

# HOTELOGIX

## Hotelogix Quick Guide to Xero Integration

Hotelogix 2.0



[www.hotelogix.com](http://www.hotelogix.com)

Release Date: January 21, 2016

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## 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.

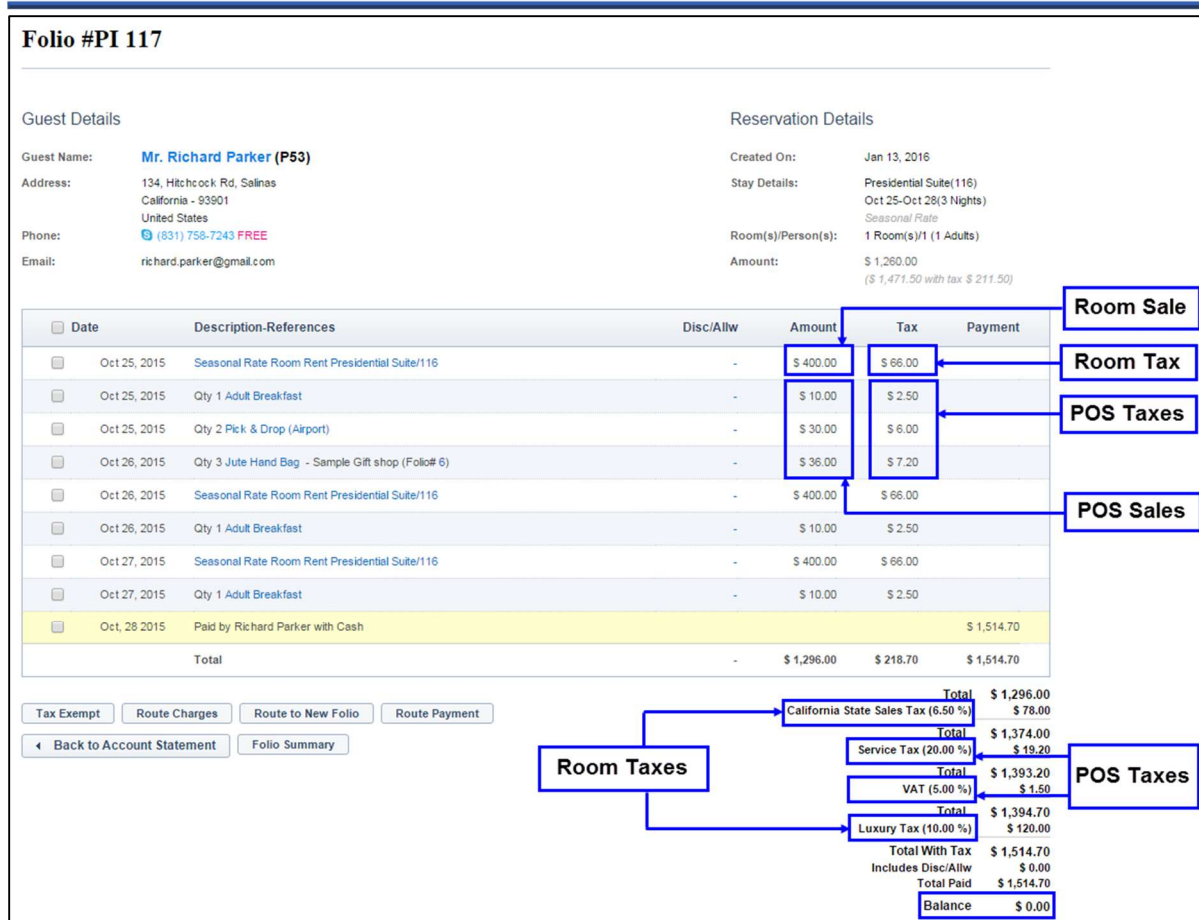


Figure 1: Settled Folio

### 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.

General Settings >

## Chart of Accounts



Categorise every transaction in Xero with our full [Chart of Accounts](#)

Financial reports draw on each account to show how your business is performing

[Learn more](#) about customizing the chart of accounts

Hide Help (X)

[+ Add Account](#) [+ Add Bank Account](#) [Print PDF](#) [Import](#) [Export](#)

**All Accounts** Assets Liabilities Equity Expenses Revenue Archive

What's this? ?

Code	Name	Type	YTD
1200	Accounts Receivable 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
2100	Unpaid Expense Claims Expense claims typically made by employees/shareholder employees still outstanding.	Current Liability	0.00
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 Xero.	Current Liability	0.00
2550	Historical Adjustment For accountant adjustments	Current Liability	0.00
2600	Rounding An adjustment entry to allow for rounding	Current Liability	0.00
2650	Tracking Transfers Transfers between tracking categories	Current Liability	0.00
3900	Retained Earnings Do Not Use	Equity	0.00
65212018	Office Expenses Office Expenses	Expense	0.00
8100	Bank Revaluations Bank account revaluations due for foreign exchange rate changes	Expense	<a href="#">Details</a>
8150	Unrealized Currency Gains Unrealized gains on outstanding items	Expense	<a href="#">Details</a>
8200	Realized Currency Gains Gains or losses made due to currency exchange rates	Expense	0.00
BANKAC	Bank Bank	Current Asset	0.00
BEVTAX	Beverage Tax Beverage Tax	Current Liability	4.40
BKADV	Booking Advance Booking Advance	Current Liability	1,489.44
CASH	Cash Cash	Current Asset	9,589.22
CAST	CA Sales Tax CA Sales Tax	Current Liability	221.93
CCSLIP	Credit Card Credit Card	Current Asset	0.00
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	100.00
COMM	Commission Payable Commission Payable	Current Liability	0.00

**A/c set up for  
California State  
Sales Tax  
charged on  
Room  
Accommodation**

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

**A/c set up for  
VAT charged on  
POS Sales**

<input type="checkbox"/>	TA-fee	TA Booking Fee TA Booking Fee	Expense	0.00
<input type="checkbox"/>	TASUR	Table Surcharge Table Surcharge	Current Liability	0.00
<input type="checkbox"/>	TDS	TDS Payable TDS Payable	Current Liability	0.00
<input type="checkbox"/>	VAT	VAT VAT	Current Liability	9.15
<input type="checkbox"/>	VATS	VAT 5% VAT 5%	Current Liability	7.00
<input type="checkbox"/>	VEG	Vegetarian Vegetarian	Sale	0.00
<input type="checkbox"/>	VEGBUR	Vegetarian Burgers Vegetarian Burgers	Sale	0.00
<input type="checkbox"/>	VISA	Visa Visa	Current Asset	0.00

**Figure 2:** Chart of Accounts in Xero after synchronization

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 [www.xero.com](http://www.xero.com). It will take a few minutes at the most.



### 3. Steps for Setting up a Hotel on Xero

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

#### Step 1: Sign up with Xero

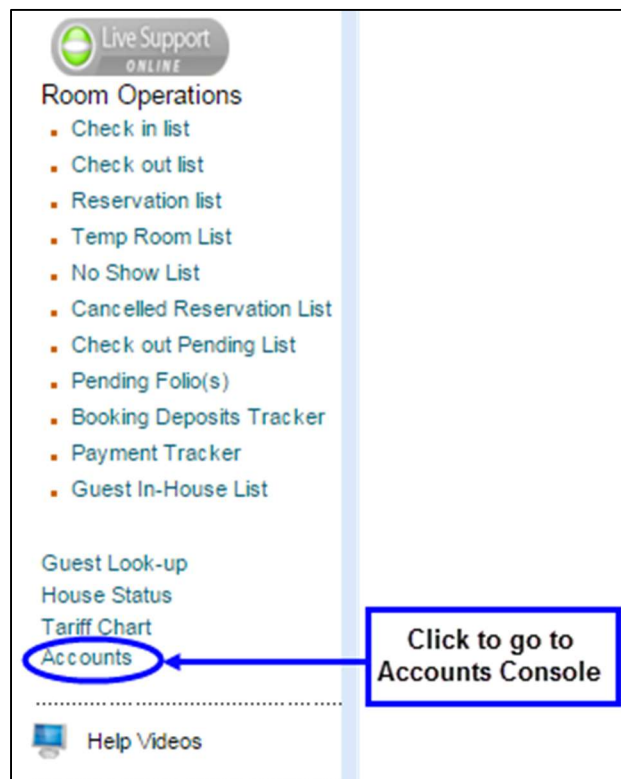
Create a trial account at [www.xero.com](http://www.xero.com).

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

Let's open the **Chart of Accounts** now.

Go to your FrontDesk.

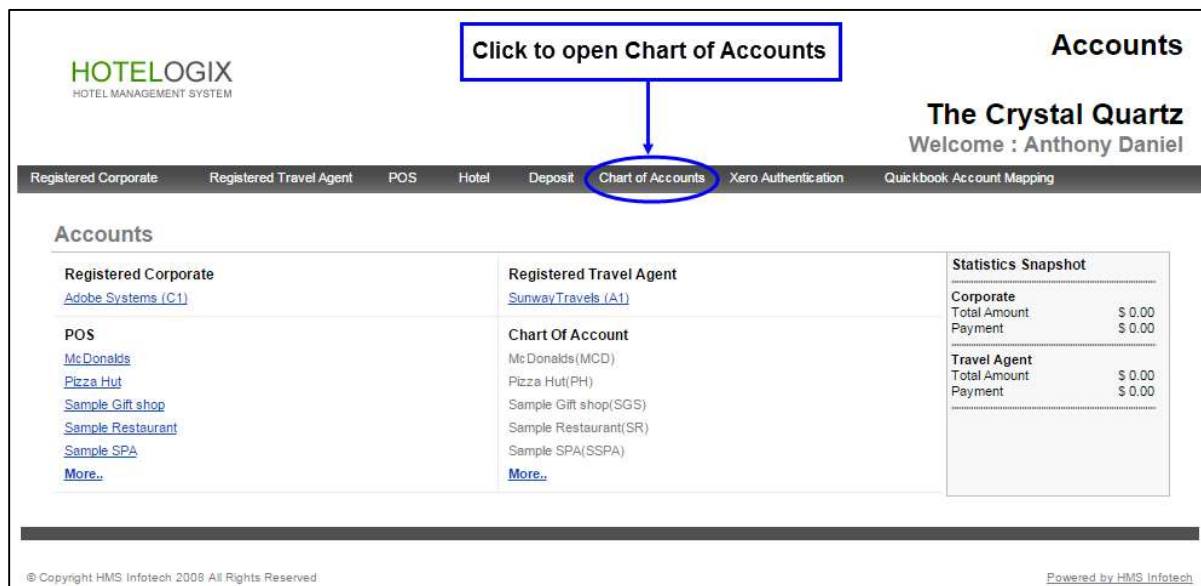
On its left side, under **Room Operations**, click on **Accounts** (See [Figure 3](#))



**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](#))



**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.

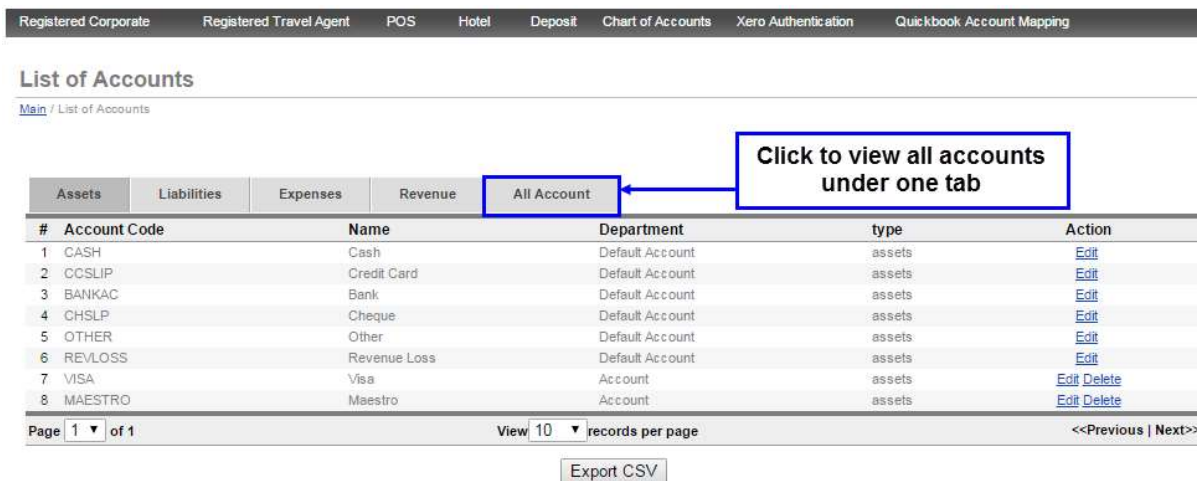
You may now have **common** or **distinct** Account Code for each item based on its Category, Product or POS. In other words, an Account Code can be setup based on the POS it belongs to or it's Category or even separately for each product (item).

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](#))



Registered Corporate Registered Travel Agent POS Hotel Deposit Chart of Accounts Xero Authentication Quickbook Account Mapping

#### List of Accounts

[Main](#) / List of Accounts

Assets	Liabilities	Expenses	Revenue	All Account	
#	Account Code	Name	Department	type	Action
1	CASH	Cash	Default Account	assets	<a href="#">Edit</a>
2	COSLIP	Credit Card	Default Account	assets	<a href="#">Edit</a>
3	BANKAC	Bank	Default Account	assets	<a href="#">Edit</a>
4	CHSLP	Cheque	Default Account	assets	<a href="#">Edit</a>
5	OTHER	Other	Default Account	assets	<a href="#">Edit</a>
6	REVLOSS	Revenue Loss	Default Account	assets	<a href="#">Edit</a>
7	VISA	Visa	Account	assets	<a href="#">Edit</a> <a href="#">Delete</a>
8	MAESTRO	Maestro	Account	assets	<a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 1 View 10 records per page <<Previous | Next>>

[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](#))

**List of Accounts**

[Main](#) / List of Accounts

#	Account Code	Name	Department	type	Action
1	CASH	Cash	Default Account	assets	<a href="#">Edit</a>
2	COSLIP	Credit Card	Default Account	assets	<a href="#">Edit</a>
3	BANKAC	Bank	Default Account	assets	<a href="#">Edit</a>
4	CHSLP	Cheque	Default Account	assets	<a href="#">Edit</a>
5	OTHER	Other	Default Account	assets	<a href="#">Edit</a>
6	REVLOSS	Revenue Loss	Default Account	assets	<a href="#">Edit</a>
7	VISA	Visa	Account	assets	<a href="#">Edit</a> <a href="#">Delete</a>
8	MAESTRO	Maestro	Account	assets	<a href="#">Edit</a> <a href="#">Delete</a>
9	BKADV	Booking Advance	Default Account	liabilities	<a href="#">Edit</a>
10	TDS	TDS Payble	Default Account	liabilities	<a href="#">Edit</a>

Page 1 of 6 View 10 records per page <<Previous | Next>>

[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 File**

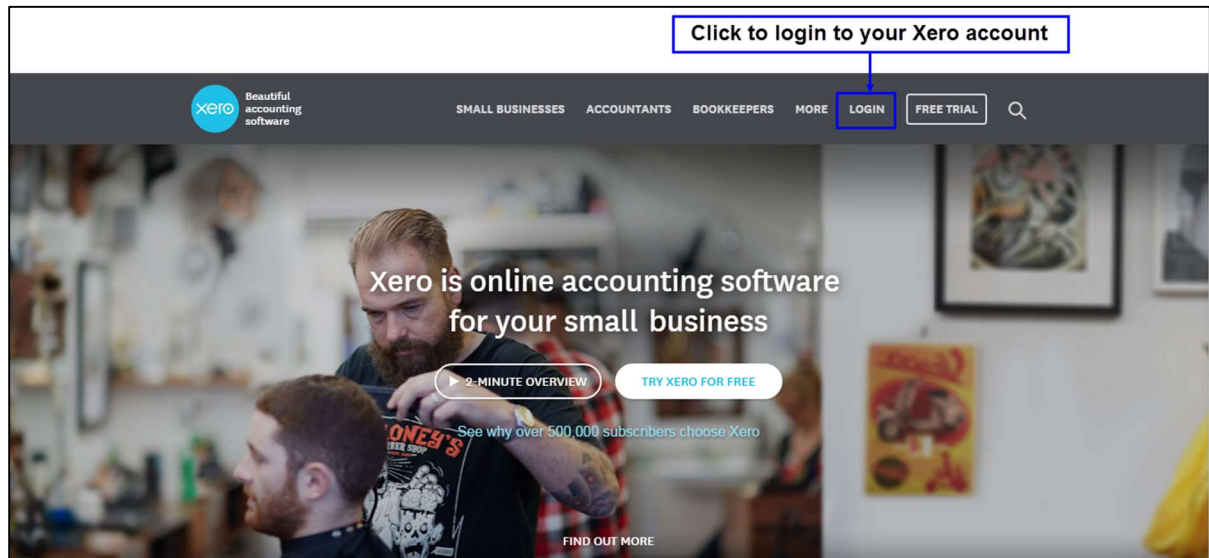
account\_all - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
	Code	Name	Type	Tax Code	Description	Dashboard	Expense Claims	Enable Payments			
1	CASH	Cash	Current Asset	Tax Exempt (0%)	Cash	No	No	Yes			
2	COSLIP	Credit Card	Current Asset	Tax Exempt (0%)	Credit Card	No	No	Yes			
3	BANKAC	Bank	Current Asset	Tax Exempt (0%)	Bank	No	No	Yes			
4	CHSLP	Cheque	Current Asset	Tax Exempt (0%)	Cheque	No	No	Yes			
5	OTHER	Other	Current Asset	Tax Exempt (0%)	Other	No	No	Yes			
6	REVLOSS	Revenue Loss	Current Asset	Tax Exempt (0%)	Revenue Loss	No	No	Yes			
7	VISA	Visa	Current Asset	Tax Exempt (0%)	Visa	No	No	Yes			
8	MAESTRO	Maestro	Current Asset	Tax Exempt (0%)	Maestro	No	No	Yes			
9	BKADV	Booking Advance	Current Liability	Tax Exempt (0%)	Booking Advance	No	No	Yes			
10	TDS	TDS Payble	Current Liability	Tax Exempt (0%)	TDS Payble	No	No	Yes			
11	COMM	Commission Payble	Current Liability	Tax Exempt (0%)	Commission Payble	No	No	Yes			
12	ROUNDOR	Round Off	Current Liability	Tax Exempt (0%)	Round Off	No	No	Yes			
13	HC0M120	Hotelogix Commission Payble	Current Liability	Tax Exempt (0%)	Hotelogix Commission Payble	No	No	Yes			
14	HFEE1201	Hotelogix Fee	Current Liability	Tax Exempt (0%)	Hotelogix Fee	No	No	Yes			
15	SST	New York State Sales Tax	Current Liability	Tax Exempt (0%)	New York State Sales Tax	No	No	Yes			
16	LT	Luxury Tax	Current Liability	Tax Exempt (0%)	Luxury Tax	No	No	Yes			
17	VAT	VAT	Current Liability	Tax Exempt (0%)	VAT	No	No	Yes			
18	ST	Service Tax	Current Liability	Tax Exempt (0%)	Service Tax	No	No	Yes			
19	STAX	Slab Tax	Current Liability	Tax Exempt (0%)	Slab Tax	No	No	Yes			
20	CAST	CA Sales Tax	Current Liability	Tax Exempt (0%)	CA Sales Tax	No	No	Yes			
21	SATAX	Sales Tax	Current Liability	Tax Exempt (0%)	Sales Tax	No	No	Yes			
22	LOTAX	Local Tax	Current Liability	Tax Exempt (0%)	Local Tax	No	No	Yes			
23	BEVTAX	Beverage Tax	Current Liability	Tax Exempt (0%)	Beverage Tax	No	No	Yes			
24	SERTAX	Service Tax 5%	Current Liability	Tax Exempt (0%)	Service Tax 5%	No	No	Yes			

**Figure 7: CSV File**

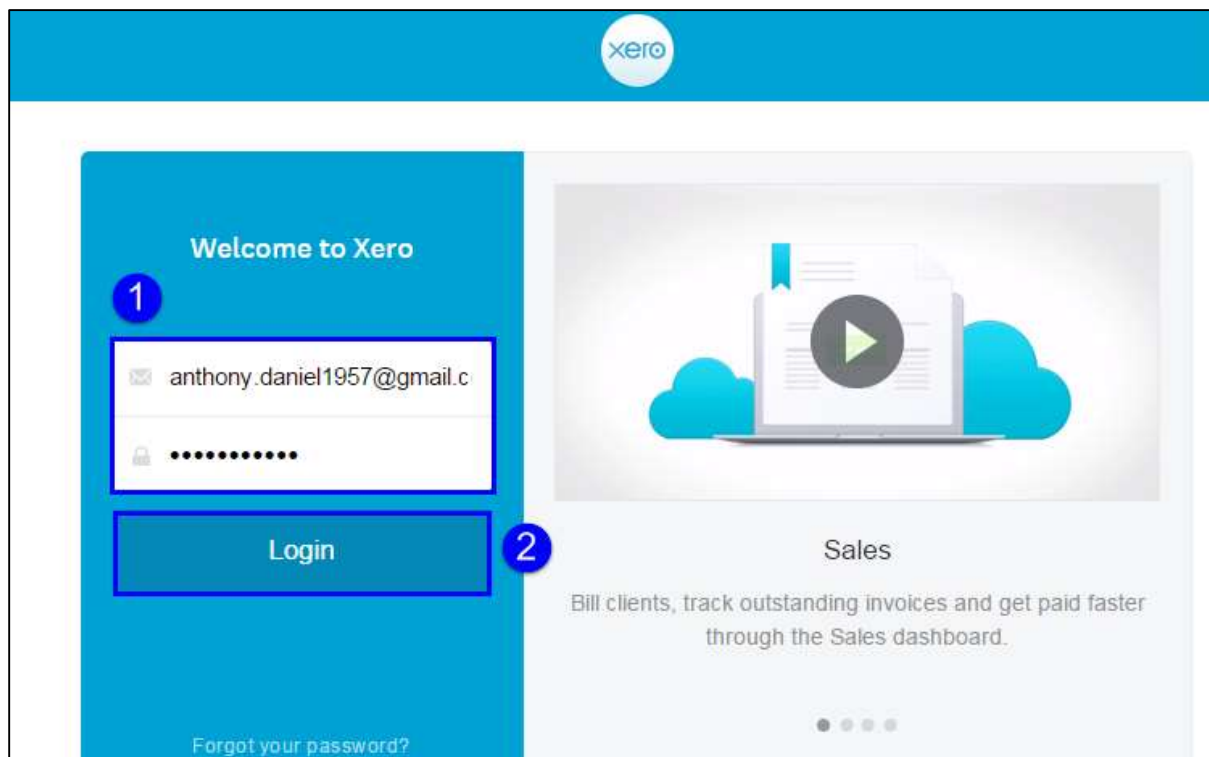
Now, go to [www.xero.com](http://www.xero.com).

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](#))

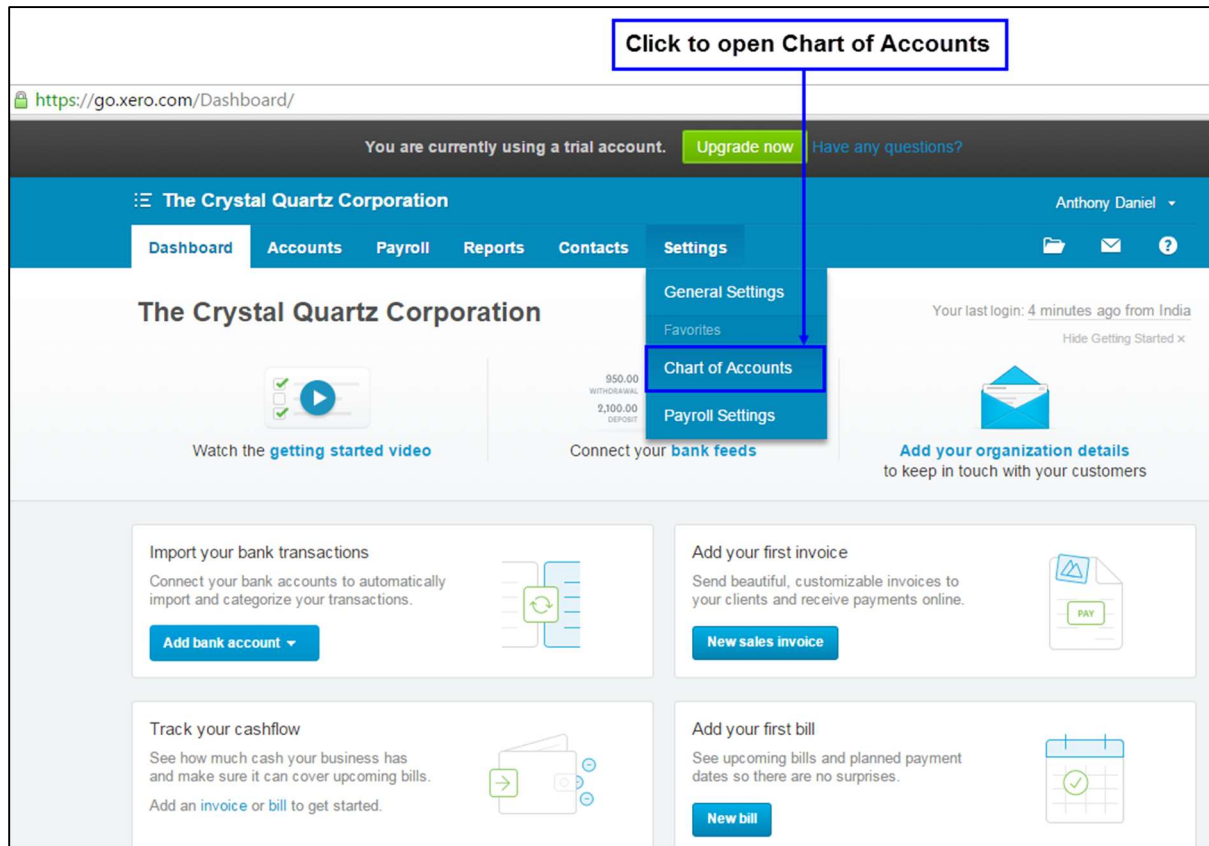


**Figure 9:** Logging into Xero account

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

Refer to [Figure 10](#).

Select **Chart of Accounts** under **Settings**.



**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**.



General Settings >

## Chart of Accounts



Categorise every transaction in Xero with our full [Chart of Accounts](#)

Financial reports draw on each account to show how your business is performing

[Learn more](#) about customizing the chart of accounts

Hide Help

**i** You're using the service organization chart of accounts. You can customize this, find out how in our [Help Center](#).

[Add Account](#) [Add Bank Account](#) [Print PDF](#) [Import](#) [Export](#)



































[All Accounts](#) [Assets](#) [Liabilities](#) [Equity](#) [Expenses](#) [Revenue](#) [Archive](#)

What's this?

[Delete](#) [Archive](#) [Change Tax Rate](#) No accounts selected  [Search](#)

<input type="checkbox"/>	Code	Name	Type	YTD
<input type="checkbox"/>	1200	<b>Accounts Receivable</b> Outstanding invoices the company has issued out to the client but has not yet received in cash at balance date.	Current Asset	0.00
<input type="checkbox"/>	1300	<b>Prepayments</b> An expenditure that has been paid for in advance.	Current Asset	0.00
<input type="checkbox"/>	1320	<b>Employee Advances</b>	Current Asset	0.00
<input type="checkbox"/>	1350	<b>Vendor Deposits</b>	Current Asset	0.00
<input type="checkbox"/>	1400	<b>Inventory Asset</b> Items available for sale including all costs of production.	Inventory	0.00
<input type="checkbox"/>	1520	<b>Computer &amp; Office Equipment</b> Office equipment that is owned and controlled by the business	Fixed Asset	0.00
<input type="checkbox"/>	1521	<b>Less-Accumulated Depreciation: Computer &amp; Office Equipment</b> The total amount of office equipment cost that has been consumed by the entity (based on the useful life)	Fixed Asset	0.00
<input type="checkbox"/>	1530	<b>Vehicles</b>	Fixed Asset	0.00
<input type="checkbox"/>	1531	<b>Less-Accumulated Depreciation: Vehicles</b>	Fixed Asset	0.00
<input type="checkbox"/>	2000	<b>Accounts Payable</b> Outstanding invoices the company has received from suppliers but has not yet paid at balance date	Current Liability	0.00
<input type="checkbox"/>	2060	<b>Gift Card Liability</b>	Current Liability	0.00
<input type="checkbox"/>	2100	<b>Unpaid Expense Claims</b> Expense claims typically made by employees/shareholder employees still outstanding.	Current Liability	0.00
<input type="checkbox"/>	2160	<b>Payroll Wages Payable</b> 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
<input type="checkbox"/>	2170	<b>Federal Payroll Liability</b>	Current Liability	0.00
<input type="checkbox"/>	2180	<b>Other Payroll Liability</b>	Current Liability	0.00
<input type="checkbox"/>	2190	<b>State Payroll Liability</b>	Current Liability	0.00
<input type="checkbox"/>	2200	<b>Sales Tax</b> 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
<input type="checkbox"/>	2400	<b>Line of Credit</b>	Current Liability	0.00
<input type="checkbox"/>	2500	<b>Suspense</b> 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
<input type="checkbox"/>	2550	<b>Historical Adjustment</b> For accountant adjustments	Current Liability	0.00
<input type="checkbox"/>	2600	<b>Rounding</b> An adjustment entry to allow for rounding	Current Liability	0.00

**Click to  
import your  
Chart of  
Accounts**

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

Page  of 1 (56 total items) | Showing  items per page

**Figure 11: Importing Chart of Accounts**



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

**Import your Chart of Accounts**

What system are you importing from?  
☒ Xero

Does the file you are importing contain account balances?  
☐ Yes  
☒ No / Don't know

Select the file to import  
[Browse](#) No file selected

**Click to select the file**

**Example file**

- [Chart of Accounts CSV file for a Tax registered company](#)

**Tips for importing**

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:

- The file you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .CSV or .TXT.
- Be sure to include all of the active accounts you used in your previous accounting system.
- [More help for importing Chart of Accounts](#)

**Import** **Cancel**

**Figure 12:** Selecting CSV file for import

Click **Import**. (See [Figure 13](#))

**Import your Chart of Accounts**

What system are you importing from?  
☒ Xero

Does the file you are importing contain account balances?  
☐ Yes  
☒ No / Don't know

Select the file to import  
[Browse](#) account\_all.csv

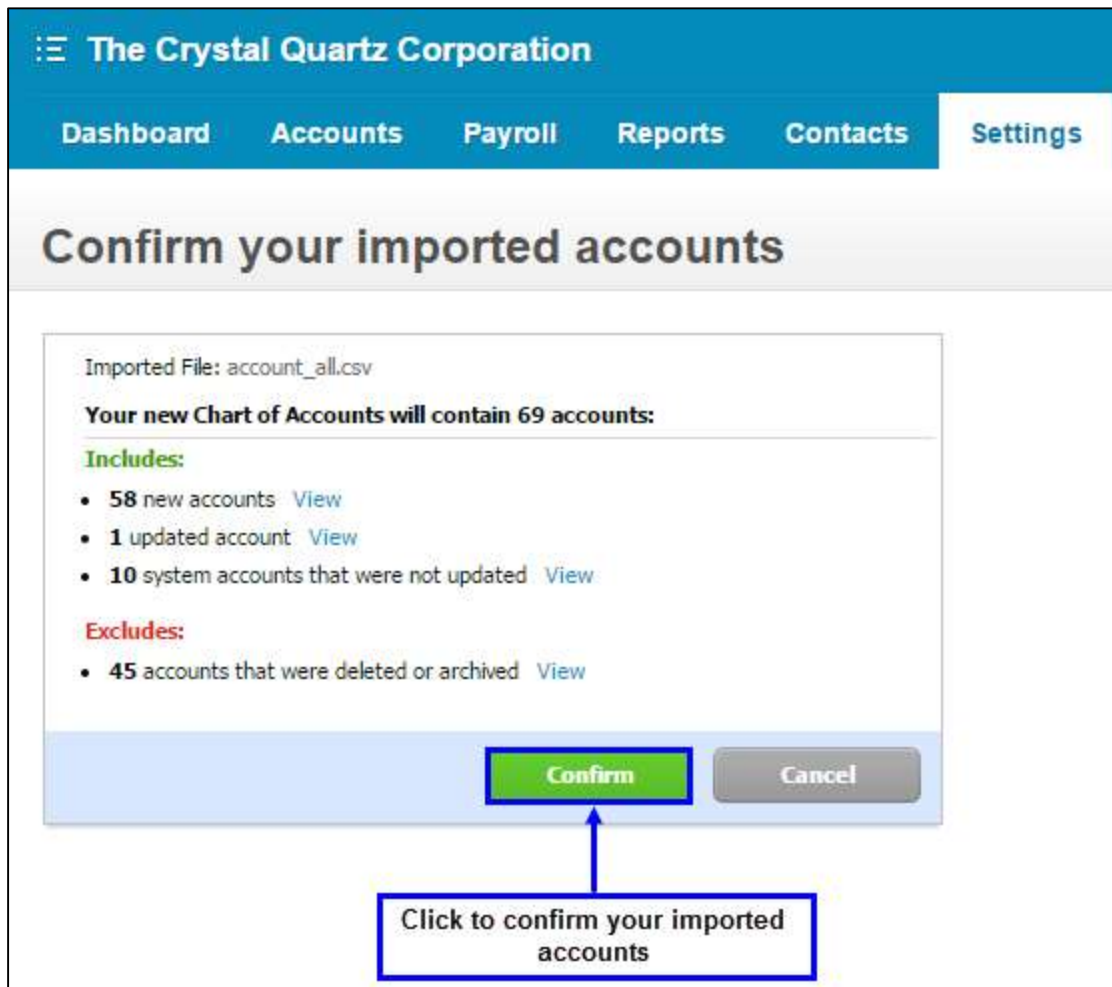
**Click to import the selected file**

**Import** **Cancel**

**Figure 13:** Importing selected CSV file

Look at [Figure 14](#).

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



**Figure 14:** Confirming imported accounts

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

The Crystal Quartz Corporation

Anthony Daniel

DashboardAccountsPayrollReportsContactsSettings

General Settings >

Chart of Accounts

Categorise every transaction in Xero with our full [Chart of Accounts](#)  
Financial reports draw on each account to show how your business is performing  
[Learn more](#) about customizing the chart of accounts

Add AccountAdd Bank AccountPrint PDFImportExport

All AccountsAssetsLiabilitiesEquityExpensesRevenueArchive

DeleteArchiveChange Tax Rate

No accounts selected

Search

Code	Name	Type	YTD
1200	<b>Accounts Receivable</b> Outstanding invoices the company has issued out to the client but has not yet received in cash at balance date.	Current Asset	0.00
2000	<b>Accounts Payable</b> Outstanding invoices the company has received from suppliers but has not yet paid at balance date	Current Liability	0.00
2100	<b>Unpaid Expense Claims</b> Expense claims typically made by employees/shareholder employees still outstanding.	Current Liability	0.00
2200	<b>Sales Tax2</b> 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
2550	<b>Historical Adjustment</b> For accountant adjustments	Current Liability	0.00
2600	<b>Rounding</b> An adjustment entry to allow for rounding	Current Liability	0.00
2650	<b>Tracking Transfers</b> Transfers between tracking categories	Current Liability	0.00
3900	<b>Retained Earnings</b> Do Not Use	Equity	0.00
65212018	<b>Office Expenses</b> Office Expenses	Expense	0.00
8100	<b>Bank Revaluations</b> Bank account revaluations due for foreign exchange rate changes	Expense	<a href="#">Details</a>
8150	<b>Unrealized Currency Gains</b> Unrealized gains on outstanding items	Expense	<a href="#">Details</a>
8200	<b>Realized Currency Gains</b> Gains or losses made due to currency exchange rates.	Expense	0.00
BANKAC	<b>Bank</b> Bank	Current Asset	0.00
BEVTAX	<b>Beverage Tax</b> Beverage Tax	Current Liability	0.00
BKADV	<b>Booking Advance</b> Booking Advance	Current Liability	0.00
CASH	<b>Cash</b> Cash	Current Asset	0.00
CAST	<b>CA Sales Tax</b> CA Sales Tax	Current Liability	0.00
CCSLIP	<b>Credit Card</b> Credit Card	Current Asset	0.00

<input type="checkbox"/>	CHSLP	Cheque Cheque	Current Asset	0.00
<input type="checkbox"/>	CITYTAX	City/Tourist Tax City/Tourist Tax	Current Liability	0.00
<input type="checkbox"/>	CLSUR	Cleaning Surcharge Cleaning Surcharge	Current Liability	0.00
<input type="checkbox"/>	CNC	Corn & Chicken Corn & Chicken	Sale	0.00
<input type="checkbox"/>	COMM	Commission Payble Commission Payble	Current Liability	0.00
<input type="checkbox"/>	DATAx	Dairy Tax Dairy Tax	Current Liability	0.00
<input type="checkbox"/>	DSRTHS	Dessert House Dessert House	Sale	0.00
<input type="checkbox"/>	DSRTS	Desserts Desserts	Sale	0.00
<input type="checkbox"/>	FFLARGE	French Fries - Large French Fries - Large	Sale	0.00
<input type="checkbox"/>	FFMED	French Fries - Medium French Fries - Medium	Sale	0.00
<input type="checkbox"/>	FFS	French Fries French Fries	Sale	0.00
<input type="checkbox"/>	FFSMALL	French Fries - Small French Fries - Small	Sale	0.00
<input type="checkbox"/>	HCOM12018	Hotelogix Commission Payble Hotelogix Commission Payble	Current Liability	0.00
<input type="checkbox"/>	HFEE12018	Hotelogix Fee Hotelogix Fee	Current Liability	0.00
<input type="checkbox"/>	LOTAX	Local Tax Local Tax	Current Liability	0.00
<input type="checkbox"/>	LT	Luxury Tax Luxury Tax	Current Liability	0.00
<input type="checkbox"/>	LTAX	Luxury Tax on Room Tariff Luxury Tax on Room Tariff	Current Liability	0.00
<input type="checkbox"/>	MAESTRO	Maestro Maestro	Current Asset	0.00
<input type="checkbox"/>	MCDND	McDonalds McDonalds	Sale	0.00
<input type="checkbox"/>	MCFLURRY	McFlurry McFlurry	Sale	0.00
<input type="checkbox"/>	MCSCHIC	McSpicy Chicken McSpicy Chicken	Sale	0.00
<input type="checkbox"/>	MCSPANEEr	McSpicy Paneer McSpicy Paneer	Sale	0.00
<input type="checkbox"/>	NONVEG	Non Vegetarian Non Vegetarian	Sale	0.00
<input type="checkbox"/>	NONVEGBUR	Non-Vegetarian Burgers Non-Vegetarian Burgers	Sale	0.00
<input type="checkbox"/>	OTHER	Other Other	Current Asset	0.00
<input type="checkbox"/>	PND	Pick & Drop Pick & Drop	Sale	0.00
<input type="checkbox"/>	PZAHUT	Pizza Hut Pizza Hut	Sale	0.00
<input type="checkbox"/>	REVLOSS	Revenue Loss Revenue Loss	Current Asset	0.00
<input type="checkbox"/>	ROUNDOFF	Round Off Round Off	Current Liability	0.00
<input type="checkbox"/>	RS12018	Room Sale Room Sale	Sale	0.00
<input type="checkbox"/>	RT	Room Tax Room Tax	Current Liability	0.00
<input type="checkbox"/>	SATAX	Sales Tax Sales Tax	Current Liability	0.00
<input type="checkbox"/>	SERTAX	Service Tax 5% Service Tax 5%	Current Liability	0.00

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

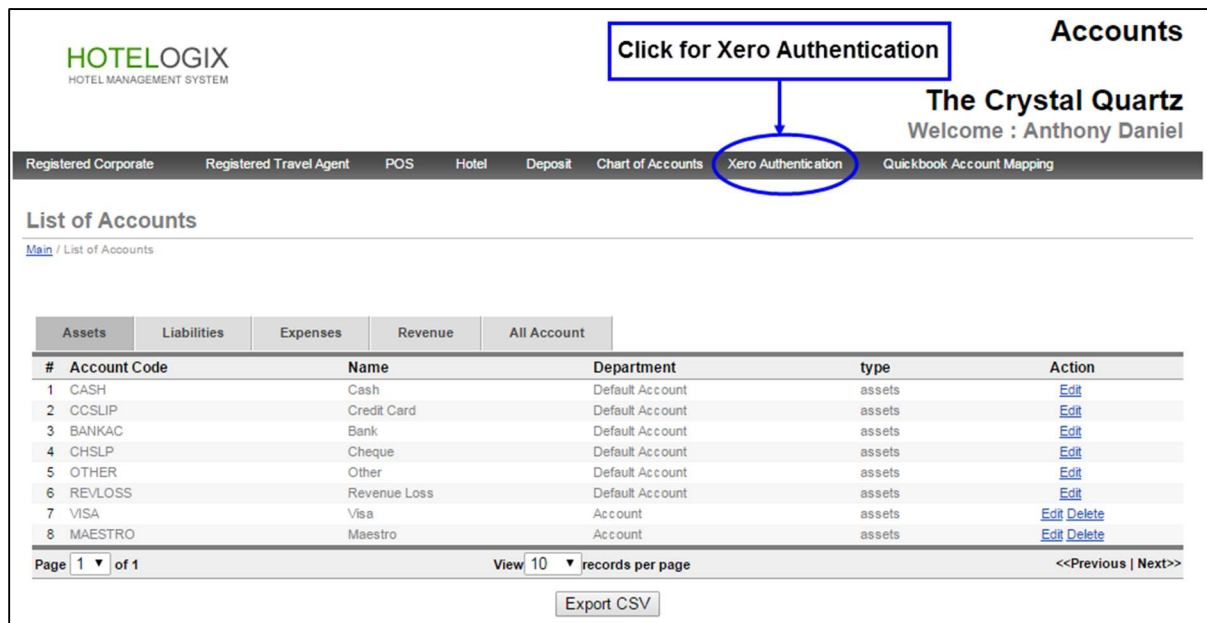
Page 1 of 1 (69 total items) Showing 200 items per page

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

## Step 4: Xero Authentication

Go back to your FrontDesk and open the Accounts section.

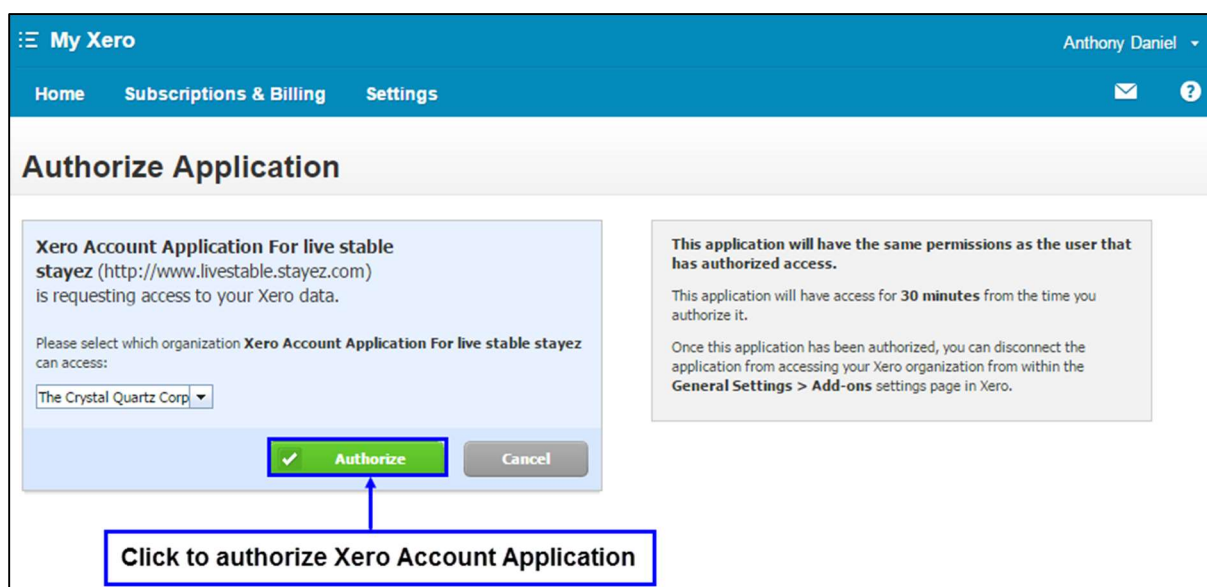
Click on **Xero Authentication**, as shown in [Figure 16](#).



**Figure 16: Authenticating Xero**

You will be redirected to Xero.

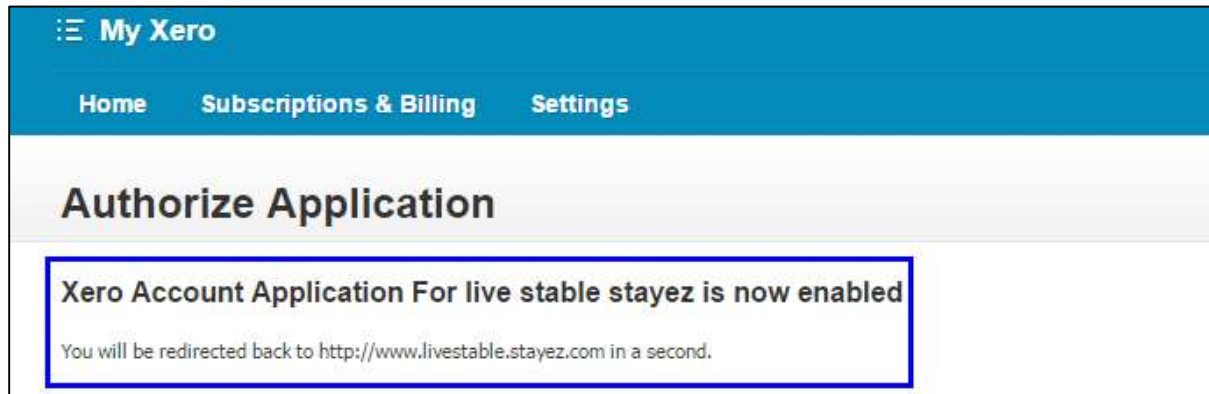
Authorize the Xero Account Application. Click **Authorize**, as shown in [Figure 17](#).



**Figure 17: Authorizing Application**

Xero Account Application will get **enabled** (Look at [Figure 18](#) for success alert that will appear).

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



**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](#))

**HOTELLOGIX**  
HOTEL MANAGEMENT SYSTEM

**Accounts**  
**The Crystal Quartz**  
Welcome : Anthony Daniel

Registered Corporate   Registered Travel Agent   POS   Hotel   Deposit   Chart of Accounts   Quickbook Account Mapping

Show all types of folios/ledger list

[Main](#) / Show all types of folios/ledger list

**All ledger list**

S.No.	Ledger List	No of Un-Sync Folios
1	<a href="#">Deposit(s)</a>	10
2	<a href="#">POS Ledger(s)</a>	8
3	<a href="#">Travel Agent Ledger(s)</a>	10
4	<a href="#">Corporate Ledger(s)</a>	4
5	<a href="#">Payment</a>	7
6	<a href="#">Hotel Ledger</a>	13
7	<a href="#">Hotellogix Ledger(s)</a>	12

Click to sync TA Ledgers with Xero

**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.



Registered Corporate
Registered Travel Agent
POS
Hotel
Deposit
Chart of Accounts
Quickbook Account Mapping

### Transactions Pending Synchronization

[Main / Un-Sync ledger list /](#) Transactions Pending Synchronization

Search Folio No:  Search Name:

☒ View 10 Records Per Page
Page: 1 of 1

Travel Agent Ledger(s)											
<input checked="" type="checkbox"/>	#	Sync Status	Group#	Name	Folio#	Description	Due Date	Payment Date	Amount	Tax	Total Amount Paid
<input checked="" type="checkbox"/>	1	Not Sync	G 10299	SunwayTravels	<a href="#">INV17</a> (Oct 10, 2015)	Travel agent Ledger	Oct 10, 2015		\$ 360.00	\$ 42.00	\$ 402.00
<input checked="" type="checkbox"/>	2	Not Sync		SunwayTravels	<a href="#">COMM275-10496</a> (Oct 09, 2015)	Travel agent Ledger	Oct 09, 2015		\$ -9.60	\$ 0.00	\$ -9.60
<input checked="" type="checkbox"/>	3	Not Sync		SunwayTravels	<a href="#">9</a> (Oct 09, 2015)	Travel agent Ledger	Oct 09, 2015		\$ 46.00	\$ 0.00	\$ 46.00
<input checked="" type="checkbox"/>	4	Not Sync	G 10286	SunwayTravels	<a href="#">INV10</a> (Oct 08, 2015)	Travel agent Ledger	Oct 08, 2015		\$ 930.00	\$ 155.50	\$ 1,085.50
<input checked="" type="checkbox"/>	5	Not Sync		SunwayTravels	<a href="#">COMM272-10496</a> (Oct 08, 2015)	Travel agent Ledger	Oct 08, 2015		\$ -9.60	\$ 0.00	\$ -9.60
<input checked="" type="checkbox"/>	6	Not Sync	G 10286	SunwayTravels	<a href="#">INV9</a> (Oct 08, 2015)	Travel agent Ledger	Oct 08, 2015		\$ 8.00	\$ 0.40	\$ 8.40
<input checked="" type="checkbox"/>	7	Not Sync		SunwayTravels	<a href="#">6</a> (Oct 07, 2015)	Travel agent Ledger	Oct 07, 2015		\$ 17.25	\$ 0.86	\$ 18.11
<input checked="" type="checkbox"/>	8	Not Sync		SunwayTravels	<a href="#">COMM269-10496</a> (Oct 07, 2015)	Travel agent Ledger	Oct 07, 2015		\$ -65.40	\$ 0.00	\$ -65.40
<input checked="" type="checkbox"/>	9	Not Sync		SunwayTravels	<a href="#">2</a> (Oct 06, 2015)	Travel agent Ledger	Oct 06, 2015		\$ 50.00	\$ 10.00	\$ 60.00
<input checked="" type="checkbox"/>	10	Not Sync		SunwayTravels	<a href="#">COMM266-10496</a> (Oct 06, 2015)	Travel agent Ledger	Oct 06, 2015		\$ -55.80	\$ 0.00	\$ -55.80

View 10 Records Per Page
Page: 1 of 1

Total\$ 1,270.85

Total Disc\$ 0.00

Total Tax\$ 208.76

Total With Tax\$ 1,479.61

Total Paid\$ 0.00

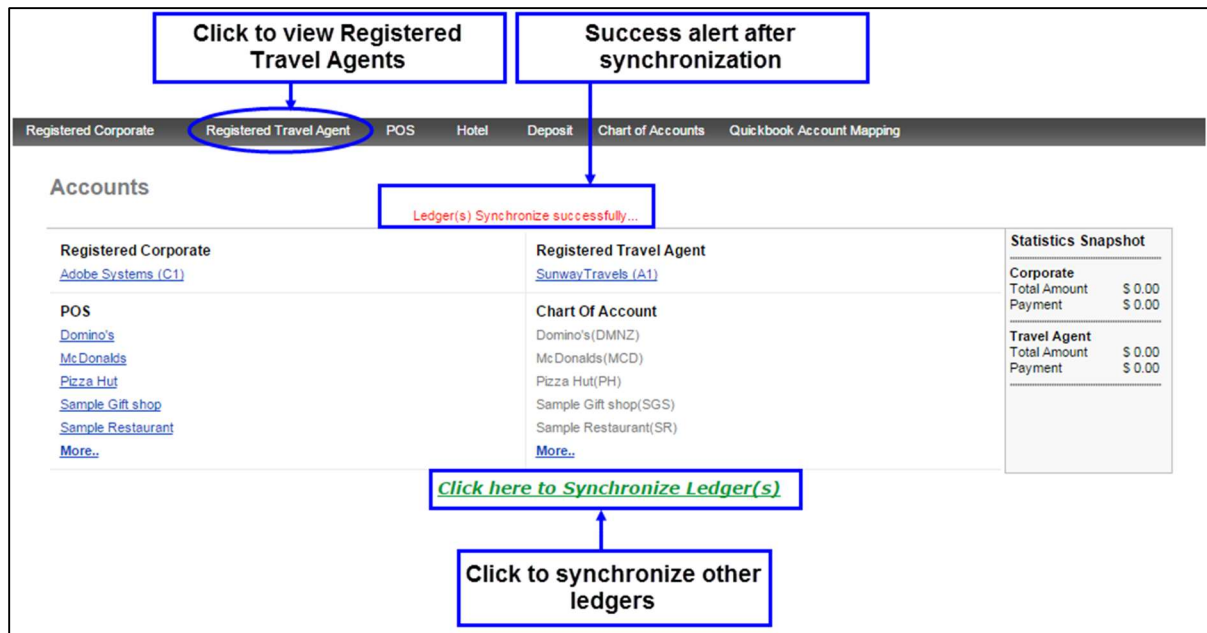
Balance\$ 1,479.61

Synchronize With Xero

Click to synchronize with Xero

Figure 20: TA Ledgers – Transactions pending synchronization

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



**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 21](#))

List of Registered Travel Agents, as shown in [Figure 22](#), will appear.

Click **Ledger** next to each Travel Agent Name.

### List of Registered Travel Agent

[Main](#) / List of Registered Travel Agent

Search Registered Travel Agent:

#	Code	Travel Agent Name	Country	Phone	Email	Total Buisness	Total Balance	Action
1	A1	Sunway Travels	United States	+1 (650) 324-6276 FREE	<a href="mailto:robert.taylor0677@gmail.com">robert.taylor0677@gmail.com</a>	\$ 1,479.61	\$ 1,479.61	<a href="#">Ledger</a>

Page 1 of 1 View 10 records per page <<Previous | Next>>

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.

### Hotel's Ledger

[Main](#) / [List of Registered Travel Agent](#) / Hotel's Ledger

Search By Due Date: From  To

Ledger: Travel Agent Name: SunwayTravels Sync Status: --All--

Folio#  Group#/Rsv Id#

Search

Export

<input type="checkbox"/>	#	Ledger	Folio#	Description	Due Date/Payment Date	Group#/Rsv Id#	Amount	Tax	Total Amount	Paid	Sync Status
<input type="checkbox"/>	1.	Travel Agent (SunwayTravels)	<a href="#">INV17</a> (Oct 10, 2015)	Hotel Ledger	Oct 10, 2015	G 10299 / 102953	\$ 360.00	\$ 42.00	\$ 402.00		Sync
<input type="checkbox"/>	2.	Travel Agent (SunwayTravels)	<a href="#">COMM275-10496</a> (Oct 09, 2015)	Hotel Ledger	Oct 09, 2015		\$ -9.60	\$ 0.00	\$ -9.60		Sync
<input type="checkbox"/>	3.	Travel Agent (SunwayTravels)	<a href="#">9</a> (Oct 09, 2015)	Hotel Ledger	Oct 09, 2015		\$ 46.00	\$ 0.00	\$ 46.00		Sync
<input type="checkbox"/>	4.	Travel Agent (SunwayTravels)	<a href="#">INV9</a> (Oct 08, 2015)	Hotel Ledger	Oct 08, 2015	G 10286 / 102849	\$ 8.00	\$ 0.40	\$ 8.40		Sync
<input type="checkbox"/>	5.	Travel Agent (SunwayTravels)	<a href="#">INV10</a> (Oct 08, 2015)	Hotel Ledger	Oct 08, 2015		\$ 930.00	\$ 155.50	\$ 1,085.50		Sync
<input type="checkbox"/>	6.	Travel Agent (SunwayTravels)	<a href="#">COMM272-10496</a> (Oct 08, 2015)	Hotel Ledger	Oct 08, 2015		\$ -9.60	\$ 0.00	\$ -9.60		Sync
<input type="checkbox"/>	7.	Travel Agent (SunwayTravels)	<a href="#">COMM269-10496</a> (Oct 07, 2015)	Hotel Ledger	Oct 07, 2015		\$ -65.40	\$ 0.00	\$ -65.40		Sync
<input type="checkbox"/>	8.	Travel Agent (SunwayTravels)	<a href="#">6</a> (Oct 07, 2015)	Hotel Ledger	Oct 07, 2015		\$ 17.25	\$ 0.86	\$ 18.11		Sync
<input type="checkbox"/>	9.	Travel Agent (SunwayTravels)	<a href="#">COMM266-10496</a> (Oct 06, 2015)	Hotel Ledger	Oct 06, 2015		\$ -55.80	\$ 0.00	\$ -55.80		Sync
<input type="checkbox"/>	10.	Travel Agent (SunwayTravels)	<a href="#">2</a> (Oct 06, 2015)	Hotel Ledger	Oct 06, 2015		\$ 50.00	\$ 10.00	\$ 60.00		Sync

Page 1 of 1
View 10 records per page

<<Previous | Next>>

Total

\$ 1,270.85

Total Disc

\$ 0.00

Total Tax

\$ 208.76

Total With Tax

\$ 1,479.61

Total Paid

\$ 0.00

Balance

\$ 1,479.61

Export

Payments

Mode	Type	Amount	CC/Cheque No	Receipt #	Description	Payment Date
<span>Select</span>	<span>Select</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2015-10-12 <input type="text"/> <div>Pay Now</div>

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](#).

Registered Corporate   Registered Travel Agent   POS   Hotel   Deposit   Chart of Accounts   Quickbook Account Mapping			
Show all types of folios/ledger list			
<a href="#">Main</a> / Show all types of folios/ledger list			
All ledger list			
S.No.	Ledger List	No of Un-Sync Folios	
1	<a href="#">Deposit(s)</a>	0	
2	<a href="#">POS Ledger(s)</a>	0	
3	<a href="#">Travel Agent Ledger(s)</a>	0	
4	<a href="#">Corporate Ledger(s)</a>	0	
5	<a href="#">Payment</a>	0	
6	<a href="#">Hotel Ledger</a>	0	
7	<a href="#">Hotellogix Ledger(s)</a>	0	

**Figure 24: Ledger List (Synced)**

[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 **Hotellogix Live Support** or email us at [support@hotellogix.com](mailto:support@hotellogix.com).

# **F**requently **A**sked **Q**uestions

**Q1:**

What is Account Code?

**A1:**

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?

**A4:**

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

**F**requently**A**sked**Q**uestions

**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)


Frequently

Asked

Questions



### Add New Account Code - POS Point

POS Point Title\* 

POS Point ID(Short Name)\*

Department\*  1

Account Code\*  [Add New Account Code](#)

#### Add New Account Code

Account Name:\*  2

Account Code:\*

3

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\*  1

Department

Account Code  [Add New Account Code](#)

POS Point\*

#### Add New Account Code

Account Name:\*  2

Account Code:\*

3

Frequently

Asked

Questions

### Add New Account Code - POS Product

POS Point:

POS Product Title\*:

Department:  **1**

Account Code:  [Add New Account Code](#)

POS Product ID\*:  ☐ Featured Product

Upload Image(s):  No file chosen

POS Category\*:

Select Applicable

De

#### Add New Account Code

Account Name\*:  **2**

Account Code\*:

**3**

Pos

### Add New Account Code - Room Tax

Tax Title\*:

Tax ID(Short Name)\*:  **1**

Department:

Account Code\*:  [Add New Account Code](#)

#### Add New Account Code

Account Name\*:  **2**

Account Code\*:


**3**

Frequently

Asked

Questions

### Add New Account Code - POS Tax

Tax Title\*  Beverage Tax

Tax ID(Short Name)\* BT

Department Tax

Account Code\* Select Account Code [Add New Account Code](#)

#### Add New Account Code

Account Name:\* Beverage Tax

Account Code:\* BEVTAX

Save Cancel

### Add New Account Code - Pay Type

Pay Type\* MasterCard

Pay Type Short Name\* MC

Department Account

Account Code\* Select Account Code [Add New Account Code](#)

#### Add New Account Code

Account Name:\* MasterCard

Account Code:\* MSTRCRD

Save Cancel

**Please note that:**

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

Frequently

Asked

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?

**A6:** 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:** Account Codes cannot exceed **10 characters**. Plus, they must be **unique**.

**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

Frequently

Asked

Questions

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**.

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**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.

**A11:** 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.

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**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.**

**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.

**Q17:** I have synchronized Ledgers with Xero. How do I look for synced folios in Xero?

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**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.**

**Q18:** What should be the frequency of Ledger Synchronization with Xero?

**A18:** It is recommended that you must sync your ledgers **every Night Audit**.

Frequently

Asked

Questions