is one short settings page per agency. You tell Trips four things:

- **Which Books company.** If you keep more than one legal entity in Books, you pick the one Trips income should land in.
- **Which income accounts.** A required commission income account, plus two optional ones for Direct Invoices and refunds.
- **Which bank account.** The deposit-to bank account in Books that receives the cash side of every deposit.
- **How to label the payee.** Either the trip's primary traveler, or a single fixed name on every line.

### ADVISOR TIP

**Books and Trips share a single sign-on.** You don't enter a Books password anywhere in Trips. As long as your agency has a Books subscription, Trips can see your Books companies on the dropdown.

## Setting it up step-by-step

Open **Settings** and pick the **Books integration** card.

1. **Pick a Books company.** The **Company** dropdown lists every company you have in Books. The account dropdowns below populate the second you pick one.

2. **Map the commission income account.** Required. Every Supplier Invoice commission you mark received posts against this account.
3. **Optionally map a Direct invoice income account.** Leave blank to use the commission account, or pick a separate one so planning fees stay on their own P&L line.
4. **Optionally map a Direct invoice refund account.** A contra-account like *Refunds & Returns*. Stripe refunds post here as a negative deposit.
5. **Pick the deposit-to bank account.** Required. The bank in Books that receives the cash side of every deposit.
6. **Choose a payee mode.** See the next section.
7. Click **Save & verify**. Trips re-checks the company and account IDs against Books, so a typo or a since-deleted account fails loudly.

Once saved, the page flips to a read-only summary headed **Connected to Books** with an **Edit mapping** button and a "*Last verified*" timestamp that updates on every successful post.

## Choosing accounts

Trips does not create Books accounts for you. Set them up in Books first, then pick them from the dropdowns — your chart of accounts stays under your control.

### Required

- **Commission income account.**
- **Deposit-to bank account.**

### Optional

- **Direct invoice income account.**
- **Direct invoice refund account.**

#### ADVISOR TIP

**On the refund account.** If you leave it blank, refunds post against your Direct invoice income account — which nets it to zero, like the original payment never happened. A dedicated contra-account just makes refund volume more visible on your P&L.

## Payee mode

Every deposit line in Books needs a payee name on it. Two options:

- **Primary traveler's name.** Each deposit line shows the trip's primary traveler. Use this when your bookkeeping tracks income per client.

- **Fixed payee name.** Every Books deposit uses one name you type in — typically your host agency. Use this when commissions flow through a host and your books reconcile against their payouts.

#### ADVISOR TIP

**Direct Invoice deposits ignore this setting.** When a client pays a Direct Invoice with a card, the visible payee on the Books line is always the Stripe cardholder's name — whoever's card was actually charged.

## Pausing the integration

Sometimes you don't want Trips to post to Books for a while — the most common reason is back-loading historical commissions by hand without Trips racing in alongside.

On the settings page, click **Pause integration** at the top right. Optionally type a reason ("*Recording 2025 historical payments*") and confirm. A yellow banner appears: **Books integration is paused**. While paused, nothing auto-posts — mappings stay where they are. Click **Resume integration** on the paused banner when you're ready.

#### ADVISOR TIP

**Pause is forward-only.** Resuming does not retroactively post anything you marked received while paused. Treat the pause window as "Books is being managed by hand for this period."

## What auto-posts

Two flows post to Books automatically once the integration is connected and not paused:

- **Commission deposits from Supplier Invoices.** When you mark a commission line received, Trips builds a Books deposit with one line per commission against your commission income account. Works one-at-a-time from an invoice or in a batch from the Commission Manager.
- **Direct Invoice payments.** When a client pays online, Trips posts the payment as its own Books deposit against your Direct invoice income account. Each card charge is its own bookkeeping event.

A few things do not auto-post, by design: Supplier Invoice payments themselves (Trips only tracks those), manual adjustments you make inside Books, and anything at all while the integration is paused.

## Refunds and account changes

When you refund a Direct Invoice charge through Stripe, Trips writes a negative deposit in Books referencing the original payment. It posts against your refund account, or your Direct invoice income account if you didn't pick a separate one. Trips remembers which Books transaction belongs to each refund, so a duplicate refund notice from Stripe can't create a duplicate posting.

Renamed Books accounts keep the same ID, so posting just keeps working. If a mapped account is deleted, Trips refuses to save the settings page and tells you exactly which one: *"The selected commission income account is no longer available in Books."* Pick a new one and save again — past deposits stay where they are.

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## Troubleshooting

### **A deposit didn't show up in Books — where did it go?**

Usually one of three things: the integration is paused, the line was already posted earlier (Trips guards against double-posting), or the chosen Books account was deleted. The [Books integration troubleshooting guide](#) walks through each one.

### **I'm getting "Could not reach Books" when I save.**

Trips verifies your company and accounts against Books before saving and that round-trip occasionally times out. Wait a moment and click Save & verify again.

### **I want to fix one bad commission deposit by hand.**

Pause the integration, correct the entry in Books, then resume — pausing prevents new auto-posts from racing your manual fix.

## Related

- [The Commission Manager](#)
- [Supplier Invoices](#)
- [Direct Invoices](#)
- [Books integration troubleshooting](#)