



TRIPS

Invoice line items and commission tracking

How to add line items to a Trips invoice: the line-item modal, the supplier picker, quantity and unit price, the dollar vs percent commission entry mode, your share %, the You net preview, and expected vs received commission dates.

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Each line on a Trips invoice is one supplier booking — a Royal Caribbean cabin, a Marriott stay, an Emirates flight. This article covers the line-item modal, the supplier picker, and the per-line commission tracking that feeds [Books](#).

ADVISOR TIP

Mostly a Supplier Invoice topic. Direct Invoices have line items too, but the supplier and commission sections of the modal are hidden — see [Direct Invoices](#) for the differences.

The line-item modal

Click **Add line** at the top right of the **Line items** card. A type picker appears — Cruise, Flight, Hotel, Rail, Rental Car, Transfer, Tour Package, Activity, Meal, or Other. Pick the closest match (you can change it later) and the modal opens.

Every line has the same four core fields at the top:

- **Title (shown to client)** — what the line is called on the published invoice. Examples: *"Round-trip airfare, JFK → CDG"*, *"7-night Caribbean cruise — Owner's Suite"*.
- **Qty** — usually 1. Use 2 for paired cabins, multiple rooms, etc.
- **Unit price** — the per-unit dollar amount you're billing.
- **Tax %** — leave blank for most travel; only fill it in if the supplier itemizes tax separately on what the client owes.

The **Line total** tile to the right updates live — quantity × unit price, plus tax if any. It's read-only and is the gross the client sees on this line.

Below the four fields, type-specific extras appear if the type has them — flight number and routing for Flight, cabin category and ship name for Cruise, check-in and check-out for Hotel. Those flow through onto the published invoice and PDF as a sub-line under the title.

The supplier picker

On a Supplier Invoice, the modal has a **Supplier & commission** card lower down. The **Supplier** field is a combobox — start typing and matches drop down.

The picker pulls from your agency's reference list of suppliers, tour operators, cruise lines, hotel chains, airlines, and car rental brands — all the supplier-shaped lists are merged into one search so you don't have to know what bucket Royal Caribbean is in. The placeholder reads *"Any supplier you bill against (type to add new)"*.

ADVISOR TIP

Add a supplier inline. If the supplier isn't in the list, type the full name and pick the **Add** option at the bottom of the dropdown. Trips creates the entry on the spot and reuses it later. No trip to Settings.

Next to Supplier is **Date booked** — when you confirmed the reservation. That date orders suppliers on the Commission Manager.

Quantity, unit price, line total

There's no separate `Line total` field to edit — Trips derives it from quantity × unit price. To bump the line, edit unit price (or quantity for paired cabins) and the total recomputes immediately.

ADVISOR TIP

Discount goes on the whole invoice, not the line. A single **Discount** field lives on the totals card at the bottom. That keeps the per-line gross honest — handy when you want to commission off the pre-discount supplier price.

Per-line commission tracking

Every line on a Supplier Invoice carries its own commission record — the data your [Commission Manager](#) and [Books integration](#) work off of. The commission row has three side-by-side controls plus a live preview:

- **A \$ / % toggle** — flat dollar amount, or percentage of the line subtotal.
- **The amount field** — labeled **Commission \$** or **Commission %**. The field swaps as you flip the toggle.

- **Your share %** — what you keep after the host agency split. Blank inherits your org default; a number overrides on this one line.
- **You net** — a live read-out under the row: your share × gross commission.

Dollar mode (\$)

Type the gross commission as a dollar amount. Trips trusts the number verbatim.

Use this when the supplier pays a **flat** commission (\$150 on a cruise, \$75 on a hotel) regardless of the line total.

Percent mode (%)

Type the rate (e.g. 10 for 10%). Trips multiplies the line subtotal by the rate and re-derives any time you adjust quantity or unit price.

Use this when commission scales with the line — most cruise, tour, and package commissions.

Your share % and the You net preview

The **Your share %** field is for hosted advisors. If your host keeps 20% of every commission, you keep 80% — type 80 here, or set it once as your **default agency split** under **Settings** → **Invoices** and leave this field blank. Independent advisors leave the default at 100.

The **You net** read-out shows the math live: gross × your share %. The label tells you which percent it used — "You net (80%)" — so you can see whether it picked up your override or the org default. The placeholder on **Your share %** also shows the default (e.g. 80 (default)).

ADVISOR TIP

Override on a single line. When the host carves out an exception — a 50/50 split on a specific cruise line, 100% on a referral — type the override in **Your share %** on just that line. The rest of the invoice keeps your default.

Expected vs received commission dates

Two dates live on every commissioned line:

- **Expected commission date** — when you *think* the supplier will pay. Set at booking. Feeds the Commission Manager's expected-this-month rollup.
- **Commission received date** — when the money actually shows up. Set when you record a commission payment from the **Record commission payment** button at the bottom of the modal.

That button opens a small dialog for amount, payment date, method (check, ACH, supplier portal), and reference. Multiple partial payments are fine — Trips sums them and shows the running **Paid so far** total. Once paid meets the gross, the line is fully received.

Where commission posts to in Books

If you've connected **Books**, commission you record here flows over automatically. Each payment posts as a transaction in Books against the income account you mapped on **Settings** → **Books integration** — usually *"Travel Commissions"*.

Once it lands, the modal grows a **Posted to Books** chip with the transaction number on hover. If the local state and Books drift (e.g. you removed a partial payment after it posted), you'll see a **Books out of sync** chip with a tooltip pointing you at how to reconcile. Full details in the [Books integration](#) article.

FAQ

I don't see the Supplier and commission card. Where did it go?

You're on a **Direct Invoice**. Direct Invoices are for your own planning fees, so there's no supplier in the middle and no commission to track — the modal hides those fields. If you meant to track a supplier booking, close this invoice and create a Supplier Invoice instead.

My supplier isn't in the dropdown. Do I have to go to Settings first?

No. Type the supplier name into the field — the bottom of the dropdown offers an **Add** option that creates the entry on the spot and uses it for this line. Every later invoice will find it in the picker.

I switched between \$ and % and my number disappeared.

The two modes use different fields — one for dollars, one for the rate. Switching the toggle just shows the other field; whichever one you typed in is still saved. Toggle back to see your number again. When you save the line, Trips uses whichever mode is currently active.

Why does my You net read-out show a different percent than I expected?

It uses your per-line override if you set one, otherwise your org's **default agency split** from **Settings** → **Invoices**, otherwise 100%. If the read-out shows 100% and you're hosted, your default split hasn't been set yet — fix it in Settings and every new line will inherit it.

Related

- [Supplier Invoices](#)
- [Direct Invoices](#)
- [Payment schedule \(deposit + final\)](#)

- [Commission Manager](#)
- [Books integration](#)

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