# HOTELOGIX

# Hotelogix Quick Guide to Xero Integration

Hotelogix 2.0



www.hotelogix.com

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### TABLE OF CONTENTS

1.	INTRODUCTION	2
2.	HOW XERO WORKS WITH HOTELOGIX?	3
3.	STEPS FOR SETTING UP A HOTEL ON XERO	8
4.	SYNCHRONIZATION WITH XERO	23
FREQU	JENTLY ASKED QUESTIONS	29



### 1. Introduction

Hotelogix lets you manage your Accounts Receivable and Accounts Payable through **Accounts** section on the FrontDesk.

To simplify and streamline your accounts, Hotelogix lets you connect to **Xero** which is a **cloud based accounting system**.

To begin with, let's take up the Account Codes in our discussion.

Account Codes for Points of Sales were based on Short Names. All line items of a Folio carried the Account Code of the POS they were sold from. There was no further bifurcation to the Sales account.

We have extended our functionality to give you flexible ways for managing your Accounts. With Xero Code enhancement, you may give Account Codes even upto a product! This gives you greater control to organize/bifurcate your sales in Xero to suit your exact needs.

Restructure your books of accounts; **micro-manage** upto the level of Cost Centers and Profit Centers through Hotelogix Xero enhancement.

Let's see how it goes.



## 2. How Xero works with Hotelogix?

#### Hotelogix and Xero work seamlessly.

So, if there is a Room Sale - Room Rent, corresponding taxes, TA commission etc. are first recorded in Hotelogix and then synced with Xero.

By default, Xero is based on **accrual accounting system**. All receipts (such as Booking Advances) are accounted as Deposits (received under Assets) that get balanced by a Liability Account such as **Services to be rendered**.

Let's say a Guest checks-in the Reservation and takes the services offered by the Hotel during his stay. Invoices raised against this Reservation will go to Xero **only once the sale is finalized**. This means **only fully settled folios get synced with Xero**.

In case of TA/Corporate bookings, folios settled to TA/Corporate through **City Ledger** are considered finalized that get synced with Xero.

Now, let's say the above Reservation is checked out.

Look at the settled folio in Figure 1.

System will automatically close this folio that will start showing up in Hotelogix Accounts after next Night Audit.

HOTELOGIX smart hoteliering

How Xero works with Hotelogix?

#### Folio #PI 117

Guest D	etails			Rese	ervation Det	ails		
Guest Nam	e: Mr. R	ichard Parker (P53)		Create	d On:	Jan 13, 2016		
Address: Phone:	ddress: 134, Hitchcock Rd, Salinas California - 93901 United States hone: () (33) 755-7243 FREE			Stay D Room	etails: (s)/Person(s):	Presidential Su Oct 25-Oct 28 Seasonal Rate 1 Room(s)/1 (1	ite(116) 3 Nights) Adults)	
Email:	richard	.parker@gmail.com		Amou	nt:	\$ 1,260.00 (\$ 1,471.50 with	h tax \$ 211.50)	
D	ate	Description-References		Disc/Allw	Amount	Tax	Payment	Room Sale
	Oct 25, 2015	Seasonal Rate Room Rent Presidential Suite/116		1.	\$ 400.00	\$ 66.00		Room Tax
	Oct 25, 2015	Qty 1 Adult Breakfast		-	\$ 10.00	\$ 2.50		
	Oct 25, 2015	Qty 2 Pick & Drop (Airport)		-	\$ 30.00	\$ 6.00		POS Taxes
	Oct 26, 2015	Qty 3 Jute Hand Bag - Sample Gift shop (Folio# 6)		-	\$ 36.00	\$ 7.20		
	Oct 26, 2015	Seasonal Rate Room Rent Presidential Suite/116		12	\$ 400.00	\$ 66.00		POS Sales
	Oct 26, 2015	Qty 1 Adult Breakfast		17	\$ 10.00	\$ 2.50		1 00 dates
	Oct 27, 2015	Seasonal Rate Room Rent Presidential Suite/116		-	\$ 400.00	\$ 66.00	000	
	Oct 27, 2015	Qty 1 Adult Breakfast		-	\$ 10.00	\$ 2.50		
	Oct, 28 2015	Paid by Richard Parker with Cash					\$ 1,514.70	
		Total		-	\$ 1,296.00	\$ 218.70	\$ 1,514.70	
Tax Exer	Route of the Account Sta	Charges Route to New Folio Route Payment tement Folio Summary	Room Taxe	s	→ California S	tate Sales Tax (6 Service Tax (20	Total         \$ 1,296.00           .50 %)         \$ 78.00           Total         \$ 1,374.00           .00 %)         \$ 19.20           Total         \$ 1,393.20	POS Tares
						VAT (5	.00 %) \$ 1.50	100 10.00
						Luxury Tax (10	.00 %) \$ 120.00	
						Includes Dis	c/Allw \$ 1,514.70	
						Ba	lance \$ 0.00	li -

Figure 1: Settled Folio

#### Note:

Snapshots in this document have been taken from **Staging Server**.

When this folio is synced with Xero, each of its line items will go the respective accounts in Xero.

- **Room Rent** will go to the **Room Sale** A/c.
- All taxes will go to separate tax accounts if set up for each Room/POS Tax separately.
- All sales from POS such as handicraft items purchased from Gift Shop , Package inclusions or add-ons such as Breakfast or Pick & Drop will go to separate Sales accounts if set up for each POS/Category/Product separately.

Figure 2 shows you the Chart of Accounts in Xero after synchronization.



	Ch	art of Ac	counts		
			Categorise every transaction in Xero with our full Chart o	f Accounts	Hide H
	(	400 SALE	Financial reports draw on each account to show how you	ır business is perform	ing
		SALL	Learn more about customizing the chart of accounts		
		dd Account	Add Bank Account 🔻 🔂 Print PDF Import Export		
	All	Accounts	ceate Liabilities Fruity Evnances Devenue Archive		
	What's	this?	and another and the second second		
					1 6
	De	lete Archive	Change Tax Rate No accounts selected	*	Searc
	.0.	1000	Accounts Receivable	Commit Accest	1.072.40
		1200	Outstanding invoices the company has issued out to the client but has not yet received in cash at balance date.	Current Asset	1,872.48
		2000	Accounts Payable Outstanding invoices the company has received from suppliers but has not yet paid at balance date	Current Liability	0.00
	۵	2100	Unpaid Expense Claims Expense claims typically made by employees/shareholder employees still outstanding.	Current Liability	0.00
	â	2200	Sales Tax2 The balance in this account represents Sales Tax owing to or from your tax authority. At the end of the tax period, it is this account that should be used to code against either the 'refunds from' or 'payments to' your tax authority that will appear on the bank statement. Xero has been designed to use only one sales tax account to track sales taxes on income and expenses, so there is no need to add any new sales tax accounts to Yero.	Current Liability	0.00
	8	2550	Historical Adjustment For accountant adjustments	Current Liability	0.00
	â	2600	Rounding An adjustment entry to allow for rounding	Current Liability	0.00
	8	2650	Tracking Transfers Transfers between tracking categories	Current Liability	0.00
	6	3900	Retained Earnings Do Not Use	Equity	0.00
		65212018	Office Expences Office Expences Office Expences	Expense	0.00
	6	8100	Bank Revaluations Bank securit revaluations due for foreign exchange rate change	Expense	Details
	0	8150	Unrealized Currency Gains	Expense	Details
	A	8200	Realized Currency Gains	Expense	0.00
		BANKAC	sains or losses made due to currency exchange rates. Bank	Current Asset	0.00
			Bank Beverage Tax	Current Asset	0.00
		DEVIAX	Beverage Tax Booking Advance		4.40
		BKADV	Booking Advance	Current Liability	1,489.44
		CASH	Cash	Current Asset	9,589.22
A/c set up for		CAST	CA Sales Tax CA Sales Tax	Current Liability	221,9
California State		CCSLIP	Credit Card Credit Card	Current Asset	0.0
Sales Tax		CHSLP	Cheque Cheque	Current Asset	0.0
charged on		CITYTAX	City/Tourist Tax City/Tourist Tax	Current Liability	0.0
Accommodation		CLSUR	Cleaning Surcharge Cleaning Surcharge	Current Liability	0.0
		CNC	Corn & Chicken Corn & Chicken	Sale	100.00

#### How Xero works with Hotelogix? HOTELOGIX smart hoteliering Dairy Tax Dairy Tax DATAX Current Liability 0.00 Domino's Domino's DMNZ Sale 44.00 Dessert House Dessert House 0.00 DSRTHS Sale DSRTS Desserts Desserts Sale 0.00 French Fries - Large French Fries - Large FFLARGE Sale 24.00 French Fries - Medium French Fries - Medium FFMED Sale 16.00 FFS French Fries French Fries Sale 0.00 FFSMALL French Fries - Small French Fries - Small Sale 0.00 Hotelogix Commission Payble Hotelogix Commission Payble HCOM12018 Current Liability 0.00 Hotelogix Fee Hotelogix Fee HFEE12018 Current Liability 0.00 Local Tax LOTAX Current Liability 0.00 A/c set up for Luxury Tax Luxury Tax LT Current Liability 260.40 Luxury Tax LTAX Luxury Tax on Room Tariff Luxury Tax on Room Tariff Current Liability 0.00 charged on Maestro Maestro MAESTRO Current Asset Room 0.00 Accommodation MCDND McDonalds McDonalds Sale 0.00 McFlurry McFlurry MCFLURRY Sale 95.00 McSpicy Chicken McSpicy Chicken MCSCHIC Sale 32.00 McSpicy Paneer McSpicy Paneer MCSPANEER Sale 6.00 Non Vegetarian Non Vegetarian NONVEG Sale 0.00 Non-Vegetarian Burgers Non-Vegetarian Burgers NONVEGBUR Sale 0.00 A/c set up for OTHER Other Other Current Asset 0.00 Pick & Drop Pick & Drop Pick & Drop PND Sale 100.00 service given by Pizza Hut Pizza Hut PZAHUT Sale Sample Travel 0.00 Desk Revenue Loss Revenue Loss REVLOSS Current Asset 0.00 Round Off Round Off ROUNDOFF Current Liability (0.02) A/c set up for Room Sale RS12018 Sale 7,706.00 **Room Sales** Room Tax Room Tax RT Current Liability 0.00 Sales Tax Sales Tax A/c set up for SATAX Current Liability 0.00 handicraft items Service Tax 5% Service Tax 5% SERTAX Current Liability 0.00 sold from Service Tax on Room Tariff Service Tax on Room Tariff SERTAXONRT Current Liability 0.00 Sample Gift ample Gift Shop ample Gift Shop Shop SGS Sale 132.00 SR SR nple Restar nple Restar Sale 431.00 A/c set up for Soft Serve Cone Soft Serve Cone Adult Breakfast SSCONE Sale 10.00 sold from Sample SPA Sample SPA SSPA Sale 285.00 Sample New York State Sales Tax New York State Sales Tax SST . Current Liability 0.00 Restaurant ervice Tax ST ST Current Liability 153.40 A/c set up for State Tax State Tax STAX Current Liability 45.00 Service Tax charged on POS Sample Travel Desk Sample Travel Desk STD Sale 325.00 Sales Simply Veg (Tomato & Onion) Simply Veg (Tomato & Onion) SVTNO Sale 65.00

HOTELOGIX smart hoteliering			How Xero works with Hotelo				
	🔲 TA-fee	TA Booking Fee TA Booking Fee	Expense	0.00			
	TASUR	Table Surcharge Table Surcharge	Current Liability	0.00			
	TDS	TDS Payble TDS Payble	Current Liability	0.00			
A/c set up for	TAV 🛄	VAT VAT	Current Liability	9.15			
/AT charged on	VATS	VAT 5% VAT 5%	Current Liability	7.00			
POS Sales	VEG	Vegetarian Vegetarian	Sale	0.00			
	VEGBUR	Vegetarian Burgers Vegetarian Burgers	Sale	0.00			
	UISA	Visa Visa	Current Asset	0.00			



Keep your accounts up to date and make more informed business decisions by integrating **Xero into your system**.

The integration is a **4-step process**:

Step 1: Sign up with Xero

**Step 2:** Edit your Chart of Accounts

**Step 3:** Export your Chart of Accounts as a CSV file and import it into Xero

Step 4: Xero Authentication

So, the setup in Xero is **straight forward** and **quick**.

Try out Xero by creating a free account at <u>www.xero.com</u>. It will take a few minutes at the most.



Let's now move forward to the integration part and take it **step by step**.

### Step 1: Sign up with Xero

Create a trial account at <u>www.xero.com</u>.

### Step 2: Edit your Chart of Accounts

Let's open the Chart of Accounts now.

Go to your FrontDesk.

On its left side, under Room Operations, click on Accounts (See Figure 3)



Figure 3: FrontDesk showing link to Accounts section



Accounts Console, as shown in Figure 4, will open.

#### Click on Chart of Accounts (See Figure 4)

HOTEL MANAGEMENT SYSTEM		The Crystal Quar Welcome : Anthony Dar
stered Corporate Registered Travel Agent	POS Hotel Deposit Chart of Accounts Xero Authentication	n Quickbook Account Mapping
Accounts		
Registered Corporate	Registered Travel Agent	Statistics Snapshot
Adobe Systems (C1)	SunwayTravels (A1)	Corporate
		Total Amount \$ 0.00
POS	Chart Of Account	Payment \$ 0.00
POS McDonalds	Chart Of Account McDonalds(MCD)	Travel Agent
POS McDonalds Pizza Hut	Chart Of Account McDonalds(MCD) Pizza Hut(PH)	Travel Agent \$ 0.00 Travel Agent Total Amount \$ 0.00
POS McDonalds Pizza Hut Sample Gift shop	Chart Of Account McDonalds(MCD) Pizza Hut(PH) Sample Gift shop(SGS)	Payment         \$ 0.00           Travel Agent         Total Amount         \$ 0.00           Payment         \$ 0.00         \$ 0.00
POS McDonalds Pizza Hut Sample Gift shop Sample Restaurant	Chart Of Account McDonalds(MCD) Pizza Hut(PH) Sample Gift shop(SGS) Sample Restaurant(SR)	Total Amount \$ 0.00 Payment \$ 0.00 Payment \$ 0.00
POS McDonalds Pizza Hut Sample Gift shop Sample Restaurant Sample SPA	Chart Of Account McDonalds(MCD) Pizza Hut(PH) Sample Gift shop(SGS) Sample Restaurant(SR) Sample SPA(SSPA)	Tavel Agent S 0.00 Travel Agent Total Amount S 0.00 Payment S 0.00

Figure 4: Accounts Console – Main page

List of Accounts, classified under **Assets/Liabilities/Expenses/Revenue**, will appear. (See Figure 5)

Each and every product sold from your Hotel or any service offered by you will have an **Account Code**. This is important for synchronizing ledgers with Xero.

So the second step is to **keep your Chart of Accounts ready**. Make sure that every POS Point, Room and POS Tax, and Pay Type that appears in your Chart of Accounts bears an Account Code.

As already discussed, Account Codes before the Xero enhancement were based on Short Names.

You may now have **common** or **distinct** Account Code for each item based on its Category, Product or POS. In other words, an Account Code can be setup based on the POS it belongs to or it's Category or even separately for each product (item).



Please note that, if a Product sale is not given an Account Code, it will **automatically** take the Account Code of its Category sale. In absence of Category A/c Code, Product will bear the Account Code of the POS.

# **Step 3:** Export your Chart of Accounts as a CSV file and import it into Xero

If you have edited your Chart of Accounts as per your business need, it is ready for export to Xero.

Click on **All Account** to view all accounts under one tab. (See Figure 5)

ered Corporate	Register	red Travel Agent	POS	Hotel	Deposit	Chart of Accounts	Xero Authentication	Quickbook Account Mapp	ing
of Accoun	its								
ist of Accounts									
Assets Li	abilities	Expenses	Reven	ue	All Account		Click to vie unde	ew all accounts er one tab	1
Account Code	4	Na	me	_		Department		type	Action
CASH		Ca	sh			Default Account		assets	Edit
CCSLIP		Cre	edit Card			Default Account		assets	Edit
BANKAC		Bar	nk			Default Account		assets	Edit
CHSLP		Ch	eque			Default Account	3	assets	Edit
OTHER		Oth	ner			Default Account	(1	assets	Edit
REVLOSS		Re	venue Loss			Default Account	lā -	assets	Edit
VISA		Vis	a			Account	1	assets	Edit Delete
MAESTRO		Ma	estro			Account		assets	Edit Delete
1 V of 1				v	iew 10 🔻	records per page			<< Previous   Next>
	of Accounts ist of Accounts Li Account Code CASH CCSLIP BANKAC CHSLP OTHER REVLOSS VISA MAESTRO 1 v of 1	of Accounts ist of Accounts ist of Accounts Account Code CASH CCSLIP BANKAC CGSLIP BANKAC CHSLP OTHER REVLOSS VISA MAESTRO 1 v of 1	of Accounts ist of Accounts Account Code Na CASH Ca CASH Ca CASH Ca CGSLIP Cre BANKAC Ban CHSLP Ch HSLP Ch REVLOSS Re VISA Vis MAESTRO Ma 1 ▼ of 1	of Accounts ist of Accounts Account Code Name CASH Cash CGSLIP Credit Card BANKAC Bank CHSLP Cheque OTHER Other REVLOSS Revenue Loss VISA Visa MAESTRO Maestro 1 ▼ of 1.	of Accounts ist of Accounts Account Code Name CASH Cash CCSLIP Credit Card BANKAC Bank CHSLP Cheque OTHER Other REVLOSS Revenue Loss VISA Visa MAESTRO Maestro 1 ▼ of 1 V	of Accounts       st of Accounts       ist of Accounts       Account Code     Name       CASH     Cash       CGSLIP     Credit Card       BANKAC     Bank       CHSLP     Cheque       OTHER     Other       REVLOSS     Revenue Loss       VISA     Visa       MAESTRO     Maestro       1 ▼ of 1     View 10 ▼	Of Accounts       stor Accounts       Ist of Accounts       Account Code       Account Code     Name     Department       CASH     Cash     Default Account       CASH     Cash     Default Account       CGSLIP     Credit Card     Default Account       BANKAC     Bank     Default Account       CHSLP     Cheque     Default Account       NISA     Visa     Account       MAESTRO     Maestro     Account       1     of 1     View 10     records per page	of Accounts st of Accounts Click to vie under Account Code Name Department CASH Cash Default Account CCSLIP Credit Card Default Account CCSLIP Credit Card Default Account BANKAC Bank Default Account CHSLP Cheque CHARTER CHARTER CHARTER CHARTER CHARTER CHARTER CHSLP CHEQUE CHARTER CH	of Accounts       Accounts     Click to view all accounts       Account Code     Name     Department     type       CASH     Cash     Default Account     assets       CCSLIP     Credit Card     Default Account     assets       BANKAC     Bank     Default Account     assets       CHSLP     Cheque     Default Account     assets       CHSL     Was     Account     assets       REVLOSS     Revenue Loss     Default Account     assets       MAESTRO     Maestro     Account     assets       1     View 10     records per page

Export CSV

Figure 5: Selecting All Account tab in Chart of Accounts

Click on **Export CSV** to export all accounts to CSV file. (See Figure 6)

HOTE mart h	LOGIX oteliering			Steps for Setting up	a Hotel on Xer
List	of Accounts				
Main / L	ist of Accounts				
A	ssets Liabilities	Expenses Revenue	All Account		
#	Account Code	Name	Department	type	Action
1	CASH	Cash	Default Account	it assets	Edit
2	CCSLIP	Credit Card	Default Account	it assets	Edit
3	BANKAC	Bank	Default Account	it assets	Edit
4	CHSLP	Cheque	Default Account	it assets	Edit
5	OTHER	Other	Default Account	it assets	Edit
6	REVLOSS	Revenue Loss	Default Account	it assets	Edit
7	VISA	Visa	Account	assets	Edit Delete
8	MAESTRO	Maestro	Account	assets	Edit Delete
9	BKADV	Booking Advance	Default Account	d liabilities	Edit
10	TDS	TDS Payble	Default Account	d liabilities	Edit
Page	1 🔻 of 6		View 10 • records per page	6	<< Previous   <u>Next&gt;&gt;</u>
Contraction of the local data			Export CSV	Click to export all accounts to CSV file	

Figure 6: Exporting all accounts to CSV

Figure 7 shows all accounts being exported to CSV.

		CSV F	ile							
X 🖬 🤊 • (* •	•   <del>•</del>			account_all - Microsoft Excel					00	) <u>×</u>
File Home	Insert Page Layout F	ormulas Data Reviev	v View Community	y Clips					۵ 🕜	- # X
Paste Clipboard	Painter Fainter Painter Font		≫・ ■ Wrap Text 建建 認 Merge & Ce Alignment	General         ✓           enter ✓         \$ ✓ % , 0.00 ↔ 0	Conditional Format Formatting + as Table + Styles	Cell yles Cells	Cormat ↓ Clear ↓ Edit	Sort & Find & Filter * Select *		
A1	✓ ( fx Code									~
A	В	С	D	E	F	G	Н	1	J	K
1 Code Na	ame	Туре	Tax Code	Description	Dashboard	Expense Claims	Enable Payments			- Ē
2 CASH Ca	ash	Current Asset	Tax Exempt (0%)	Cash	No	No	Yes			
3 CCSLIP Cr	redit Card	Current Asset	Tax Exempt (0%)	Credit Card	No	No	Yes			
4 BANKAC Ba	ank	Current Asset	Tax Exempt (0%)	Bank	No	No	Yes			
5 CHSLP Ch	heque	Current Asset	Tax Exempt (0%)	Cheque	No	No	Yes			
6 OTHER Of	ther	Current Asset	Tax Exempt (0%)	Other	No	No	Yes			=
7 REVLOSS Re	evenue Loss	Current Asset	Tax Exempt (0%)	Revenue Loss	No	No	Yes			
8 VISA Vi	isa	Current Asset	Tax Exempt (0%)	Visa	No	No	Yes			
9 MAESTRO M	laestro	Current Asset	Tax Exempt (0%)	Maestro	No	No	Yes			
10 BKADV Bo	ooking Advance	Current Liability	Tax Exempt (0%)	Booking Advance	No	No	Yes			
11 TDS TE	OS Payble	Current Liability	Tax Exempt (0%)	TDS Payble	No	No	Yes			
12 COMM Co	ommission Payble	Current Liability	Tax Exempt (0%)	Commission Payble	No	No	Yes			
13 ROUNDOF RO	ound Off	Current Liability	Tax Exempt (0%)	Round Off	No	No	Yes			
14 HCOM120 Ho	otelogix Commission Payble	Current Liability	Tax Exempt (0%)	Hotelogix Commission Payble	No	No	Yes			
15 HFEE12018 Ho	otelogix Fee	Current Liability	Tax Exempt (0%)	Hotelogix Fee	No	No	Yes			
16 SST N	ew York State Sales Tax	Current Liability	Tax Exempt (0%)	New York State Sales Tax	No	No	Yes			
17 LT Lu	uxury Tax	Current Liability	Tax Exempt (0%)	Luxury Tax	No	No	Yes			
18 VAT V	AT	Current Liability	Tax Exempt (0%)	VAT	No	No	Yes			
19 ST Se	ervice Tax	Current Liability	Tax Exempt (0%)	Service Tax	No	No	Yes			
20 STAX SI	ab Tax	Current Liability	Tax Exempt (0%)	Slab Tax	No	No	Yes			
21 CAST CA	A Sales Tax	Current Liability	Tax Exempt (0%)	CA Sales Tax	No	No	Yes			
22 SATAX Sa	ales Tax	Current Liability	Tax Exempt (0%)	Sales Tax	No	No	Yes			
23 LOTAX Lo	ocal Tax	Current Liability	Tax Exempt (0%)	Local Tax	No	No	Yes			
24 BEVTAX Be	everage Tax	Current Liability	Tax Exempt (0%)	Beverage Tax	No	No	Yes			
25 SERTAX Se	ervice Tax 5%	Current Liability	Tax Exempt (0%)	Service Tax 5%	No	No	Yes			
H + + H accou	unt all 🖓									
Ready								100% 😑	0	+

#### Figure 7: CSV File

Now, go to <u>www.xero.com</u>.



#### Click Login on its home page (See Figure 8)



Figure 8: Xero Home Page

Once you have entered your login credentials, click Login. (See Figure 9)

	xero
Welcome to Xero  anthony.daniel1957@gmail.c	
Login	Sales Bill clients, track outstanding invoices and get paid faster through the Sales dashboard.
Forgot your password?	







You will be taken to your **Xero dashboard**.

Refer to Figure 10.

#### Select Chart of Accounts under Settings.

				C	lick t	o open Cl	hart of Accounts	]		
https://go.xero.com/D	ashboard/									
		You are cu	rrently using	g a trial acco	unt.	Upgrade now	Have any questions?			
i⊟ The C	rystal Quartz C	orporation						Ant	hony Dan	iel 🝷
Dashboa	rd Accounts	Payroll	Reports	Contacts	Setti	ngs		6		?
The C	rystal Qua	rtz Corp	oration	l	Gene Favor	eral Settings	Your last l	ogin: <u>4 minut</u> Hie	es ago fro le Getting S	m India Started ×
Wa	tch the getting sta	arted video		950.00 WITHORAWAA 2,100.00 DEPOSIT	Payro /our ban	t of Accounts oll Settings k feeds	Add your or to keep in touch	ganization h with your of	<b>details</b> sustomer	S
Import yo Connect y import and Add bar	ur bank transactio our bank accounts to categorize your tran k account -	ons o automatically isactions.	- É		A S y	Add your first ir Send beautiful, c our clients and r New sales invo	nvoice sustomizable invoices to receive payments online.		PAY	
Track yo See how i and make Add an in	ur cashflow nuch cash your busi sure it can cover up roice or bill to get sta	ness has coming bills. arted.	$\overline{\rightarrow}$	000000000000000000000000000000000000000	A s d	Add your first b See upcoming bil lates so there ar New bill	bill ills and planned payment re no surprises.			

#### Figure 10: Selecting Chart of Accounts under Settings

Xero's default Chart of Accounts will appear.

Refer to Figure 11.

To import your Chart of Accounts, click on **Import**.

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Steps for Setting up a Hotel on Xero

Gener	art of Ac	counts			
(	400 SALI	Categorise every transaction in Xero with our full Chart of Financial reports draw on each account to show how you Learn more about customizing the chart of accounts	f Accounts Ir business is performing	lide Help 🛞	
C	You're using	the service organization chart of accounts. You can customize this, find out how in our Hel	p Center.	×	Click to
	Add Account	Add Bank Account      Print PDF     Import     Export			Chart of Accounts
All	Accounts	Assets Liabilities Equity Expenses Revenue Archive			
What's	s this? 🗩				
De	elete Archive	Change Tax Rate No accounts selected	S	earch	
	Code ▲ 1200	Name Accounts Receivable Outstanding invoices the company has issued out to the client but has not yet received in cash at balance	Type Current Asset	VTD 0.00	
	1300	ate: Prepayments An expenditure that has been paid for in advance.	Current Asset	0.00	
	1320	Employee Advances	Current Asset	0.00	
	1350	Vendor Deposits	Current Asset	0.00	
	1400	Inventory Asset Items available for sale including all costs of production.	Inventory	0.00	
	1520	Computer & Office Equipment Office equipment that is owned and controlled by the business	Fixed Asset	0.00	
	1521	Less-Accumulated Depreciation: Computer & Office Equipment The total amount of office equipment cost that has been consumed by the entity (based on the useful life)	Fixed Asset	0.00	
	1530	Vehicles	Fixed Asset	0.00	
	1531	Less-Accumulated Depreciation: Vehicles	Fixed Asset	0.00	
8	2000	Accounts Payable Outstanding invoices the company has received from suppliers but has not yet paid at balance date	Current Liability	0.00	
	2060	Gift Card Liability	Current Liability	0.00	
8	2100	Unpaid Expense Claims Expense claims typically made by employees/shareholder employees still outstanding.	Current Liability	0.00	
	2160	Payroll Wages Payable Xero automatically updates this account for payroll entries created using Payroll and will store the payroll amount to be paid to the employee for the pay run. This account enables you to maintain separate accounts for employee Wages Payable amounts and Accounts Payable amounts	Current Liability	0.00	
	2170	Federal Payroll Liability	Current Liability	0.00	
	2180	Other Payroll Liability	Current Liability	0.00	
	2190	State Payroll Liability	Current Liability	0.00	
ê	2200	Sales Tax The balance in this account represents Sales Tax owing to or from your tax authority. At the end of the tax period, it is this account that should be used to code against either the 'refunds from' or 'payments to' your tax authority that will appear on the bank statement. Xero has been designed to use only one sales tax account to track sales taxes on income and expenses, so there is no need to add any new sales tax accounts to Xero.	Current Liability	0.00	
	2400	Line of Credit	Current Liability	0.00	
	2500	Suspense An entry that allows an unknown transaction to be entered, so the accounts can still be worked on in balance and the entry can be dealt with later.	Current Liability	0.00	
8	2550	Historical Adjustment For accountant adjustments	Current Liability	0.00	
8	2600	Rounding An adjustment entry to allow for rounding	Current Liability	0.00	



â	2650	Tracking Transfers Transfers between tracking categories	Current Liability	0.00	
	3000	Owner's Capital	Equity	0.00	
	3110	Owner's Capital: Owner's Investment	Equity	0.00	
	3120	Owner's Capital: Owner's Draw	Equity	0.00	
	3130	Owner's Capital: Owner's Billable Time	Equity	0.00	
ß	3900	Retained Earnings Do Not Use	Equity	0.00	
	4000	Sales	Sale	0.00	
	4100	Discount Received	Revenue	0.00	
	4200	Merchandise	Sale	0.00	
	4300	Service	Sale	0.00	
	4400	Markup on Reimbursable Expenses	Revenue	0.00	
	4710	Uncategorized Income	Revenue	0.00	
	4715	Other Income	Other Income	0.00	
	4820	Vendor Refunds	Other Income	0.00	
	5000	Cost of Goods Sold	Direct Costs	0.00	
	5100	Purchase Discount	Direct Costs	0.00	
	5300	Subcontractors	Direct Costs	0.00	
	6000	Advertising	Expense	0.00	
	6040	Bank Service Charges Bank Service Charges	Expense	0.00	
	6110	Automobile Expense	Expense	0.00	
	6140	Business License & Fees	Expense	0.00	
	6155	Dues & Subscriptions Magazines, professional bodies etc	Expense	0.00	
	6200	Meals & Entertainment Expenses paid by company for the business but are not deductable for income tax purposes.	Expense	0.00	
	6320	Insurance	Expense	0.00	
	6330	Professional Fees	Expense	0.00	
	6400	Reimbursable Expense	Expense	0.00	
	6680	Wages & Salaries Payment to employees in exchange for their resources	Expense	0.00	
	6722	Mileage Reimbursement	Expense	0.00	
	6900	Bad Debt Noncollectable accounts receivable which have been written off.	Expense	0.00	
	7000	Depreciation The amount of the asset's cost (based on the useful life) that was consumed during the period	Expense	0.00	
	7050	Miscellaneous	Expense	0.00	
	7150	Other Expense	Expense	0.00	
8	8100	Bank Revaluations Bank account revaluations due for foreign exchange rate changes	Expense C	Details	
8	8150	Unrealized Currency Gains Unrealized gains on outstanding items	Expense D	Details	
8	8200	Realized Currency Gains Gains or losses made due to currency exchange rates	Expense	0.00	
Pa	ge 1 🔻 of	1 (56 total items) Showing 200 ▼ items per page			

Figure 11: Importing Chart of Accounts



Select the **CSV file** that you have downloaded for import. (See Figure 12)

What system are you importing from?	Example file		
Xero	Chart of Accounts CSV file for a Tax registered company		
	Tips for importing		
Does the file you are importing contain account balances? Yes No / Don't know	Whether you have created your own Chart of Accounts, exported one from your previous accounting system or you are using a Xero Chart of Accounts, you should make sure you follow a few simple guidelines:		
Select the file to import	<ul> <li>The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .CSV or .TXT.</li> </ul>		
Browse No file selected	<ul> <li>Be sure to include all of the active accounts you used in your previous accounting system.</li> </ul>		
Immed	More help for importing Chart of Accounts		

Figure 12: Selecting CSV file for import

Click Import. (See Figure 13)

ontain account balances?
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Look at Figure 14.

Click **Confirm** to confirm your imported accounts.

E The Cryst	tal Quartz Co	orporation	K.		
Dashboard	Accounts	Payroll	Reports	Contacts	Settings
Confirm	vour imr	orted	ecount	e	
Commit	your imp	onteu a	iccoum		
Imported File: a	ccount_all.csv				1
Your new Cha	rt of Accounts will	contain 69 acc	ounts:		
Includes:					
58 new account	unts View				
<ul> <li>1 updated ac</li> </ul>	count View				
<ul> <li>10 system ac</li> </ul>	counts that were no	t updated View	E		
Excludes:					
• 45 accounts	that were deleted or	archived View			
		Con	firm	Cancel	
					1
	100		l		
	CI	ick to confirm acco	n your import ounts	ed	

Figure 14: Confirming imported accounts

The imported file will replace the default Chart of Accounts. (See Figure 15)



⊞ T	he Crystal	Quartz Corporation		Anthony Daniel 👻
Das	hboard /	Accounts Payroll Reports Contacts Settings	٢	→   ?
Genera	I Settings >			
Ch	art of A	ccounts		
				Hide Help 🛞
		Categorise every transaction in Xero with our full Chart of A	Accounts	
(		Financial reports draw on each account to show how your ES	business is perfor	ming
		Learn more about customizing the chart of accounts		
	dd Account	Add Bank Account      Print PDF Import Export		
1				
All What's	Accounts	Assets Liabilities Equity Expenses Revenue Archive		
				I In the second of the
De	lete Archiv	e Change Tax Rate No accounts selected		Search
	Code 🔺	Name Accounts Receivable	Type	UI
	1200	Outstanding invoices the company has issued out to the client but has not yet received in cash at balance date.	urrent Asset	0.00
4	2000	Accounts Payable Outstanding invoices the company has received from suppliers but has not yet paid at balance date	urrent Liability	0.00
4	2100	Uppaid Expense Claims Expense claims typically made by employees/shareholder employees still outstanding.	urrent Liability	0.00
4	2200	Sales Tax2 The balance in this account represents Sales Tax owing to or from your tax authority. At the end of the tax period, it is this account that should be used to code against either the 'refunds from' or 'payments to' your tax authority that will appear on the bank statement. Xero has been designed to use only one sales tax	urrent Liability	0.00
		account to track sales taxes on income and expenses, so there is no need to add any new sales tax accounts to Xero.		
9	2550	Historical Adjustment Cr For accountant adjustments	urrent Liability	0.00
8	2600	Rounding C An adjustment entry to allow for rounding	urrent Liability	0.00
4	2650	Tracking Transfers Cr Transfers between tracking categories	urrent Liability	0.00
6	3900	Retained Earnings Er Do Not Use Er	quity	0.00
	65212018	Office Expences EXPENSES EXPENSES	xpense	0.00
8	8100	Bank Revaluations Bank account revaluations due for foreign exchange rate changes	xpense	Details
8	8150	Unrealized Currency Gains EU Unrealized gains on outstanding items	xpense	Details
8	8200	Realized Currency Gains Gains or losses made due to currency exchange rates	xpense	0.00
	BANKAC	Bank C	urrent Asset	0.00
	BEVTAX	Beverage Tax C	urrent Liability	0.00
	BKADV	Booking Advance CO	urrent Liability	0.00
	CASH	Cash Cash C	urrent Asset	0.00
	CAST	CA Sales Tax CA Sales Tax CA	urrent Liability	0.00
	CCSLIP	Credit Card Credit Card C	urrent Asset	0.00

HOTE smart ho	LOGIX oteliering		Steps for Setting up a Hote	l on Xero
	CHSLP	Cheque Cheque	Current Asset	0.00
	CITYTAX	City/Tourist Tax City/Tourist Tax	Current Liability	0.00
	CLSUR	Cleaning Surcharge Cleaning Surcharge	Current Liability	0.00
	CNC	Corn & Chicken Corn & Chicken	Sale	0.00
	СОММ	Commission Payble Commission Payble	Current Liability	0.00
	DATAX	Dairy Tax Dairy Tax	Current Liability	0.00
	DSRTHS	Dessert House Dessert House	Sale	0.00
	DSRTS	Desserts Desserts	Sale	0.00
	FFLARGE	French Fries - Large French Fries - Large	Sale	0.00
	FFMED	French Fries - Medium French Fries - Medium	Sale	0.00
	FFS	French Fries French Fries	Sale	0.00
	FFSMALL	French Fries - Small French Fries - Small	Sale	0.00
	HCOM12018	Hotelogix Commission Payble Hotelogix Commission Payble	Current Liability	0.00
	HFEE12018	Hotelogix Fee Hotelogix Fee	Current Liability	0.00
	LOTAX	Local Tax Local Tax	Current Liability	0.00
	LT	Luxury Tax Luxury Tax	Current Liability	0.00
	LTAX	Luxury Tax on Room Tariff Luxury Tax on Room Tariff	Current Liability	0.00
	MAESTRO	Maestro Maestro	Current Asset	0.00
	MCDND	McDonalds McDonalds	Sale	0.00
	MCFLURRY	McFlurry McFlurry	Sale	0.00
	MCSCHIC	McSpicy Chicken McSpicy Chicken	Sale	0.00
	MCSPANEER	McSpicy Paneer McSpicy Paneer	Sale	0.00
	NONVEG	Non Vegetarian Non Vegetarian	Sale	0.00
	NONVEGBUR	Non-Vegetarian Burgers Non-Vegetarian Burgers	Sale	0.00
	OTHER	Other Other	Current Asset	0.00
	PND	Pick & Drop Pick & Drop	Sale	0.00
	PZAHUT	Pizza Hut Pizza Hut	Sale	0.00
	REVLOSS	Revenue Loss Revenue Loss	Current Asset	0.00
	ROUNDOFF	Round Off Round Off	Current Liability	0.00
	R512018	Room Sale	Sale	0.00
	RT	Room Tax Room Tax	Current Liability	0.00
	SATAX	Sales Tax Sales Tax	Current Liability	0.00
	SERTAX	Service Tax 5% Service Tax 5%	Current Liability	0.00

SERTAXONRT	Service Tax on Room Tariff Service Tax on Room Tariff	Current Liability	0.00
SGS	Sample Gift Shop Sample Gift Shop	Sale	0.00
SR	Sample Restaurant Sample Restaurant	Sale	0.00
SSCONE	Soft Serve Cone Soft Serve Cone	Sale	0.00
SSPA	Sample SPA Sample SPA	Sale	0.00
SST	New York State Sales Tax New York State Sales Tax	Current Liability	0.00
ST	Service Tax Service Tax	Current Liability	0.00
STAX	State Tax State Tax	Current Liability	0.00
STD	Sample Travel Desk Sample Travel Desk	Sale	0.00
SVTNO	Simply Veg (Tomato & Onion) Simply Veg (Tomato & Onion)	Sale	0.00
TA-fee	TA Booking Fee TA Booking Fee	Expense	0.00
TASUR	Table Surcharge Table Surcharge	Current Liability	0.00
TDS	TDS Payble TDS Payble	Current Liability	0.00
VAT	VAT VAT	Current Liability	0.00
VAT5	VAT 5% VAT 5%	Current Liability	0.00
VEG	Vegetarian Vegetarian	Sale	0.00
VEGBUR	Vegetarian Burgers Vegetarian Burgers	Sale	0.00
VISA	Visa Visa	Current Asset	0.00

#### Figure 15: Chart of Accounts - Imported

### Step 4: Xero Authentication

HOTELOGIX smart hoteliering

Go back to your FrontDesk and open the Accounts section.

Click on **Xero Authentication**, as shown in Figure 16.

	loteliering						Steps for Setti	ng up a Hotel on 3
						Click for Xe	ro Authentication	Accoun
							The	Crystal Quar
		_					Weicol	me . Anthony Dan
giote	orea corporate	riogisti	ind marcingen	100 100	or Doposit	onare of view out to view	a de la de	ount mopping
ist								
	of Accou	unts						
in / L	of Accou	unts						
ain / L	of Accou	unts						
ain / L	of Accou	unts						
in / l	of Accounts	unts			[	_		
<u>iin</u> / l	of Accounts List of Accounts Assets	Liabilities	Expenses	Revenue	All Account			
in / l	Assets	Liabilities	Expenses	Revenue	All Account	Department	type	Action
in / l # 1	Assets Account Cod CASH	Liabilities	Expenses Na Ca	Revenue me	All Account	Department Default Account	type assets	Action Edit
in / 1 # 1 2	of Accounts List of Accounts Assets Account Cod CASH CCSLIP	unts Liabilities Je	Expenses Na Ca Cri	Revenue me sh edit Card	All Account	Department Default Account Default Account	type assets assets	Action Edit Edit
# 1 2 3	Assets Account Cod CASH CCSLIP BANKAC	unts Liabilities de	Expenses Na Ca Cri Ba	Revenue me sh edit Card nk	All Account	Department Default Account Default Account Default Account	type assets assets assets	Action Edit Edit Edit
# 1 2 3 4	Assets Account Cod CASH CCSLIP BANKAC CHSLP	Liabilities	Expenses Ca Cr Ba Ch	Revenue me sh edit Card nk eque	All Account	Department Default Account Default Account Default Account Default Account	type assets assets assets assets	Action Edit Edit Edit Edit
# 1 2 3 4 5	Assets Assets Account Cod CASH CCSLIP BANKAC CHSLP OTHER	Liabilities de	Expenses Na Ca Cri Ba Ch Ott	Revenue me sh edit Card nk eque her	All Account	Department Default Account Default Account Default Account Default Account Default Account	type assets assets assets assets assets	Action Edit Edit Edit Edit Edit
# 1 2 3 4 5 6	of Accounts	Liabilities	Expenses Na Ca Cr Ba Ch Ott Re	Revenue me sh edit Card nk eque her venue Loss	All Account	Department Default Account Default Account Default Account Default Account Default Account Default Account	type assets assets assets assets assets assets	Action Edit Edit Edit Edit Edit Edit
# # 1 2 3 4 5 6 7	Assets Assets Account Cod CASH CCSLIP BANKAC CHSLP OTHER REVLOSS VISA	Liabilities	Expenses Na Ca Ca Ba Ch Ott Re Vis	Revenue me sh edit Card nk eque her venue Loss a	All Account	Department Default Account Default Account Default Account Default Account Default Account Default Account Default Account	type assets assets assets assets assets assets assets	Action Edit Edit Edit Edit Edit Edit
# # 1 2 3 4 5 6 7 8	Assets Account Cod CASH CCSLIP BANKAC CHSLP OTHER REVLOSS VISA MAESTRO	Liabilities de	Expenses Na Ca Cra Ba Ch Ott Re Vis Ma	Revenue me sh edit Card nk eque her venue Loss a estro	All Account	Department Default Account Default Account Default Account Default Account Default Account Default Account Account Account	type assets assets assets assets assets assets assets assets assets	Action Edit Edit Edit Edit Edit Edit Edit Delete Edit Delete

#### Figure 16: Authenticating Xero

You will be redirected to Xero.

Authorize the Xero Account Application. Click **Authorize**, as shown in Figure 17.

iΞ My Xero	Anthony Dar	niel 👻
Home Subscriptions & Billing Settings		?
Authorize Application		
Xero Account Application For live stable         stayez (http://www.livestable.stayez.com)         is requesting access to your Xero data.         Please select which organization Xero Account Application For live stable stayez         can access:         The Crystal Quartz Corp	This application will have the same permissions as the user that has authorized access. This application will have access for 30 minutes from the time you authorize it. Once this application has been authorized, you can disconnect the application from accessing your Xero organization from within the General Settings > Add-ons settings page in Xero.	
Authorize Cancel	1	





Xero Account Application will get **enabled** (Look at <u>Figure 18</u> for success alert that will appear).

This means you are **successfully connected to Xero**.

i≘ My X	ero	
Home	Subscriptions & Billing	Settings
Autho	orize Application	
Xero Aco	count Application For live	e stable stayez is now enabled
You will be re	directed back to http://www.livestable	e.stayez.com in a second.

Figure 18: Xero Account application enabled

Please note that this application will have access for **30 minutes** from the time you authorize it. To continue access to this application, you need to **re-authorize** it.

You will be redirected back to your Accounts section in a second.

Un-synced Ledger List, as shown in Figure 19, will appear.

You may now synchronize these ledgers with Xero one by one.



# 4. Synchronization with Xero

Let's begin with Travel Agent Ledgers.

Click on the link - Travel Agent Ledgers, given in Ledger List (See Figure 19)

HOTELOGI	x					Accounts
HOTEL MANAGEMENT SYST	EM					The Crystal Quartz Welcome : Anthony Daniel
Registered Corporate F	Registered Travel Agent	POS Hotel	Deposit	Chart of Accounts	Quickbook Account Mapping	
Show all types of Main / Show all types of folios/led	folios/ledger lis	t				
			All	ledger list		
S	.No.	Ledger List			No of Un-Syn	c Folios
	1	Deposit(s)			10	
	2	POS Ledger(s)			8	
	3	Travel Agent Le	dger(s)		10	
	4	Corporate Ledo	er(s)		4	
	5	Payment			7	
	6	Hotel Ledger			13	
	7 Click to Ledgers	Hotelogix Ledge sync TA with Xero	er(s)		12	

Figure 19: Ledger List (Un-synced)

Transactions pending synchronization will appear. (Refer to Figure 20)

Go down the page.

You will find **Synchronize with Xero** button.

Click to synchronize.



_											
•	Vi	ew 10 🔻	Records	Per Page		Pag	e: 1 of 1				
						Trav	el Agent L	.edger(s)			
•	#	Sync Status	Group#	Name	Folio#	Description	Due Date	Payment Date	Amount	Тах	Total Amount Pa
/	1	Not Sync	G 10299	SunwayTravels	(Oct 10, 2015)	Travel agent Ledger	Oct 10, 2015		\$ 360.00	\$ 42.00	\$ 402.00
	2	Not Sync		SunwayTravels	COMM275-10496 (Oct 09, 2015)	Travel agent Ledger	Oct 09, 2015		\$ -9.60	\$ 0.00	\$ -9.60
•	3	Not Sync	******	SunwayTravels	(Oct 09, 2015)	Travel agent Ledger	Oct 09, 2015		\$ 46.00	\$ 0.00	\$ 46.00
	4	Not Sync	G 10286	SunwayTravels	<u>INV10</u> (Oct 08, 2015)	Travel agent Ledger	Oct 08, 2015		\$ 930.00	\$ 155.50	\$ 1,085.50
•	5	Not Sync		SunwayTravels	COMM272-10496 (Oct 08, 2015)	Travel agent Ledger	Oct 08, 2015		\$ -9.60	\$ 0.00	\$ -9.60
•	6	Not Sync	G 10286	SunwayTravels	(Oct 08, 2015)	Travel agent Ledger	Oct 08, 2015		\$ 8.00	\$ 0.40	\$ 8.40
•	7	Not Sync		SunwayTravels	(Oct 07, 2015)	Travel agent Ledger	Oct 07, 2015		\$ 17.25	\$ 0.86	\$ 18.11
	8	Not Sync		SunwayTravels	COMM269-10496 (Oct 07, 2015)	Travel agent Ledger	Oct 07, 2015		\$ -65.40	\$ 0.00	\$ -65.40
1	9	Not Sync		SunwayTravels	(Oct 06, 2015)	Travel agent Ledger	Oct 06, 2015		\$ 50.00	\$ 10.00	\$ 60.00
	10	Not Sync		SunwayTravels	COMM266-10496 (Oct 06, 2015)	Travel agent Ledger	Oct 06, 2015		\$ -55.80	\$ 0.00	\$ -55.80
lie	w 1	0 🔻 Rec	ords Per I	Page		Pag	e: 1 of 1				
										Total	\$ 1,270
									1	otal Disc	\$ 0 \$ 208
									Total	With Tax	\$ 1,479
									I	Fotal Paid	\$0
										Dalance	\$ 1,479

#### Figure 20: TA Ledgers – Transactions pending synchronization



TA Ledgers, once synced to Xero successfully, will show a success alert. (See Figure 21)

	Click to view Registered Travel Agents			Success alert after synchronization				
Registered Corporate	Registered Travel Agent	POS Hotel	Deposit	Chart of Accounts	Quickbook Account Ma	apping		
Accounts		Ledger(s) Synch	hronize succ	essfully				
Registered Co	rporate		Regist	ered Travel Agent			Statistics Sna	pshot
Adobe Systems (	Adobe Systems (C1)		SunwayTravels (A1)			Corporate Total Amount	\$ 0.00	
POS			Chart (	Of Account			Payment	\$ 0.00
Domino's			Domino	s(DMNZ)			Travel Agent	0.0.00
McDonalds			McDona	alds(MCD)			Payment	\$ 0.00
Pizza Hut			Pizza H	ut(PH)			*************************	
Sample Gift shop	ot		Sample	GITI Shop(SGS)				
More	<u>10</u>		More	restaurant(ort)				
		<u>Click he</u>	ere to Sy	nchronize Led	<u>jer(s)</u>			
				1				
		Clic	k to sy le	nchronize ot edgers	her			

Figure 21: Accounts Console showing success alert after synchronizing TA ledgers to Xero successfully

Click on **Click here to Synchronize Ledger(s)** to go back to the Ledger List. (See Figure 21)

Before you proceed, let's check the sync status of TA Ledgers that you have synced with Xero just now.

Click **Registered Travel Agent** on main menu of your Accounts section. (See Figure <u>21</u>)

List of Registered Travel Agents, as shown in Figure 22, will appear.

Click Ledger next to each Travel Agent Name.

HOTEL smart hote	DGIX eliering					Sync	hronization	with Xero
List of Main / List Search F	f Registered Trave	red Travel Agent	Go					
#	Code	Travel Agent Name 🔻 🔺	Country	Phone	Email	Total Buisness	Total Balance	Action
1	A1	SunwayTravels	United States	+1 (650) 324- 6278 FREE	robert.taylor0677@qmail.com	\$ 1,479.61	\$ 1,479.6	1 Ledger
Page 1	▼ of 1		View 10	records per pag	ge		< <previous< td=""><td>s   Ne<mark>:</mark> t&gt;&gt;</td></previous<>	s   Ne <mark>:</mark> t>>
						Click	( to view TA	Ledger

Figure 22: Selecting Ledger (from List of TAs) to view TA Ledger

Paid Sync Status shows **Sync**. (See Figure 23)

System has updated the Sync status as well.

	List o	f Registered Travel A	gent / Hotel's l	.edger						
ieai	ch B	y Due Date: Fro	m	To		Ledger: Trav	el Agent ▼ Na	ime: Sunway	Travels ▼ Sync Group#/Rsv Id#	Status:All T
	#	Ledger	Folio#	Description	Due Date/Payment	Group#/Rsv ld#	Amount	Tax	Total Amount	Search Export Paid Sync Status
0	1.	Travel Agent (SunwayTravels)	<u>INV17</u> (Oct 10, 2015)	Hotel Ledger	Oct 10, 2015	G 10299 / 102953	\$ 360.00	\$ 42.00	\$ 402.00	Sync
	2.	Travel Agent (SunwayTravels)	COMM275- 10496 (Oct 09, 2015)	Hotel Ledger	Oct 09, 2015		\$ -9.60	\$ 0.00	\$ -9.60	Sync
0	3.	Travel Agent (SunwayTravels)	9 (Oct 09, 2015)	Hotel Ledger	Oct 09, 2015		\$ 46.00	\$ <mark>0.00</mark>	\$ 46.00	Sync
	4.	Travel Agent (SunwayTravels)	(Oct 08, 2015)	Hotel Ledger	Oct 08, 2015	G 10286 / 102849	\$ 8.00	\$ <mark>0.40</mark>	\$ 8.40	Sync
0	5.	Travel Agent (SunwayTravels)	(Oct 08, 2015)	Hotel Ledger	Oct 08, 2015		\$ 930.00	\$ 155.50	\$ 1,085.50	Sync
	6.	Travel Agent (SunwayTravels)	COMM272- 10496 (Oct 08, 2015)	Hotel Ledger	Oct 08, 2015		\$ -9.60	\$ 0.00	<mark>\$</mark> -9.60	Sync
	7.	Travel Agent (SunwayTravels)	COMM269- 10496 (Oct 07, 2015)	Hotel Ledger	Oct 07, 2015		\$ -65.4D	\$ 0.00	\$-65.40	Sync
	8.	Travel Agent (SunwayTravels)	(Oct 07, 2015)	Hotel Ledger	Oct 07, 2015		\$ 17.25	\$ 0.86	\$ 18.11	Sync
	9.	Travel Agent (SunwayTravels)	COMM266- <u>10496</u> (Oct 06, 2015)	Hotel Ledger	Oct 06, 2015		\$ -55.80	\$ 0.00	\$ -55.80	Sync
0	10.	Travel Agent (SunwayTravels)	2 (Oct 06, 2015)	Hotel Ledger	Oct 06, 2015		\$ 50.00	\$ 10.00	\$ 60,00	Sync
age	1	▼ of 1			Vie	w 10 ▼records per	page			<< Previous   Next>
									Total Total Disc Total Tax	\$ 1,270.8 \$ 0.0 \$ 208.7
									Total With Tax Total Paid	\$ 1,479.6 \$ 0.0
									Balance	\$ 1,479.6

Figure 23: TA Ledger - Synced

Like Travel Agent Ledgers, you can sync other ledgers by clicking on their respective links from the Ledger List and then clicking on **Synchronize with Xero** button for each of these ledgers.

Once all folios in all ledgers are synced to Xero, your Ledger List will look similar to the one shown in Figure 24.



ned Corporate	Registered Travel Agent	POS Hotel	Deposit Chart of Accounts	GUCKDOOK ACCOUNT Mapping
all types of	folios/ledger lis	t		
Show all types of folios/le	dger list			
			All ledger list	
	š.No.	Ledger List		No of Un-Sync Folios
	1	Deposit(s)		0
	2	POS Ledger(s)		0
	3	Travel Agent Le	dger(s)	0
	4	Corporate Ledg	er(s)	0
	5	Payment		0
	6	Hotel Ledger		0
	7	Hotelogiy Ledge	er(s)	0



Figure 2 shows the **account balances** after synchronization in Xero.

This brings us to the end of this help manual. For any further assistance or clarification, please contact **Hotelogix Live Support** or email us at <a href="mailto:support@hotelogix.com">support@hotelogix.com</a>.









Q1: What is Account Code?

AT: In Hotelogix, every product or service sold from your Hotel is assigned a code. This is called **Account Code**.

**Q2:** With the change in Account Codes, will my POS Points continue to show in the Chart of Accounts? Do I need to do anything extra? Will I be able to sync my ledgers with Xero as I was doing earlier? Please advise.

A2: Your POS Points will still continue to show in your Chart of Accounts – nothing has changed but much has been added for you. The only thing is that you now have a choice to put Account Codes upto the level of a product.

If you go to any of your POS Points in Admin Console, you will find **Account Code** dropdown under **Department**. By default, Account Code will be same as Short Code which you can change of course. So, this won't disturb your Chart of Accounts.

Remember, any change in Account codes will **automatically** reflect in your Chart of Accounts.

**Q3:** Where all in Hotelogix the Code enhancement has taken place? What sections of Hotelogix have been affected?

A3: Go to your Admin Console. Add or edit any POS Point, POS Category, POS Product, Room Tax, POS Tax or Pay Type that you may have set up in your system. In all these sections, you will find Account Code dropdown under Department.

Last but not the least - the Accounts section!

Q4:

Are Account Codes mandatory?

All products and services of your Hotel will bear an Account Code. This is **compulsory**. Without them, you cannot sync your ledgers with Xero.

requently







**Account Code** is a **mandatory** field when you add or edit a POS Point, Room Tax, POS Tax or a Pay Type. For your convenience, your existing Points of Sales, Taxes and Pay Types will have the same Account Code as Short Code in default. You can change if required.

But for POS Categories and POS Products, adding an Account Code is **optional** for you. This means if no A/c Code is specified for the product, it will be sold under the Account Code of its Category.

Similar is with POS Categories. If a Category Sale is not given an Account Code, it will automatically take the Account Code of the POS Sale.

# Q5: How do I enter the Account Code? Are there any validations?

A5: Go to your Admin Console. Add/Edit POS Points, POS Products and POS Categories. Look for **Department** field in these sections. With Xero Code enhancement, you may now have **department wise Account Codes** for them.

Once you have selected the department for your POS, you may either **select an existing Account Code** or **add a new Account Code**.

If you choose to select an existing Account Code, you can select only from the Account Codes of selected department. Account Code of one department Sale cannot be used for the Account Code of another department sale.

Alternatively, you may click on **Add New Account Code** to give your Account a new name and new Code. (See figure below)









POS Point Title* MCD POS Point ID(Short Name)* MCD Department* Sample F and B • 1 Account Code* Select Account Code • Add New Account Code Add New Account Code • Add New Account Code Add New Account Code • (Image dime Account Code:* MCDND 0 (Image dime Account Code:* MCDND 0 (Image dime Account Code:* MCDND 0 (Image dime	Add New A	Account Code - POS Point	
POS Point ID(Short Name)* MCD Department* Sample F and B  C Ac count Code* Select Ac count Code Add New Account Code Add New Account Code Add New Account Code Ac count Name:* McDonalds Ac count Code:* MCDND (Image dime Concol (Phone # and Em	POS Point Title*	McDonalds	
Department* Sample F and B   Account Code*   Select Account Code     Add New Account Code     Account Name:*   McDonalds   Account Code:*   McDND     Concol     (Phone # and Em)     Concol	POS Point ID(Short Name)*	MCD	
Account Code* Select Account Code Add New Account Code  Add New Account Code  Add New Account Code  (Image dime Account Code:* McDND  (Phone # and Em	Department*	Sample F and B 🔻 1	
Add New Account Code * Account Name:* McDonalds Account Code:* MCDND (Image dime (Phone # and Em	Account Code*	Select Account Code   Add New Account Code	
added to the	Add New Account N Account O (Phone # and Em added to the	Account Code * Image dime	Frequently

Similar add options are available in POS Categories, POS Products, Taxes and Pay Types as well. (See figures below)

Add New Account Code - POS Category
POS Category Title* Desserts
Department Sample F and B
Account Code Select Account Code  Add New Account Code
POS Point* McDonalds Add New Account Code *
Account Name:* Desserts Account Code:* DSRTS
3 Save Cancel

Questions



Add New	Account Code - POS Product		
POS Point	McDonalds •		
POS Product Title*	McFlurry		
Department	Sample F and B		
Account Code	Select Account Code   Add New Account Code	2	
POS Product ID*	MCF Featured Product	t	
Upload Image(s)	Choose file No file chosen		
POS Category*	Desserts <		
Select Applicable	d New Account Code		requ
De	Account Name:* McFlurry	-	
Ľ	Account Code:* MCFLURRY		
Pos	3 Save Cancel		Asked
[			
Add New	Account Code - Room Tax		ues
Tax Title*	City Tax		
Tax ID(Short Name)*	ст		
Department T	ах 1		
Account Code*	Select Account Code   Add New Account Code		
Add Now A			
Add New F	Account Code ×		
Add New A	e:* City/Tourist Tax		

3

Save

Cancel

lect--



	Add New Account Code - POS Tax	
	Tax Title* 🕮 Beverage Tax	
Tax ID(S	ihort Name)* BT	
Ac	Count Code* Select Account Code T Add New Account Code	
C	Select Account Code	
	Add New Account Code	_
	Account Name:* Beverage Tax Account Code:* BEVTAX	re
_		
	3 Save Cancel	
		As
	Add New Account Code - Pay Type	
	Pay Type* MasterCard V	
Pay Type	Short Name* MC	0
A	ccount Code* Select Account Code  Add New Account Code	
ſ	Add New Account Code *	
	Account Name:* MactorCard	
	Account Code:* MSTRCRD	
-		
	3 Save Cancel	

#### Please note that:

1. POS Categories and POS Products will automatically take the department of their POS, which you cannot change.

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Questions



- 2. Account Codes of Room and POS Taxes will use the same department Tax .You cannot change their department.
- 3. All Pay Types will use the common department Account. You cannot change their department.

# **Q6**:

What do you mean by Account Types?

All the accounting heads used in an organizational accounting system are divided into Assets, Liabilities, Expenses or Revenue. These are called Account Types.

# Q7:

Can I delete an Account Code that is no longer required?

**A7:** Yes, you can, provided it is not already used in your system, else you will get an error alert. Go to Accounts >> Chart of Accounts. To delete, simply click on the Delete link shown next to Account Name in the list. Click OK to confirm.

Please note that system accounts cannot be deleted.

**Q8:** 

How long Account Codes can be?

A8: unique.

Account Codes cannot exceed 10 characters. Plus, they must be

# **Q9**:

What are System Accounts?

A9: In addition to accounts for POS Points, POS Categories, POS Products, Room Taxes, POS Taxes and Pay Types that you define in Hotelogix, there are 15 more accounts that are built-in. These are system accounts that have been locked for deletion. You cannot delete them. These are:

1. **Cash**, defined under Assets

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- 2. Credit Card, defined under Assets
- 3. Bank, defined under Assets
- 4. Cheque, defined under Assets
- 5. Other, defined under Assets
- 6. Revenue Loss, defined under Assets
- 7. Booking Advance, defined under Liabilities
- 8. **TDS Payable**, defined under Liabilities
- 9. Commission Payable, defined under Liabilities
- 10. Round Off, defined under Liabilities
- 11. Hotelogix Commission Payable, defined under Liabilities
- 12. Hotelogix Fee, defined under Liabilities
- 13. TA Booking Fee, defined under Expenses
- 14. Office Expences, defined under Expenses
- 15. Room Sale, defined under Revenue

Q10: Why can't I delete System Accounts?

A10: System Accounts such as Cash, Credit Card, Room Sale, etc. are set up by Hotelogix.

These are mandatory/required for **accounting purposes** and **specific reporting**, hence cannot be deleted.

**For example**: every payment that is received goes to its respective Account Head of receipts like **Cash**, **Cheque**, **Credit Card** etc.. Similarly, Hotelogix Subscriptions are an expense for the Hotel, hence goes to **Office Expences** A/c.

Q11: I have set up some POS Points, POS Categories and POS Products in Admin Console. What will be their Account Types? Where should I find them in my Chart of Accounts? Please throw some light on Pay Types and Taxes as well.

All sales from POS (including Category and Product sale) are revenues, hence shown under Revenue in Chart of Accounts (COA).

All Pay Types such as Cash are assets, hence shown under Assets in COA.

All **Room and POS Taxes** are **current liabilities** that Hotel owes to the Government, hence shown under **Liabilities** in COA.

Together, you can find them under All Account tab.

**Q12:** I am unable to sync POS Ledgers with Xero. System is showing the following error - Account code 'RSTRNT' is not a valid code for this document. How should I proceed? I have a Restaurant and recently changed its Account Code from RSTRNT to RESTAURANT in my system.

**A12:** System shows this error only if you edit/change the Account Code without selecting the **Update Account Code** checkbox. All old un-synced invoices of this account still bear the old Account Code '**RSTRNT**', a Code that does not exist and threw error when tried for synchronization with Xero.

Go to **Accounts** section. Look for your Account in the COA. Click **Edit** under **Action**. Edit the Account Code with old code (e.g. **RSTRNT** in this case). Make sure that you do not select the **Update Account Code** check box. Save. Click **OK** to confirm your action.

Now once again, edit the Account Code, this time with new code, **RESTAURANT** in this example. Select the **Update Account Code** check box and save.

Q13: How do I update my Account Code?

A13: Hotelogix lets you update the Account Codes from the Accounts section itself. Go to Chart of Accounts. Click on All Account tab. Look for your Account in the list. Click Edit under Action. Edit the Account Code in the small window that opens up. Select the Update Account Code checkbox. This will update the Account Code for all old un-synced invoices. Save.





**Q14:** My accountant wants to modify some of our Hotel accounts, probably would like to change their Account Type. Is it possible in Hotelogix?

A14: Yes, Hotelogix offers flexible ways for restructuring your accounts. If required, you can change their Account Type from Accounts section. First, open the Chart of Accounts. Click All Account tab. Search for your Account in the list. Now, click Edit under Action. From the window that opens up, select the required Account Type from its drop down. Save and you are done!

Hotels may change the Account Types at their own risk. Hotelogix will not be responsible for accounting errors and in turn any loss of business due to change in Account Types.



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# Q15: When do City Ledger invoices become payable?

**A15:** City Ledger invoices (in case of TA & Corporate bookings) when moved to Accounts are sent with **due dates of the payment**. This date is calculated **automatically** as per the payment terms set in the Travel Agent or Corporate Customer's profile in Hotelogix. The invoices become payable as per this due date and get tracked through **Aging Report**. Tracking is possible both in Hotelogix reports as well as in the Accounting system (like Xero currently).

**Q16:** I have a Bar at my Hotel and sell drinks under 2 categories – Alcoholic Beverages and Non Alcoholic Beverages. Currently, all drinks sold bear the Account Code of their POS i.e. BAR. What should I do so that all alcoholic and non-alcoholic drinks automatically take up the account code of their respective category sale?

A16: The process is simple. As you have said, you have been selling drinks under 2 Product Categories – Alcoholic Beverages and Non-Alcoholic Beverages. Set up an Account Code for each of them. Go to Admin Console. Edit the Product Categories. Select an existing Account Code or click on Add New Account Code to give your accounts a new name and new code. Save.



I have synchronized Ledgers with Xero. How do I look for synced folios



Q18:

A18:

**A17:** Log into your Xero account. Go to **Settings >> Chart of Accounts**. Click on the amount, corresponding to account, in your Chart of Accounts. You will see Account Transactions. Click on the transaction. It will show you related invoice. **This will be the same invoice that has been synced from Hotelogix to Xero**.

What should be the frequency of Ledger Synchronization with Xero?

It is recommended that you must sync your ledgers every Night Audit.





