HOTELOGIX

# Hotelogix Quick Guide to Zoho Books Daily Accounting Integration

Hotelogix 2.5

HOTELOGIX
smart hoteliering

www.hotelogix.com

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# 1. Zoho Books – Daily Accounting Integration with Hotelogix

**Hotelogix** is now integrated with **Zoho Books Accounting**.

This integration enables hotels to seamlessly manage their daily accounting transactions directly with Zoho Books. With this integration, users can automate financial postings, synchronize account codes, and generate accurate reports, ensuring transparency and efficiency in financial management.

## 1.1 New Features & Setup

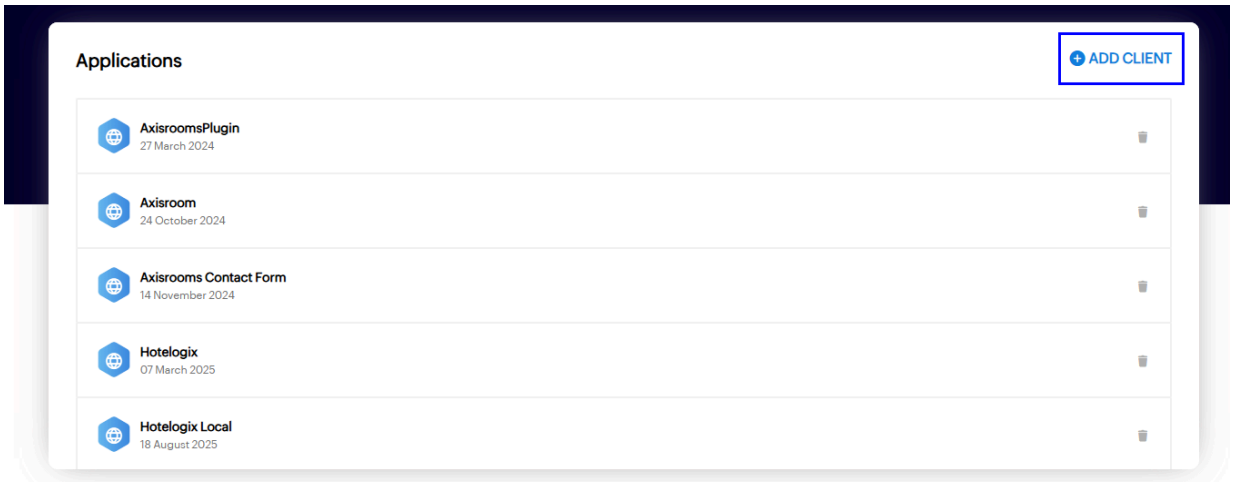
To activate Zoho Books Daily Accounting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

**Note:**

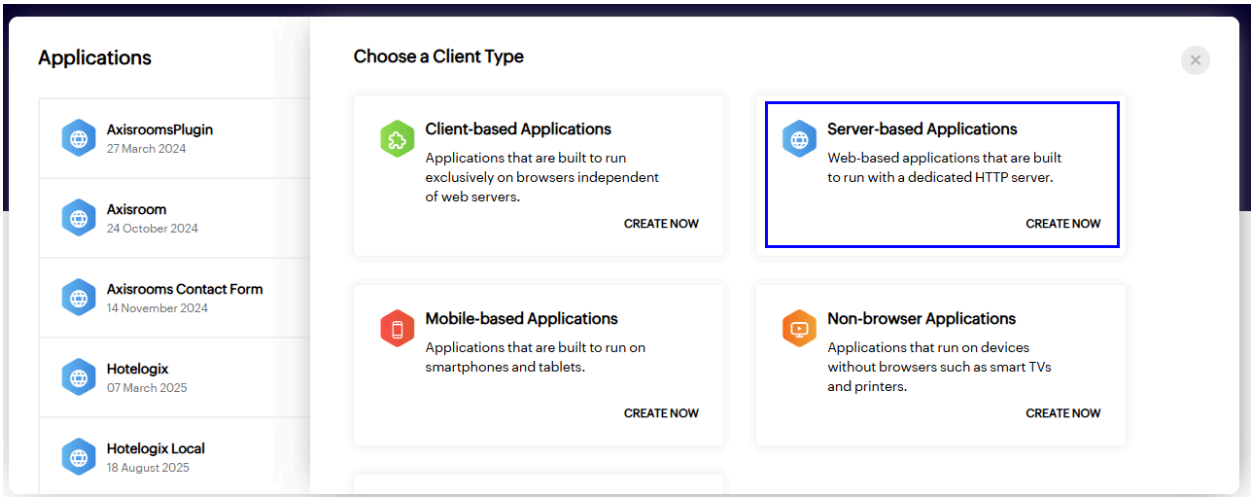
- Support needs a few details from the Zoho Books API Console, to complete the Integration, that includes: **Client ID** and **Client Secret**.

  Log in to the Zoho Books API Console: https://api-console.zoho.com/

- Select **ADD CLIENT**

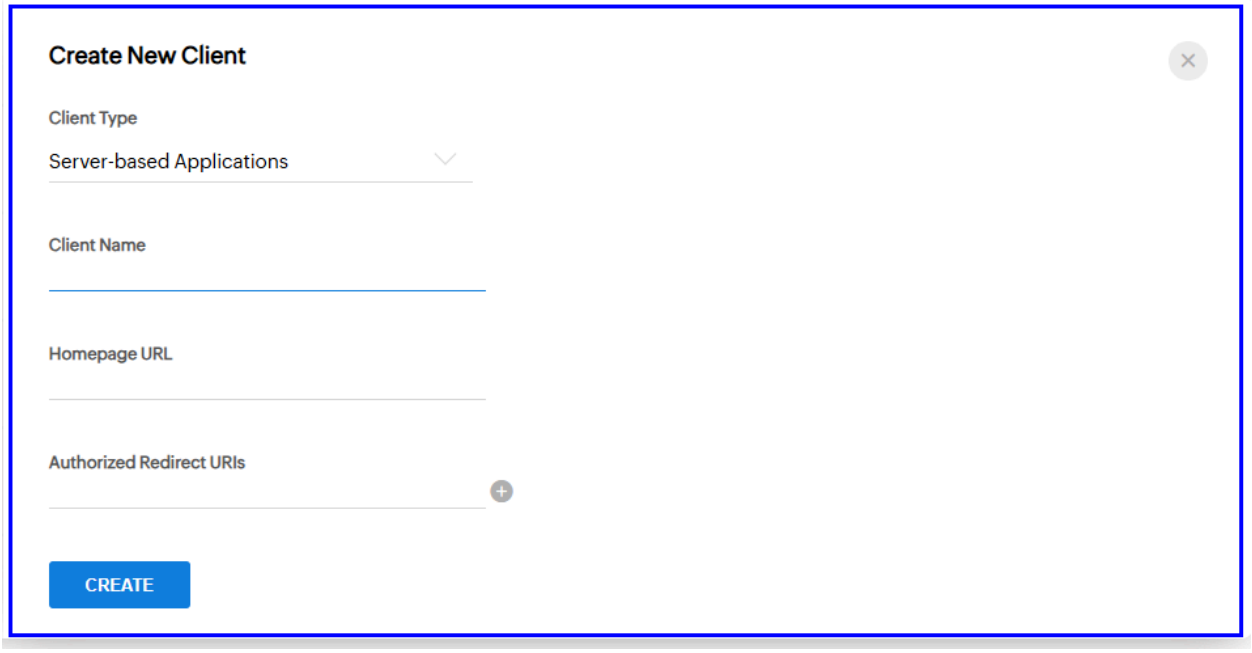


- Click on **Server-Based Application**




- Enter:
  - **Client Name**
  - **Homepage URL:** https://staygrid.com
  - **Redirect URL:**

    Provided by Hotelogix



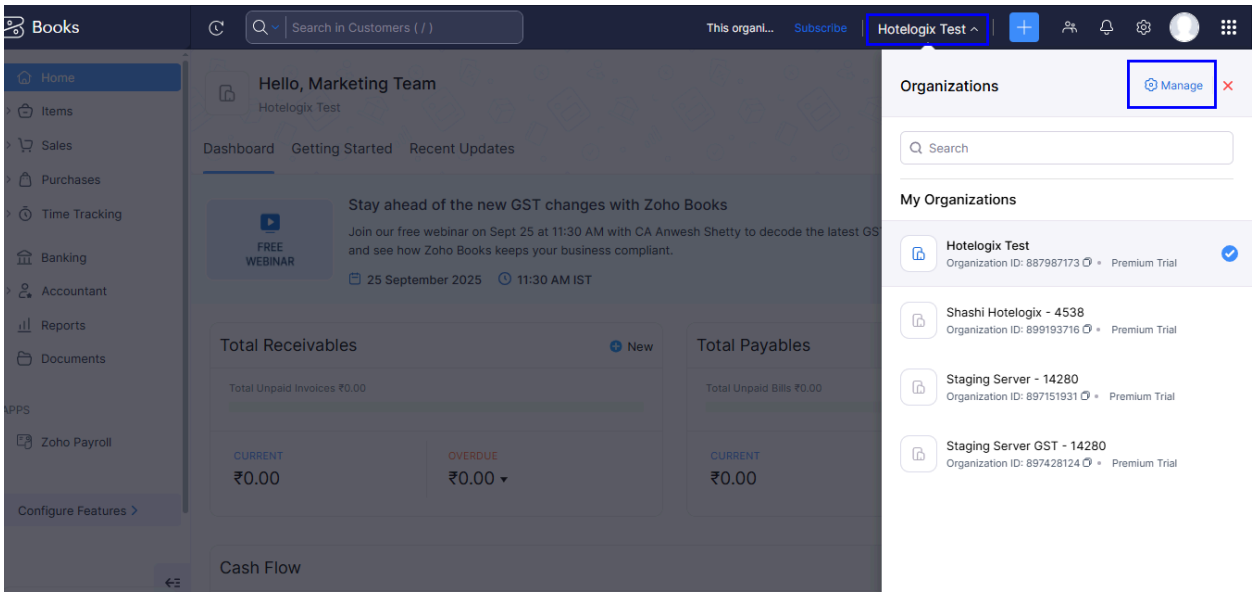
- Click **Create**.

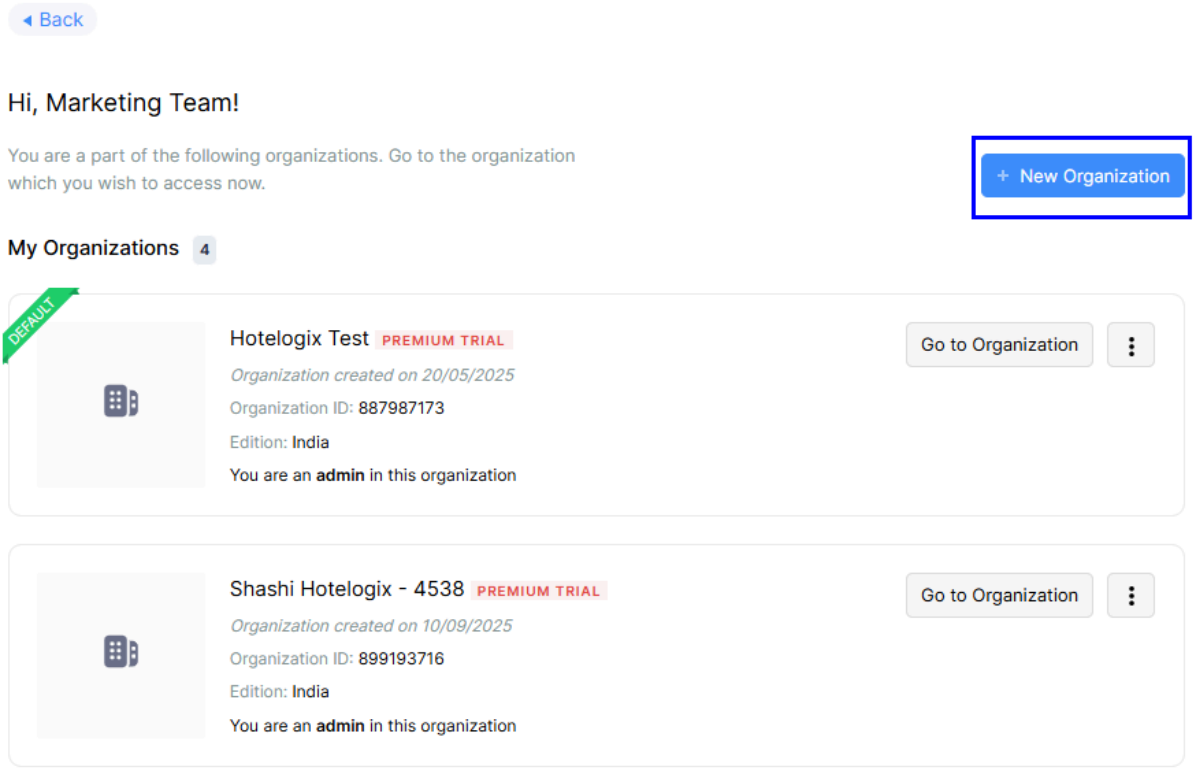
Once the integration is done, we can move to Zoho Books Accounting Console.

### 1.1.1 Creating an Organization in Zoho Books

- Log in to **Zoho Books**

- Navigate to **Manage > Add New Organization**






## 1.1.2 Tax Set-up in Zoho Books

Once the organization is created, if the client is Indian, please follow the below steps for GST Setup:

- Go to **Settings** → **Taxes** → **GST Settings**.
- Slide the toggle or checkbox for **"Is your business registered for GST?"** to **Yes**.
- Enter your 15-digit **GSTIN** and click **Get GSTIN Details** (to auto-fetch registration details).
- Enter the **date of GST registration**.
- If you're registered under the **Composition Scheme**, check the relevant option and provide the composition percentage.
- If you deal with sales where **reverse charge**

**General Tax Setup in Zoho Books**

- In Zoho Books, you go to **Settings** → **Taxes & Compliance** → **Tax Rates** (or Taxes) to create tax rates.

- You can also create **Tax Groups** — combine multiple tax rates if needed.
- There is a feature called **Advanced Tax Automation (Tax Rules)** which lets you set rules so that the correct tax rate is automatically applied to a transaction based on contact or item.

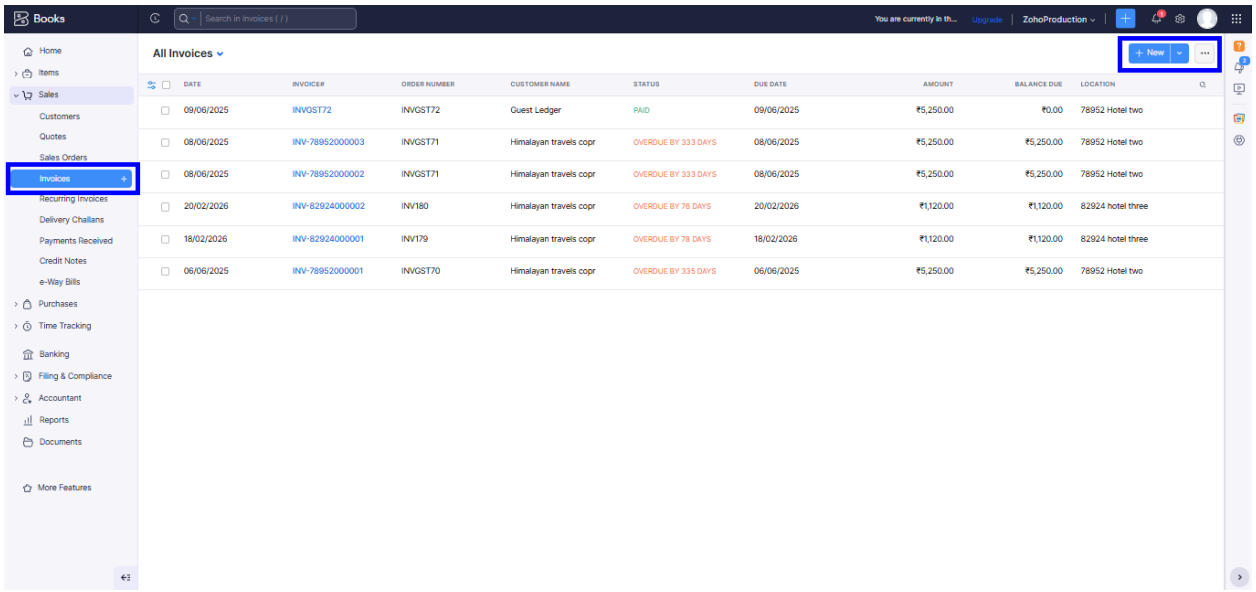
### 1.1.3 Invoice Set Up in Zoho Books (Manual and Automatic)

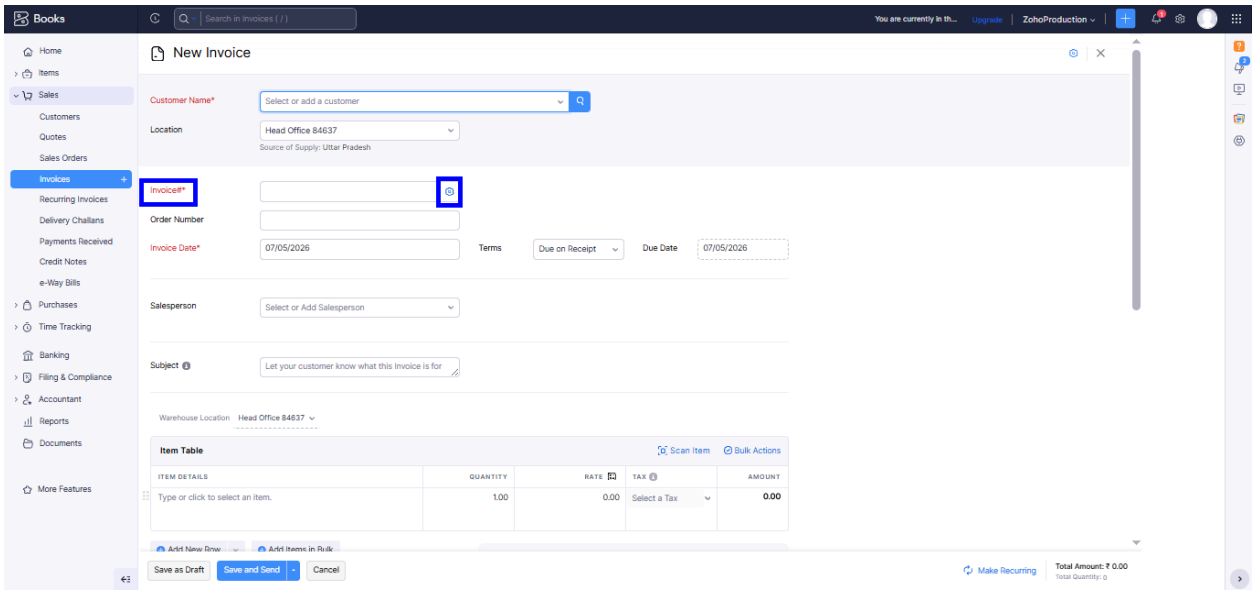
Hotelogix supports both **Manual and Automatic Invoice** Set Up in Zoho Books.

User can choose either of the following from the Zoho Books Console:

- Continue auto-generating invoice numbers
- Enter invoice numbers manually

Go To: **Sales >> Invoices >> Create New Invoice >> Click on the "Settings" Icon in the Invoice# Text Box**

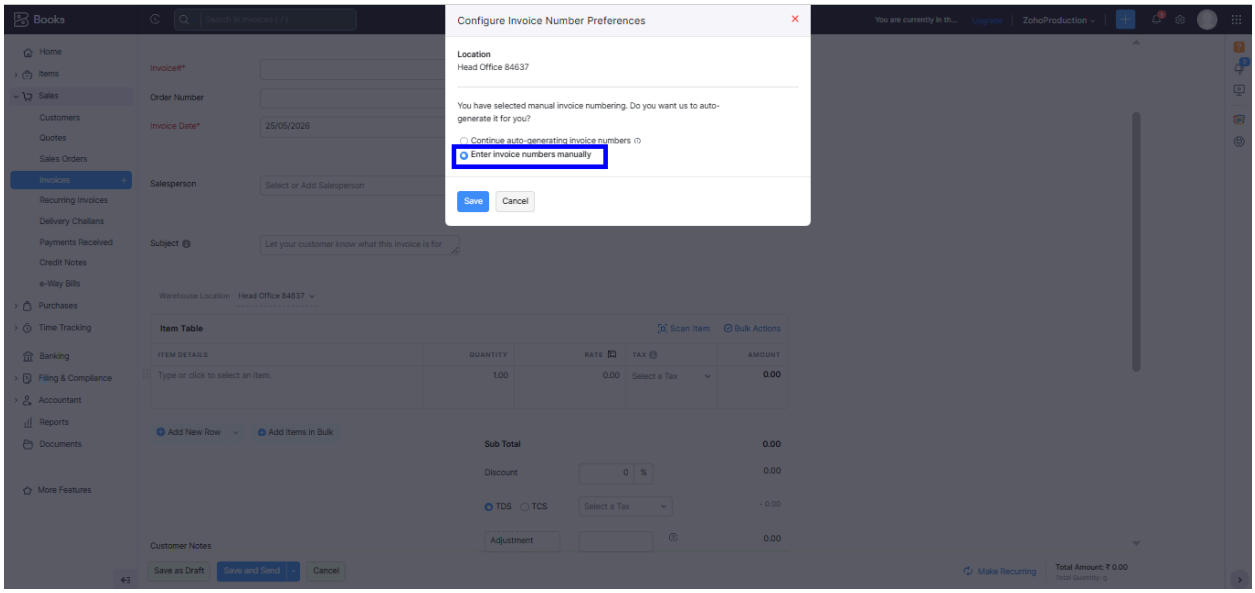





## 1.1.3.1 Manual Invoice Numbering

If the setting is selected as manual then the **Invoice# and the Order number will show as per the Invoice#** set in **Hotelogix**.

Go to:**Sales >> Invoices >> Create New Invoice >> Click on the "Settings" Icon in the Invoice# Text Box >> Select Enter invoice numbers manually >> Save**



**Set up in Hotelogix**

To activate this setting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

**Important Note : How Hotelogix Invoice# will show in Zoho Books:**

**In Hotelogix:**

- If Invoice Customization is set for Room and POS then Prefix+invoice number will be sent to Zoho Books (prefix as set up in Hotelogix).
- If Invoice Customization is not set then the short code of POS +invoice number will be sent to Zoho books. For Room Invoices the Prefix will be sent as "**INV**"

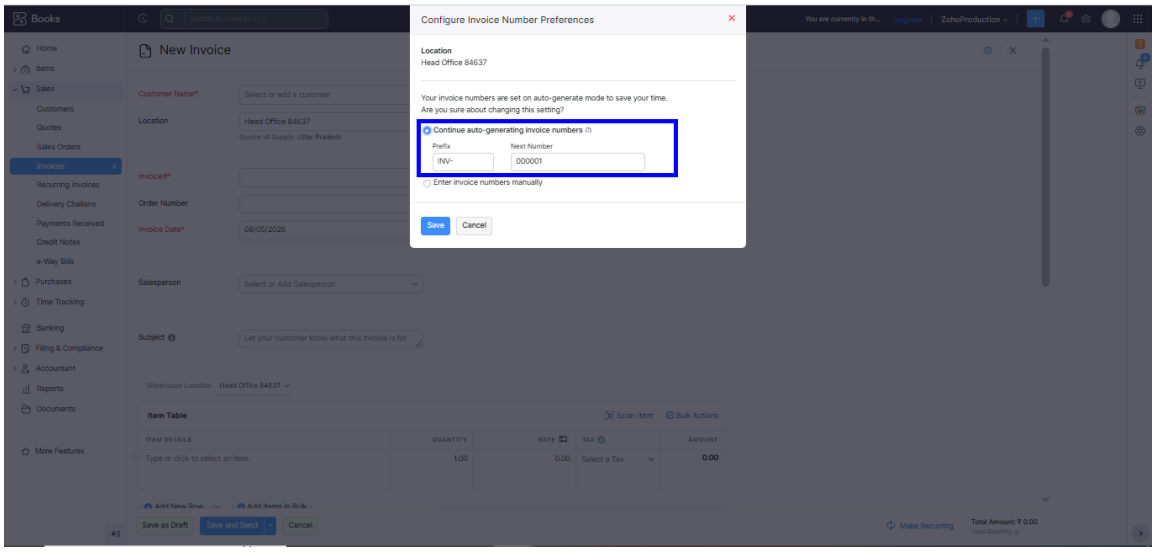
**Limitations:**

- Zoho Books does not allow syncing of invoice numbers exceeding 16 digits. Therefore, the invoice number must be 16 digits or fewer including for the 3rd-party POS (this is incase 3rd Party POS invoice# is requested to be synced from Hotelogix to Zoho Books).

### 1.1.3.2 Automatic Invoice Numbering

If the user configures invoice numbering as **automatic**, the Zoho Books system will capture the **Zoho Books invoice series number under Invoice# along with Hotelogix invoice # under Order number**.

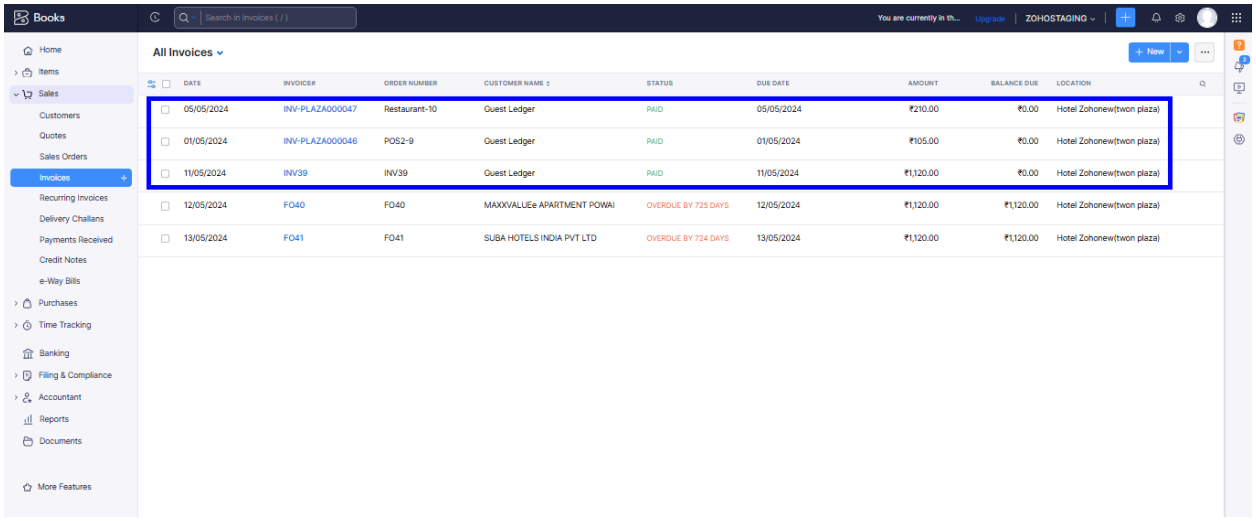
The invoice# series for Zohobooks can be set from: **Sales >> Invoices >> Create New Invoice >> Click on the "Settings" Icon in the Invoice# Text Box >> Continue auto-generating invoice numbers >> Add Prefix and Next Number >> Save**



### 1.1.3.3 Example of Invoice # Set Up (Manual and Automatic)

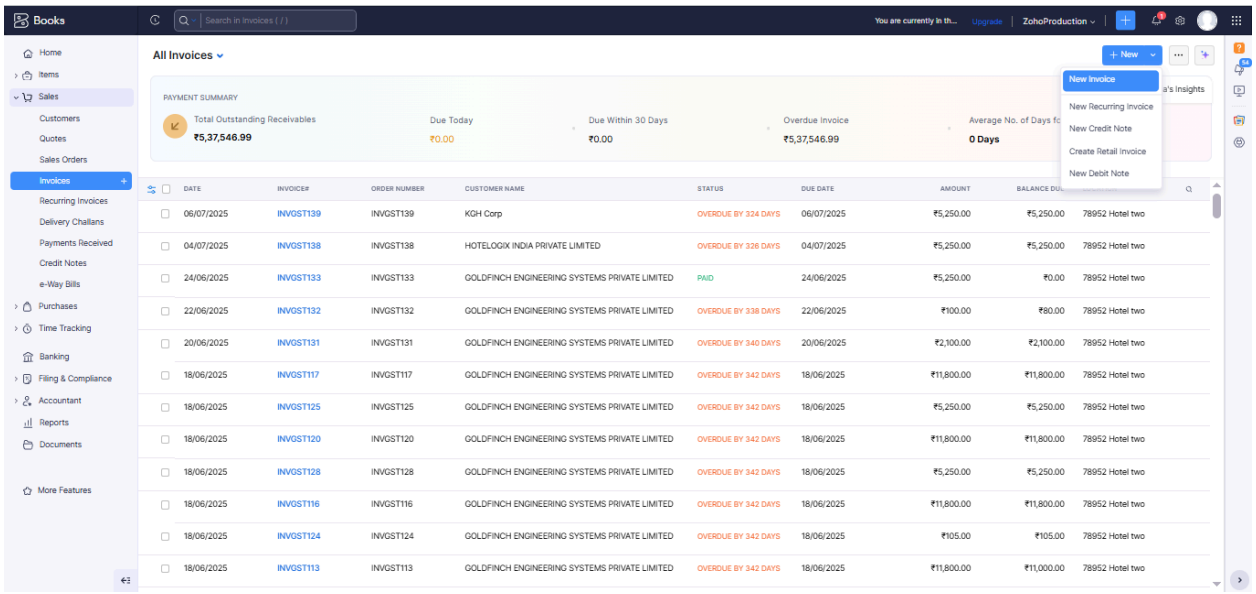
In the screenshot below, the first two invoice numbers are auto-generated by **Zoho Books**, whereas the subsequent invoice number is manually generated from **Hotelogix**.

- INV-PLAZA000047 and INV-PLAZA000047: Auto generated
- INV39: Manual Invoice number from Hotelogix




Note:

- In **accounting configuration** - if **credit note and debit note** are selected - it means it is **auto generating**. If these are **unselected** - then it will run on **manual**
- For **Manual generation** of invoice - **Invoice, Credit note and Debit note** - we need to set them all as **Manual in Zohobooks** as well



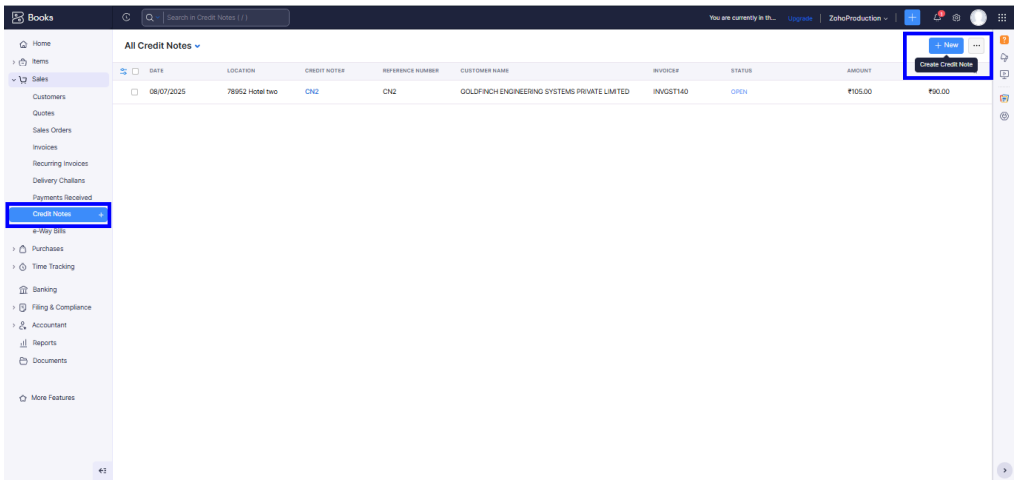

## 1.1.4 Credit Note Set Up in Zoho Books (Manual and Automatic)

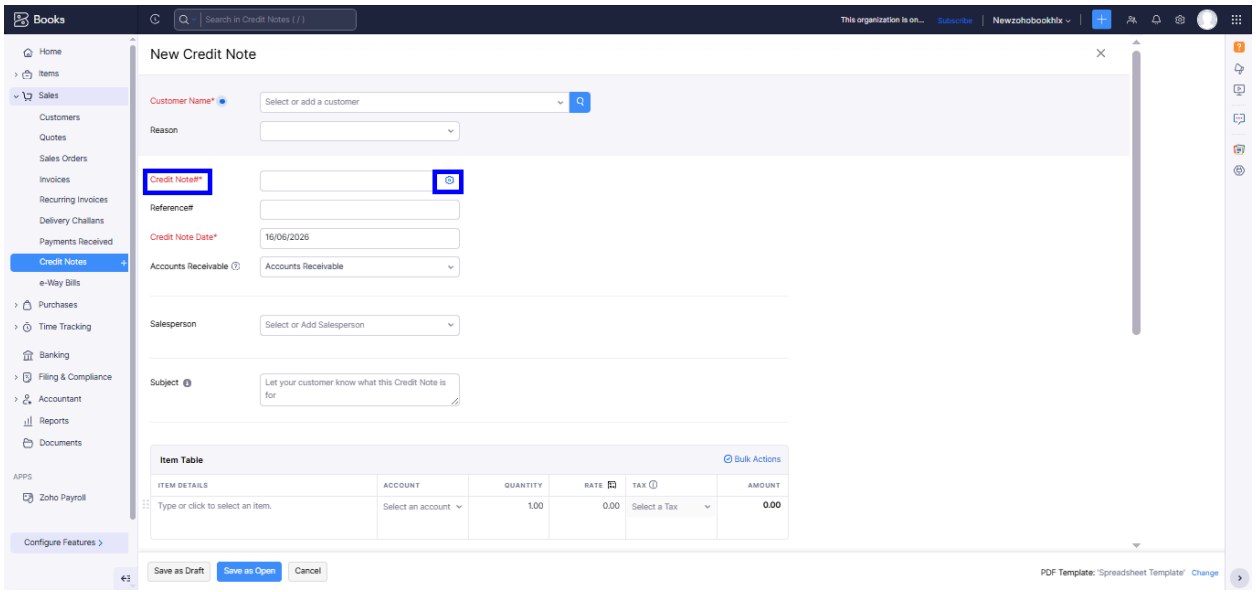
Hotelogix supports both **Manual and Automatic Credit Note** Set Up in Zoho Books.

User can choose either of the following from the Zoho Books Console:

- Continue auto-generating credit note numbers
- Enter credit note numbers manually

Go To: **Sales >> Credit Notes>> Create New Credit Note >> Click on the "Settings" Icon in the Credit Note# Text Box**

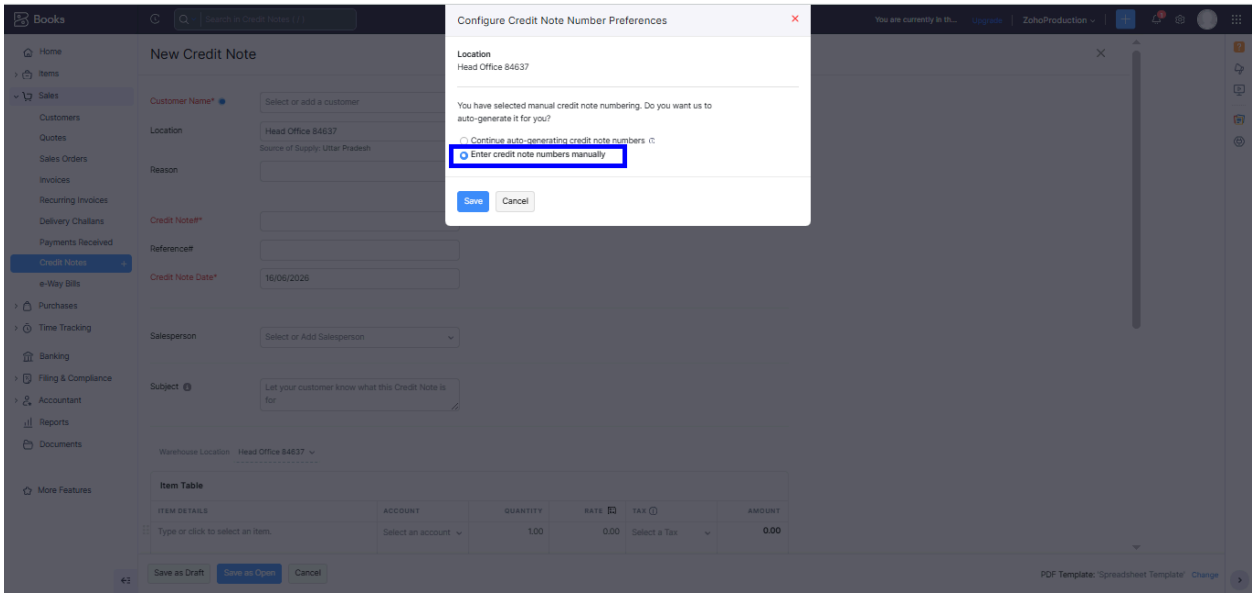





### 1.1.4.1 Manual Credit Note Numbering

If the setting is selected as manual then the **Credit Note# will show as per the Credit Note#** set in **Hotelogix**.

Go to:**Sales >> Credit Notes>> Create New Credit Note >> Click on the "Settings" Icon in the Credit Note# Text Box >> Enter credit note numbers manually >> Save**



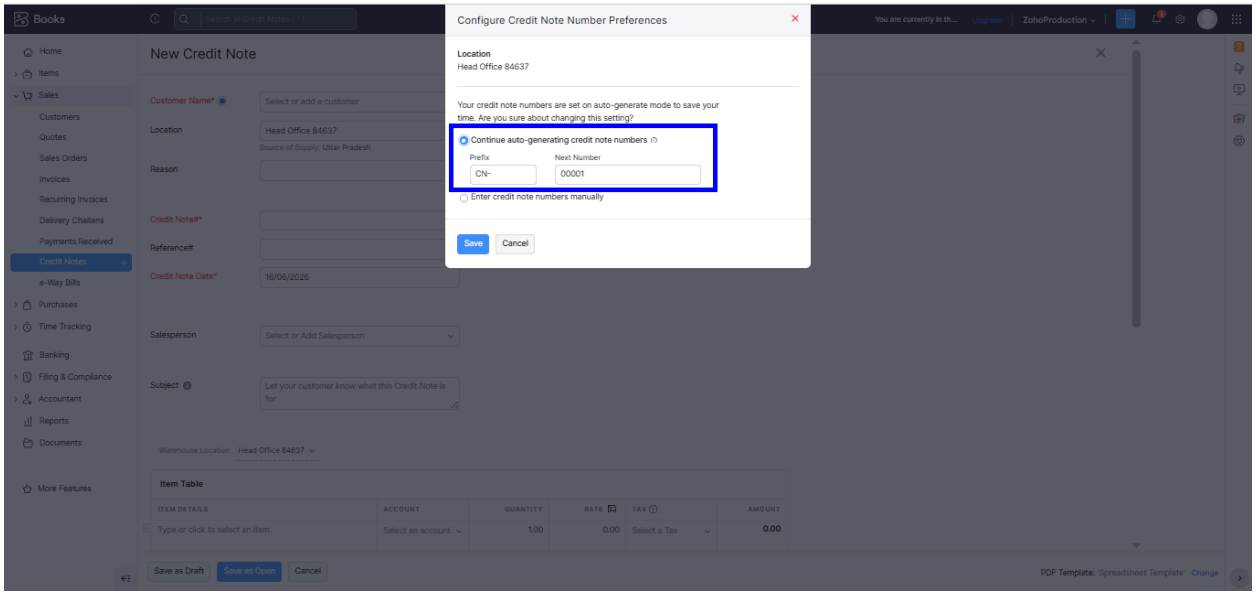
**Set up in Hotelogix**

To activate this setting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

### 1.1.4.2 Automatic Credit Note Numbering

If the user configures credit note numbering as **automatic**, the Zoho Books system will capture the **Zoho Books credit note series number under Credit Note#**.

The credit note# series for Zohobooks can be set from: **Sales >> Credit Notes>> Create New Credit Note>> Click on the "Settings" Icon in the Credit Note# Text Box >> Continue auto-generating credit note numbers >> Add Prefix and Next Number >> Save**



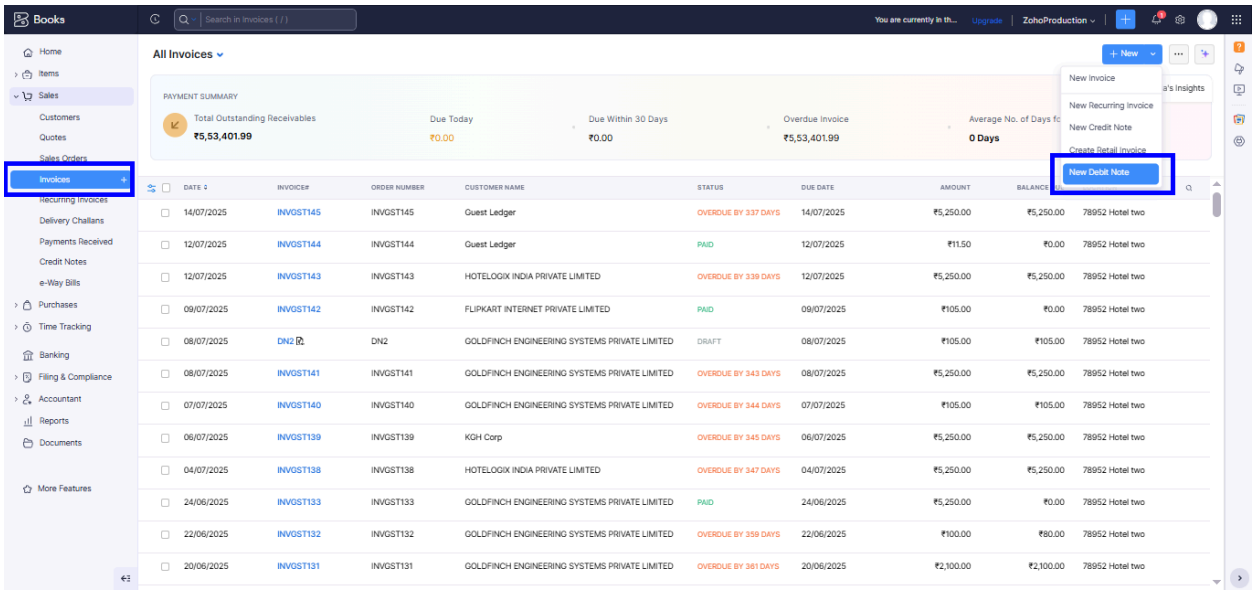

## 1.1.5 Debit Note Set Up in Zoho Books (Manual and Automatic)

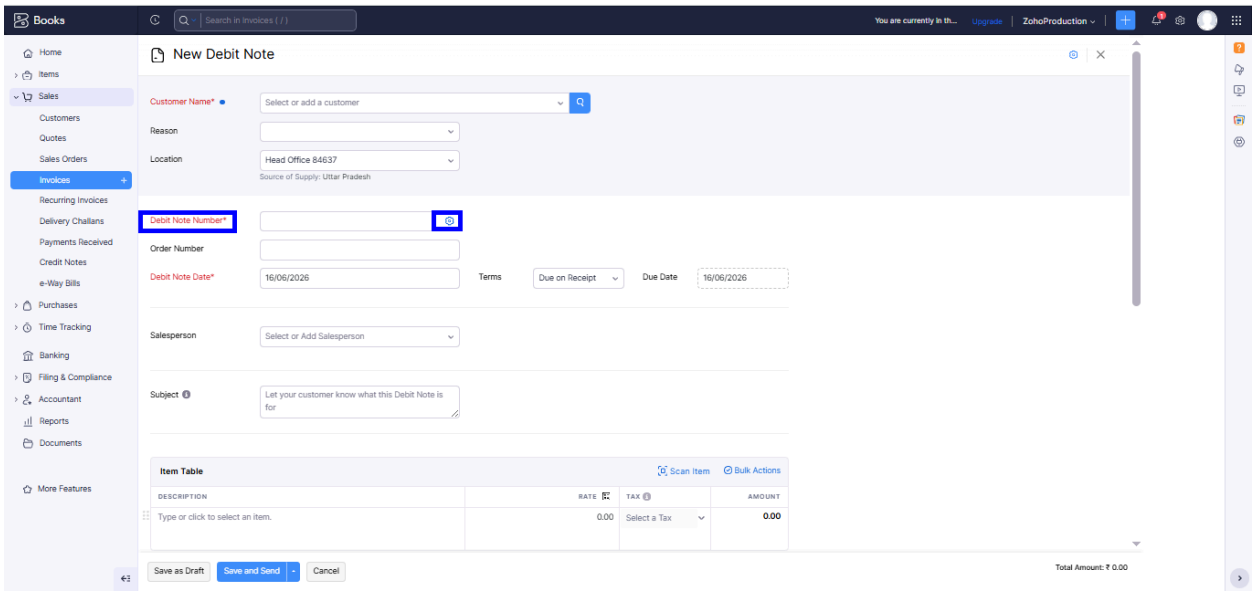
Hotelogix supports both **Manual and Automatic Debit Note** Set Up in Zoho Books.

User can choose either of the following from the Zoho Books Console:

- Continue auto-generating debit note numbers
- Enter debit note numbers manually

Go To: **Sales >> Invoices >> Click on the dropdown beside "+ New" >>Create New Debit Note >> Click on the "Settings" Icon in the Debit Note# Text Box**

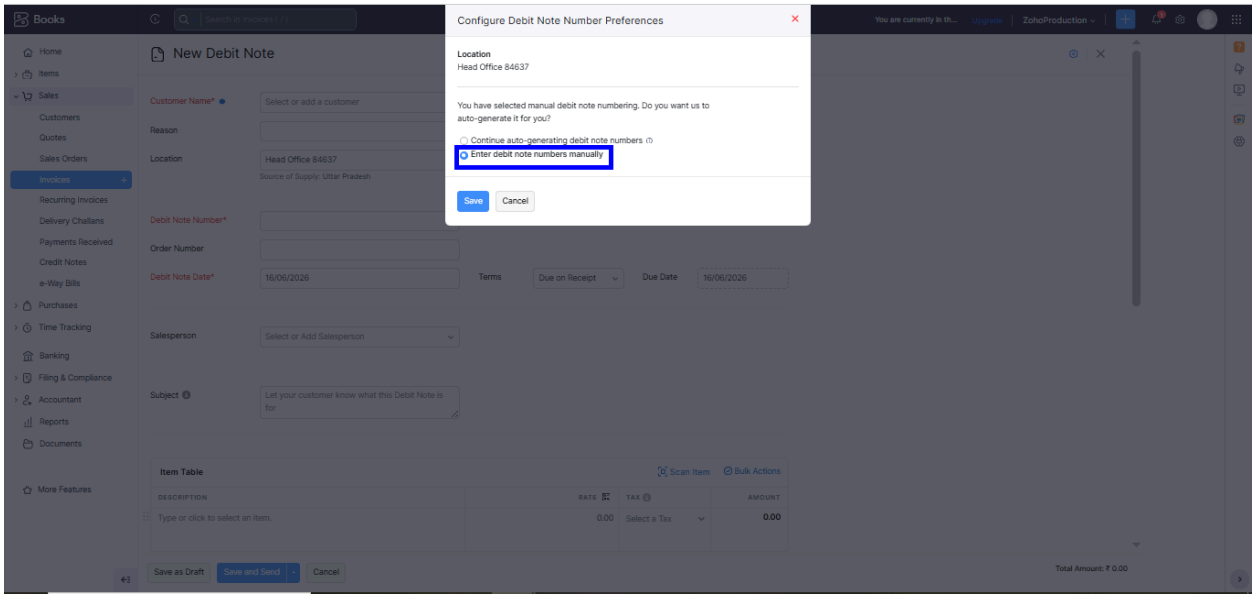



### 1.1.5.1 Manual Debit Note Numbering

If the setting is selected as manual then the **Debit Note# will show as per the Debit Note#** set in **Hotelogix**.

Go to:**Sales >> Invoices >> Click on the dropdown beside "+ New" >>Create New Debit Note >> Click on the "Settings" Icon in the Debit Note# Text Box >> Enter debit note numbers manually >> Save**



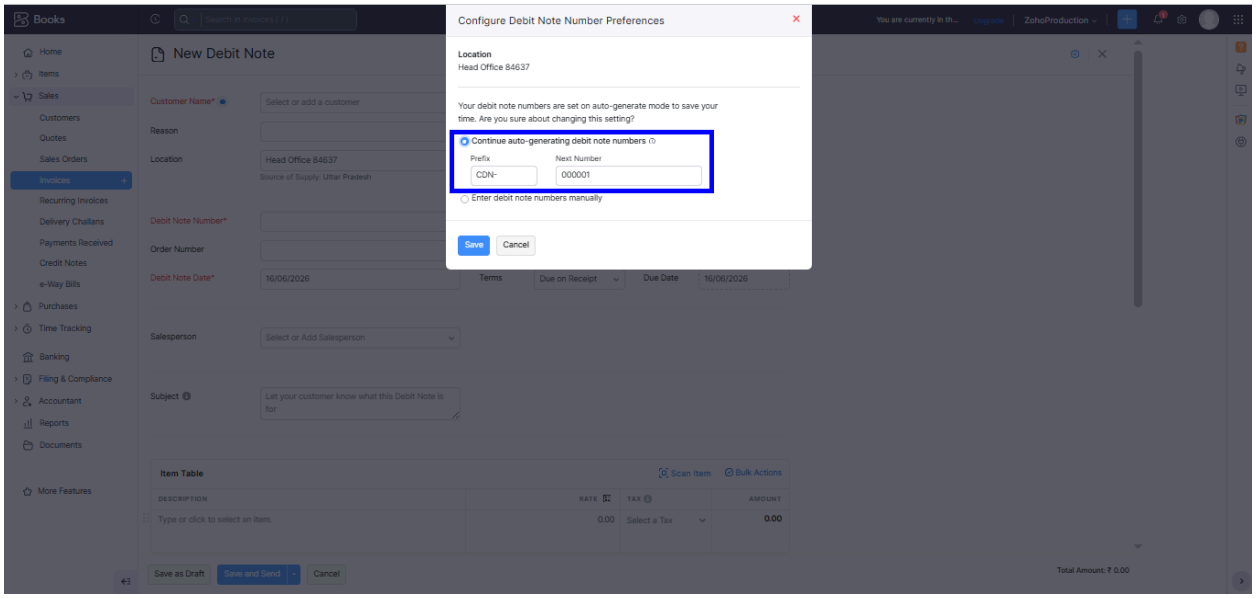

**Set up in Hotelogix**

To activate this setting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

### 1.1.5.2 Automatic Debit Note Numbering

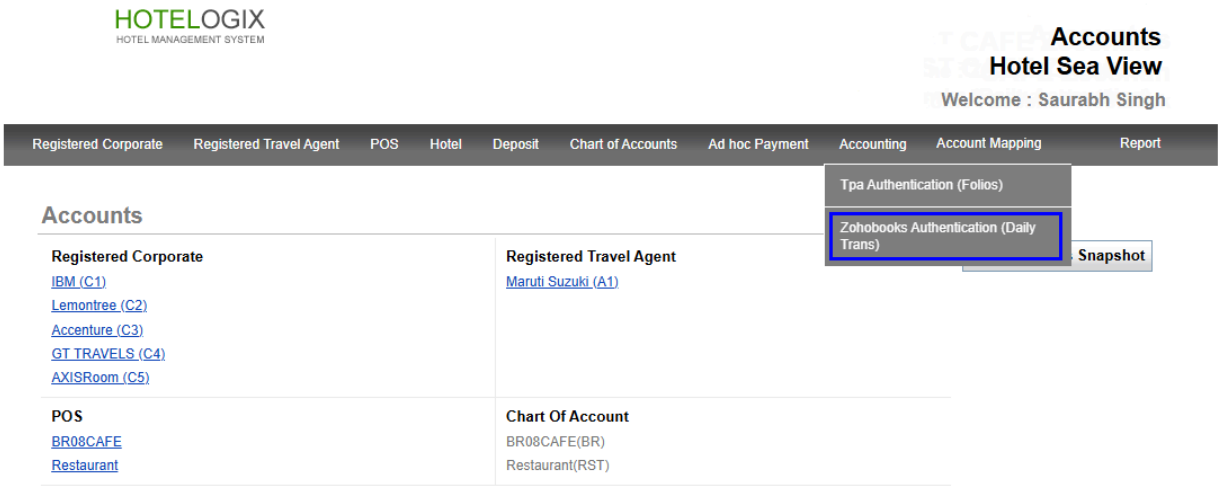
If the user configures debit note numbering as **automatic**, the Zoho Books system will capture the **Zoho Books debit note series number under Debit Note#**.

The debit note# series for Zohobooks can be set from: **Sales >> Invoices >> Click on the dropdown beside "+ New" >>Create New Debit Note >> Click on the "Settings" Icon in the Debit Note# Text Box >> Continue auto-generating credit note numbers >> Add Prefix and Next Number >> Save**




## 1.1.6 Connecting Hotelogix with Zoho Books

- Go to: **Account Console > Accounting > ZohoBooks Authentication (Daily Trans)**




- Click **Accept**

During authentication, users will now be prompted to **explicitly allow scope-based access for Zoho Books**. This consent screen clearly outlines the permissions required by **Hotelogix** to enable seamless synchronization.

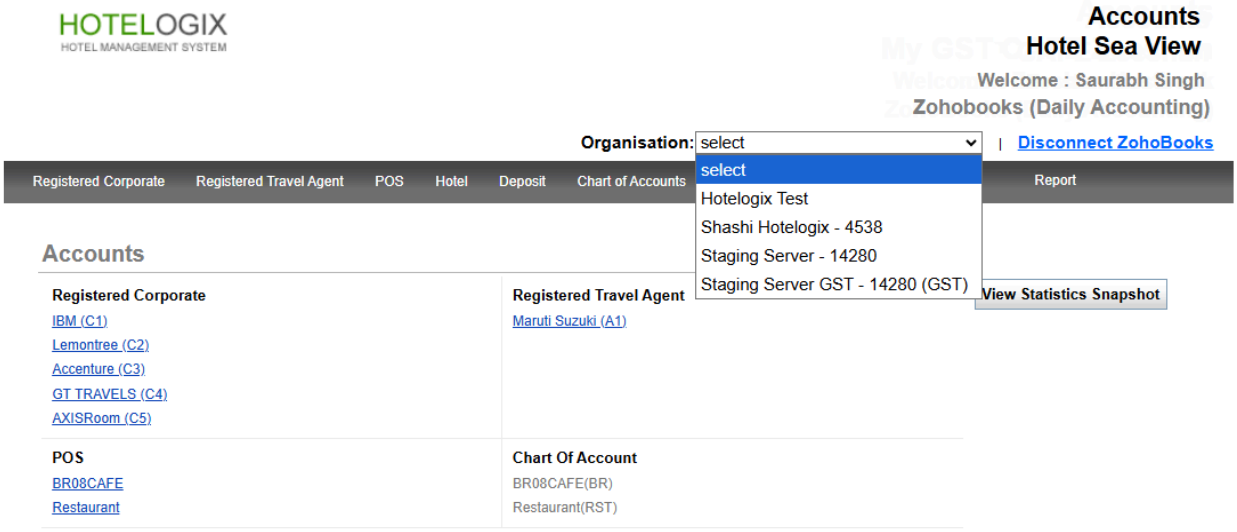
**Granted Permissions Include:**

- View and manage Customers and Vendors (Read, Create, Update, Delete)
- View and manage Accounts (Read, Create, Update, Delete)
- View and manage Settings and Preferences (Read, Create, Update, Delete)

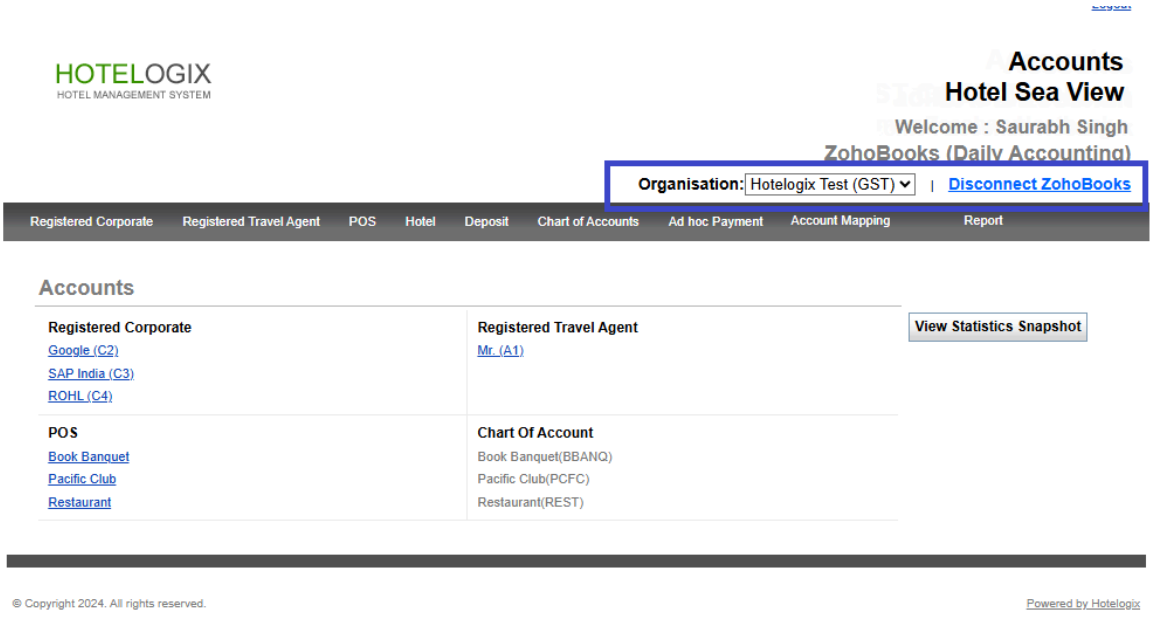
Users must approve these permissions to proceed with contact and transaction synchronization.




- Select your **Organization** from the dropdown



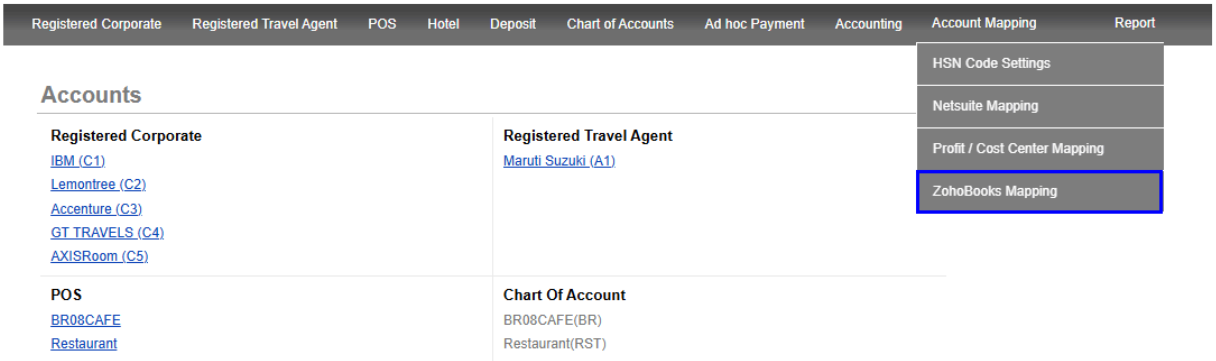

- The **initial setup of Hotelogix and Zoho Books has been successfully completed.**



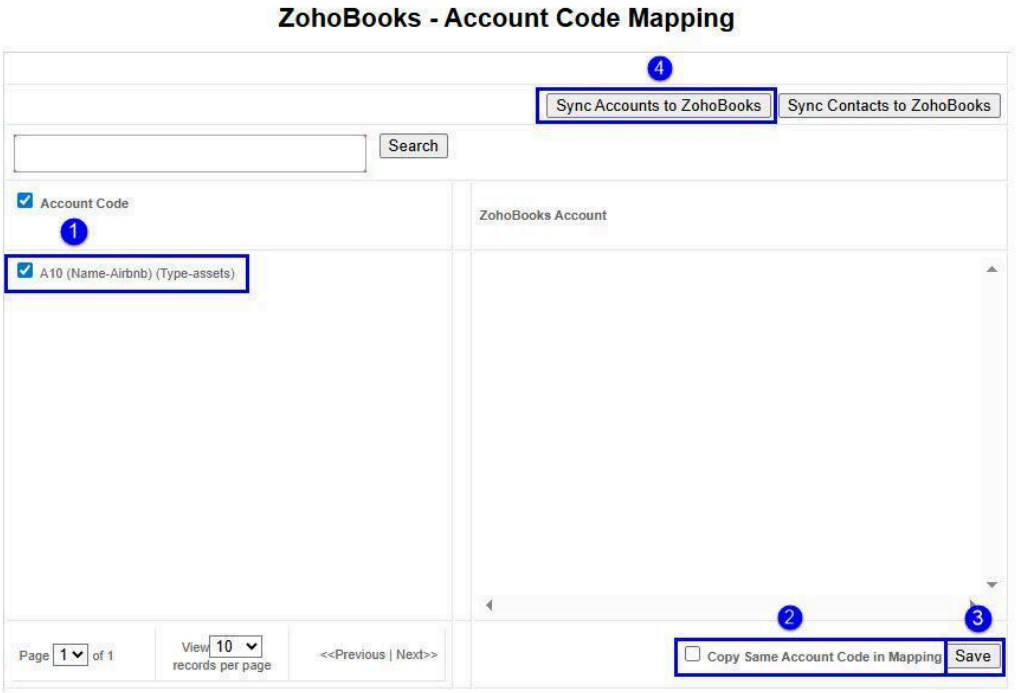
Now, move to **Account Code Mapping**

## 1.1.7 Account Code Mapping

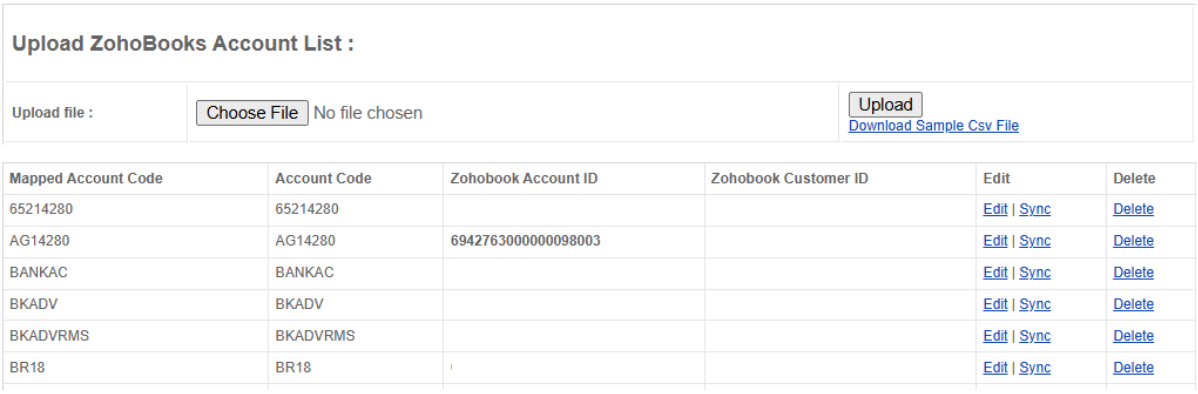
- Navigate to: **Account Console > ZohoBooks Mapping**




- Mapping works similar to other Daily Accounting programs.



### 1.1.7.1 Mapped Account Codes:




| Mapped Account Code | Account Code | Zohobook Account ID | Zohobook Customer ID | Edit | Delete |
|---|---|---|---|---|---|
| 65214280 | 65214280 | | | Edit \| Sync | Delete |
| AG14280 | AG14280 | 6942763000000098003 | | Edit \| Sync | Delete |
| BANKAC | BANKAC | | | Edit \| Sync | Delete |
| BKADV | BKADV | | | Edit \| Sync | Delete |
| BKADVRMS | BKADVRMS | | | Edit \| Sync | Delete |
| BR18 | BR18 | | | Edit \| Sync | Delete |

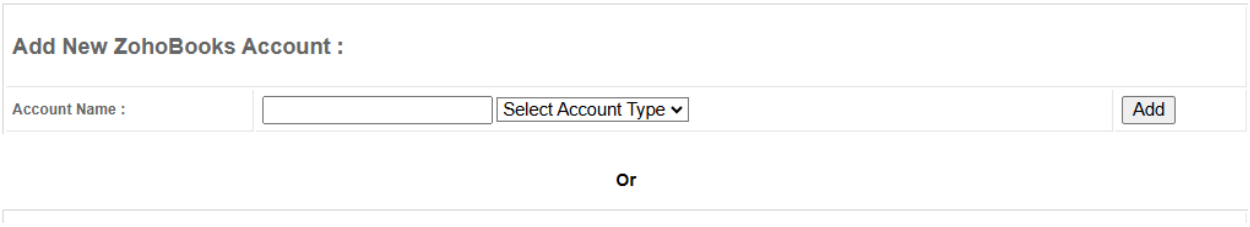
**Details:**

- **ZohoBook Account ID** → Auto-generated ID for account codes (When the Mapping is synced with Zoho Accounting)

- **ZohoBook Customer ID** → Created only for Travel Agents (TA) or Corporate customers

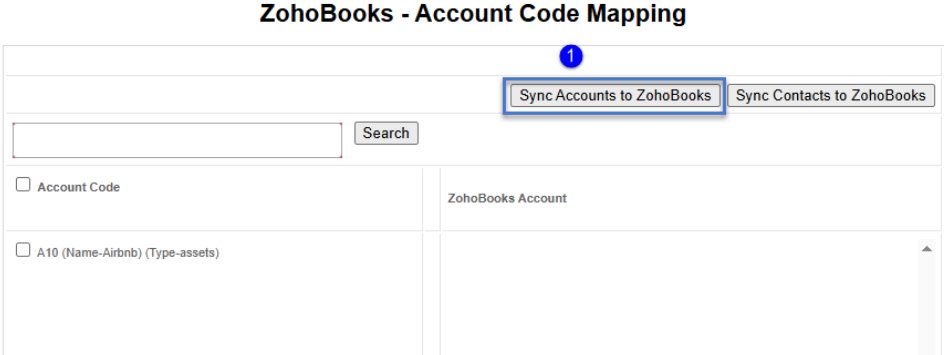
**Updating Account Codes:**

- Update the code and click **Add**

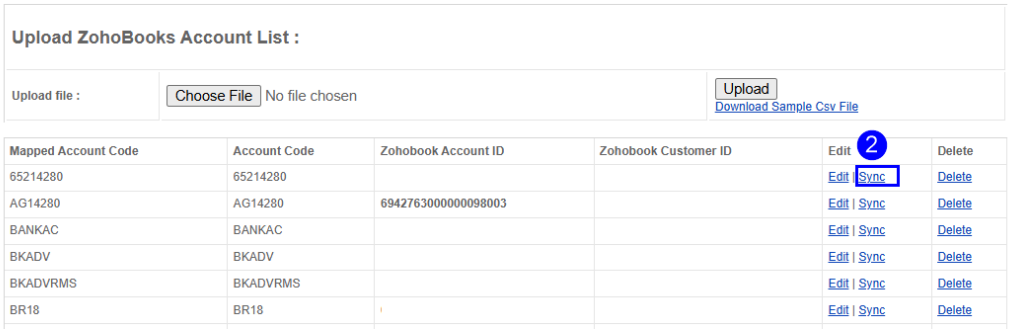



**Sync options:**

- **Bulk Sync** – Sync all codes at once

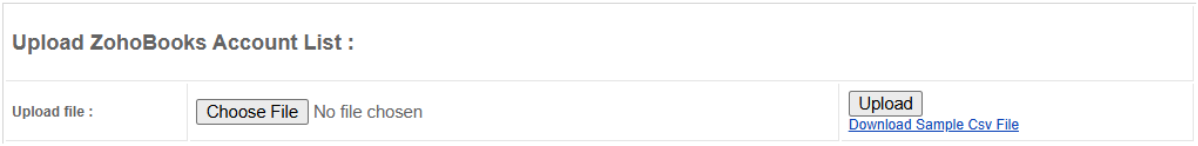


- **Single Sync** – Sync one code at a time




| Mapped Account Code | Account Code | Zohobook Account ID | Zohobook Customer ID | Edit | Delete |
|---|---|---|---|---|---|
| 65214280 | 65214280 | | | Edit \| Sync | Delete |
| AG14280 | AG14280 | 6942763000000098003 | | Edit \| Sync | Delete |
| BANKAC | BANKAC | | | Edit \| Sync | Delete |
| BKADV | BKADV | | | Edit \| Sync | Delete |
| BKADVRMS | BKADVRMS | | | Edit \| Sync | Delete |
| BR18 | BR18 | | | Edit \| Sync | Delete |

Once synced, Zoho Account IDs and Customer IDs will display accordingly in Hotelogix Accounting Console:

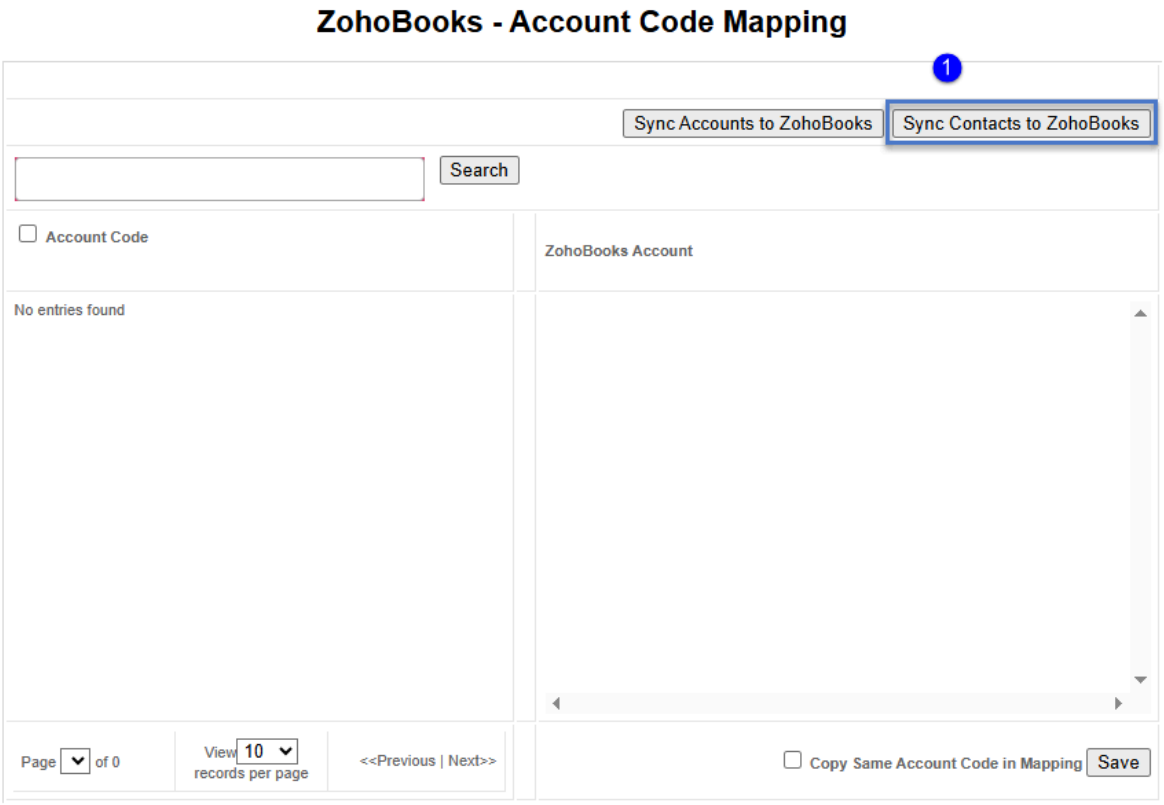



| Mapped Account Code | Account Code | Zohobook Account ID | Zohobook Customer ID | Edit | Delete |
|---|---|---|---|---|---|
| 65214280 | 65214280 | 6942763000000096003 | | Edit \| Sync | Delete |
| AG14280 | AG14280 | 6942763000000098003 | | Edit \| Sync | Delete |
| BANKAC | BANKAC | 6942763000000099003 | | Edit \| Sync | Delete |
| BKADV | BKADV | 6942763000000095004 | | Edit \| Sync | Delete |
| BKADVRMS | BKADVRMS | 6942763000000100003 | | Edit \| Sync | Delete |
| BR18 | BR18 | 6942763000000101003 | | Edit \| Sync | Delete |
| BR18SC55 | BR18SC55 | 6942763000000102003 | | Edit \| Sync | Delete |
| BR5 | BR5 | 6942763000000103003 | | Edit \| Sync | Delete |
| BRSC10 | BRSC10 | 6942763000000096009 | | Edit \| Sync | Delete |
| BRSC5 | BRSC5 | 6942763000000104003 | | Edit \| Sync | Delete |
| C1 | C1 | 6942763000000105003 | 6942763000000121033 | Edit \| Sync | Delete |
| C3 | C3 | 6942763000000106003 | | Edit \| Sync | Delete |
| C4 | C2, C4 | 6942763000000107003 | 6942763000000173003 | Edit \| Sync | Delete |
| C5 | C5 | 6942763000000097011 | | Edit \| Sync | Delete |
| C6 | C6 | 6942763000000108003 | | Edit \| Sync | Delete |
| C7 | C7 | 6942763000000109003 | | Edit \| Sync | Delete |

### 1.1.8 Sync Contacts to Zoho Books

A new tab titled **"Sync Contact to Zoho Books"** has been added under the **Account Mapping** section. This tab provides visibility into all contacts mapped to Zoho Books, along with their details and current sync status.

**FrontDesk >> Accounts >> Account Mapping >> ZohoBooks Mapping**

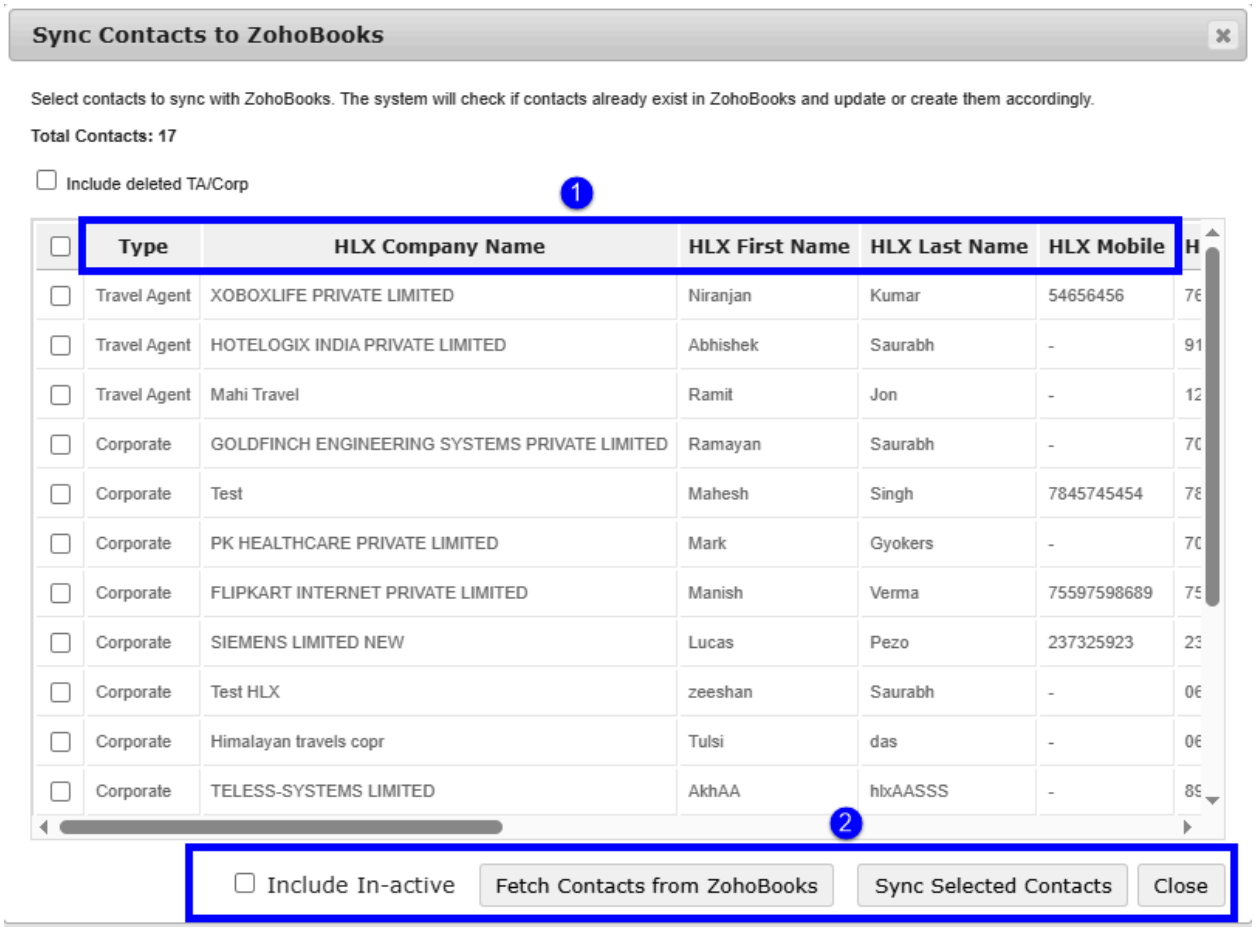



Click on **Sync Contact to Zoho Books**. A **Pop Up** will appear that shows:

- All PMS Travel Agent / Corporate contacts
- Contact details
    - Type: Whether Travel Agent or Corporate
    - HLX Company Name - TA/Corp. Name in Hotelogix
    - HLX First Name - TA/Corp.Contact First Name in Hotelogix
    - HLX Last Name - TA/Corp.Contact Last Name in Hotelogix
    - HLX Mobile - TA/Corp.Contact Mobile Number in Hotelogix
    - HLX Phone - TA/Corp.Contact Phone Number in Hotelogix

- Zoho Company Name - TA/Corp. Name in Zoho
- Zoho First Name - TA/Corp.Contact First Name in Zoho
- Zoho Last Name - TA/Corp.Contact Last Name in Zoho
- Zoho Mobile - TA/Corp.Contact Mobile Number in Zoho
- Zoho Phone - TA/Corp.Contact Phone Number in Zoho
- Zoho Contact ID - Unique Contact Id in Zoho

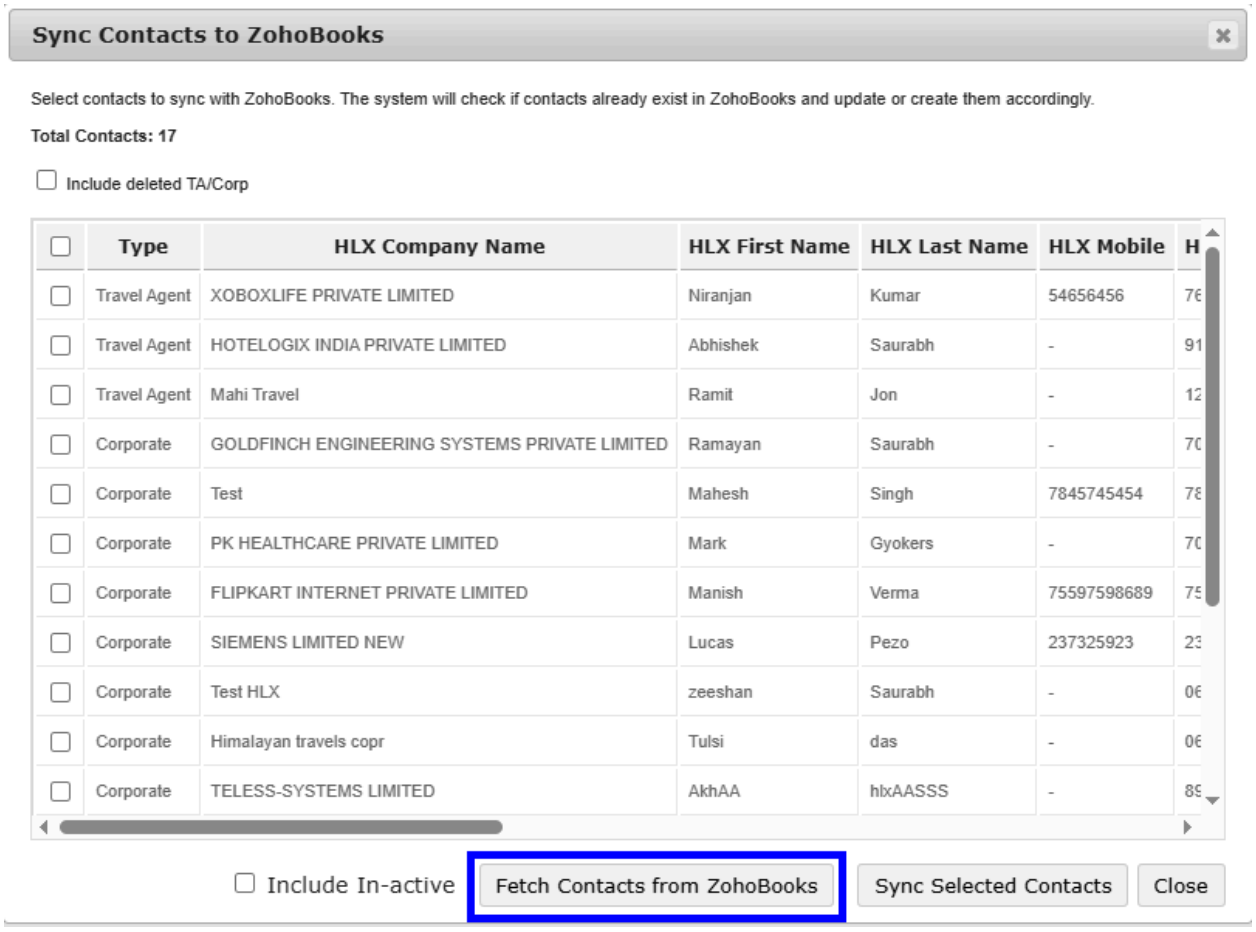
- Sync status



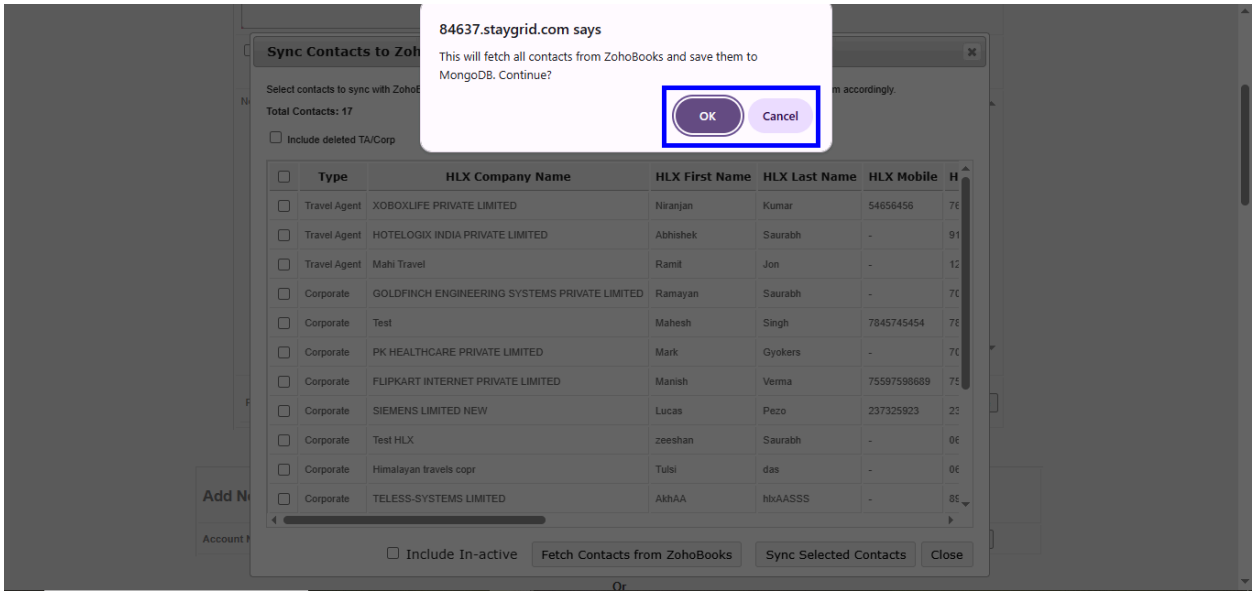
### 1.1.8.1 Fetch Contacts from Zoho Books

This option can be used in cases where the **Travel Agent / Corporates** have been directly created on Zoho Books.

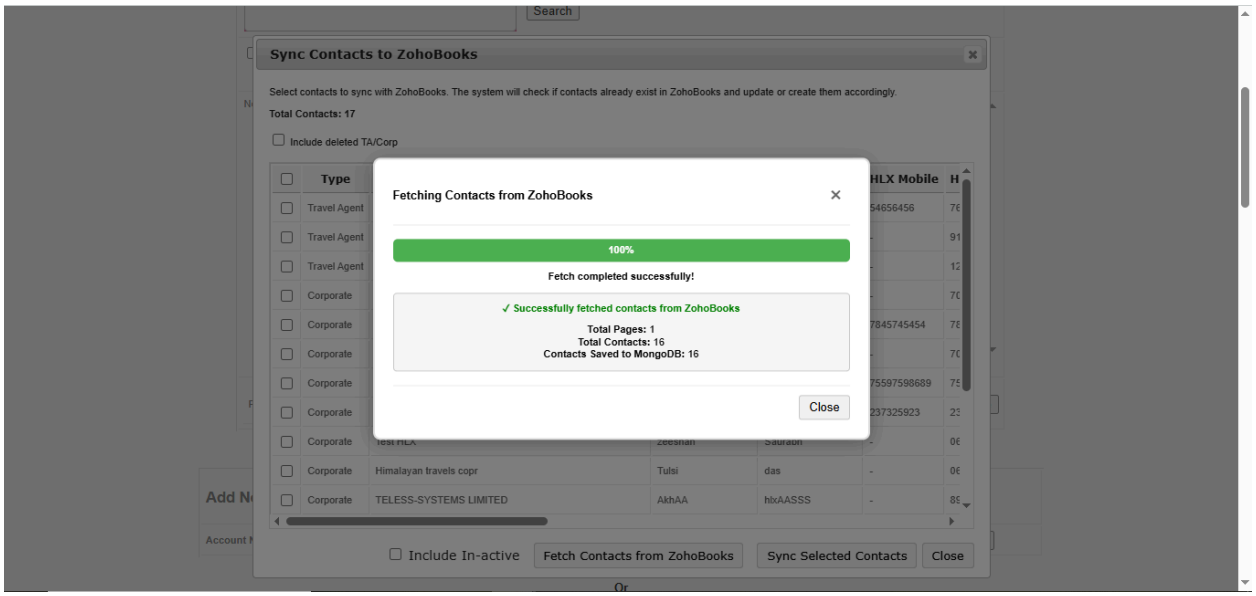
- **Click on Fetch Contacts from Zoho Books**



- **The system will give an alert that "This will fetch all contacts from ZohoBooks and save them to MongoDB. Continue?"**



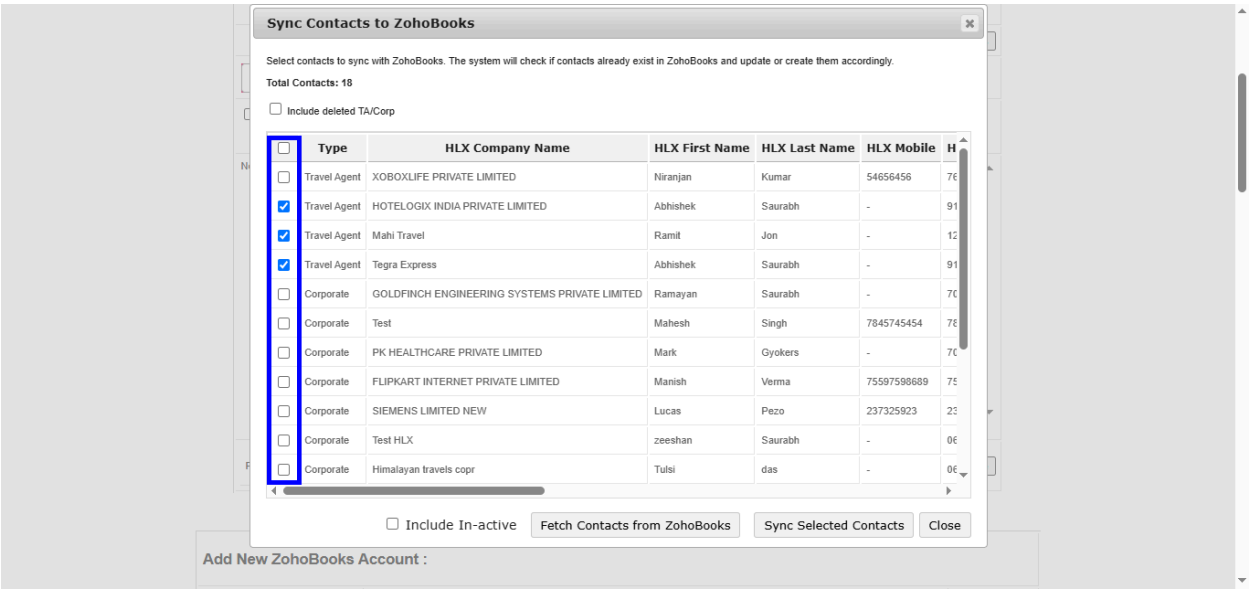

- **All the contacts will be fetched from Zoho Books and synced to Hotelogix**



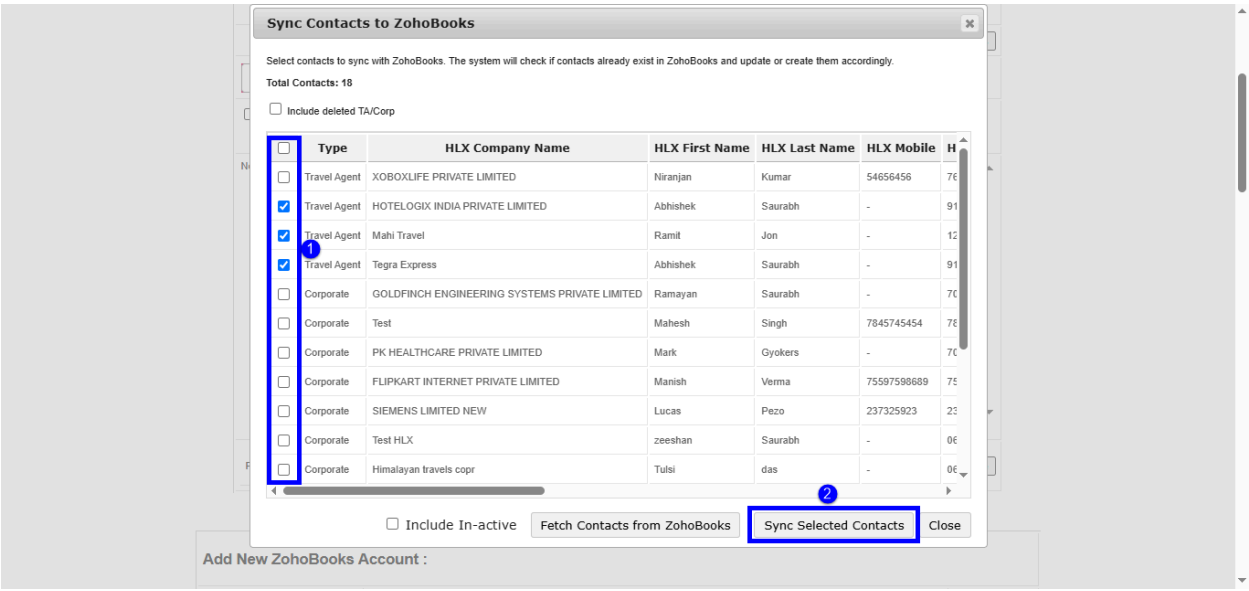
### 1.1.8.2 Sync Selected Contacts

User can use this option to sync **Travel Agent / Corporates** Contacts in **Hotelogix** with Zoho Books

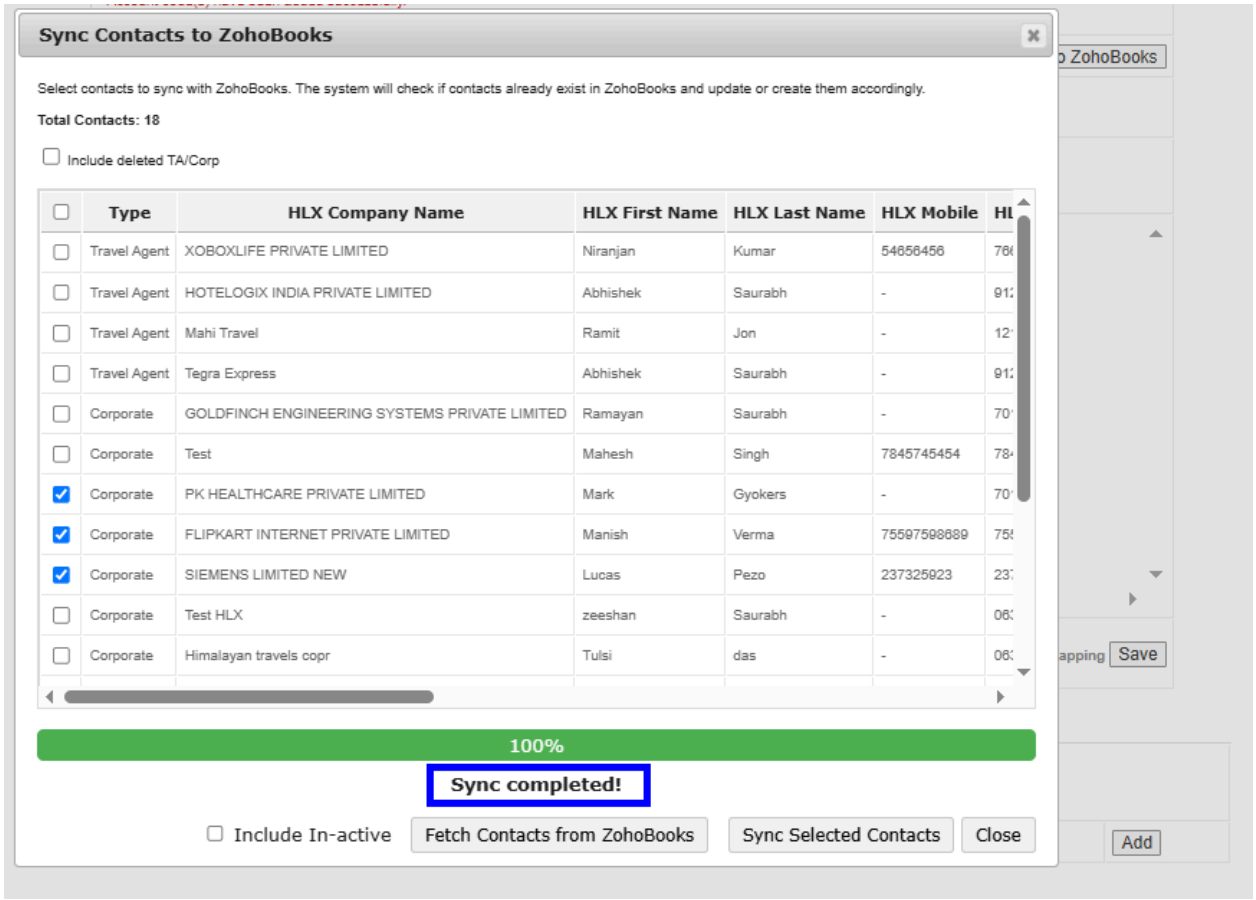
- **Select the Travel Agent / Corporate that needs to be synced (multiple or all can also be selected.**




- **Click on Sync Selected Contacts**

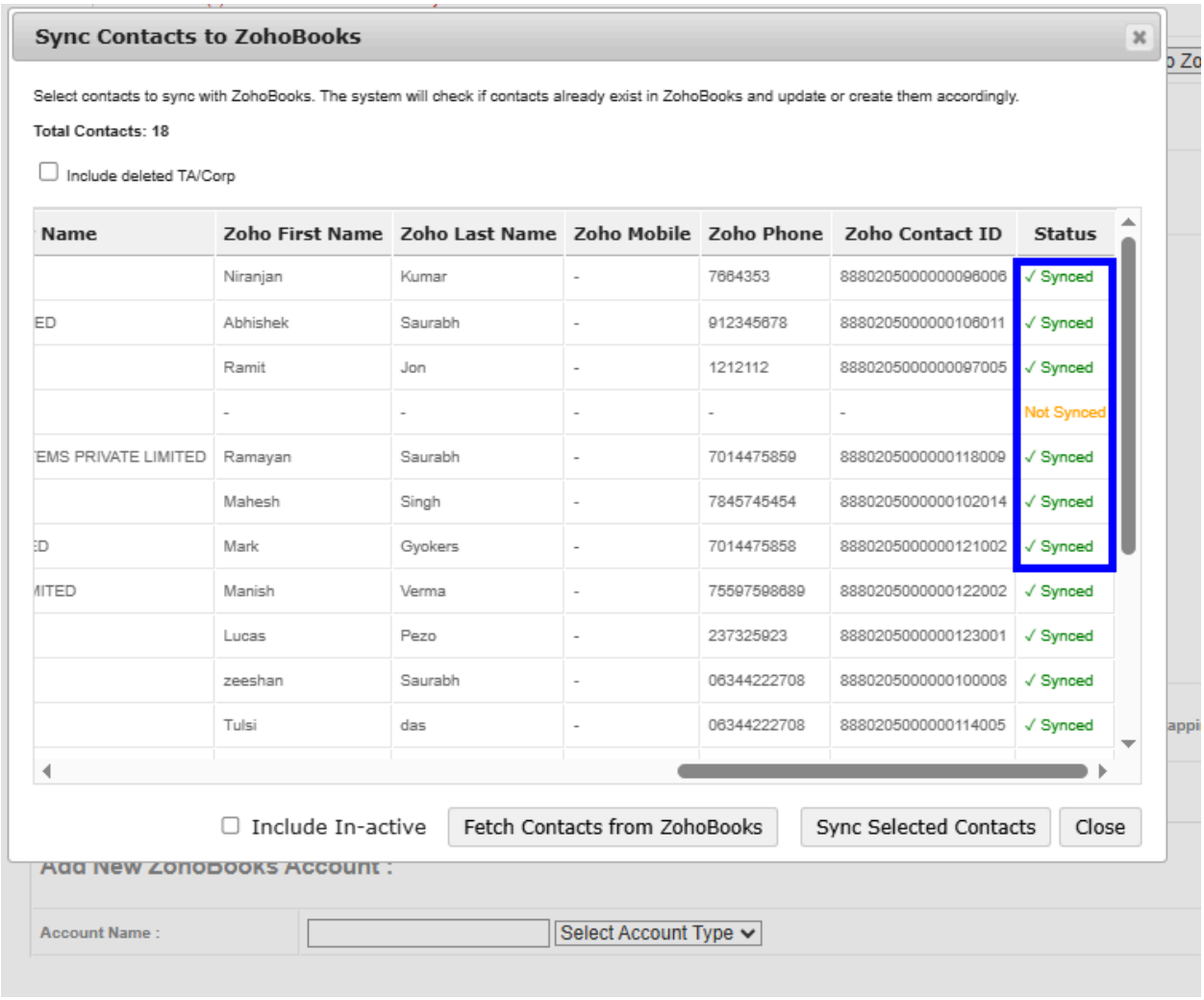


- **Users will get a prompt - "Sync completed!"**



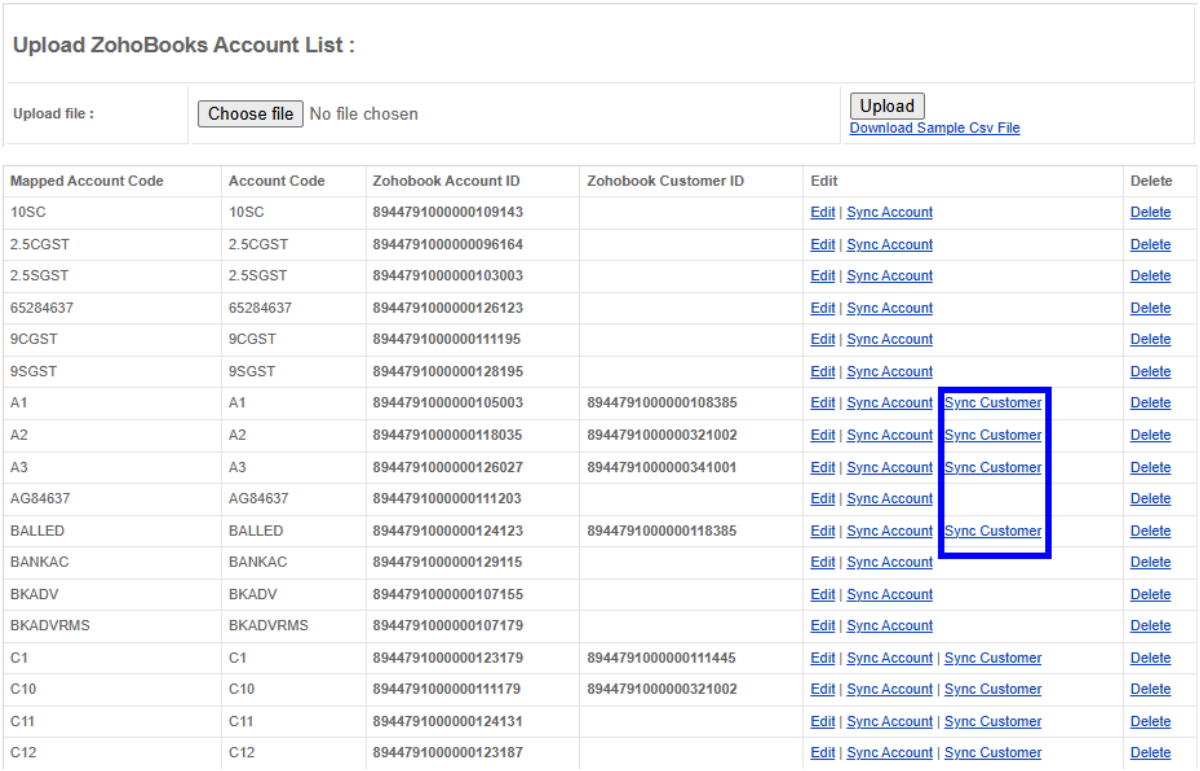
- **Checking the Synced / Unsynced Status**

Users can check the status of synced / unsynced contacts from the Sync Contacts panel only.



- **Syncing Contacts from Zoho Books Account List**

Contacts can be synced from **Zoho Books Account List** also by clicking on **"Sync Customer"**



Upload ZohoBooks Account List :

Upload file : Choose file No file chosen Upload

Download Sample Csv File

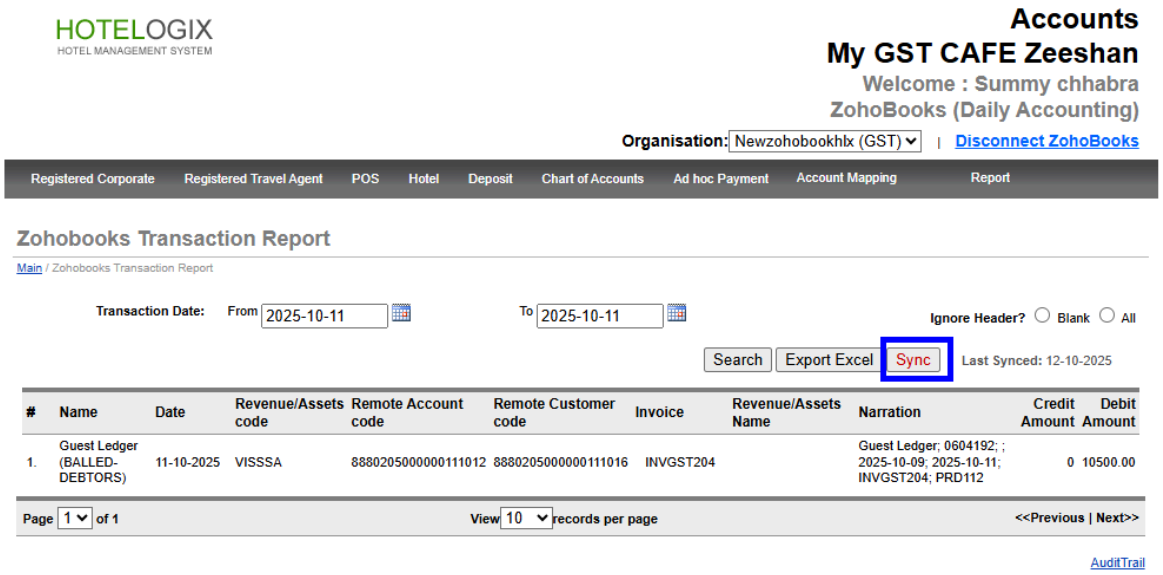
| Mapped Account Code | Account Code | Zohobook Account ID | Zohobook Customer ID | Edit | Delete |
|---|---|---|---|---|---|
| 10SC | 10SC | 8944791000000109143 | | Edit \| Sync Account | Delete |
| 2.5CGST | 2.5CGST | 8944791000000096164 | | Edit \| Sync Account | Delete |
| 2.5SGST | 2.5SGST | 8944791000000103003 | | Edit \| Sync Account | Delete |
| 65284637 | 65284637 | 8944791000000126123 | | Edit \| Sync Account | Delete |
| 9CGST | 9CGST | 8944791000000111195 | | Edit \| Sync Account | Delete |
| 9SGST | 9SGST | 8944791000000128195 | | Edit \| Sync Account | Delete |
| A1 | A1 | 8944791000000105003 | 8944791000000108385 | Edit \| Sync Account \| Sync Customer | Delete |
| A2 | A2 | 8944791000000118035 | 8944791000000321002 | Edit \| Sync Account \| Sync Customer | Delete |
| A3 | A3 | 8944791000000126027 | 8944791000000341001 | Edit \| Sync Account \| Sync Customer | Delete |
| AG84637 | AG84637 | 8944791000000111203 | | Edit \| Sync Account | Delete |
| BALLED | BALLED | 8944791000000124123 | 8944791000000118385 | Edit \| Sync Account \| Sync Customer | Delete |
| BANKAC | BANKAC | 8944791000000129115 | | Edit \| Sync Account | Delete |
| BKADV | BKADV | 8944791000000107155 | | Edit \| Sync Account | Delete |
| BKADVRMS | BKADVRMS | 8944791000000107179 | | Edit \| Sync Account | Delete |
| C1 | C1 | 8944791000000123179 | 8944791000000111445 | Edit \| Sync Account \| Sync Customer | Delete |
| C10 | C10 | 8944791000000111179 | 8944791000000321002 | Edit \| Sync Account \| Sync Customer | Delete |
| C11 | C11 | 8944791000000124131 | | Edit \| Sync Account \| Sync Customer | Delete |
| C12 | C12 | 8944791000000123187 | | Edit \| Sync Account \| Sync Customer | Delete |

**Note:**

If a **Travel Agent (TA)** or **Corporate (Corp)** profile is created in the PMS, users must run **Sync Selected Contact** first to ensure all contact details are correctly created or updated in **Zoho Books** before proceeding with transactions.

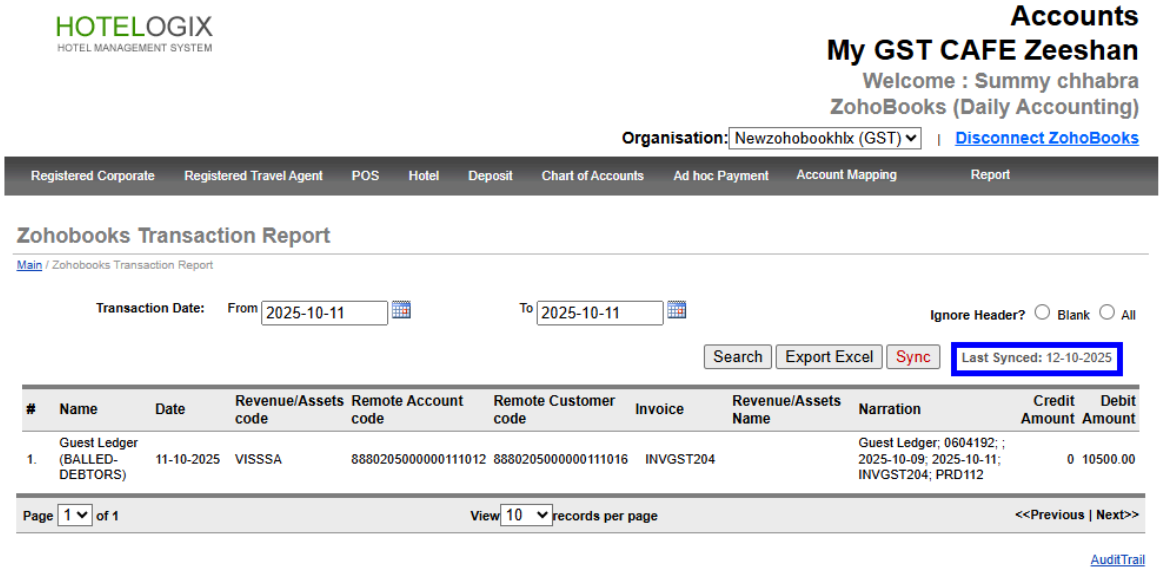
### 1.1.9 Data Sync from Hotelogix to Zoho Books

Go to **Accounts > Reports > Zoho Books Transaction Report > Click on Sync**

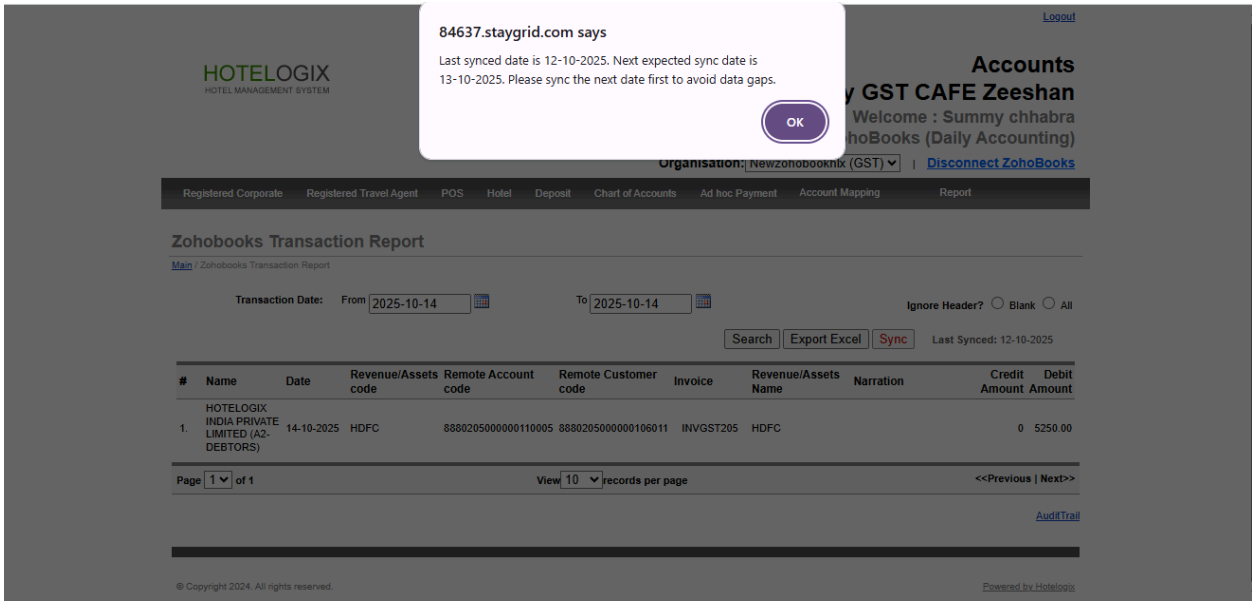



**Note:** Data synchronization must be performed sequentially. The system will only allow data for a specific date to be synced if all preceding dates have already been successfully synchronized.

To assist users, the system always displays the Last Synced Date, indicating the most recent date for which synchronization was completed successfully.

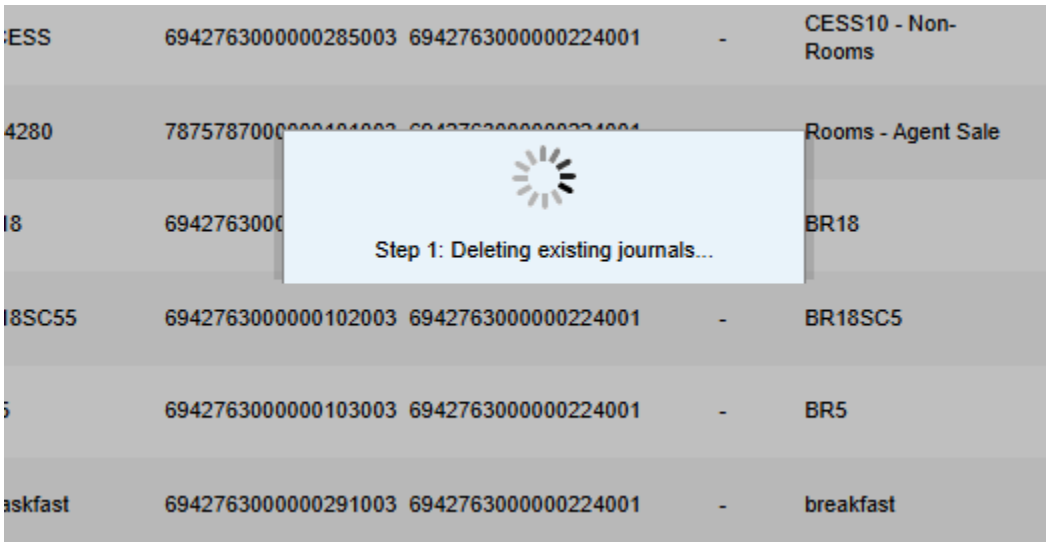


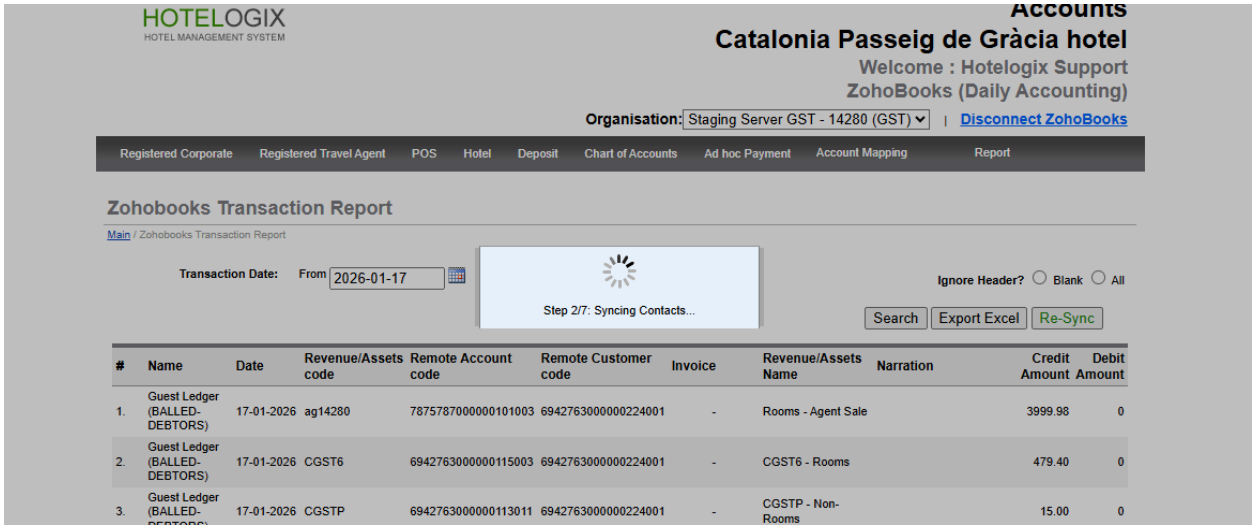
If the user attempts to sync data for the current date, the system will automatically display an alert prompting them to first sync the data for the previous date.

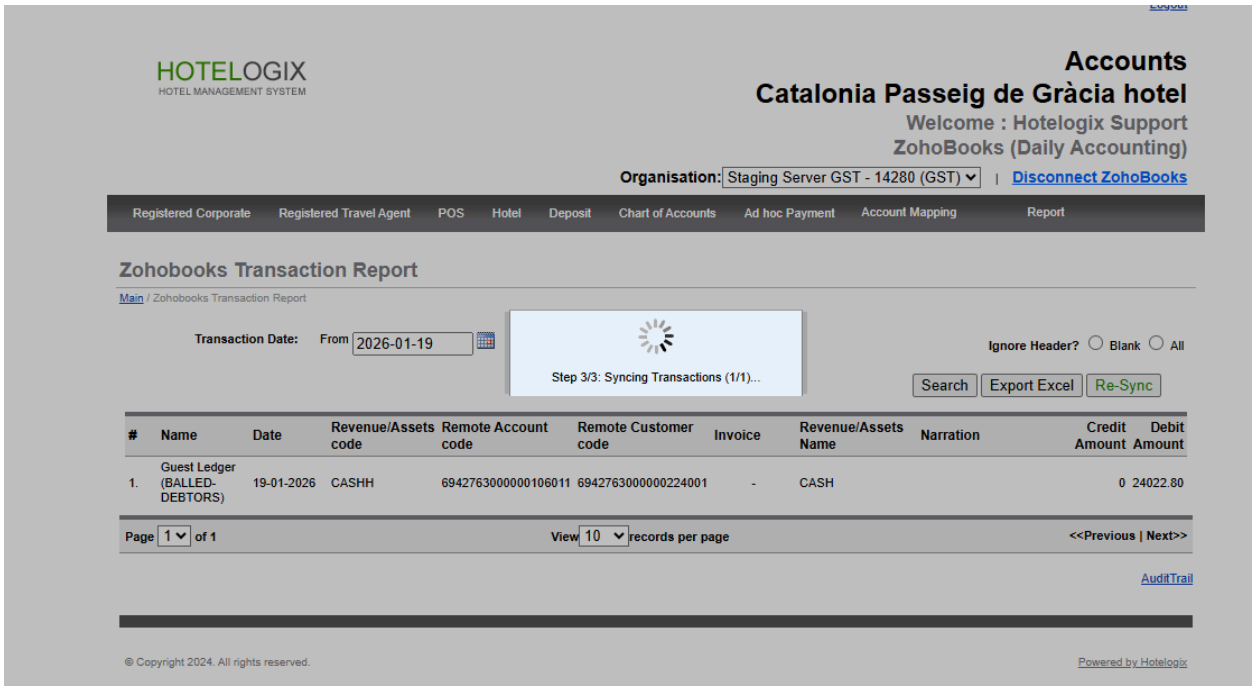


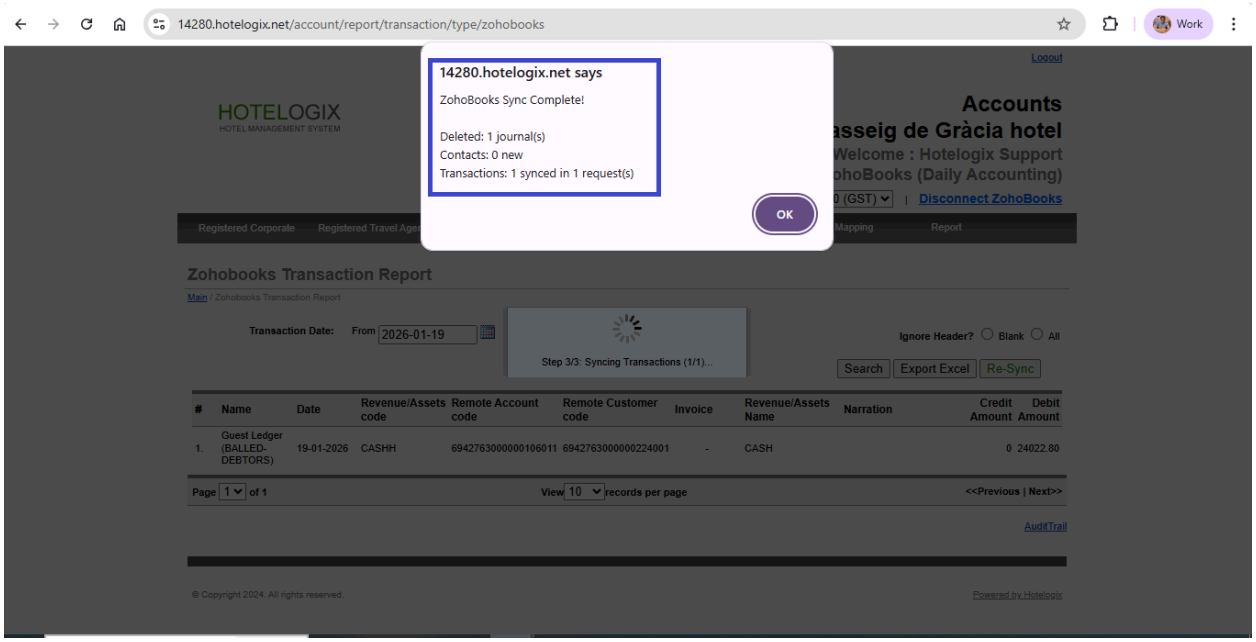

Once authentication and scope access are approved, the transaction sync follows the steps below:

- **Delete Existing Journals** - Removes previously synced entries to avoid duplication.
- **Data Count** - Calculates the total number of requests to be processed.
- **Contact Sync** - Creates or updates required contacts in Zoho Books.
- **Transaction Sync** - Syncs the relevant TA/CL and common transactions.


ESS
694276300000285003
694276300000224001
-
CESS10 - Non-Rooms
4280
Rooms - Agent Sale
18
BR18
Step 1: Deleting existing journals...
18SC55
694276300000102003
694276300000224001
-
BR18SC5
694276300000103003
694276300000224001
-
BR5
askfast
694276300000291003
694276300000224001
-
breakfast


HOTELOGIX
HOTEL MANAGEMENT SYSTEM
Accounts
Catalonia Passeig de Gràcia hotel
Welcome : Hotelogix Support
ZohoBooks (Daily Accounting)
Organisation: Staging Server GST - 14280 (GST)
Disconnect ZohoBooks
Registered Corporate
Registered Travel Agent
POS
Hotel
Deposit
Chart of Accounts
Ad hoc Payment
Account Mapping
Report
Zohobooks Transaction Report
Main / Zohobooks Transaction Report
Transaction Date:
From 2026-01-17
Step 2/7: Syncing Contacts...
Ignore Header? Blank All
Search
Export Excel
Re-Sync
# Name Date Revenue/Assets code Remote Account code Remote Customer code Invoice Revenue/Assets Name Narration Credit Amount Debit Amount
1. Guest Ledger (BALLED-DEBTORS) 17-01-2026 ag14280 7875787000000101003 6942763000000224001 - Rooms - Agent Sale 3999.98 0
2. Guest Ledger (BALLED-DEBTORS) 17-01-2026 CGST6 6942763000000115003 6942763000000224001 - CGST6 - Rooms 479.40 0
3. Guest Ledger (BALLED- 17-01-2026 CGSTP 6942763000000113011 6942763000000224001 - CGSTP - Non-Rooms 15.00 0




**Example: Sync Request Breakdown**

For **4 TA/CL transactions**, the system processes **7 total requests**:

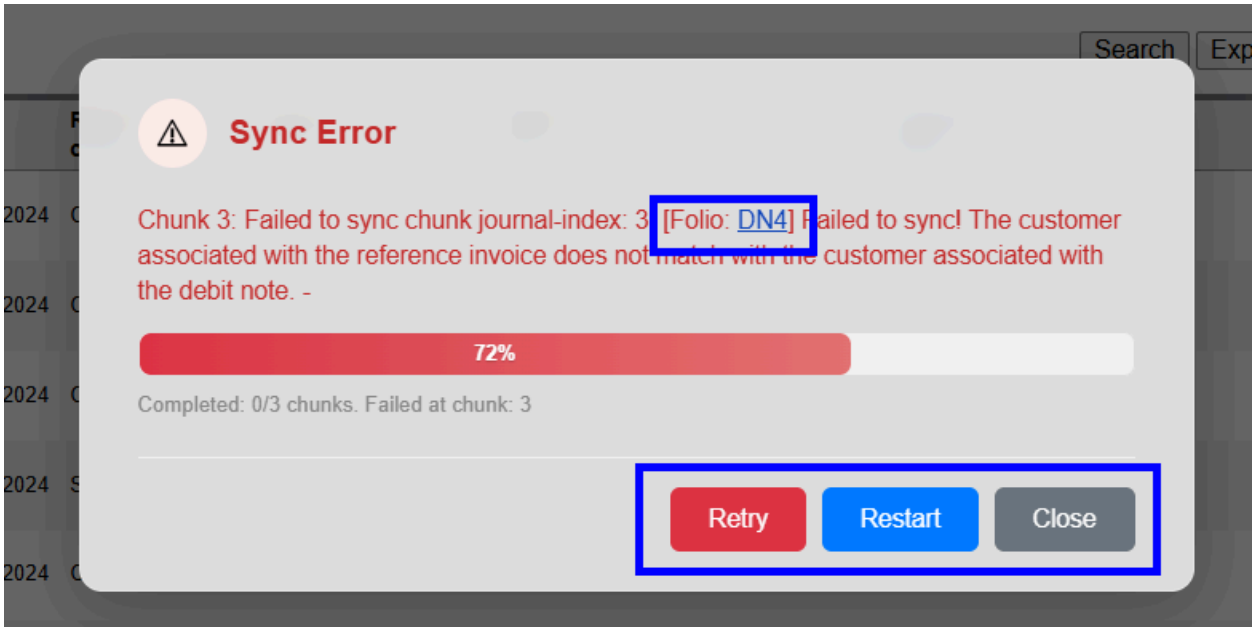
- 1 × Delete journal request
- 1 × Create/Update contact request
- 4 × TA/CL transaction requests
- 1 × Common transaction request

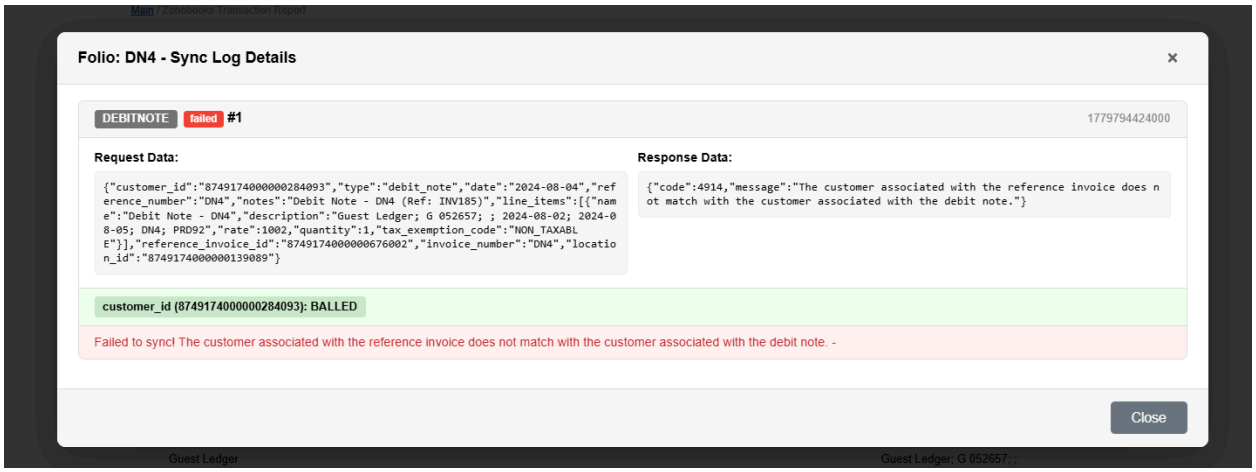
### 1.1.10 Error Handling Mechanism

In case of errors while syncing the data, user will get two options:

- Retry
- Restart

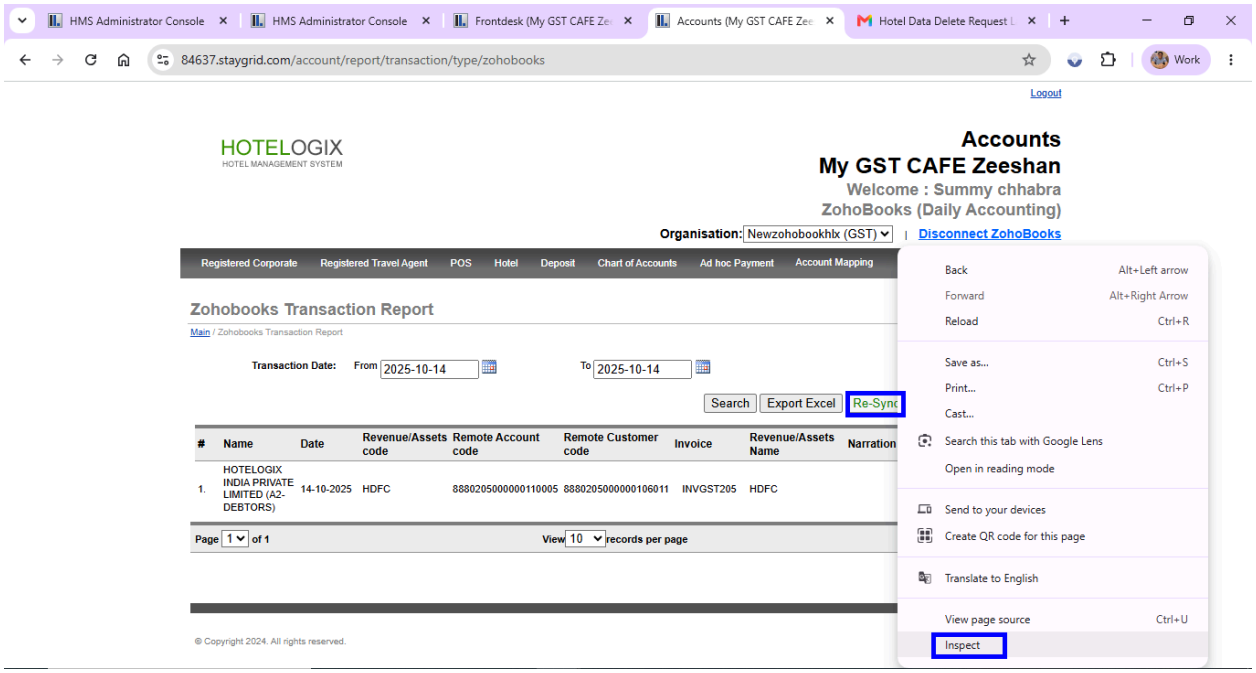
Along with these options, users can also check the error logs by clicking on the Invoice Number.



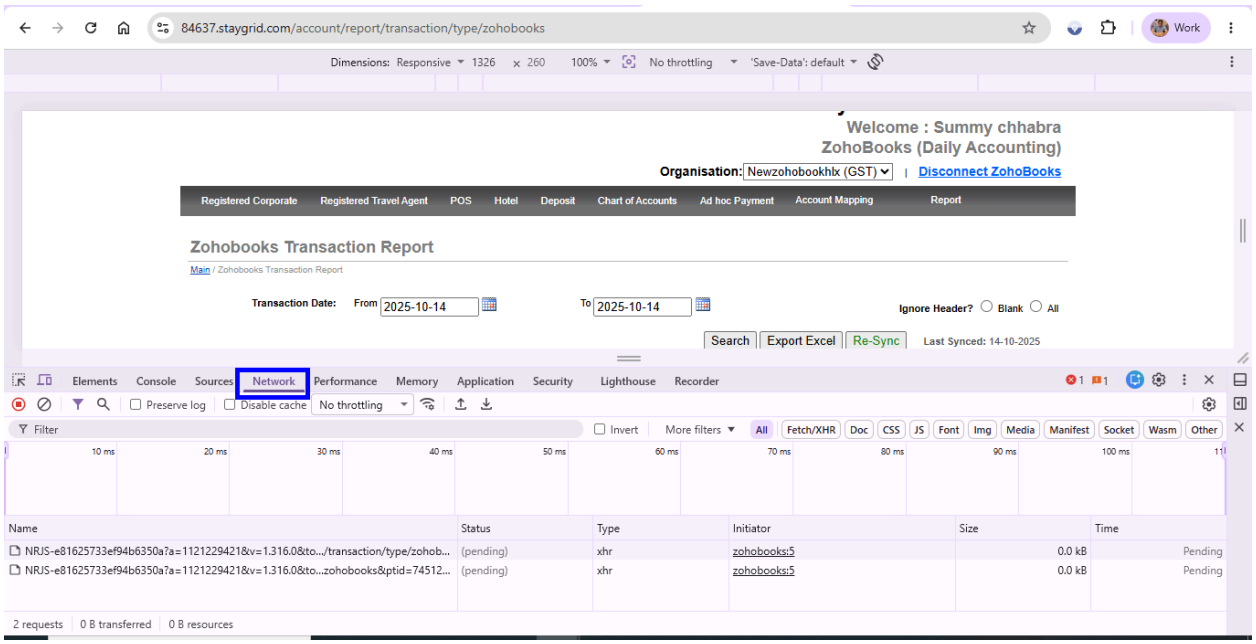



The user can also use the browser's developer tools to view the invoice-wise sync status.

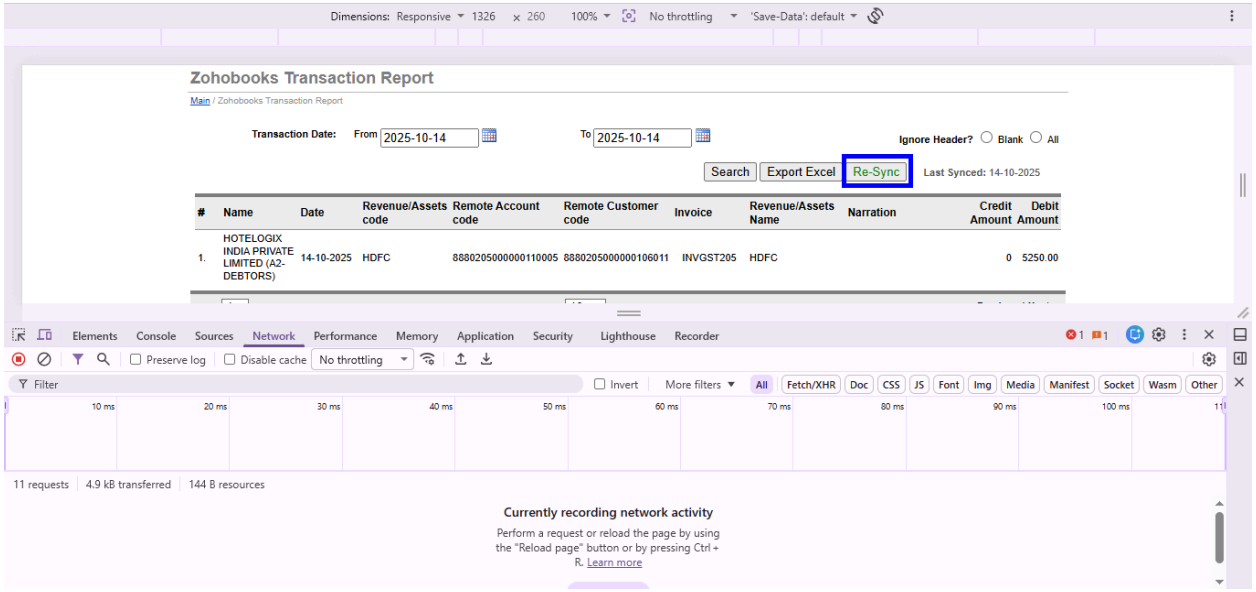
Right-click on the **Sync/Re-Sync** button and select **Inspect Element**.



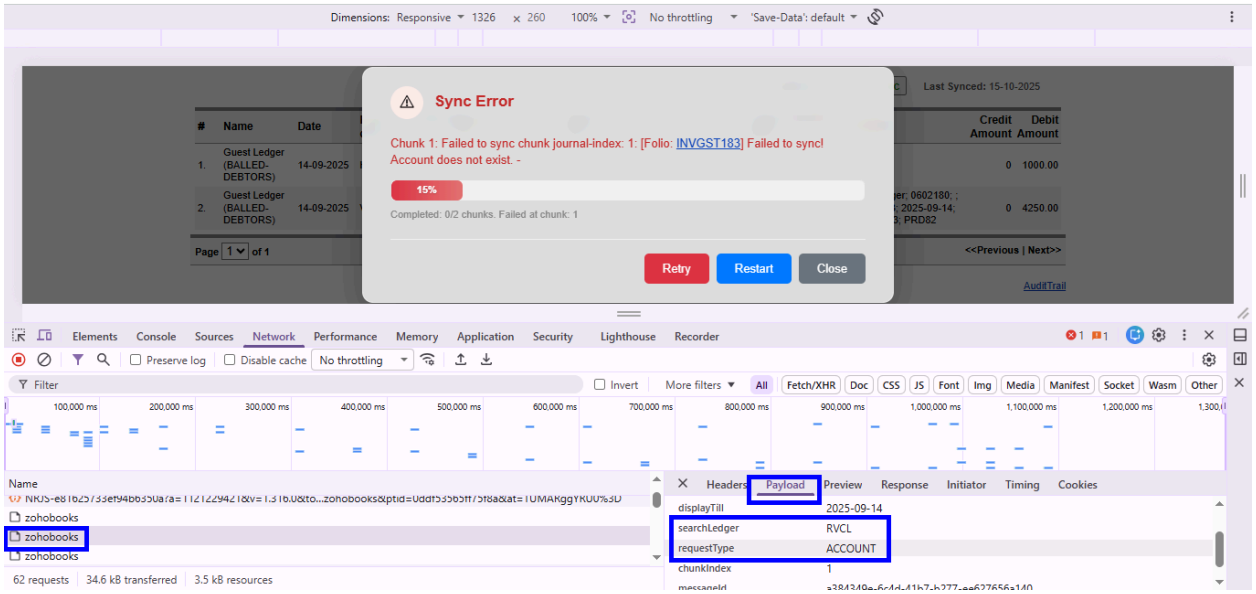

Click on **Network**



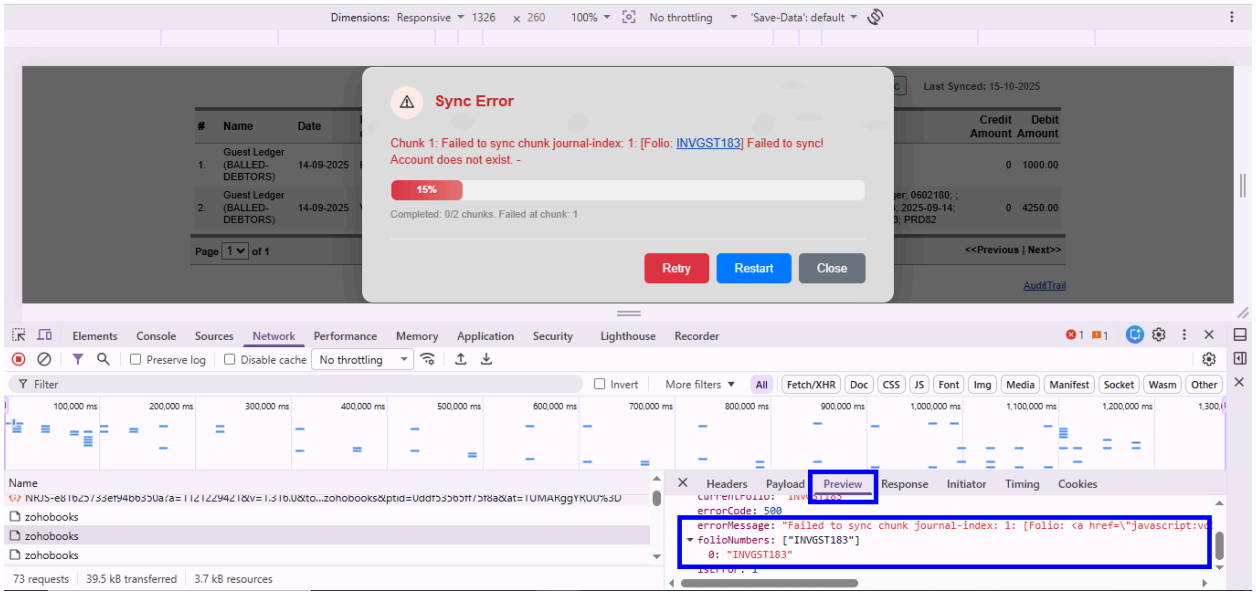
Click on **Sync/Re-Sync**




In case of an error (for example, an invalid or missing Account Code), the user can select the **Zoho Books** option and review the payload containing the **RVCL** and **Account** details to identify the issue.



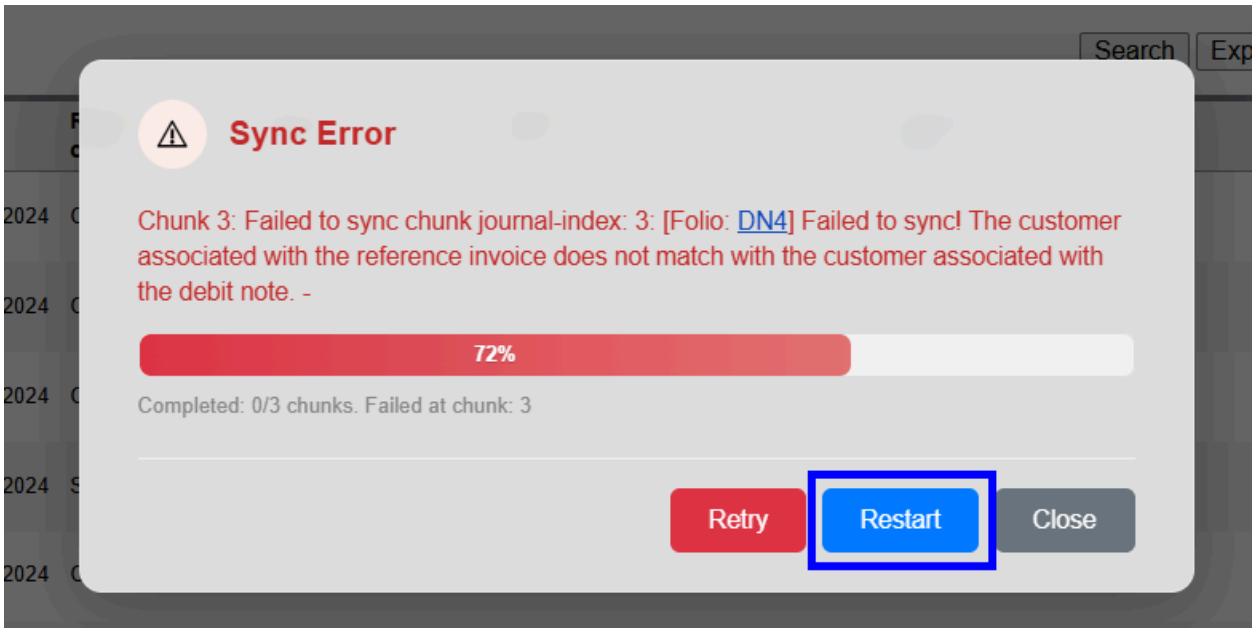
The user can then click on Preview to see the error




### 1.1.10.1 Retry

If there are five invoices to be synced in Zoho Books and an error occurs while syncing the 3rd invoice, the user can resolve the issue and click on Retry.

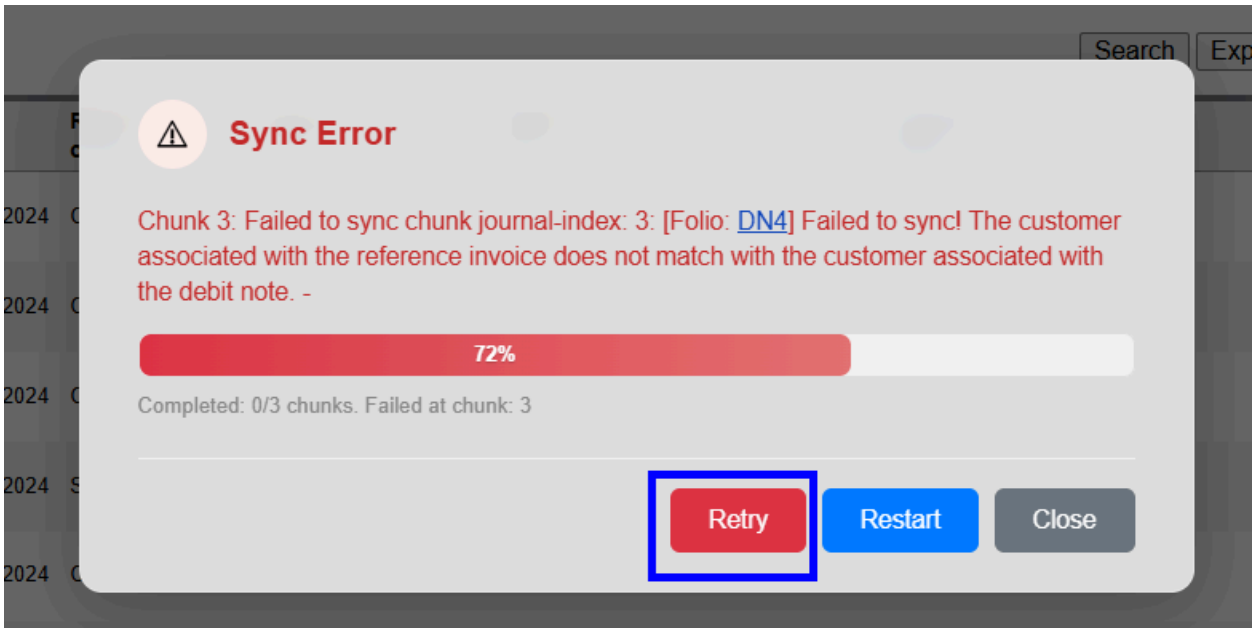
The system will then resume the sync process from the 3rd invoice instead of restarting from the 1st invoice.



### 1.1.10.2 Restart

If there are five invoices to be synced in Zoho Books and an error occurs while syncing the 3rd invoice, the user can resolve the issue and, if required, make changes to the other invoices before clicking on Restart.

The system will then restart the sync process from the beginning, starting again with the 1st invoice.

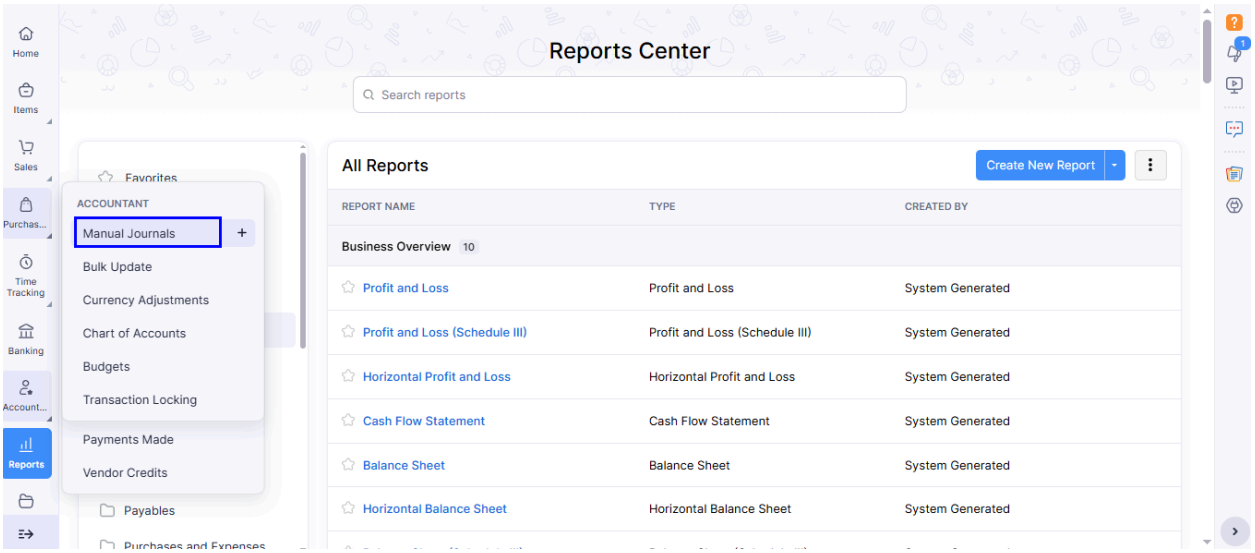



## 1.1.11 How to check Journal Entries in the Zoho Books Accounting Console?

All postings are captured under Manual Journals in Zoho Books:

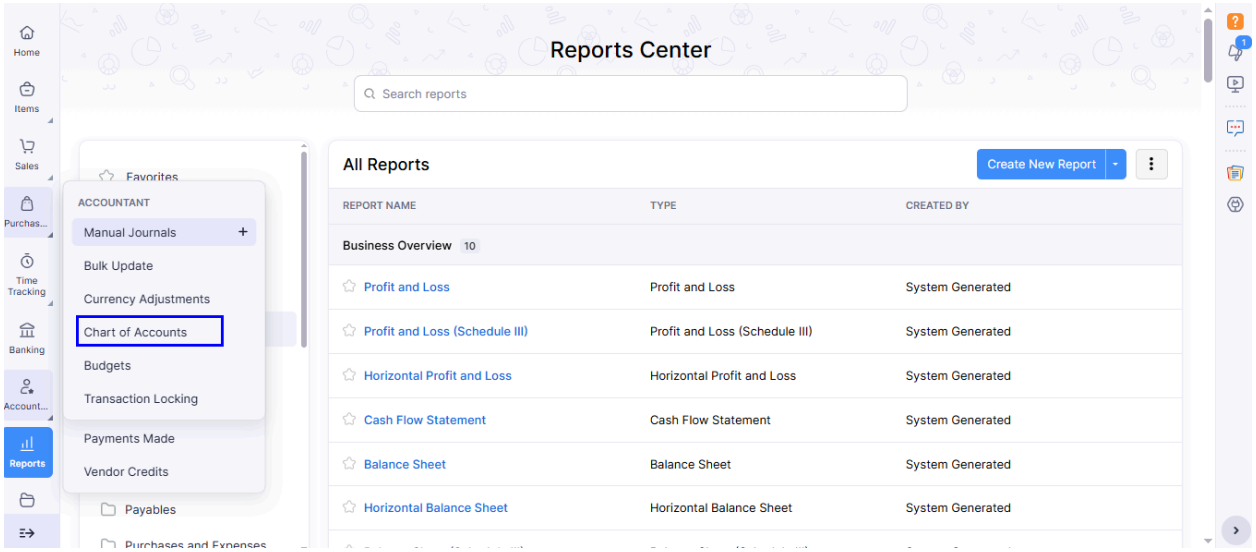
- **Individual Room Sales**
- **Corporate Sales**

- **Travel Agent Sales**




## 1.1.12 Chart of Accounts in Zoho Books

Contains all **active Account Codes** used for transactions



### 1.1.13 Data Clean Up

If a hotel wishes to clean up existing integration data and start fresh, they can do so by changing the selected Organization in Zoho Books.

**Steps to Perform a Data Cleanup**

- Create a new Organization in Zoho Books.
- Select the newly created Organization in Hotelogix.
- The system will prompt the user to choose one of the following options:

**Full Clean**

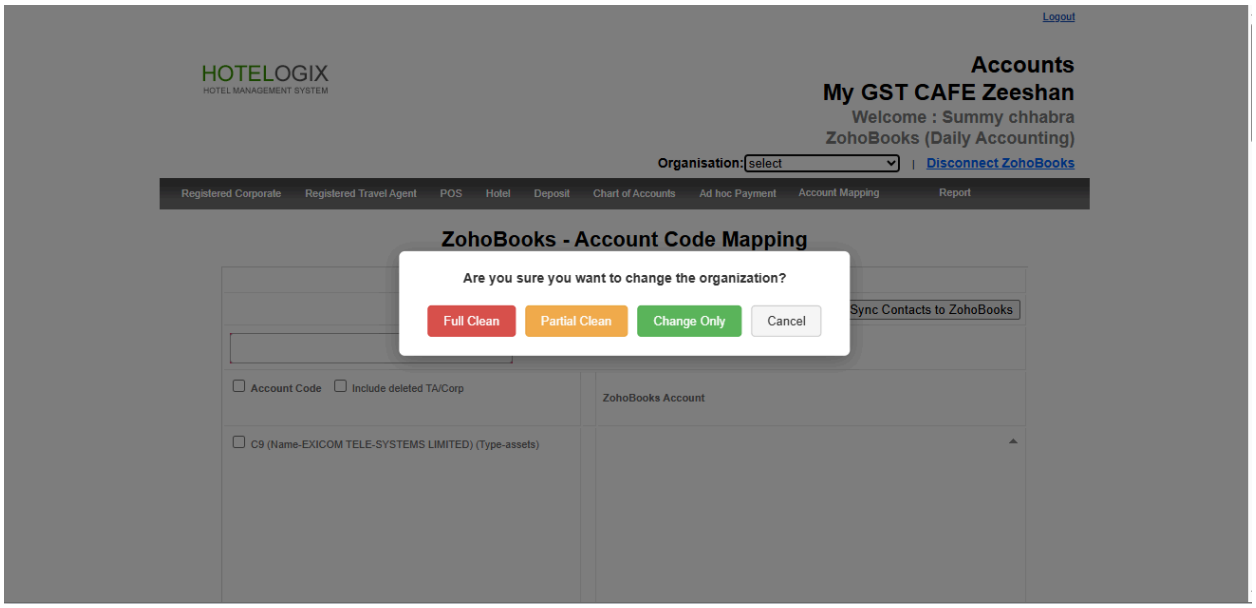
- Deletes all integration-related data, including:
  - Transactions
  - Contacts
  - Account Mappings

**Partial Clean**

- Deletes only the synchronized transactions.
- Contacts and Account Mappings remain intact.

**Change Only**

- Changes the selected Organization without deleting any data.
- Existing Transactions, Contacts, and Account Mappings are preserved.



**Note: The cleanup process only removes integration data stored within Hotelogix. Additionally, once the data is cleaned here, please send a request to the Product Team to delete the data from the backend.**

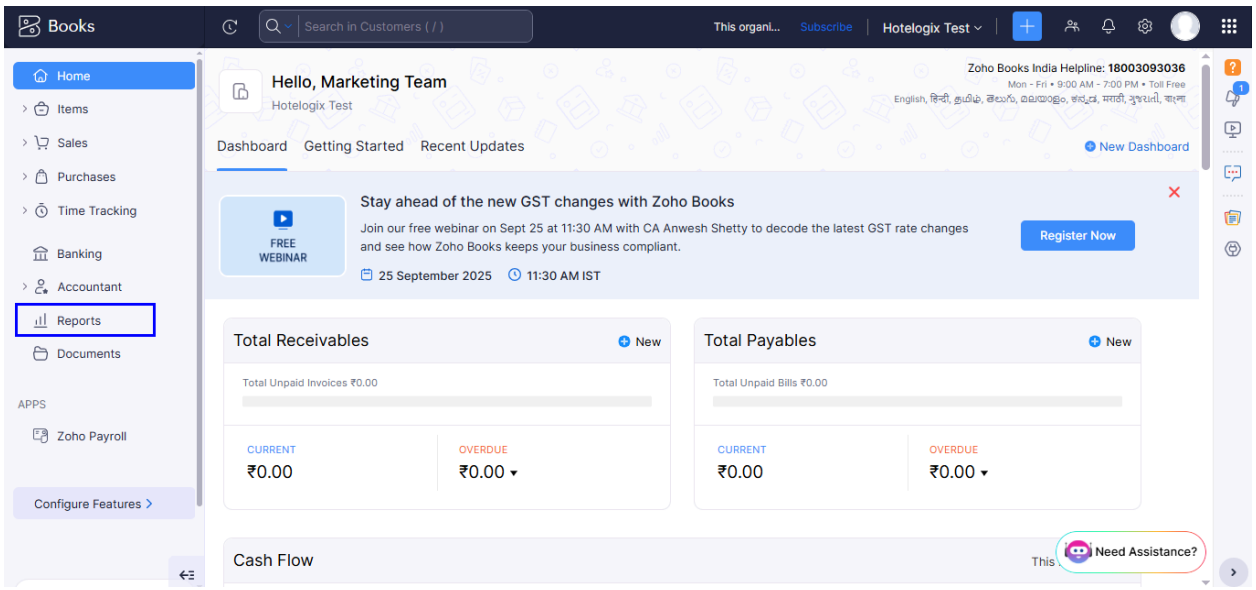
**Any data that has already been synchronized to Zoho Books will remain unchanged and must be deleted manually within Zoho Books, if required.**

## 1.1.14 Reports for Validation & Matching

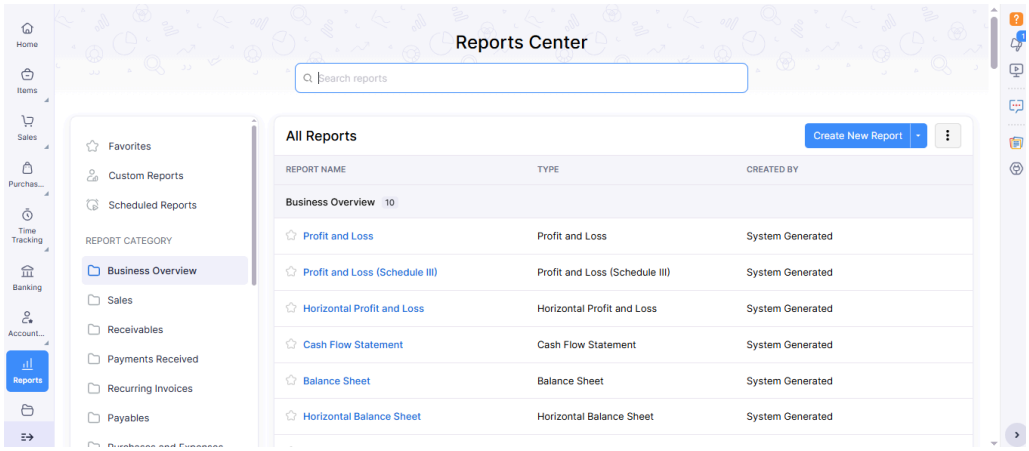
Users can reconcile Hotelogix and Zoho Books Accounting data by comparing reports.

**Steps:**

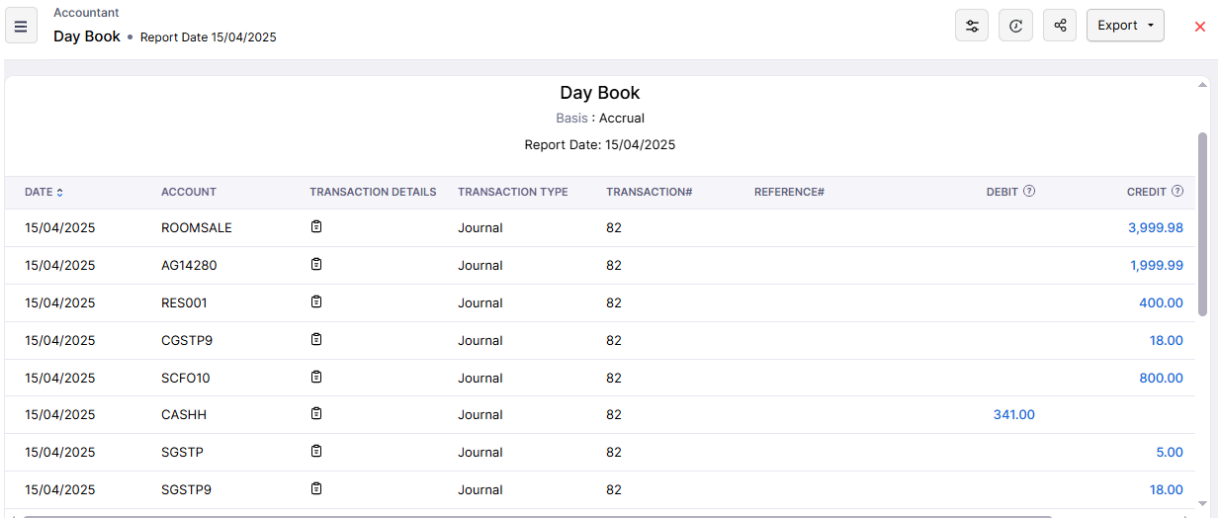
- Go to **Reports in Zoho Books**




- **Search 'Day Book' Report**




- **Use the Filter to get the data of the required date:**




| DATE | ACCOUNT | TRANSACTION DETAILS | TRANSACTION TYPE | TRANSACTION# | REFERENCE# | DEBIT | CREDIT |
|---|---|---|---|---|---|---|---|
| 15/04/2025 | ROOMSALE | | Journal | 82 | | | 3,999.98 |
| 15/04/2025 | AG14280 | | Journal | 82 | | | 1,999.99 |
| 15/04/2025 | RES001 | | Journal | 82 | | | 400.00 |
| 15/04/2025 | CGSTP9 | | Journal | 82 | | | 18.00 |
| 15/04/2025 | SCFO10 | | Journal | 82 | | | 800.00 |
| 15/04/2025 | CASHH | | Journal | 82 | | 341.00 | |
| 15/04/2025 | SGSTP | | Journal | 82 | | | 5.00 |
| 15/04/2025 | SGSTP9 | | Journal | 82 | | | 18.00 |

**Match this report with Hotelogix Reports including**

- **DRR (Daily Revenue Report)**
- **Night Audit OPRN Report.**

**Apart from this there was multiple reports in Zoho Books Accounting, including:**

- Profit & Loss Report
- AR Aging Report, etc.

**Export Options:**

- All reports are **exportable** in **Zoho Sheet** or **CSV format**

## 1.2 Invoice Sync - City Ledger and Credit Card Transactions

To facilitate a seamless **Accounts Receivable** accounting process, the City Ledger, Credit Card and UPI payments (marked as "Is Credit to Bank") can also be synced to Zoho Books as Invoices instead of Journals.

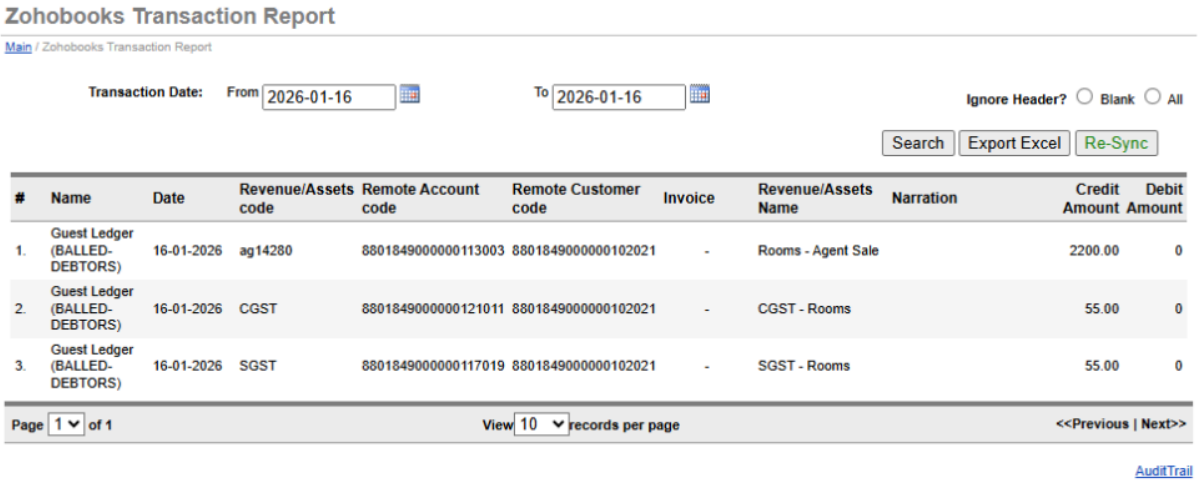
To activate this setting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

### 1.2.1 City Ledger Invoices Flow

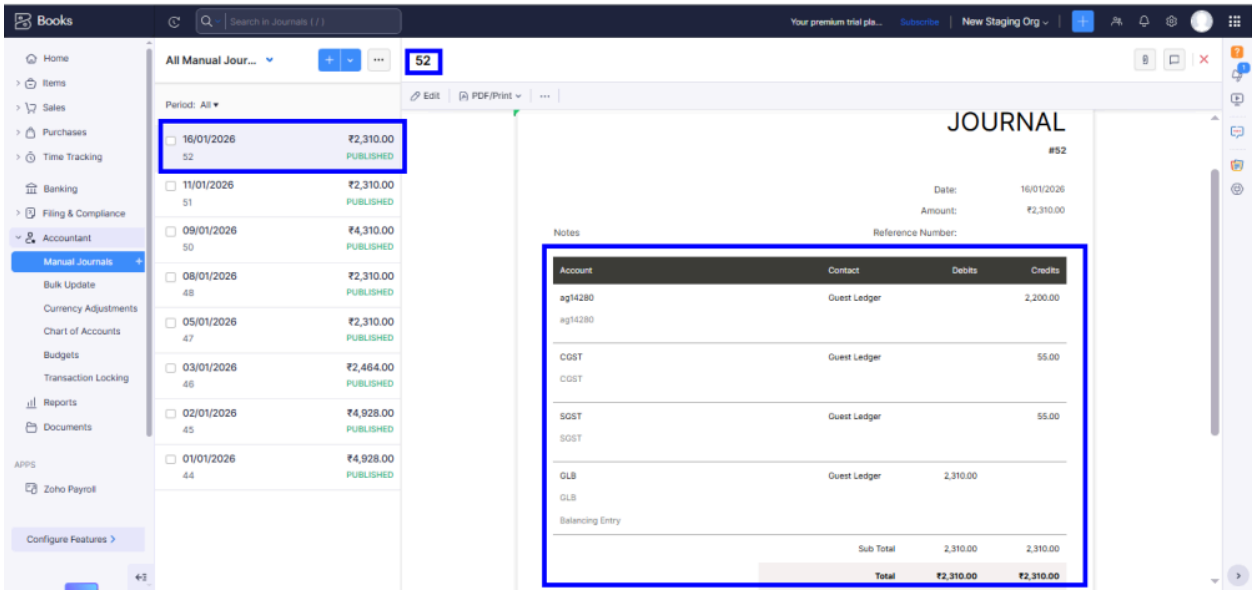
**Perform a Night Audit**

Navigate to **FrontDesk >> Accounts >> Zohobooks Transaction Report >> Sync / Re-Sync**

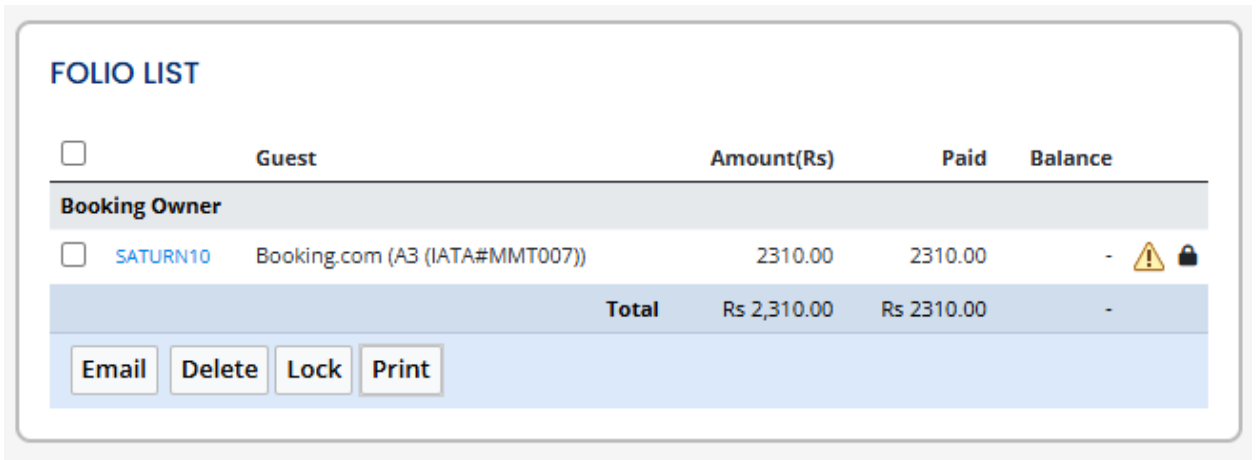
**Sync the transactions for the previous day.**



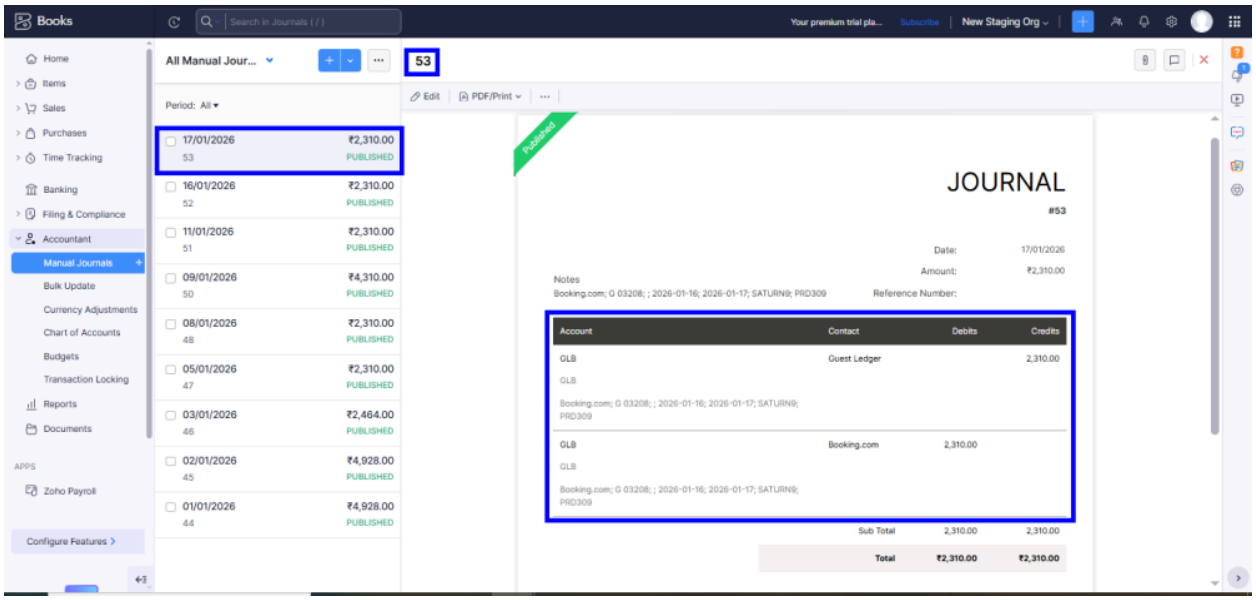
**The transaction will now reflect in Zoho Books >> Accountant >> Manual Journal**



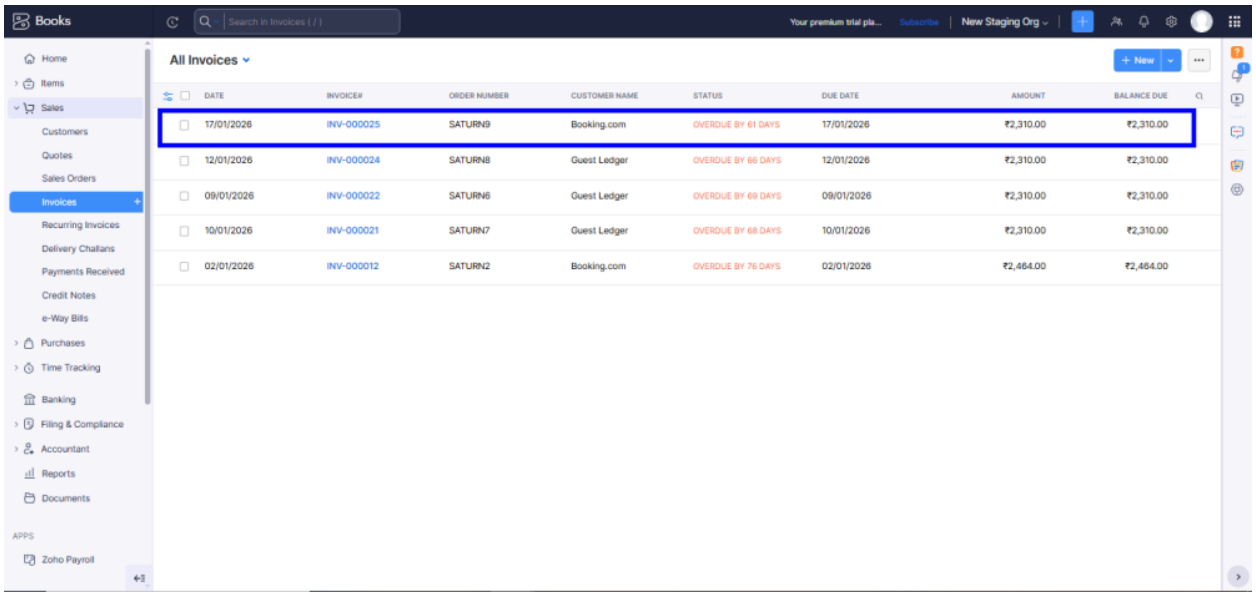

**Settle the transaction as a City Ledger and Sync it to Zoho Books**




A new **Journal** will be created where the **City Ledger for the TA/Corp**. will be shown as **Debit and Guest Ledger will be Credited**.




The **Invoice** will **sync** in the **Zoho Books >> Sales >> Invoices** section. The balance due will reflect in the entry.




**Invoice Settlement**

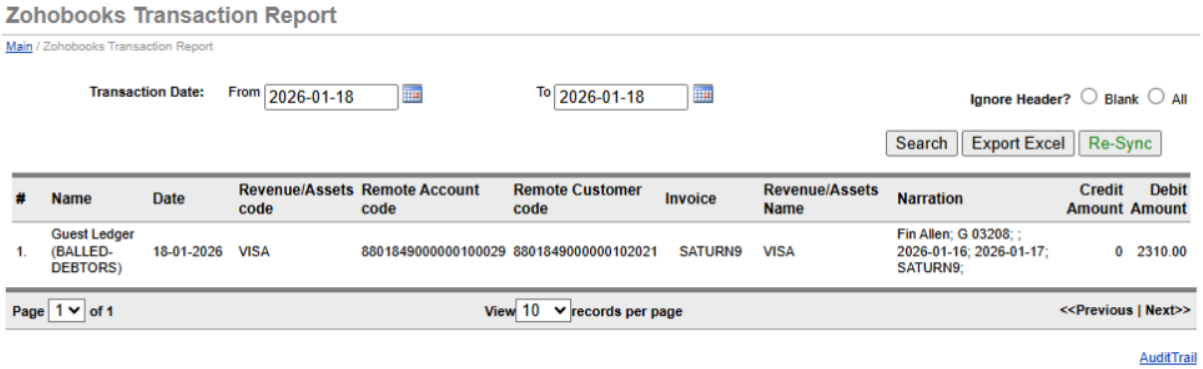
Navigate to **FrontDesk >> Accounts >> Registered Travel Agent / Corporates >> Click on Ledger >> Select the Invoice >> Pay Now**

**Note: This Payment has been settled with Payment Type mapped with "Is Credit to Bank".**

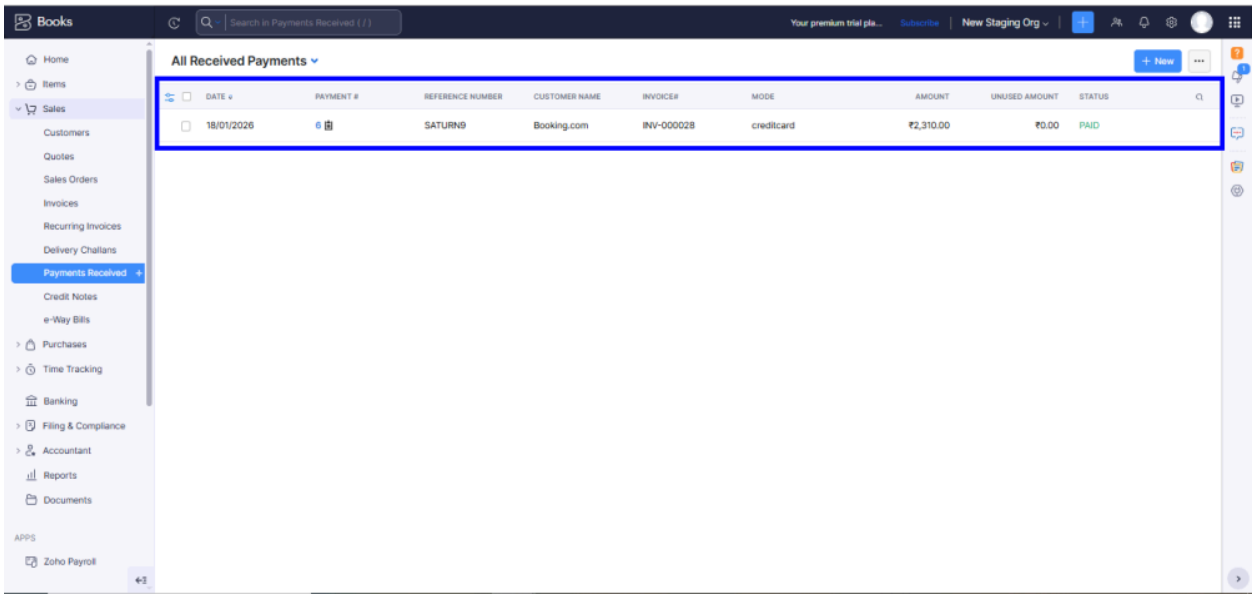
| # | Ledger | Folio# | Description | Due Date/Payment Date | Group#/Rsv Id# | Amount | Tax | Total Amount | Paid | Sync Status | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | Travel Agent (Booking.com) | INV9SATURN9 *(Jan 17, 2026)* | Hotel Ledger | Jan 17, 2026 | G 03208 / 032010 | Rs 2,200.00 | Rs 110.00 | Rs 2,310.00 | | Not Sync | |
| | | ACNT59670 | *Visa ((ACNT59670)) | Jan 18, 2026 | | | | | Rs 2,310.00 | Not Sync | Revoke |

**Navigate to FrontDesk >> Accounts >> Zohobooks Transaction Report >> Sync / Re-Sync**

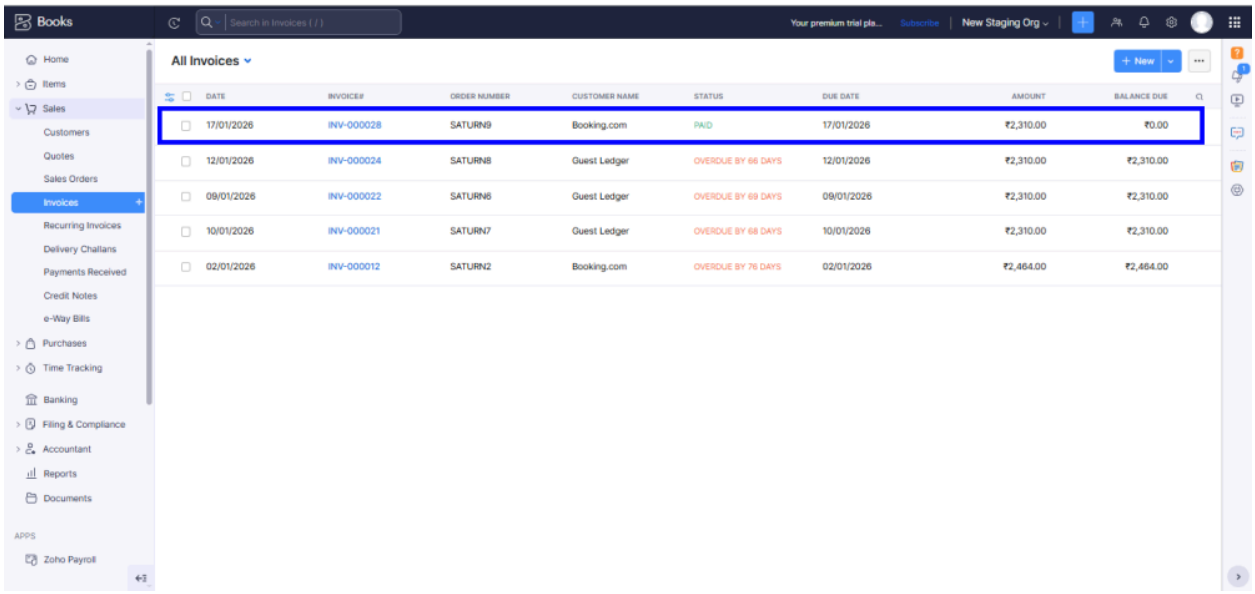
**Sync the transactions**




The payment will reflect in **Zoho Books >> Sales >> Payments Received**



The Invoice will now have a reference of the **Payment and balance will be Zero**

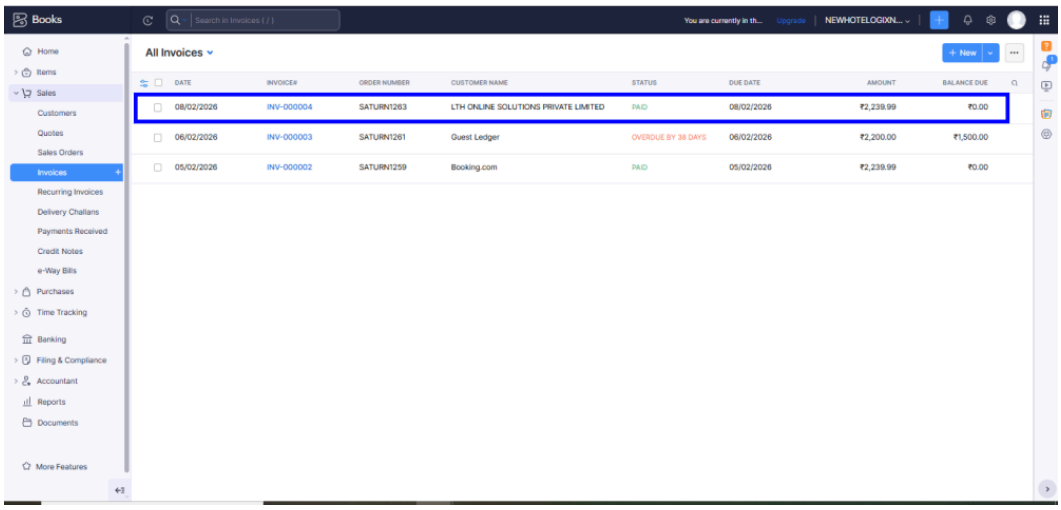



**Note: The flow will be similar in other transaction scenarios listed below.**

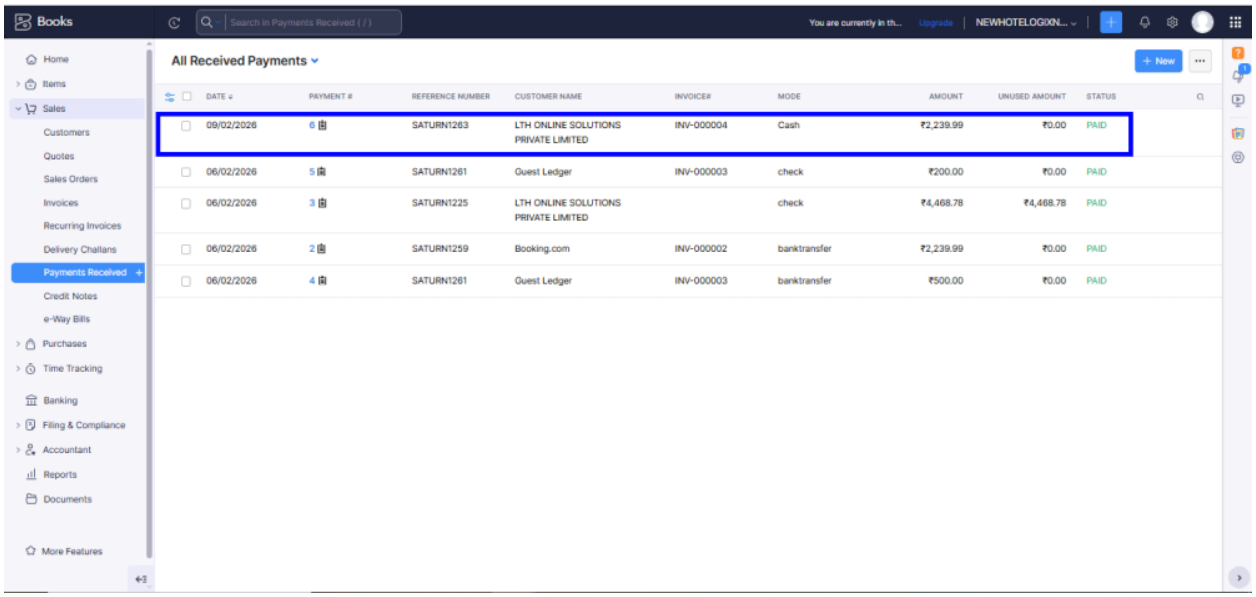
## 1.2.2 City Ledger Invoices Flow - Pay Type not mapped with "Is Credit to Bank"

If a **City Ledger Invoice** is settled with a **Pay Type that is not mapped with "Is Credit to Bank"**, then also the payment and invoice will sync as Invoice.

### Zoho Books All Invoices



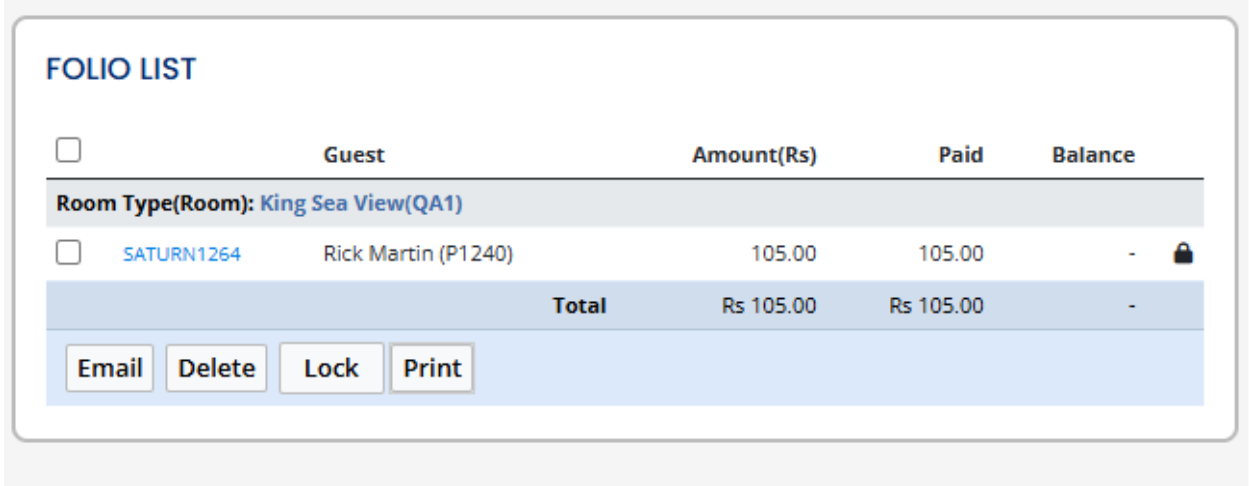
### Zoho Books All Received Payments



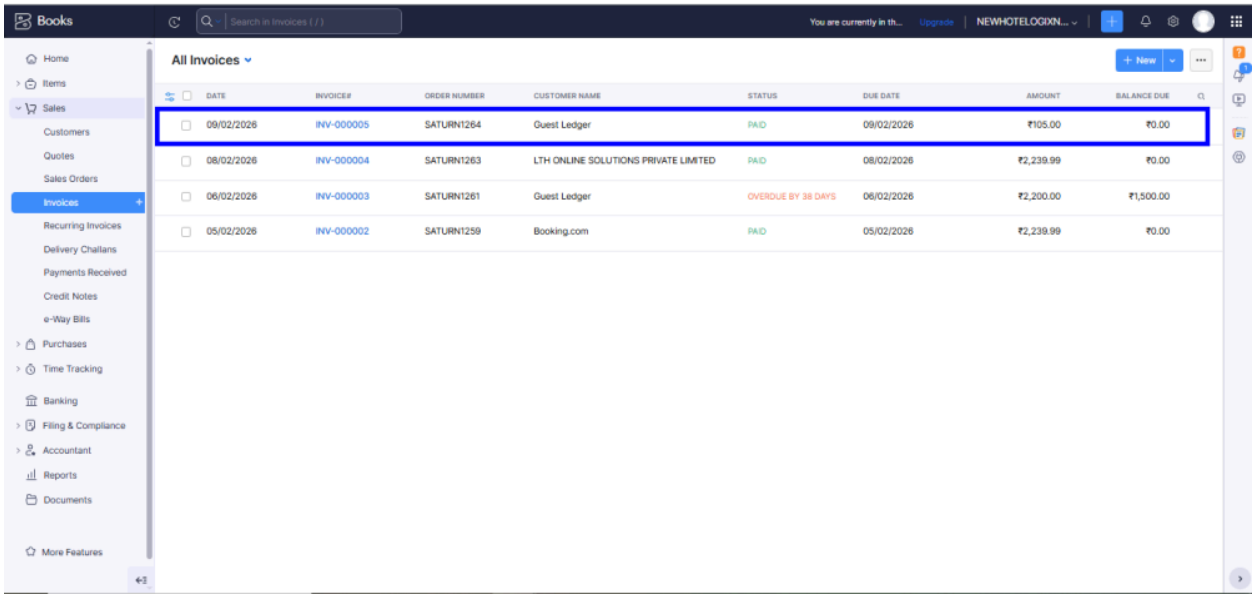

## 1.2.3 Guest Invoice Flow - Pay Type mapped with "Is Credit to Bank"

If an Invoice settled using **Credit Card, UPI or Bank Transfer – that is marked as "Is credit to bank"**, then these transactions will also **sync to ZohoBooks as an Invoice**.

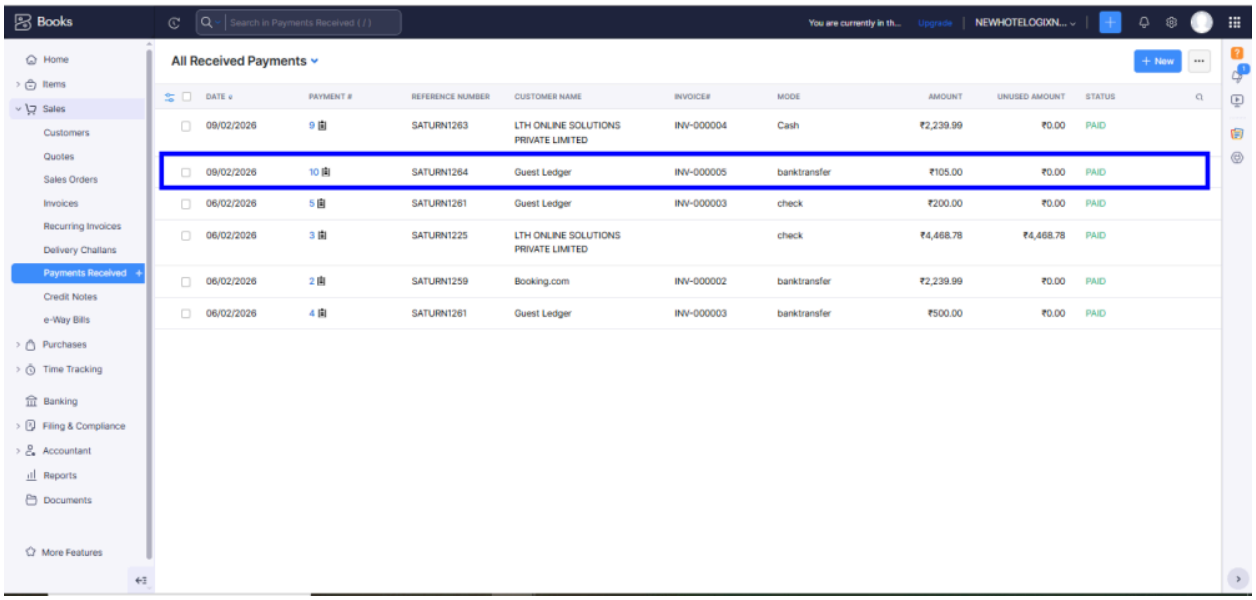
### Invoice Settled using Bank Transfer (Mapped with "Is credit to Bank?")



## Zoho Books All Invoices section




## Zoho Books All Received Payments Section



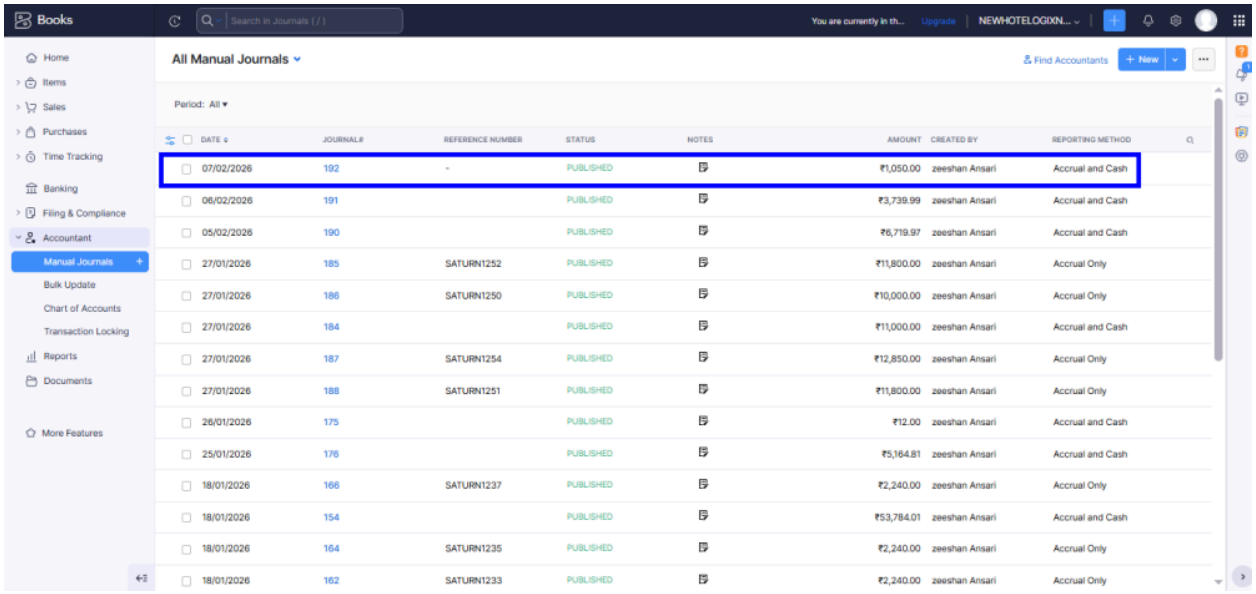
## 1.2.4 Guest Invoice Flow - Pay Type not mapped with "Is Credit to Bank"

Invoices that are settled with Payment Types such as Cash, will continue to work the same as it was earlier and show up in Journal.

### Invoice Settled with Cash

| | Date | Description - References | Folio # | Disc/Allwnce | Charges | Tax | Pay Receipt No | Payment |
|---|---|---|---|---|---|---|---|---|
| ☐ | Feb 07, 2026 | Paid by Mike Maynard with Cash | SATURN1262 | | | | PRD275 | Rs 1,050.00 |
| ☐ | Feb 07, 2026 | Qty 1 BR RODUCT - BR08CAFE (Folio# RST89) | SATURN1262 | - | Rs 1,000.00 | Rs 50.00 | - | |

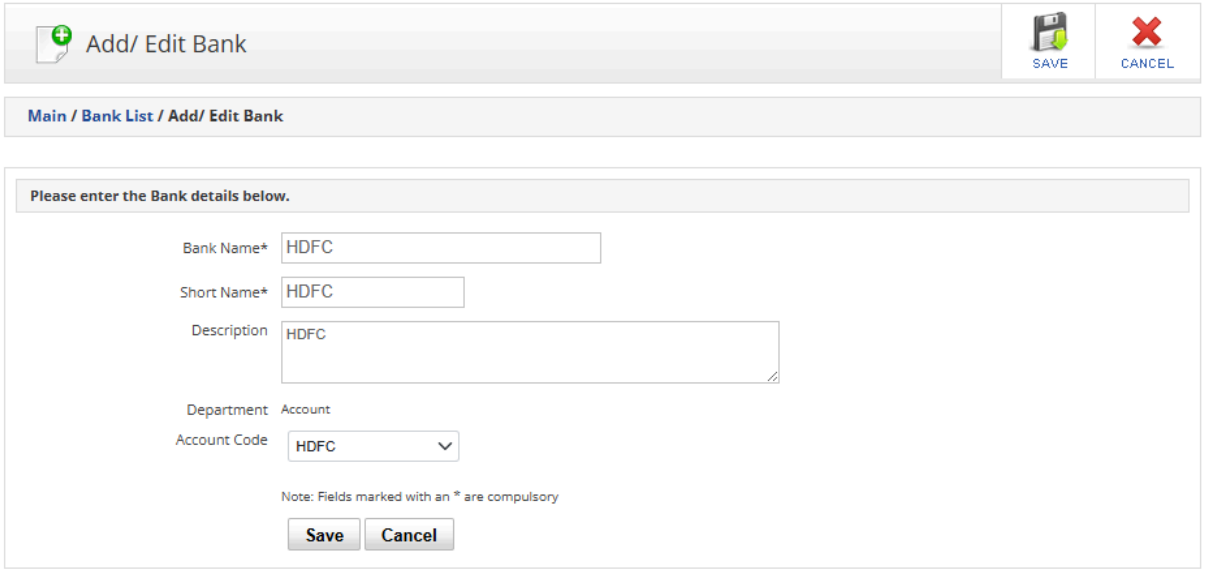
### The transactions will show up in Zoho Books Journal

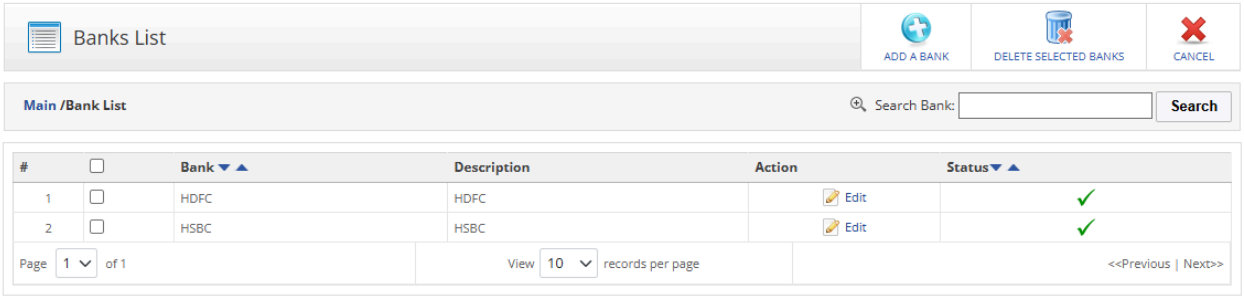


## 1.2.5 Payment Flow - Credit Card Mapped to bank

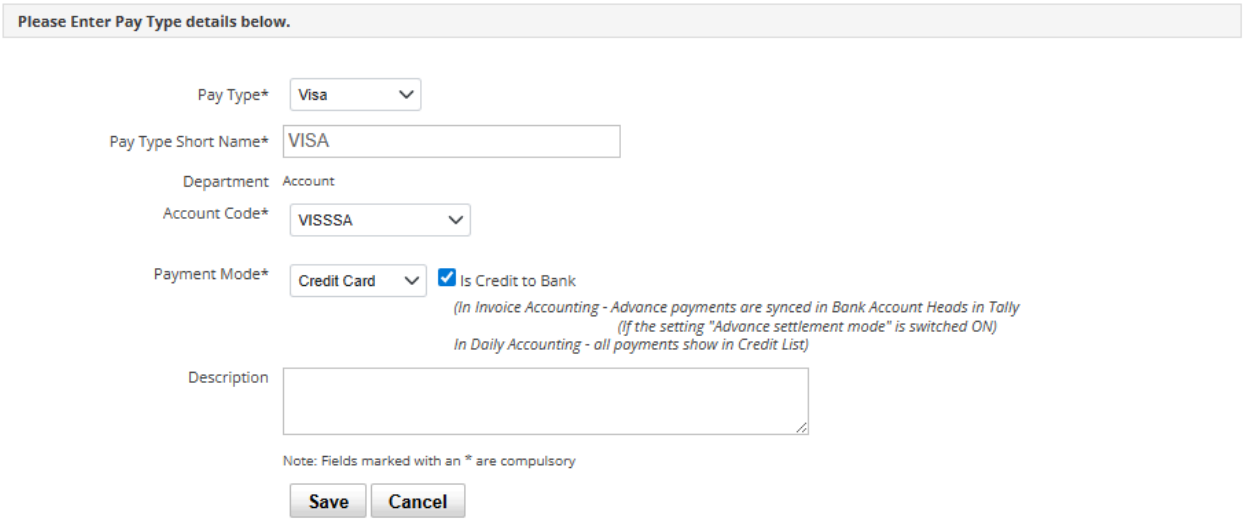
- **Pre-requisite**

List of Banks should be created in **Admin Console >> General >> Banks**

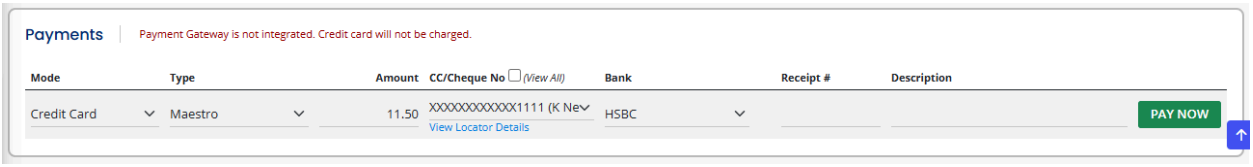


Credit Card should be **marked as "Is credit to bank"**




**Select the Bank** when making payment with **Credit Card**




Once the payment is taken, the same will reflect in the **Accounts section.** Go to **FrontDesk >> Accounts >>Report >> Zoho Books Transaction Report**

## Zohobooks Transaction Report

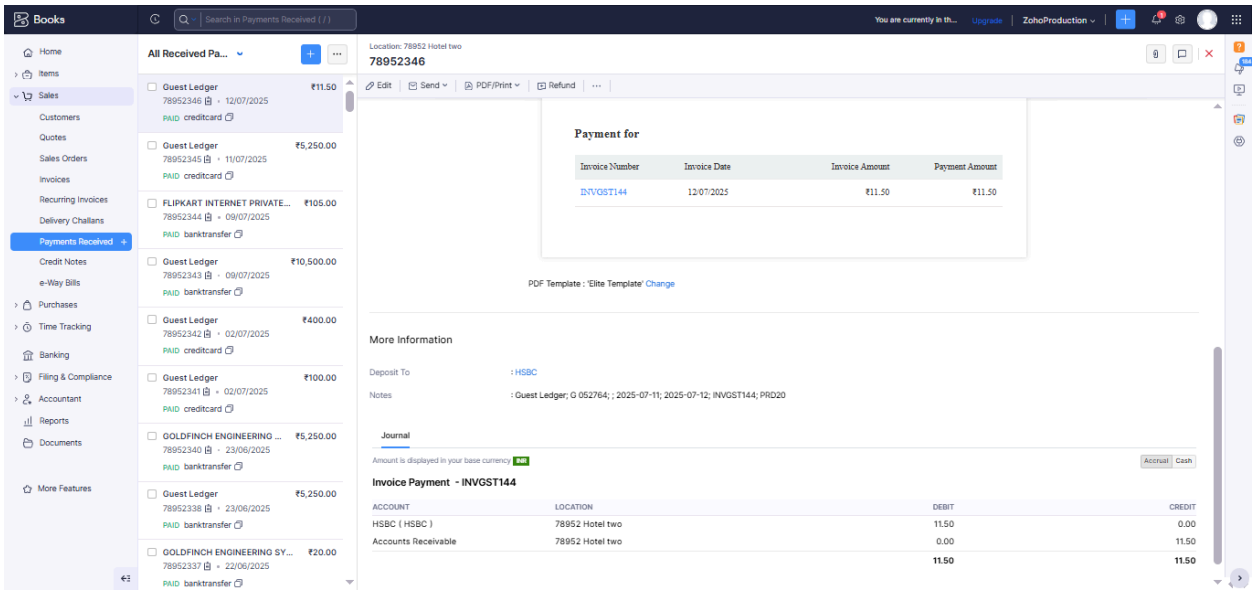
Main / Zohobooks Transaction Report

Transaction Date: From 2025-07-12 To 2025-07-12 Ignore Header? Blank All

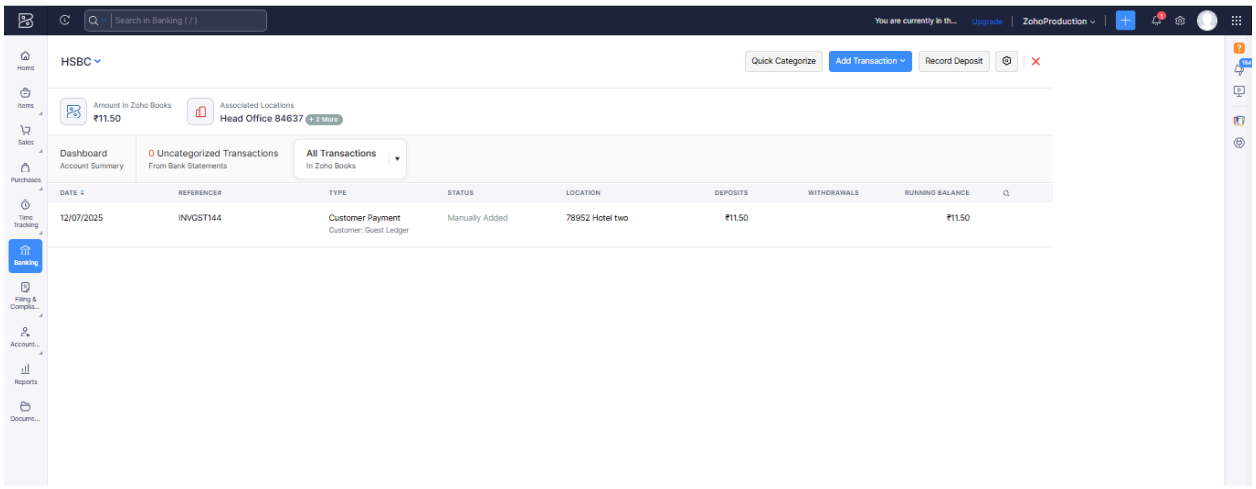
Search | Export Excel | Sync

| # | Name | Date | Revenue/Assets code | Remote Account code | Remote Customer code | Invoice | Revenue/Assets Name | Narration | Credit Amount | Debit Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 1. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | 10SC | 8944791000000109143 | 8944791000000118385 | - | SC10 - Non-Rooms | | 1.00 | 0 |
| 2. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | 2.5CGST | 8944791000000096164 | 8944791000000118385 | - | CGST2.5 - Non-Rooms | | 0.25 | 0 |
| 3. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | 2.5SGST | 8944791000000103003 | 8944791000000118385 | - | SGST2.5 - Non-Rooms | | 0.25 | 0 |
| 4. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | AG84637 | 8944791000000111203 | 8944791000000118385 | - | Rooms - Agent Sale | | 10000.00 | 0 |
| 5. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | CGST | 8944791000000124147 | 8944791000000118385 | - | CGST - Rooms | | 900.00 | 0 |
| 6. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | POS2 | 8944791000000128203 | 8944791000000118385 | - | POS2 | | 10.00 | 0 |
| 7. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | SGST | 8944791000000124163 | 8944791000000118385 | - | SGST - Rooms | | 900.00 | 0 |
| 8. | HOTELOGIX INDIA PRIVATE LIMITED (A2-DEBTORS) | 12-07-2025 | HDFC | 8944791000000312002 | 8944791000000321002 | INVGST143 | HDFC | | 0 | 5250.00 |
| 9. | Guest Ledger (BALLED-DEBTORS) | 12-07-2025 | HSBC | 8944791000000311003 | 8944791000000118385 | INVGST144 | | Guest Ledger; G 052764; ; 2025-07-11; 2025-07-12; INVGST144; PRD20 | 0 | 11.50 |

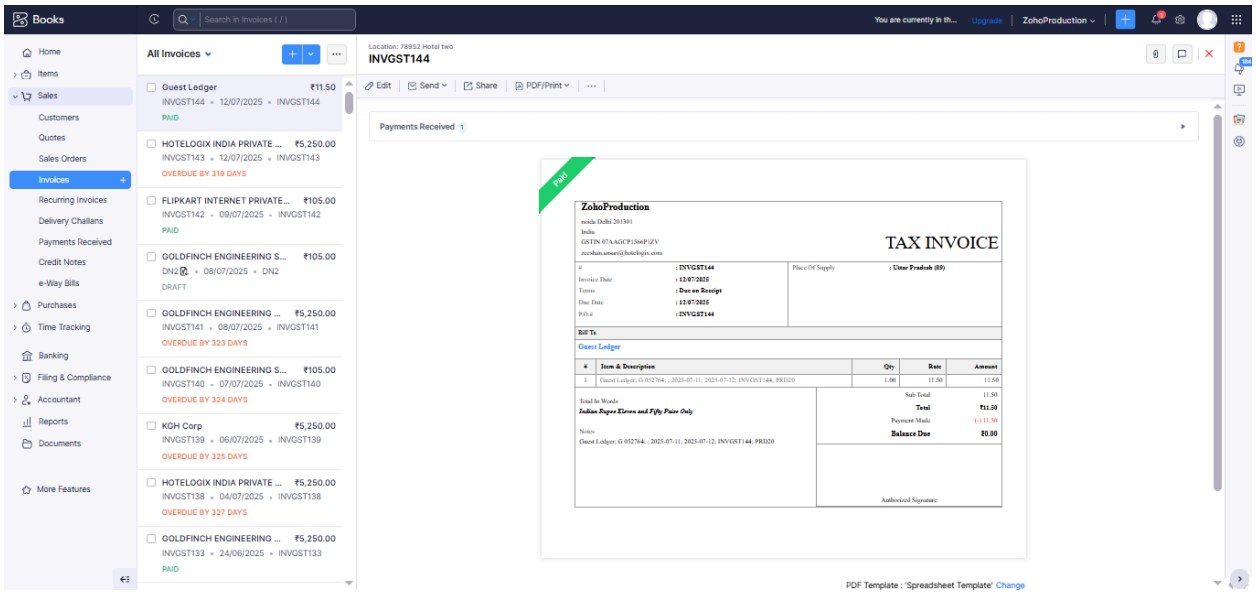
Once the Payment is synced, you can check in **Zoho Books >>Sales >> Payment Received**




The Payment will reflect in **Zoho Books >> Banking**




The Invoice will also be marked as paid in **Zoho Books >> Sales >> Invoices**



## 1.2.6 Flow - Advance Payment and Settlement

In scenarios where an invoice is settled a few days after the advance payment is received, two separate journal entries will be created in Zoho Books:

- One journal entry will be created at the time of the **Advance Payment**.
- A second journal entry will be created when the **Invoice is Settled**.

### Advance Payment

**Zohobooks Transaction Report**

Main / Zohobooks Transaction Report

Transaction Date: From 2025-10-13 To 2025-10-13 Ignore Header? Blank All

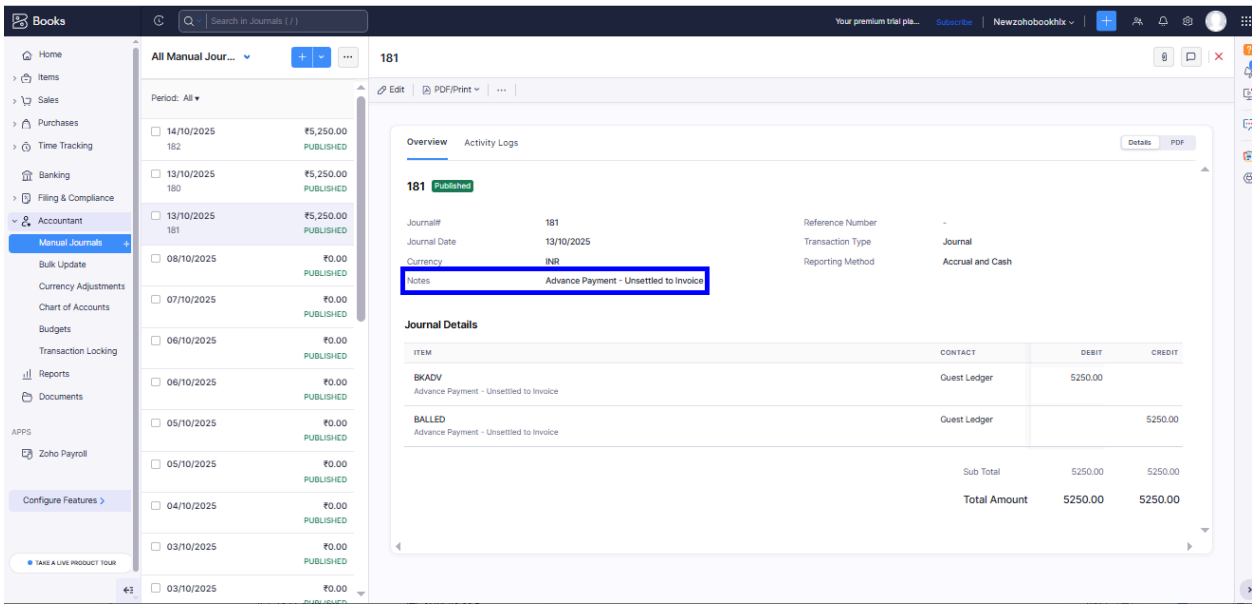
Search | Export Excel | Sync | Last Synced: 12-10-2025

| # | Name | Date | Revenue/Assets code | Remote Account code | Remote Customer code | Invoice | Revenue/Assets Name | Narration | Credit Amount | Debit Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 1. | Guest Ledger (BALLED-DEBTORS) | 13-10-2025 | AG84637 | 8880205000000101002 | 8880205000000111016 | - | Rooms - Agent Sale | | 5000.00 | 0 |
| 2. | Guest Ledger (BALLED-DEBTORS) | 13-10-2025 | CGST | 8880205000000106002 | 8880205000000111016 | - | CGST - Rooms | | 125.00 | 0 |
| 3. | Guest Ledger (BALLED-DEBTORS) | 13-10-2025 | SGST | 8880205000000118005 | 8880205000000111016 | - | SGST - Rooms | | 125.00 | 0 |
| 4. | HOTELOGIX INDIA PRIVATE LIMITED (A2-DEBTORS) | 13-10-2025 | HDFC | 8880205000000110005 | 8880205000000106011 | PRD113 | | HOTELOGIX INDIA PRIVATE LIMITED; G 060585; ; 2025-10-13; 2025-10-14; PRD113; PRD113 | 0 | 5250.00 |

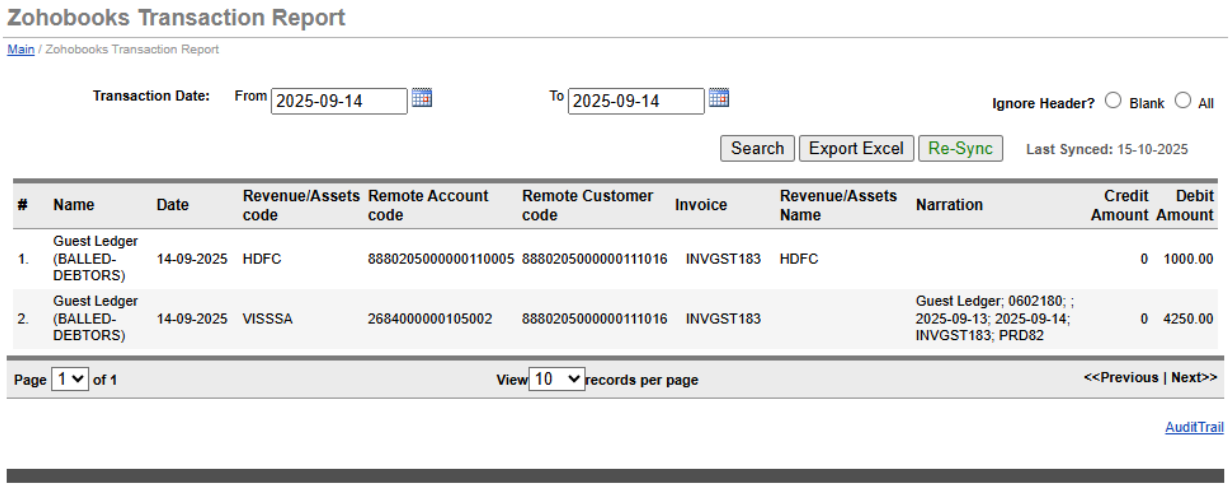
Page 1 of 1 View 10 records per page <<Previous | Next>>

AuditTrail

### Journal



## Invoice



Zohobooks Transaction Report

Main / Zohobooks Transaction Report

Transaction Date: From 2025-09-14 To 2025-09-14 Ignore Header? Blank All

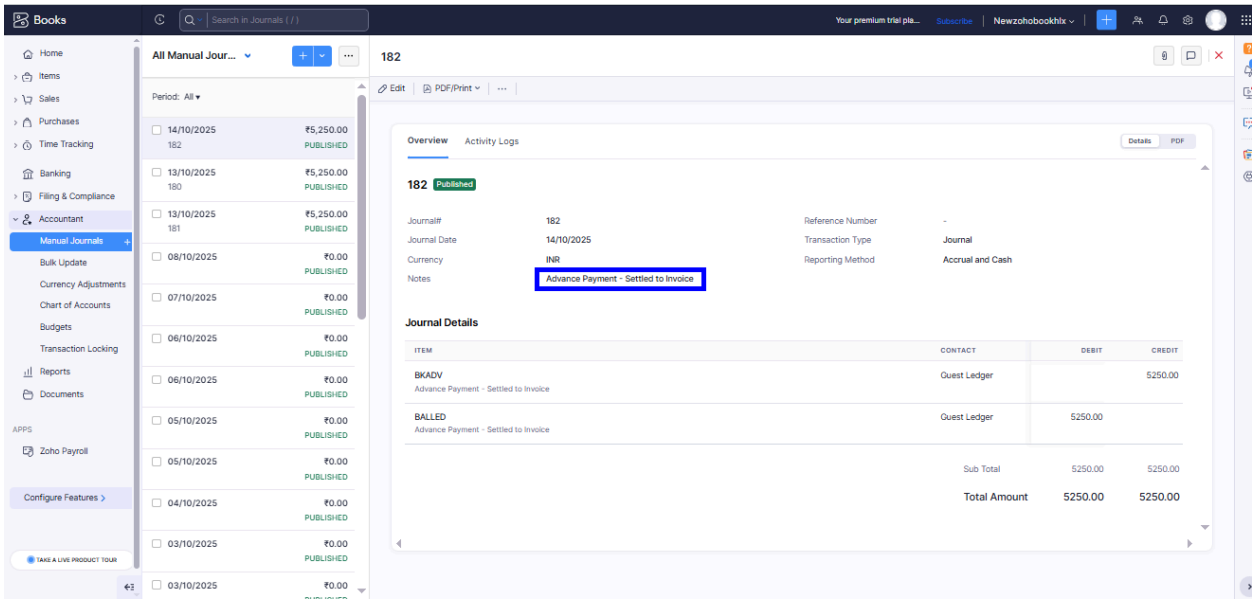
Search | Export Excel | Re-Sync | Last Synced: 15-10-2025

| # | Name | Date | Revenue/Assets code | Remote Account code | Remote Customer code | Invoice | Revenue/Assets Name | Narration | Credit Amount | Debit Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 1. | Guest Ledger (BALLED-DEBTORS) | 14-09-2025 | HDFC | 8880205000000110005 | 8880205000000111016 | INVGST183 | HDFC | | 0 | 1000.00 |
| 2. | Guest Ledger (BALLED-DEBTORS) | 14-09-2025 | VISSSA | 2684000000105002 | 8880205000000111016 | INVGST183 | | Guest Ledger; 0602180; ; 2025-09-13; 2025-09-14; INVGST183; PRD82 | 0 | 4250.00 |

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

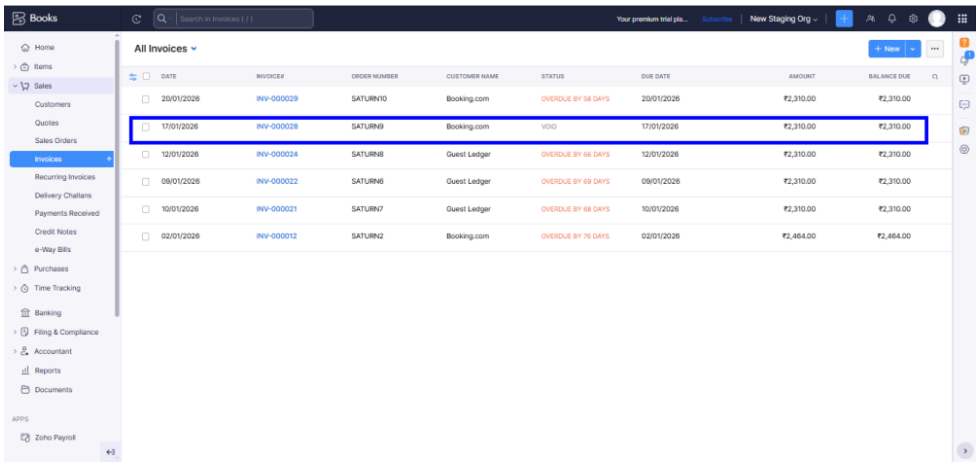
AuditTrail

## Journal



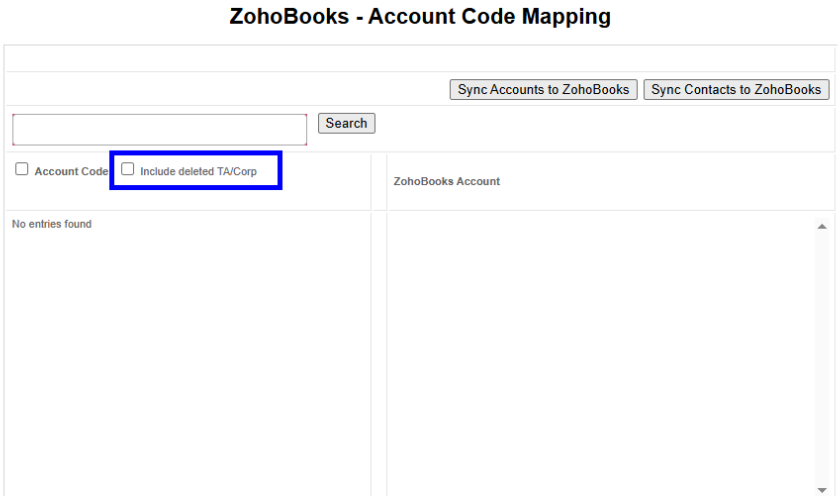
## 1.2.7 Void Invoice

In case the Invoice is marked as Void then the **Void Entry** is made in **Zoho Books >> Sales >> All Invoices section**.




## 1.2.8 Syncing Account Code - Deleted TA/Corp

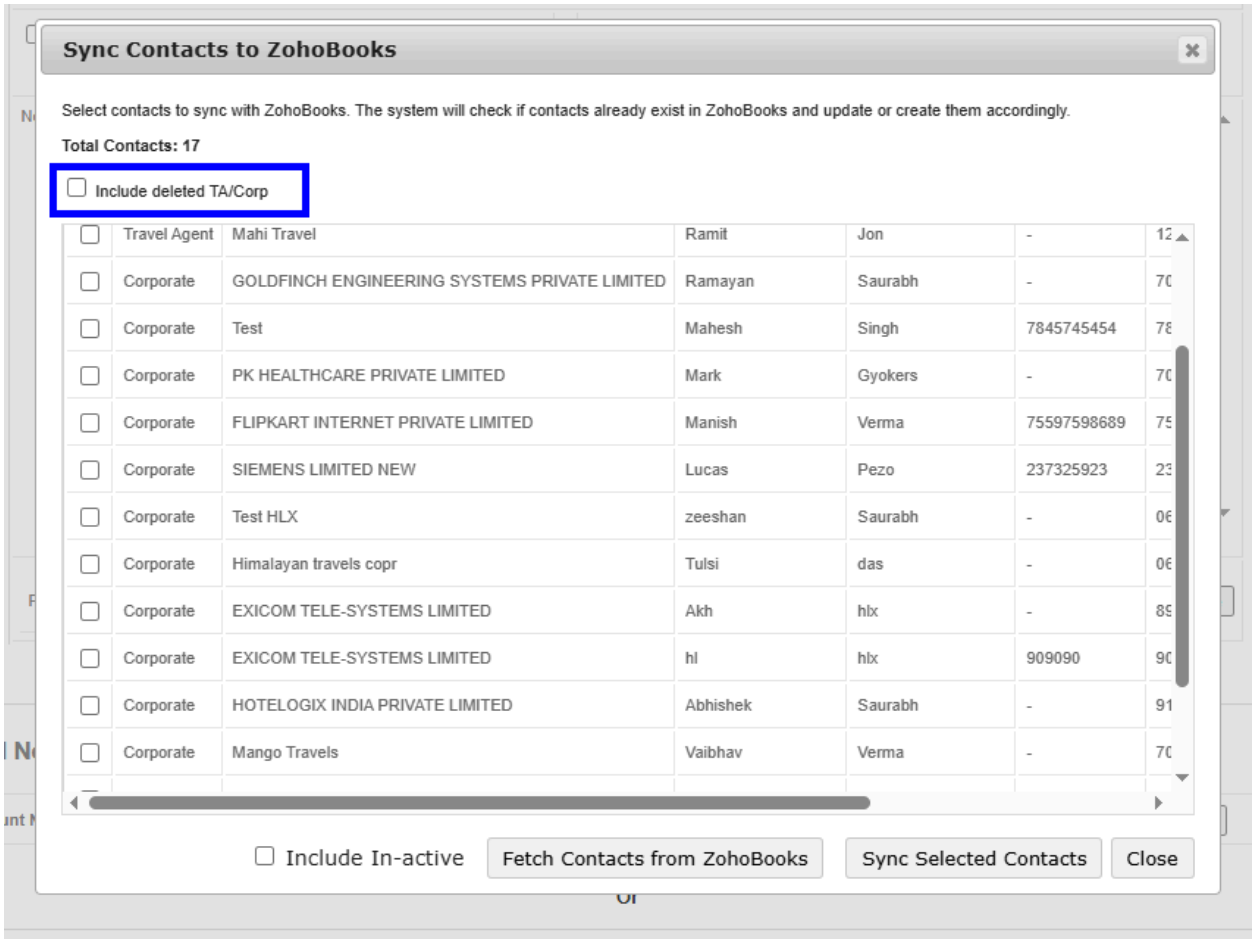
Users can choose whether to sync account codes for deleted or merged TA/Corp.
In default, the account code for only active TA/Corp appears.



## 1.2.9 Syncing Contacts - Deleted TA/Corp

Similar to Account Codes, Users can choose whether to sync contacts for deleted or merged TA/Corp.

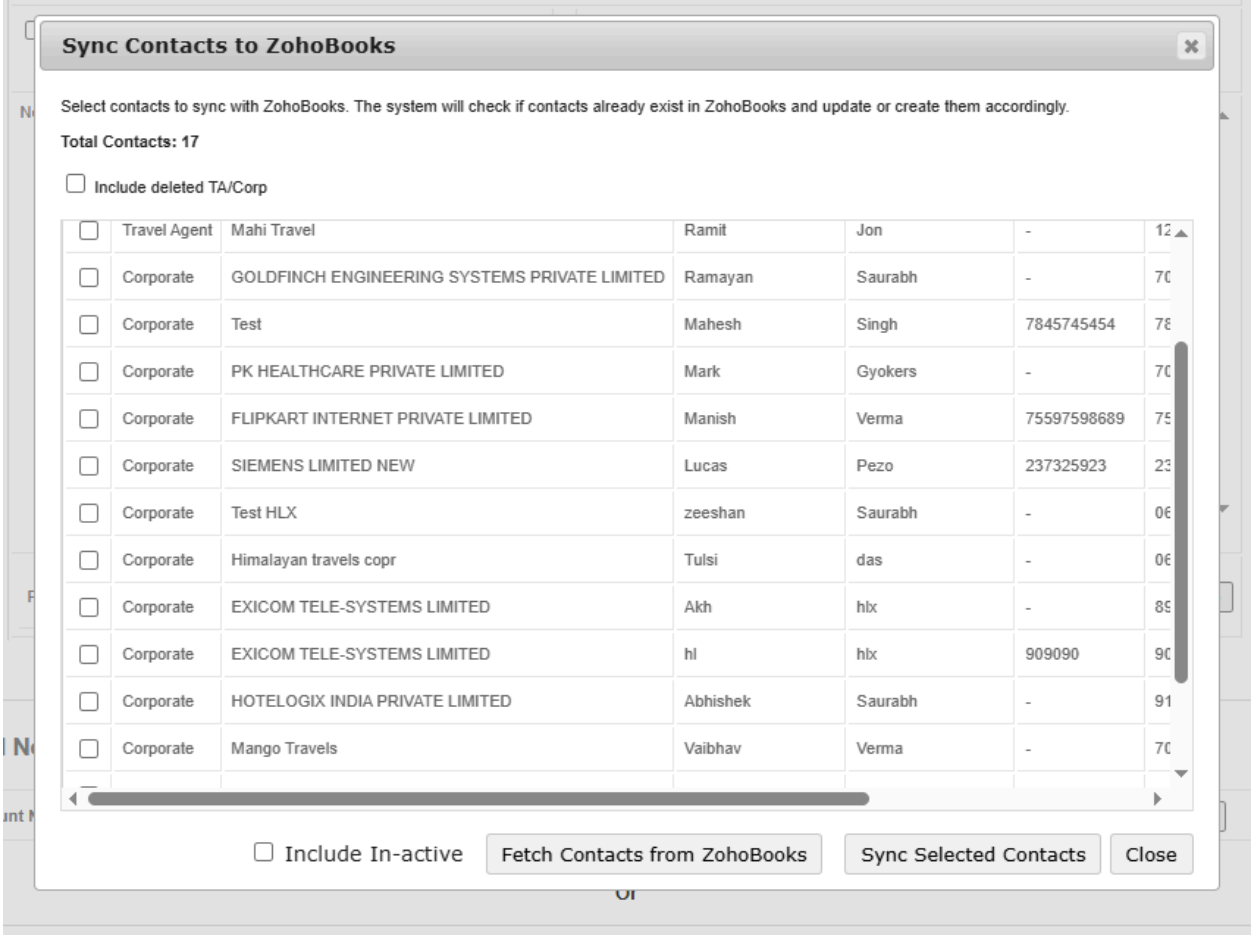
In default, the contacts for only active TA/Corp appear.



## 1.2.10 Fetch Inactive Contacts from Zoho Books

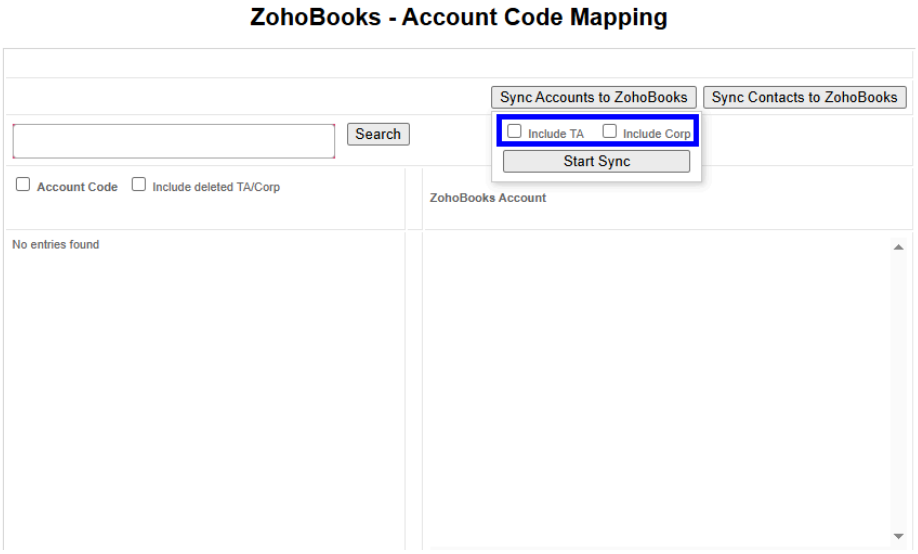
The system will also filter out the In-active Contacts and fetch only Active Contacts from Zoho Books.

Users can Include the In-Active Contacts by selecting the option of Include In-active in the panel and click on Fetch Contacts from Zoho Books.



### 1.2.11 Syncing of Account Codes in Zoho Books

The syncing of Travel Agents or Corporate accounts only happens when the check box for the same is selected to sync them to Zoho Books.




## 1.3 Zoho Books - Multiple Property Management

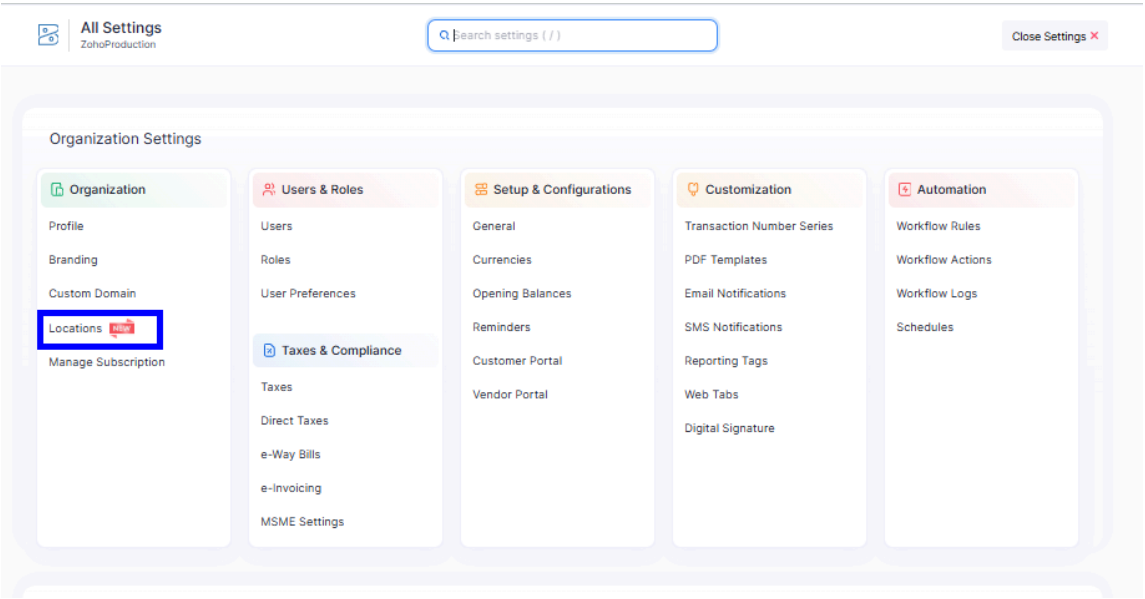
Hotelogix has further strengthened its **Accounts Receivable management** through seamless integration with **Zoho Books** by enabling **centralized financial data** across multiple properties. Even when the **same company (corporate/agent) is created independently** across different hotels within **Hotelogix**, it can be m**apped to a single customer** profile in **Zoho Books**.

This approach ensures unified tracking of receivables, **improves financial visibility at the group level**, and enhances overall efficiency in credit management and reconciliation.

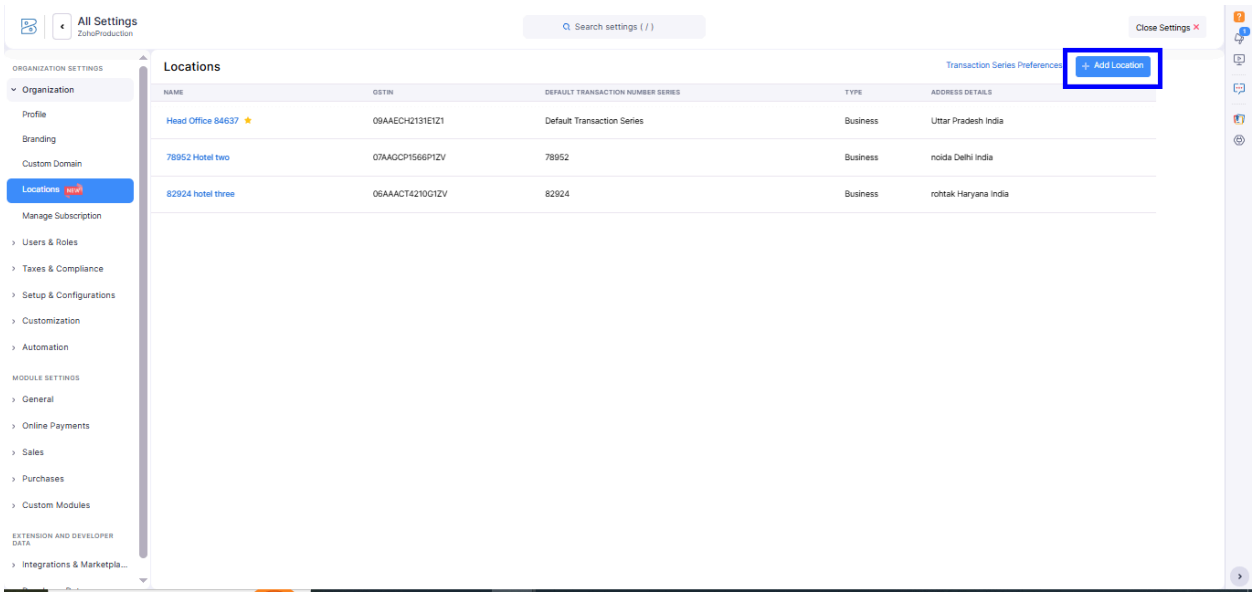
### 1.3.1 Zoho Books Setup

Go To: **Zoho Books >> Settings >> Organization >> Locations**

**Note:** The Locations feature should be activated in Zoho Books




Click on **Add Location**



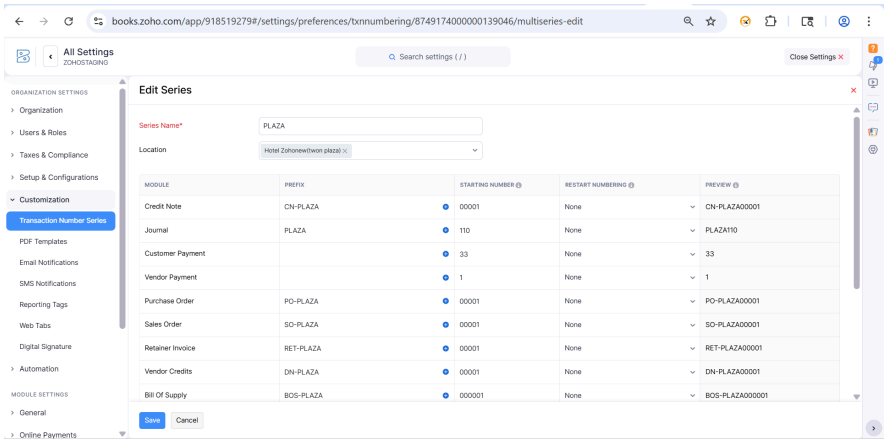

Fill in the details and **Click on Save**

**Note:** Following details are mandatory

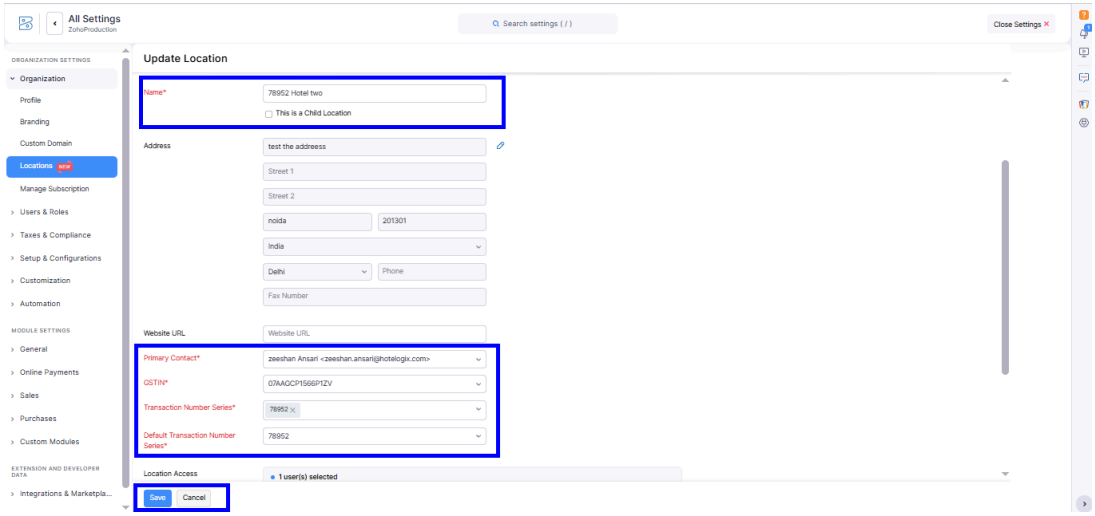
- **Name**: Name of the Hotel
- **Primary Contact**: Name and email id
- **GSTIN**: GST Number of the Hotel
- **Transaction Number Series**: Helps in unique and sequential numbering of transactions per location. Please note that the Zoho Books accounting does not

accept more than a 16 digit invoice number. Where the Prefix added from Zoho Books should not be more than 6 digits.

- **Default Transaction Number Series**: Fallback sequence used whenever no specific series is assigned to a transaction or location

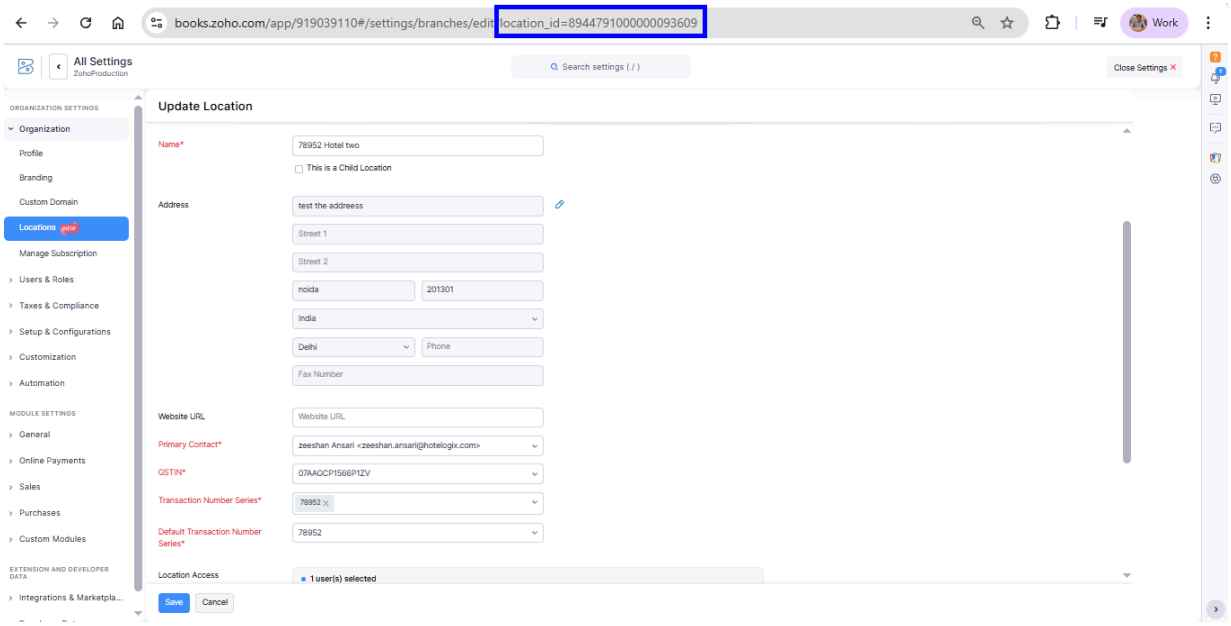



## Update Location:




Copy the **location_id** from **browser URL**

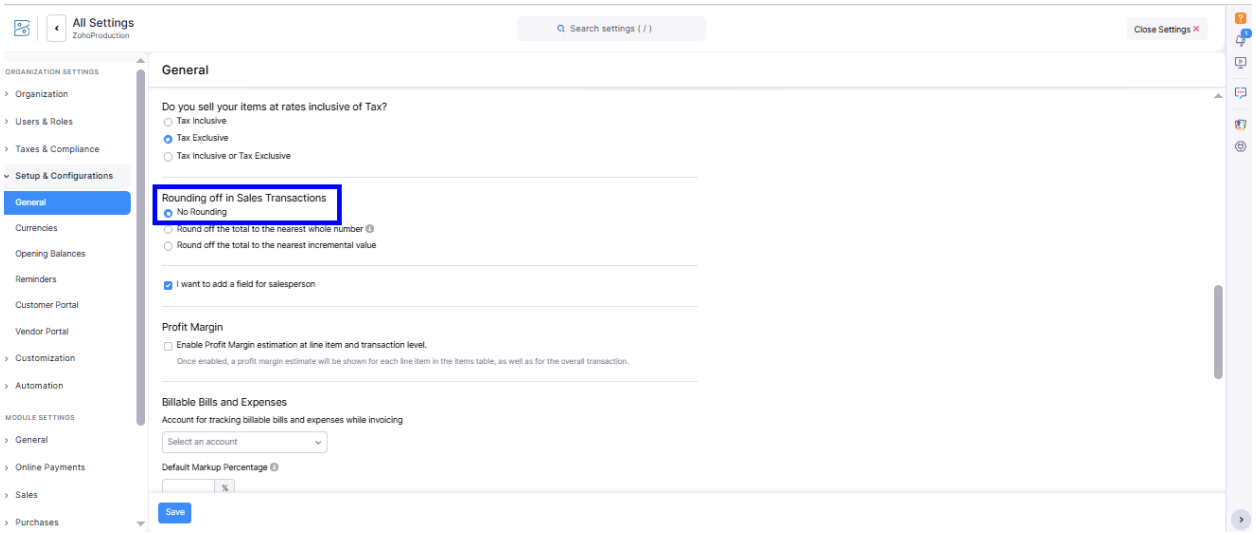
**Note: This will be used in Hotelogix Set Up**




## Pre-Requisite:

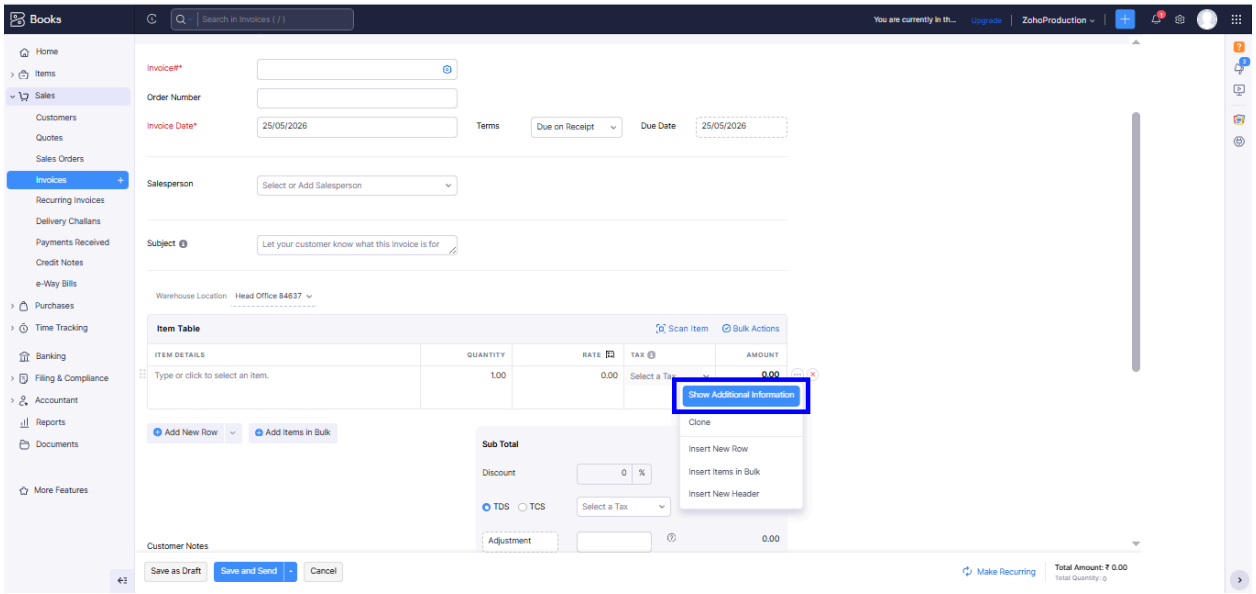
1. Round off should be disabled in the zohobooks

Go To: **Zoho Books >> Settings >> General >> Rounding off in Sales Transactions >> No Rounding >> Save**




2. While creating a new Invoice, always Show Additional Information to show Account Code in the Invoice

Go To: **Zoho Books >> Sales >> Invoices >> Click on + >> Navigate to Item Table >> Click on 3 Vertical Dots >> Select Show Additional Information**



### 1.3.2 Hotelogix Setup

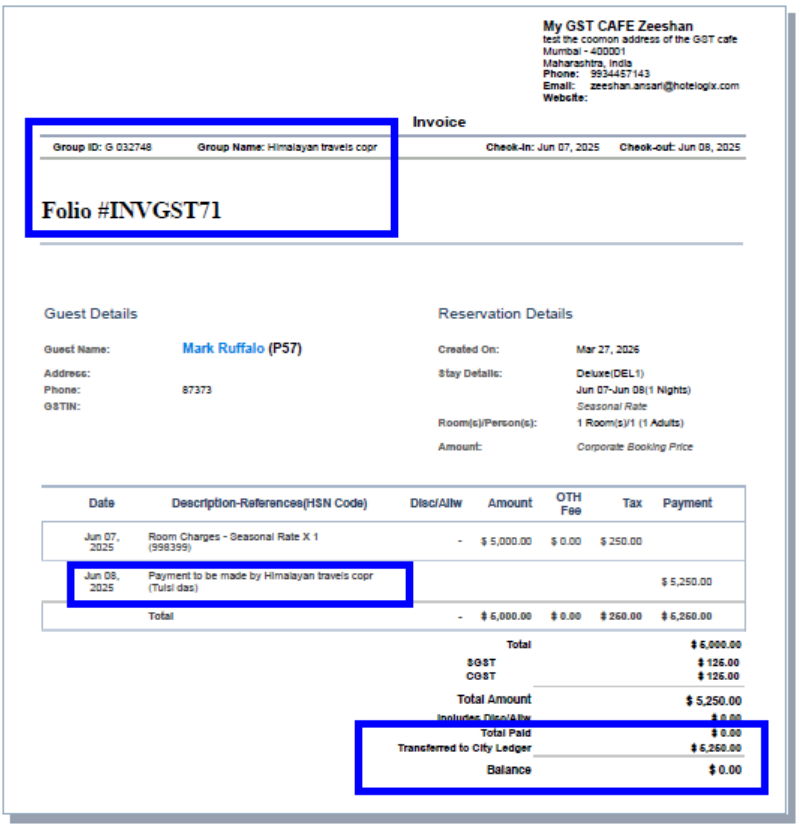
To activate this setting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

### 1.3.3 Syncing Process

Two Invoices for the same Corporate but two different Hotels were synced in Zoho Books.

**Group Name:** Himalayan travels copr

**Hotel Id:** 84637



My GST CAFE Zeeshan
test the coomon address of the GST cafe
Mumbai - 400001
Maharashtra, India
Phone: 9934457143
Email: zeeshan.ansari@hotelogix.com
Website:

Invoice

Group ID: G 032748 Group Name: Himalayan travels copr Check-in: Jun 07, 2025 Check-out: Jun 08, 2025

Folio #INVGST71

Guest Details

Guest Name: Mark Ruffalo (P57)
Address:
Phone: 87373
GSTIN:

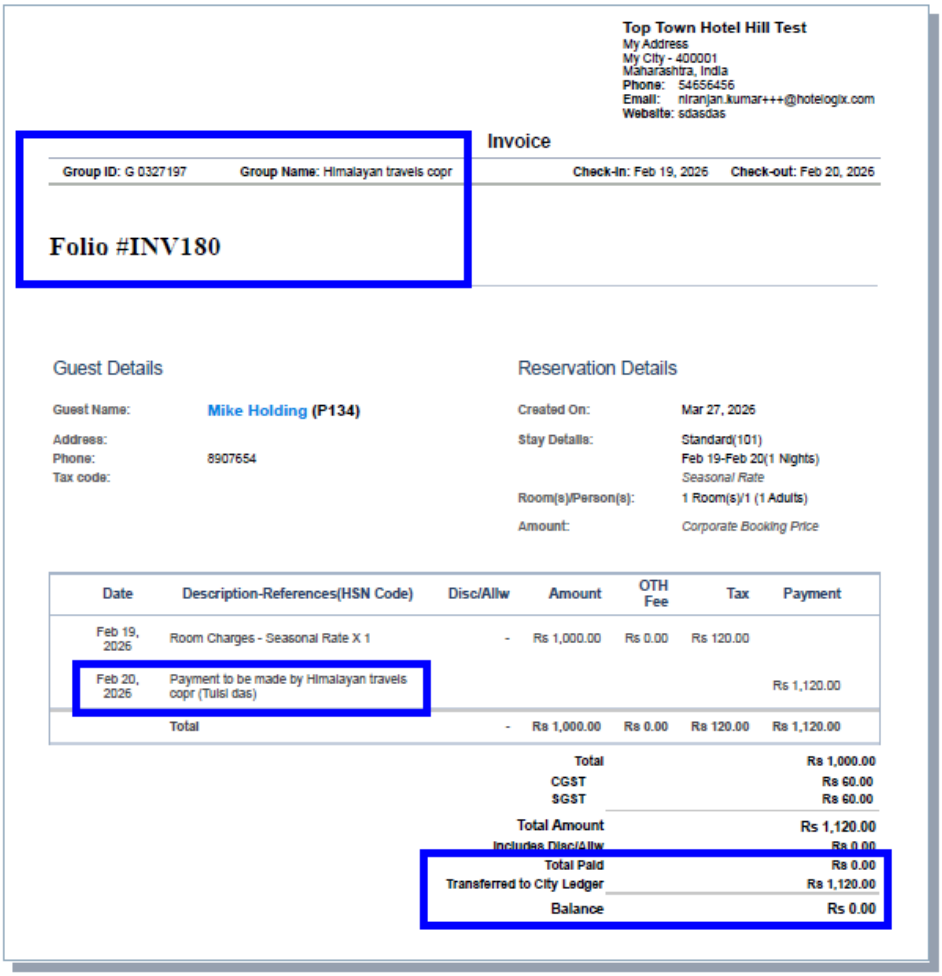
Reservation Details

Created On: Mar 27, 2026
Stay Details: Deluxe(DEL1)
Jun 07-Jun 08(1 Nights)
Seasonal Rate
Room(s)/Person(s): 1 Room(s)/1 (1 Adults)
Amount: Corporate Booking Price

| Date | Description-References(HSN Code) | Disc/Allw | Amount | OTH Fee | Tax | Payment |
|---|---|---|---|---|---|---|
| Jun 07, 2025 | Room Charges - Seasonal Rate X 1 (998399) | - | $ 5,000.00 | $ 0.00 | $ 250.00 | |
| Jun 08, 2025 | Payment to be made by Himalayan travels copr (Tulsi das) | | | | | $ 5,250.00 |
| | Total | - | $ 5,000.00 | $ 0.00 | $ 250.00 | $ 5,250.00 |

| | |
|---|---|
| Total | $ 5,000.00 |
| SGST | $ 125.00 |
| CGST | $ 125.00 |
| Total Amount | $ 5,250.00 |
| Includes Disc/Allw | $ 0.00 |
| Total Paid | $ 0.00 |
| Transferred to City Ledger | $ 5,250.00 |
| Balance | $ 0.00 |

**Hotel Id:** 82924



**Top Town Hotel Hill Test**
My Address
My City - 400001
Maharashtra, India
**Phone:** 54656456
**Email:** niranjan.kumar+++@hotelogix.com
**Website:** sdasdas

Invoice

**Group ID:** G 0327197 **Group Name:** Himalayan travels copr **Check-In:** Feb 19, 2026 **Check-out:** Feb 20, 2026

**Folio #INV180**

Guest Details

Guest Name: Mike Holding (P134)
Address:
Phone: 8907654
Tax code:

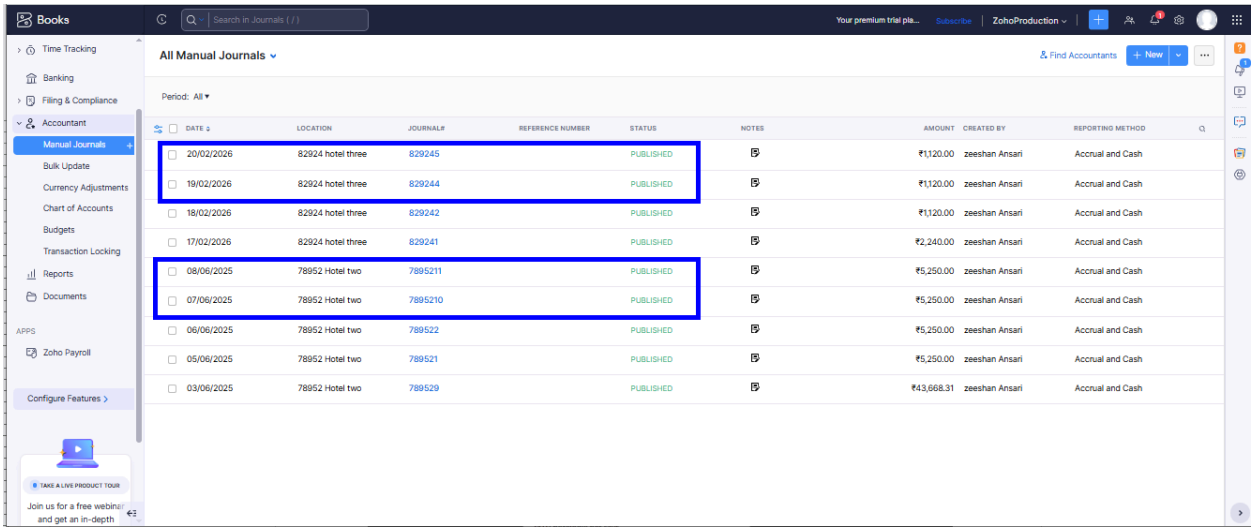
Reservation Details

Created On: Mar 27, 2026
Stay Details: Standard(101)
Feb 19-Feb 20(1 Nights)
*Seasonal Rate*
Room(s)/Person(s): 1 Room(s)/1 (1 Adults)
Amount: *Corporate Booking Price*

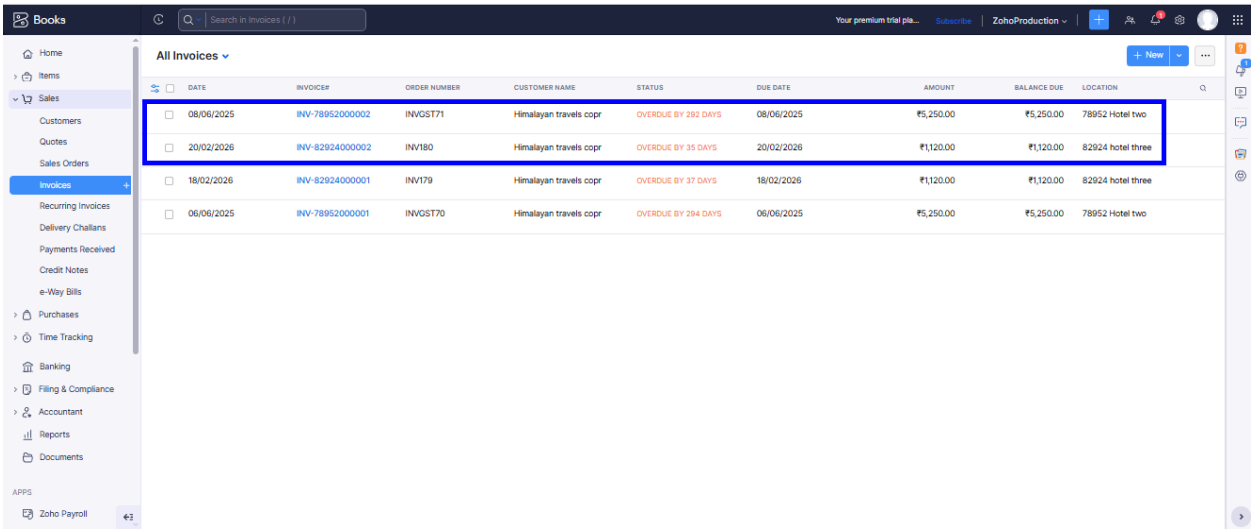
| Date | Description-References(HSN Code) | Disc/Allw | Amount | OTH Fee | Tax | Payment |
|---|---|---|---|---|---|---|
| Feb 19, 2026 | Room Charges - Seasonal Rate X 1 | - | Rs 1,000.00 | Rs 0.00 | Rs 120.00 | |
| Feb 20, 2026 | Payment to be made by Himalayan travels copr (Tulsi das) | | | | | Rs 1,120.00 |
| | Total | - | Rs 1,000.00 | Rs 0.00 | Rs 120.00 | Rs 1,120.00 |

| | |
|---|---|
| Total | Rs 1,000.00 |
| CGST | Rs 60.00 |
| SGST | Rs 60.00 |
| Total Amount | Rs 1,120.00 |
| Includes Disc/Allw | Rs 0.00 |
| Total Paid | Rs 0.00 |
| Transferred to City Ledger | Rs 1,120.00 |
| Balance | Rs 0.00 |

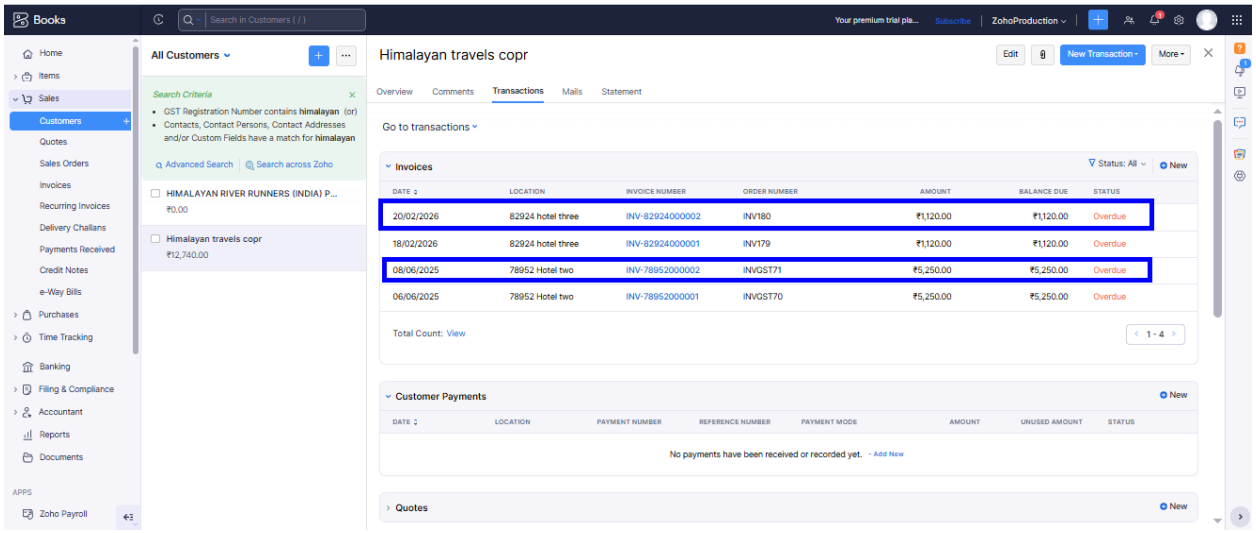
## Zoho Books Manual Journal




## Zoho Books All Invoices

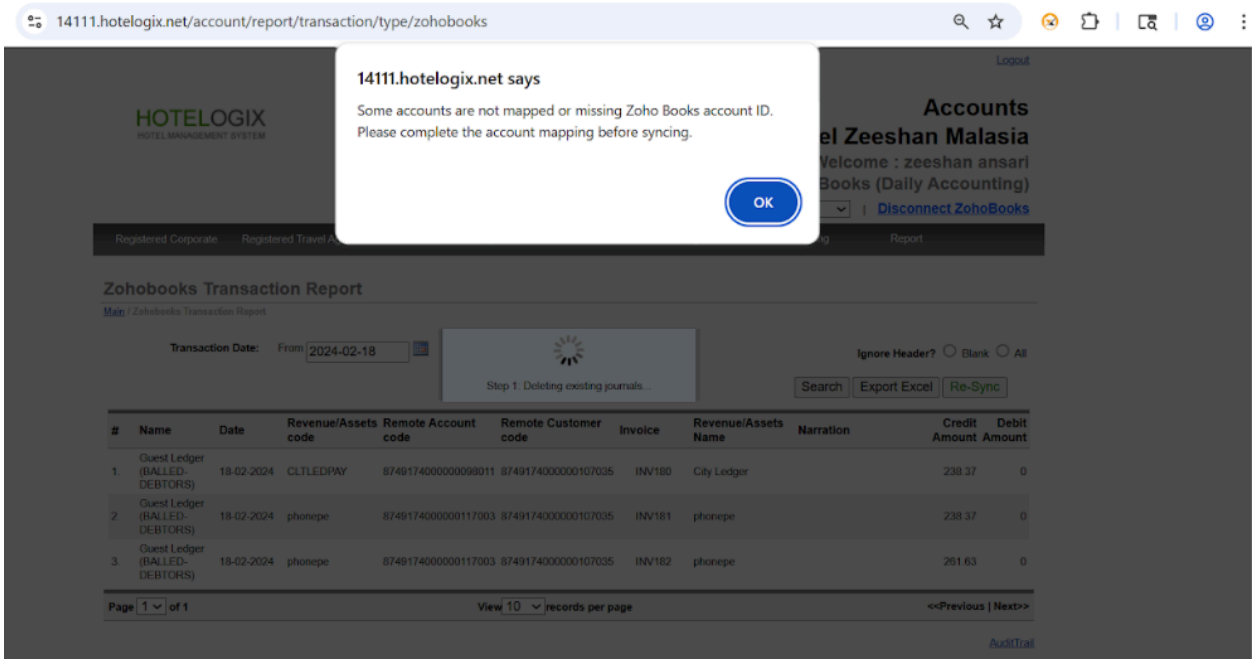


## Zoho Books Company Ledger

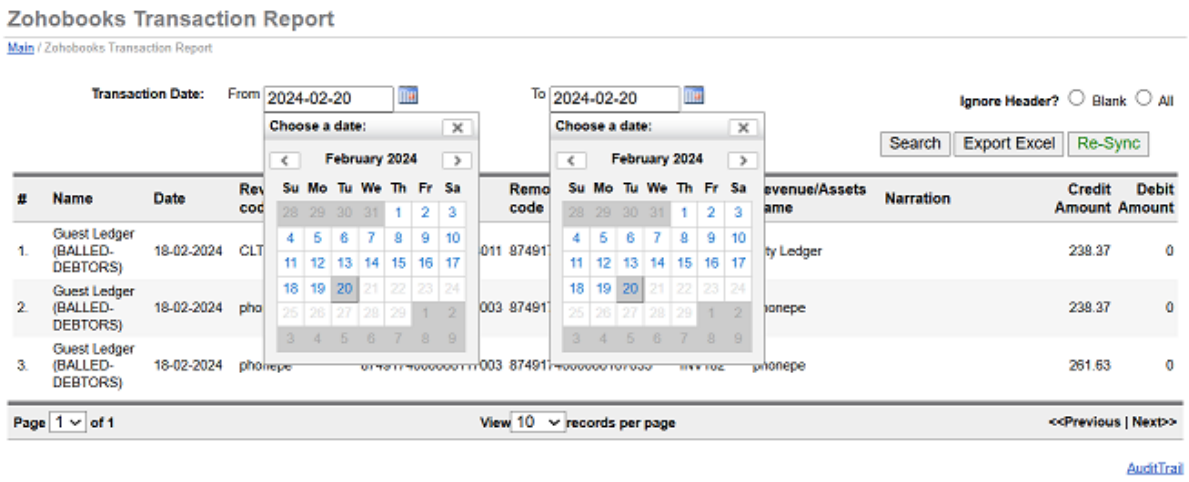


## 1.4 Restrictions

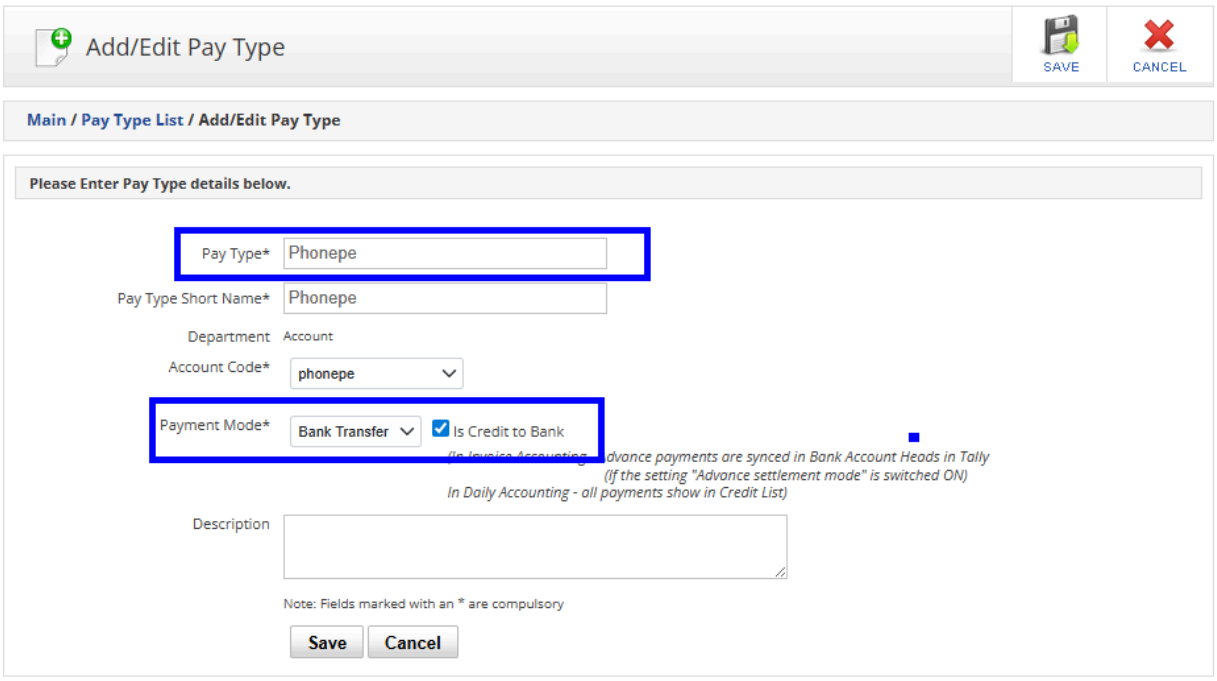
- If any mapping is **missing in Zoho Books**, an **alert will be triggered** during the synchronization process.
- If a **new account code is mapped**, the user must **first sync the account code**, and then proceed with **syncing from the report**.




- The Zoho Book transaction report calendar will display data only for "Hotel's Night Audit Date"; current and future dates will not be shown. Users can sync the data for **only 1 date at a time.**



- If a Pay Type **(except credit card)** is mapped to **"Is credit to bank"**, the Pay Mode should always be **"Bank Transfer".**
  For all the Payment Mode under **"Bank Transfer",** the option of **"is Credit to Bank"** should be selected.




- Two pay types—**one marked "Is credit to bank" and one not**—should **not be mapped to the same account code.**

- It is recommended that **Marking invoices as Void should be restricted after Night Audit in POS 2.0.**

To activate this setting, the Hotel needs to send a request to sales@hotelogix.com /support@hotelogix.com.

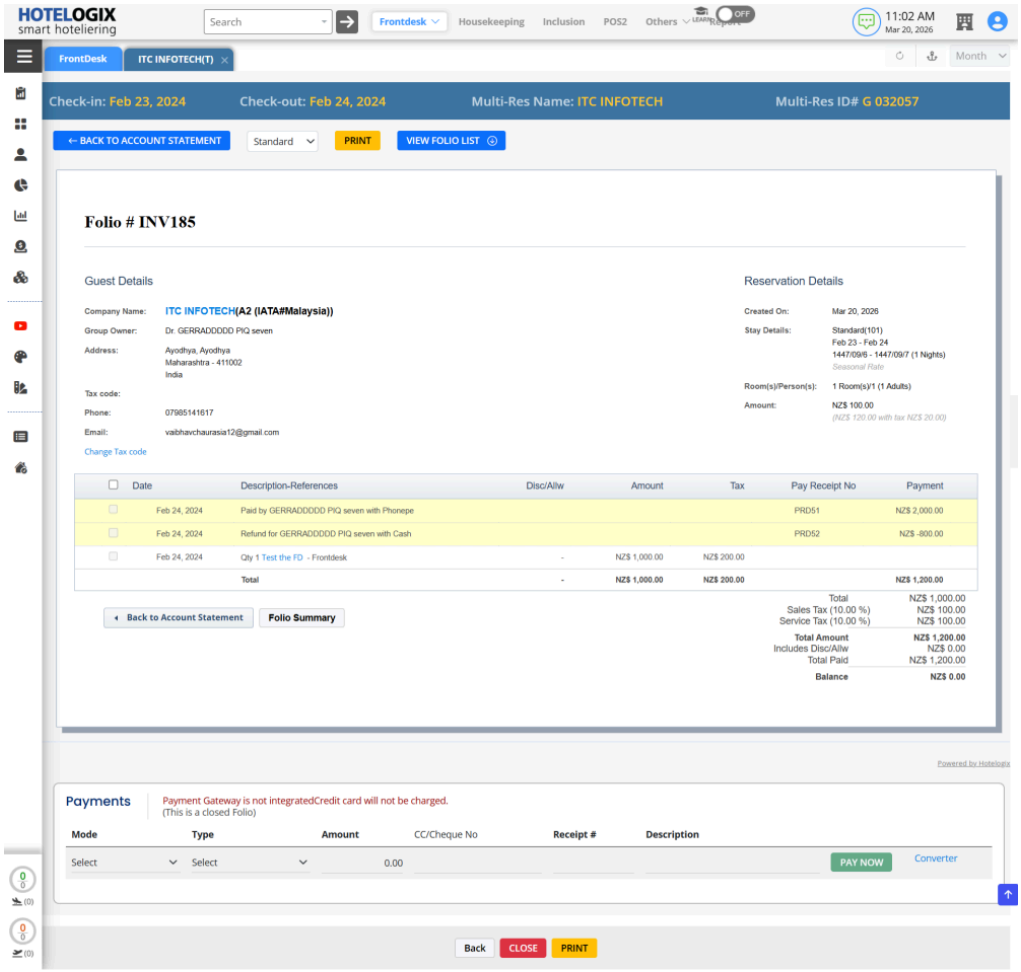
- **If the Pay type and Account code are the same - it will show a sync error**. For example - there are two cash in Zoho Books - Vividus. One Cash is **Cash F/O** which has an **account code CASH**. And there is another **CASH created in Zoho Books - where the account code is blank.** In this case, we update the CASH as CASH M (for the one created in Zoho books) and do not add any account code.

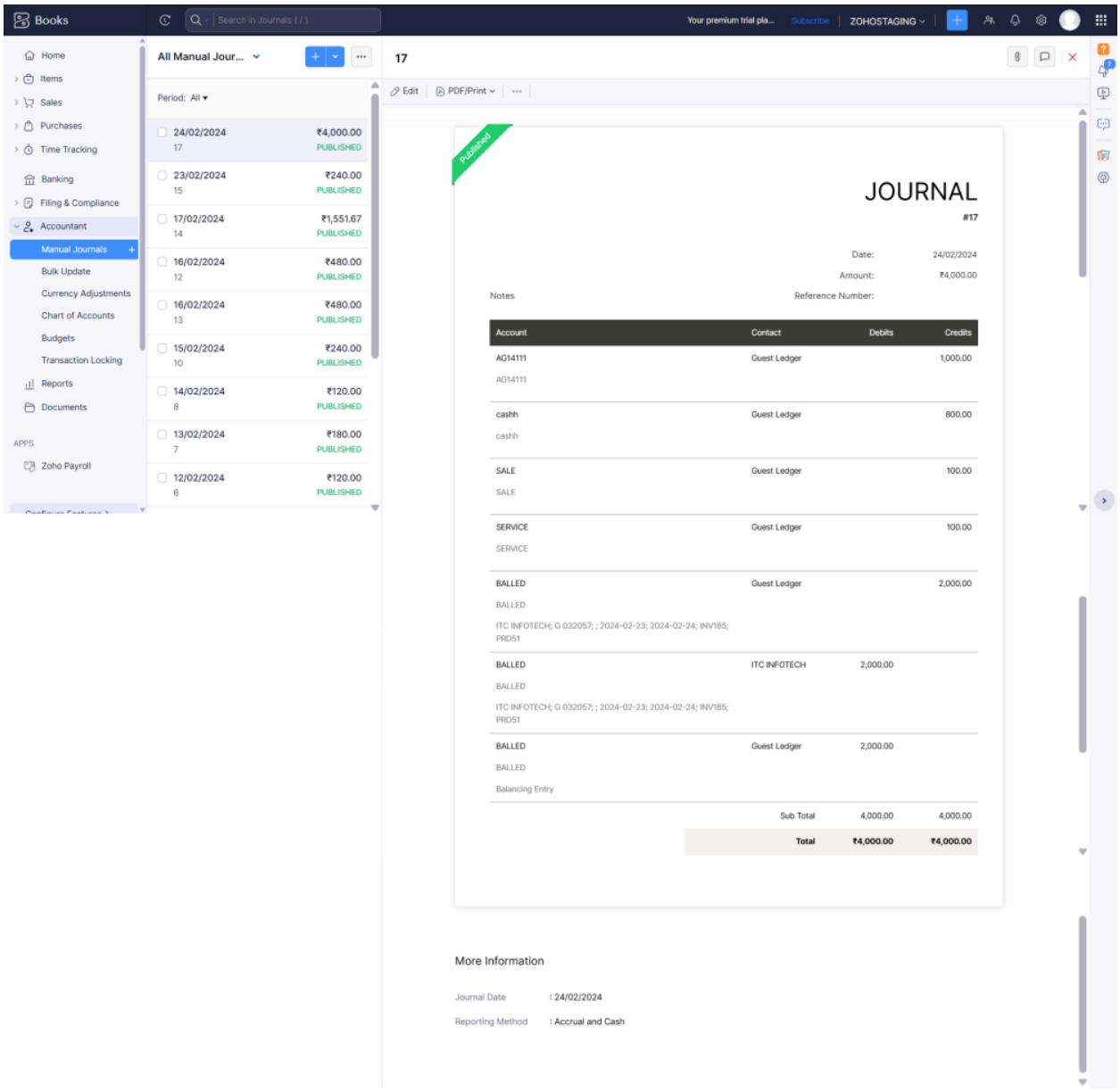
## 1.5 Limitations

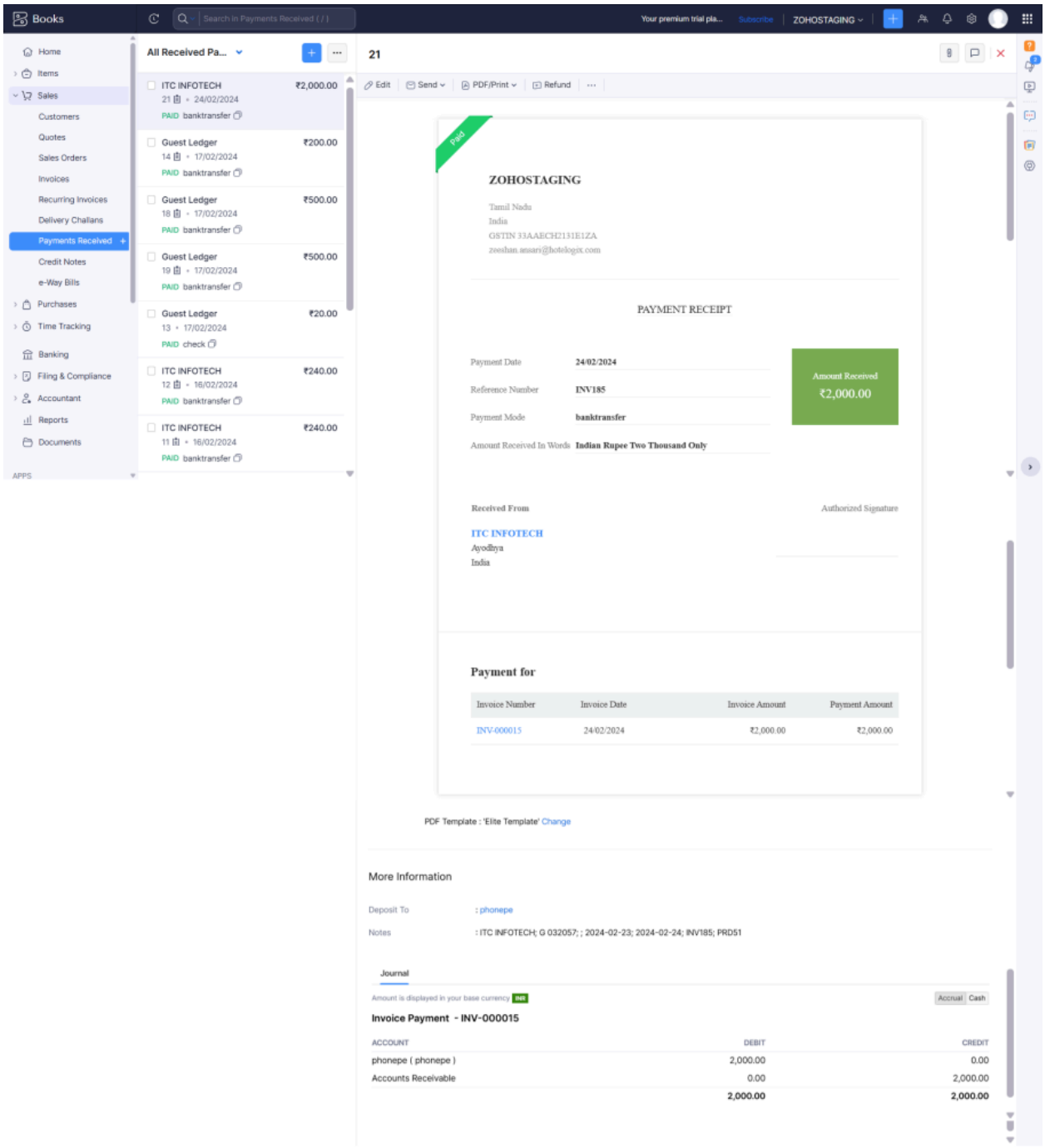
1. **It is not recommended to use excess payment amounts to settle invoices.**

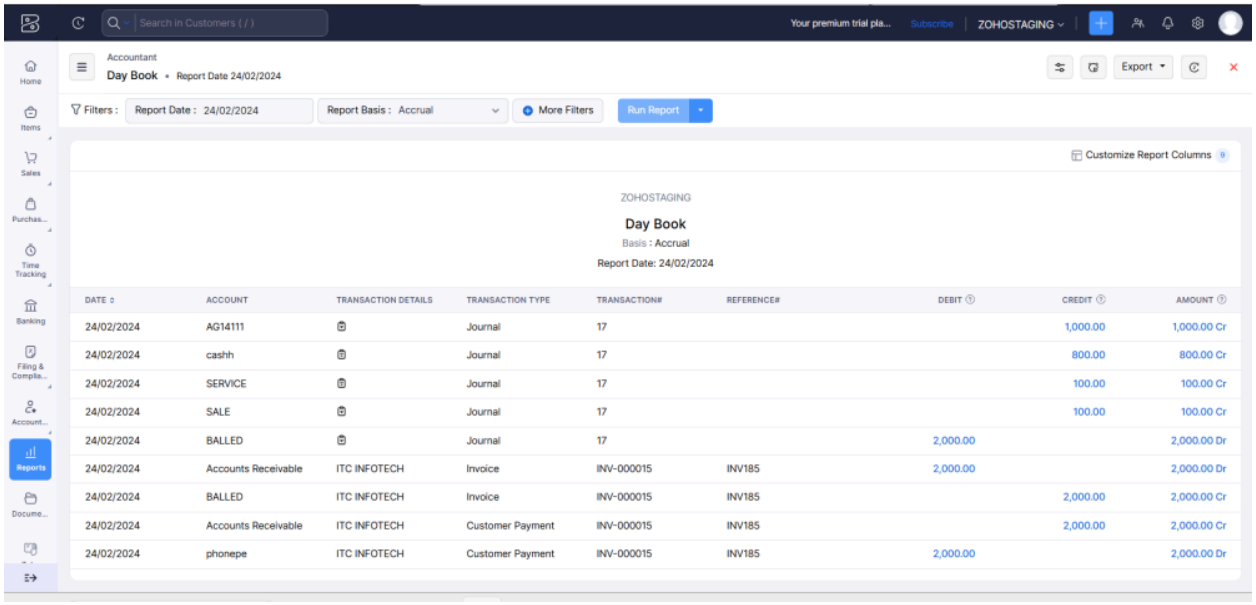
**For example**, if an invoice is INR 1200 and the user records a payment of INR 2000 using the "Credit to Bank" mode, a negative entry of INR 800 is added to adjust the balance. In this case:

- The tax invoice in Zoho Books will reflect INR 2000
- The negative entry of INR 800 will appear as a credit in the Day Book report and under Manual Journals




Books
Search in Journals ( / )
Your premium trial pla...
Subscribe
ZOHOSTAGING
Home
Items
Sales
Purchases
Time Tracking
Banking
Filing & Compliance
Accountant
Manual Journals
Bulk Update
Currency Adjustments
Chart of Accounts
Budgets
Transaction Locking
Reports
Documents
APPS
Zoho Payroll
All Manual Jour...
Period: All
24/02/2024 17 ₹4,000.00 PUBLISHED
23/02/2024 15 ₹240.00 PUBLISHED
17/02/2024 14 ₹1,551.67 PUBLISHED
16/02/2024 12 ₹480.00 PUBLISHED
16/02/2024 13 ₹480.00 PUBLISHED
15/02/2024 10 ₹240.00 PUBLISHED
14/02/2024 8 ₹120.00 PUBLISHED
13/02/2024 7 ₹180.00 PUBLISHED
12/02/2024 6 ₹120.00 PUBLISHED
17
Edit
PDF/Print
Published
JOURNAL
#17
Date: 24/02/2024
Amount: ₹4,000.00
Notes
Reference Number:
Account
Contact
Debits
Credits
AG14111
Guest Ledger
1,000.00
cashh
Guest Ledger
800.00
SALE
Guest Ledger
100.00
SERVICE
Guest Ledger
100.00
BALLED
Guest Ledger
2,000.00
ITC INFOTECH; G 032057; ; 2024-02-23; 2024-02-24; INV185; PRD51
BALLED
ITC INFOTECH
2,000.00
BALLED
Guest Ledger
2,000.00
Balancing Entry
Sub Total
4,000.00
4,000.00
Total
₹4,000.00
₹4,000.00
More Information
Journal Date : 24/02/2024
Reporting Method : Accrual and Cash


Books
Home
Items
Sales
Customers
Quotes
Sales Orders
Invoices
Recurring Invoices
Delivery Challans
Payments Received
Credit Notes
e-Way Bills
Purchases
Time Tracking
Banking
Filing & Compliance
Accountant
Reports
Documents
All Received Pa...
ITC INFOTECH ₹2,000.00
Guest Ledger ₹200.00
Guest Ledger ₹500.00
Guest Ledger ₹500.00
Guest Ledger ₹20.00
ITC INFOTECH ₹240.00
ITC INFOTECH ₹240.00
21
Edit
Send
PDF/Print
Refund
Paid
ZOHOSTAGING
Tamil Nadu
India
GSTIN 33AAECH2131E1ZA
PAYMENT RECEIPT
Payment Date 24/02/2024
Reference Number INV185
Payment Mode banktransfer
Amount Received ₹2,000.00
Amount Received In Words Indian Rupee Two Thousand Only
Received From
ITC INFOTECH
Ayodhya
India
Authorized Signature
Payment for
Invoice Number
Invoice Date
Invoice Amount
Payment Amount
INV-000015
24/02/2024
₹2,000.00
₹2,000.00
PDF Template : 'Elite Template' Change
More Information
Deposit To : phonepe
Notes : ITC INFOTECH; G 032057; ; 2024-02-23; 2024-02-24; INV185; PRD51
Journal
Invoice Payment - INV-000015
ACCOUNT
DEBIT
CREDIT
phonepe ( phonepe )
2,000.00
0.00
Accounts Receivable
0.00
2,000.00
2,000.00
2,000.00




| DATE | ACCOUNT | TRANSACTION DETAILS | TRANSACTION TYPE | TRANSACTION# | REFERENCE# | DEBIT | CREDIT | AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 24/02/2024 | AG14111 | | Journal | 17 | | | 1,000.00 | 1,000.00 Cr |
| 24/02/2024 | cashh | | Journal | 17 | | | 800.00 | 800.00 Cr |
| 24/02/2024 | SERVICE | | Journal | 17 | | | 100.00 | 100.00 Cr |
| 24/02/2024 | SALE | | Journal | 17 | | | 100.00 | 100.00 Cr |
| 24/02/2024 | BALLED | | Journal | 17 | | 2,000.00 | | 2,000.00 Dr |
| 24/02/2024 | Accounts Receivable | ITC INFOTECH | Invoice | INV-000015 | INV185 | 2,000.00 | | 2,000.00 Dr |
| 24/02/2024 | BALLED | ITC INFOTECH | Invoice | INV-000015 | INV185 | | 2,000.00 | 2,000.00 Cr |
| 24/02/2024 | Accounts Receivable | ITC INFOTECH | Customer Payment | INV-000015 | INV185 | | 2,000.00 | 2,000.00 Cr |
| 24/02/2024 | phonepe | ITC INFOTECH | Customer Payment | INV-000015 | INV185 | 2,000.00 | | 2,000.00 Dr |

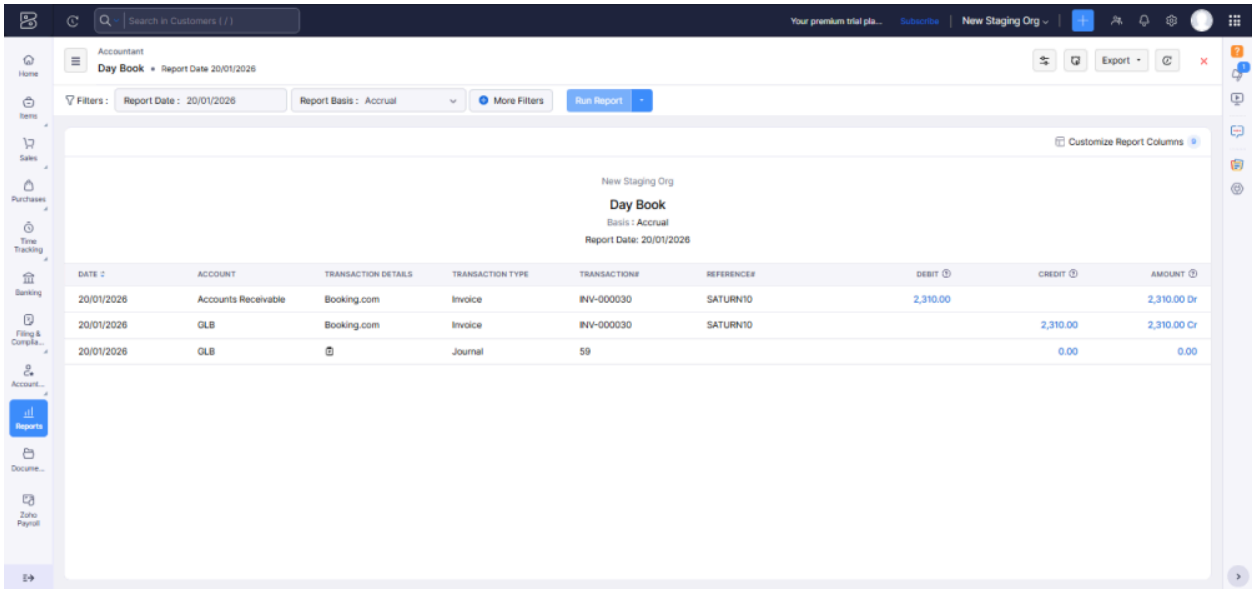
2. **Two corporate or TA account codes cannot be mapped in single ZOHO BOOKS account code**
3. **Refund Status - does not update in ZOHO but shows correctly**
4. **Credit Note and Debit Note are supported. Credit note is created under Credit note section in Zoho Books. Debit note is created always under Invoice , but as a Debit note.**
5. **Credit Note and Debit Note - If Void - it is not supported as of now.**
6. **Same day Void will not sync in Zoho Books**
7. **Void after NA for POS folios is not supported**
8. **Unlock Folio will NOT be supported for Zoho Books Sync**
9. **Zero invoice Folio will not sync**
10. **If an invoice is settled using Adhoc payment from the accounting console and synced to Zoho books. Later the payment is revoked - then this has to be manually settled in Zoho books.**
11. **TA/ Corp Invoice - and we use Cash to settle the invoice, this will show up as a Journal entry. This Invoice will not show up. -This has to be set up as "is credit to Bank" otherwise it will show under Journal entry.**
12. **Account console - ONLY Credit card and bank transfer used for settling the CL invoice - will support.**

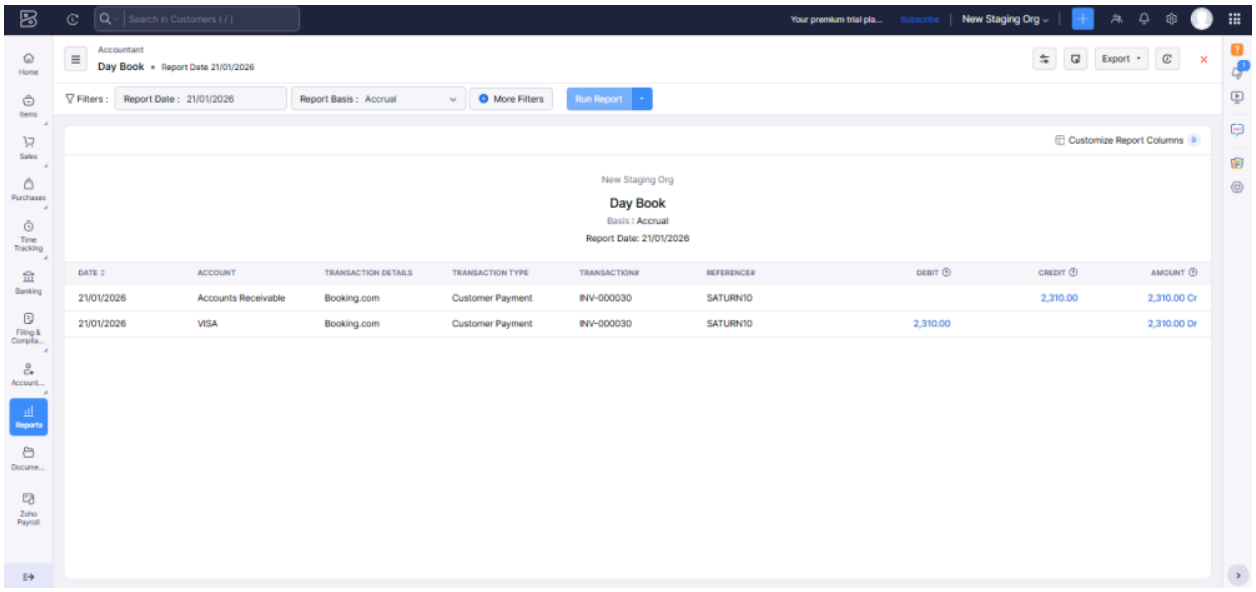
# 2. Zoho Books Reports

Hotels can refer to below reports for reconciliation and analysis

## 2.1 Day Book

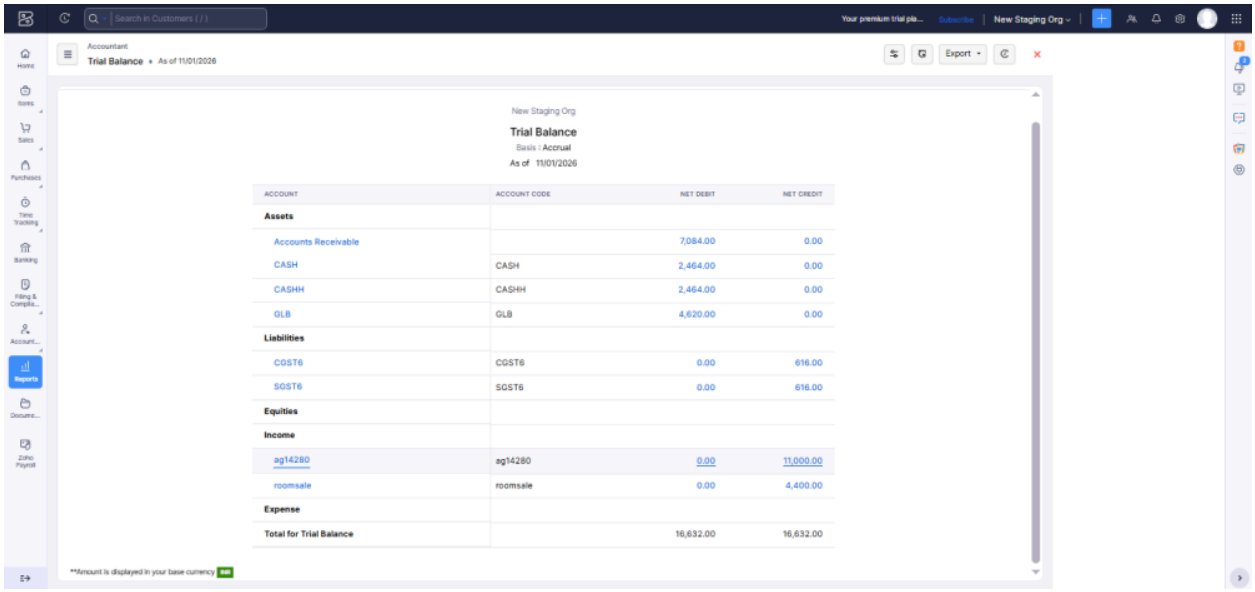
**Zoho Books >> Reports >> Accountant >> Day Book**



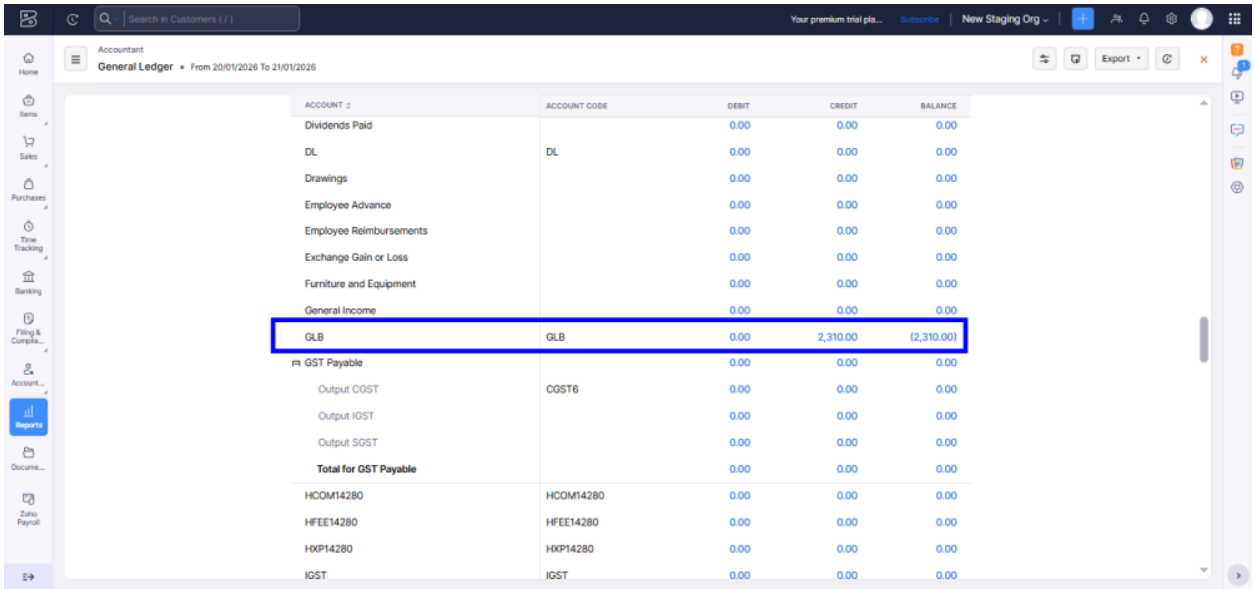
## 2.2 Trial Balance

### Zoho Books >> Reports >> Accountant >> Trial Balance



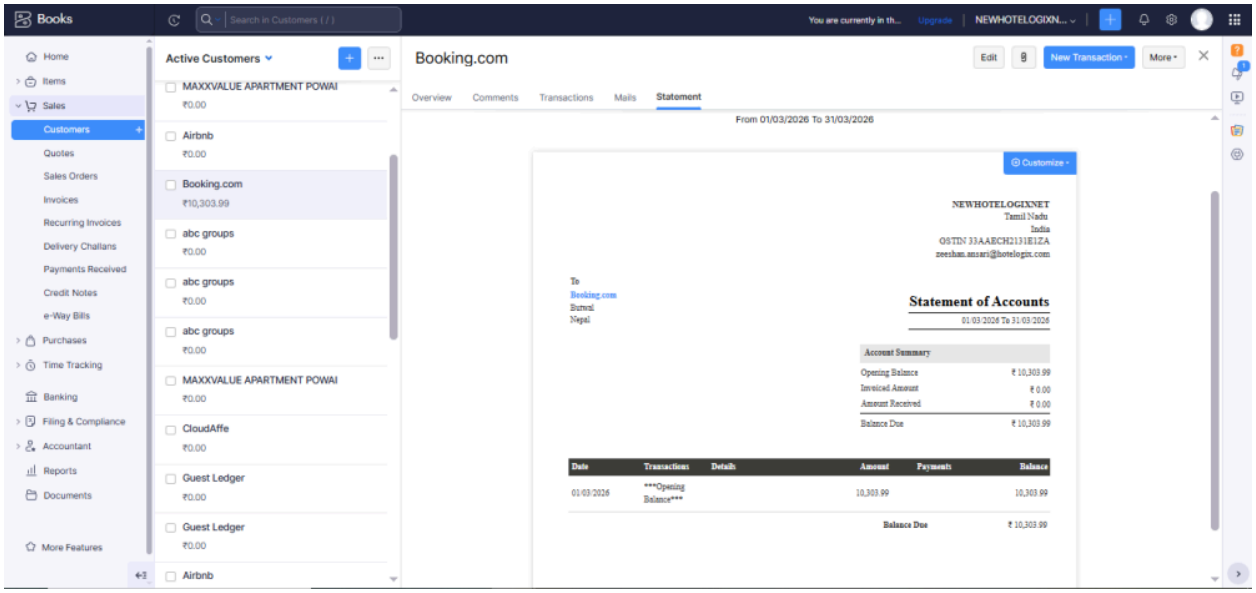

## 2.3 General Ledger

### Zoho Books >> Reports >> Accountant >> General Ledger



## 2.4 TA/Corp. Ledger

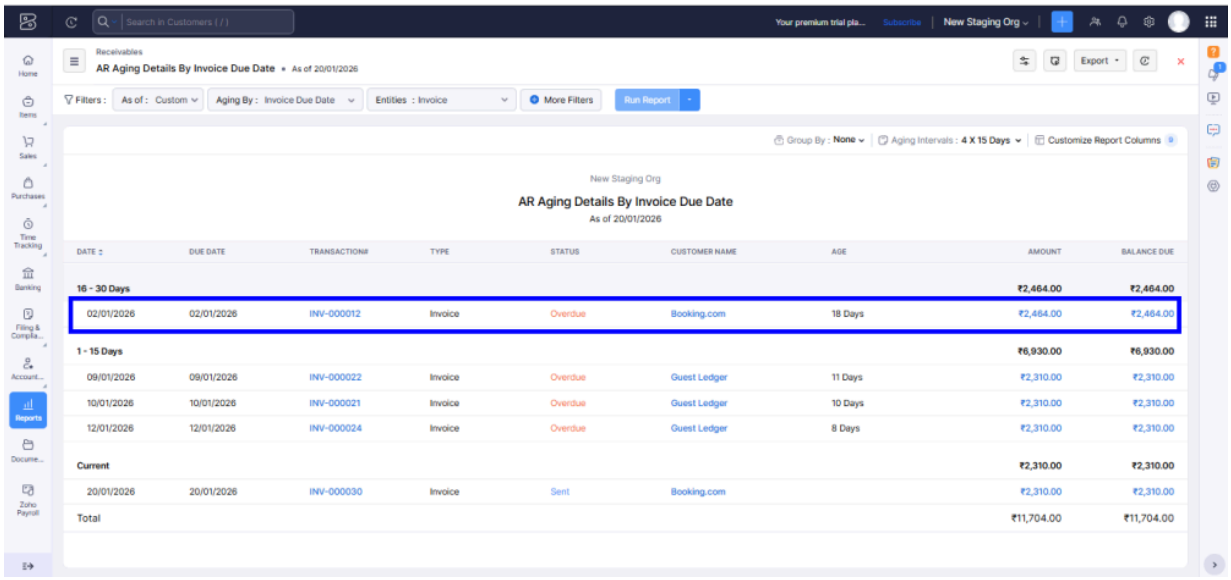
### Zoho Books >> Sales >> Customers >> Click on TA/Corp. Name >> Statement



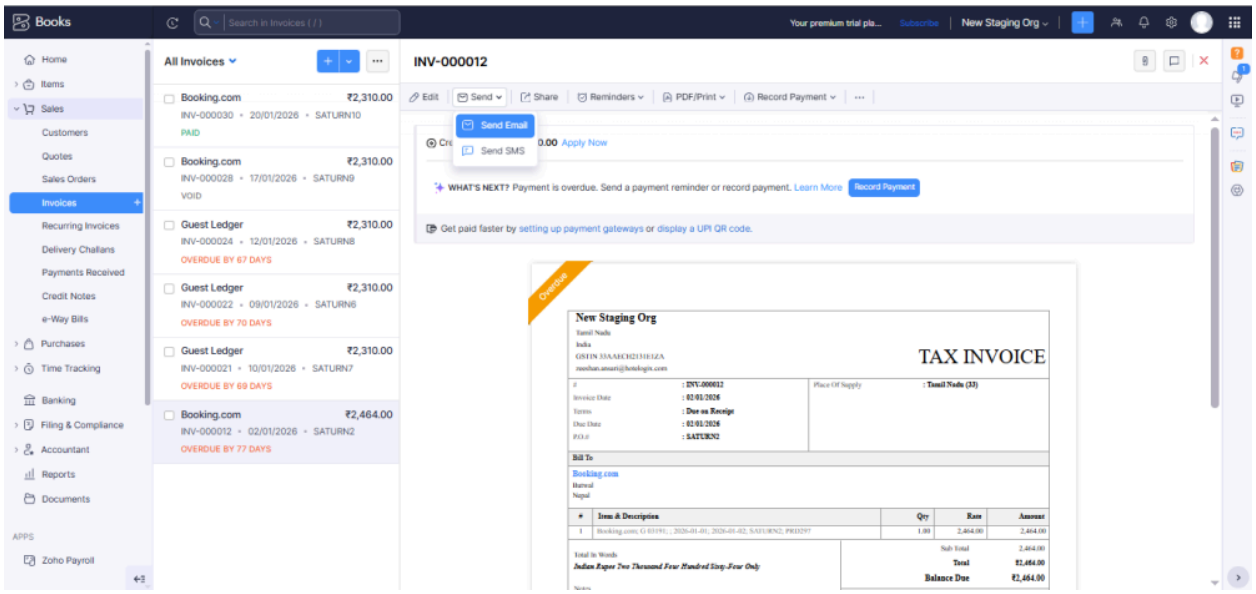
# 2.5 AR Aging Details

### Zoho Books >> Reports >> Receivables >> AR Aging Details

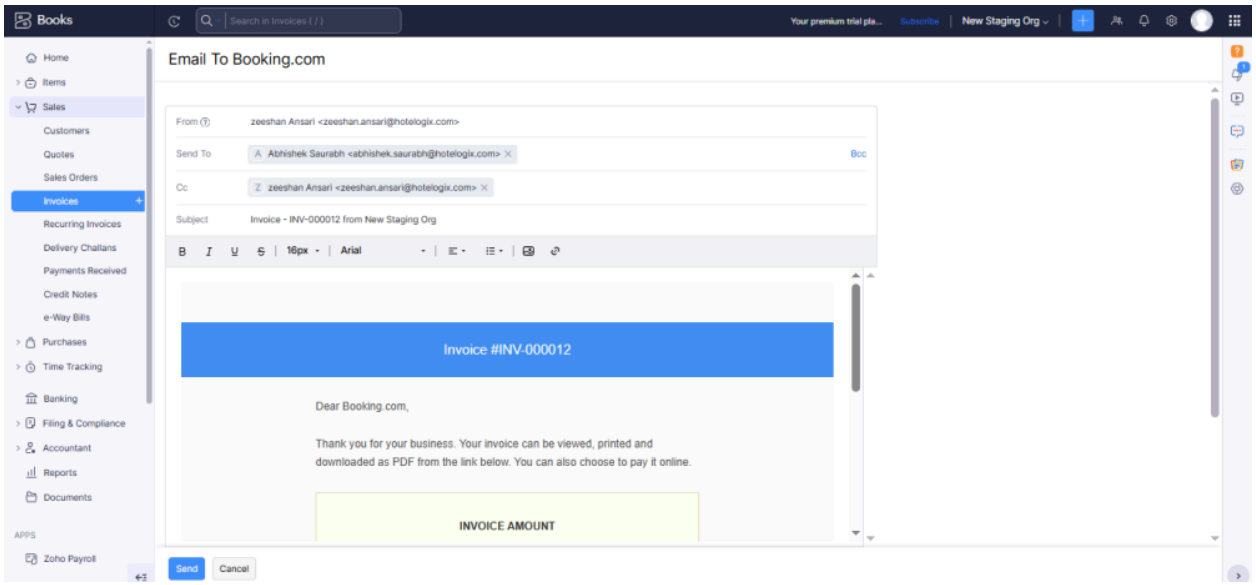
### Users can Click on Balance of an Invoice to send Reminder



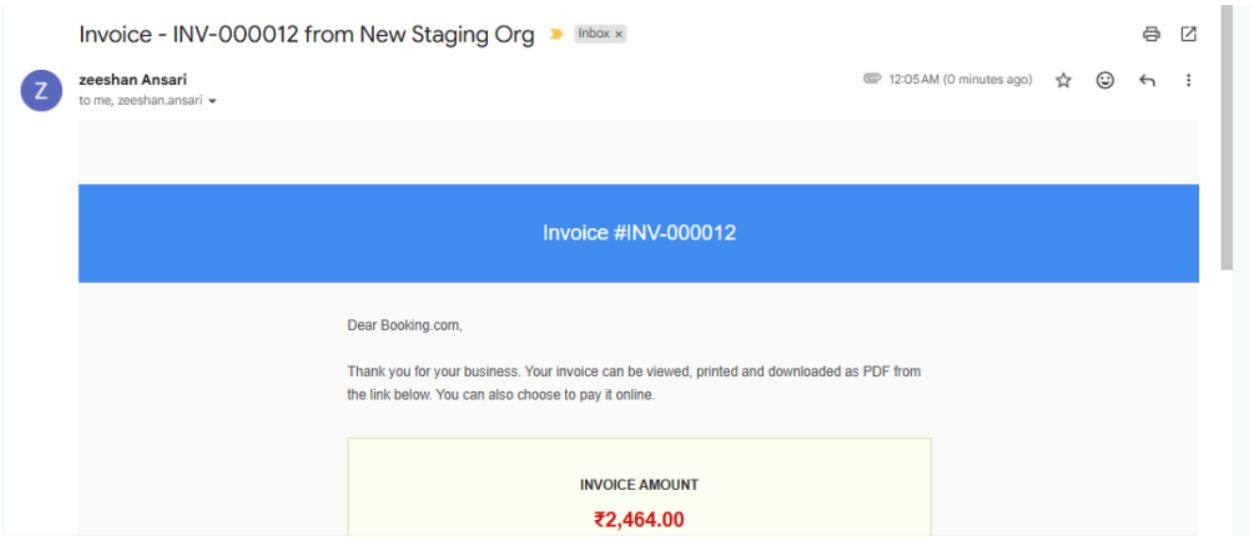

### Once the Invoice is Open, user can click on Send Email



**User can add an existing e-mail or create a new**




**The mail will be received in the inbox**




With this integration, hotels can now streamline financial management, automate daily postings, and ensure accurate reconciliation between Hotelogix and Zoho Books.

# Frequently Asked Questions

**Q1:** Can a customer created in Zoho Books be mapped in Hotelogix?

**A1:** Contacts created in Zoho Books are **not automatically synced or created in Hotelogix**. However, if the **same contact already exists in Hotelogix**, it can be **manually mapped** with the corresponding contact in Zoho Books.

**Q2:** How should hotels be structured in Zoho Books if they operate as separate legal entities?

**A2:** The structure (organization vs. location) depends on the business setup. If hotels are separate legal entities with different PAN numbers, it is recommended to create **individual Zoho Books organizations** for each hotel.

**Q3:** How can multiple hotel properties be managed under a single organization in Zoho Books?

**A3:** If multiple hotels operate under the same PAN, they can be configured as **locations within a single Zoho Books organization**. Data synchronization is supported at both the organization and location levels.

Each hotel is mapped using a **Location_ID** in Zoho Books, and Hotelogix syncs data accordingly with the respective location details.

**Q4:** What happens if the setting is turned OFF **"Generate TA/Corp Ledger with Actual Company Name in Tally and Prevent Duplicate TA/Corporate Generation"** in Zoho Books integration?

**A4:** If the setting is turned OFF, the payments reflected in the bank will not be linked or applied to the corresponding invoices in Zoho Books. As a result, invoices may remain open or unpaid in the system despite the payment being recorded.

In this case, If any payment is taken from the Hotelogix accounting console against any invoices, this will not be reflected in the Zoho Books invoices or payment receivables.

**Q5:** What happens if the Payment Mode under **"Bank Transfer",** is not marked as **"is Credit to Bank"**?

**A5:** In this case, such account codes will be mapped under "Other Current Assets". As a result, the payment transactions for these account codes will fail to sync to Zoho Books.
To rectify this in Hotelogix, go to Account console> Chart of Accounts and delete incorrectly created account codes. You can then mark these Payment Mode as " is Credit to bank from Admin Console
Or you can resolve this from Zoho Books > Chart of Accounts of Zoho Books > Select such account codes and change their account type from **Other Current Asset** to **Bank.**

**Q6:** Why does the error appear: *"Please ensure that the Invoice number does not exceed 16 characters. It can contain alphabets, numerals, hyphens (-), and/or slash (/)."*?

**A6:** This error appears when the invoice number does not meet the required format criteria.

To resolve this:

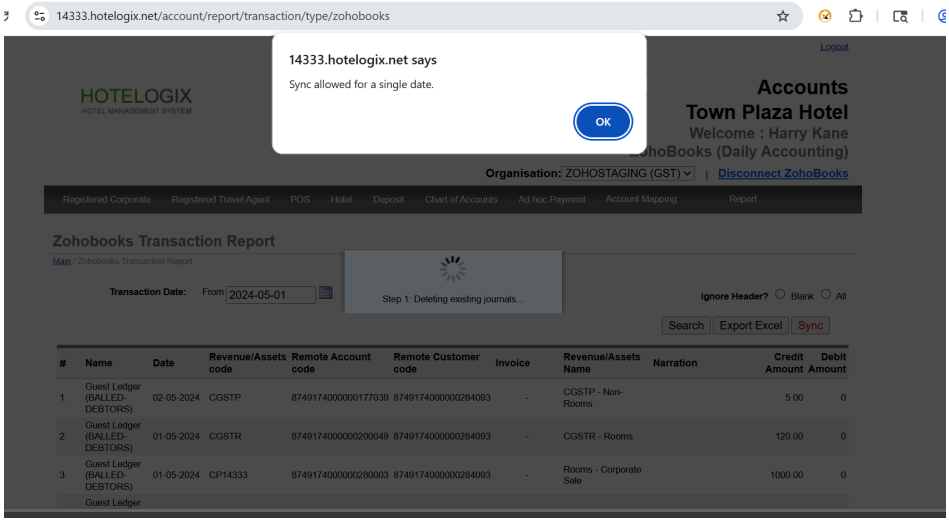
- Ensure the invoice number is within 16 characters
- Use only alphabets (A–Z), numbers (0–9), hyphen (-), or slash (/)
- Avoid using special characters or extra spaces

Example:

- Correct format: INV-12345 / INV/2025/001
- Incorrect format: INV#12345678901234567 (exceeds length and contains invalid characters)

Once corrected, the invoice should be processed successfully.

**Q7:** Why does the error *"Sync allowed for a single date"* appear during Zoho Books sync?



**A7:** This error appears when attempting to sync transactions for a date range instead of a single date.

Currently, the system allows syncing data with Zoho Books only one date at a time to ensure accurate processing and avoid duplication or conflicts.

Resolution:

- Select a single transaction date instead of a date range
- Run the sync separately for each required date

## Q8: How are customer contacts synced across multiple hotel properties linked to Zoho Books?

**A8:** If a hotel property/location is already mapped with a Zoho Books organization, and the same customer exists across multiple properties, the system identifies the common customer ID from the Guest Ledger.

In such cases, while fetching contacts from Zoho Books for another property, the **existing customer mapping is automatically applied**, and the contact gets synced for the new location/property without requiring duplicate creation.

## Q9: How to clean the data in Zoho Books and Hotelogix ?

**A9:** In **Zoho Books** - this needs to be done **manually**.

For **Hotelogix** - simply **select another organization and go back to the previous one** - to clean the set up. If the client wishes to restart the syncing of the transaction.