

# eZeeTally Account Configuration & Posting

## Step -1

Now we need to do Account Configuration of eZeeTally with Tally Software. First we need to create all required accounts in Tally software so that we can link them in eZeeTally.

You can create new Account Ledgers in Tally from

**Masters > Accounts Info. > Ledgers > Create**

The screenshot displays the Tally 9 'Ledger Creation' window for 'EzeeDemoTally'. The window is divided into several sections:

- Name (alias):** Chq & Card (highlighted with a red box and number 1).
- Under:** Bank Accounts (Current Assets) (highlighted with a red box and number 2).
- Effective Date for Reconciliation:** ? 1-Apr-2015.
- Mailing Details:** Name: Chq & Card, A/c No., Address, State, PIN Code, and Not Applicable.
- Opening Balance (on 1-Apr-2015):** (highlighted with a red box and number 3).

A red text box in the center of the window reads: "Create Account Ledgers in Tally from here." At the bottom right, there is a dialog box asking "Accept ? Yes or No".

The bottom status bar shows the following error messages:

```
1 <LINEERROR ID="1">Could not set 'SVCURRENTCOMPANY' to 'EzeeDemoTally'</LINEERROR>
2 <LINEERROR>Bad variables!</LINEERROR>
3 >
```

Below is the list of Accounts that are to be created in Tally for mapping in eZeeTally.

1	<b>Ledger Account</b>	
2		
3	<b>Name</b>	<b>Under</b>
4	Che-ques or Card	Bank Account
5	Cash	Cash in Hand
6	Advanced	Current Liabilities
7	Tax1 or Tax2 or Tax3 or Tax4	Duties & Taxes(Current Liabilities)
8	Adjustment	Indirect Expense
9	Item Discount or Discount	Indirect Expense
10	Late Check out	Indirect Income(Other Income)
11	Miscellaneous	Indirect Income(Other Income)
12	Landry	Indirect Income(Other Income)
13	Lodging Sales or Room Sales	Sales Account(Income)
14	Other Charges	Sales Account
15	Sales(POS)	Sales Account
16	Creditors	Sundry Creditors(Current Liabilities)
17	Guest Ledger	Sundry Debtors (Current Asset)
18	Folio Transfer	Sundry Debtors (Current Asset)
19		

This is the list of Accounts with posting heads that are needed to be created in Tally for mapping with eZeeTally software.

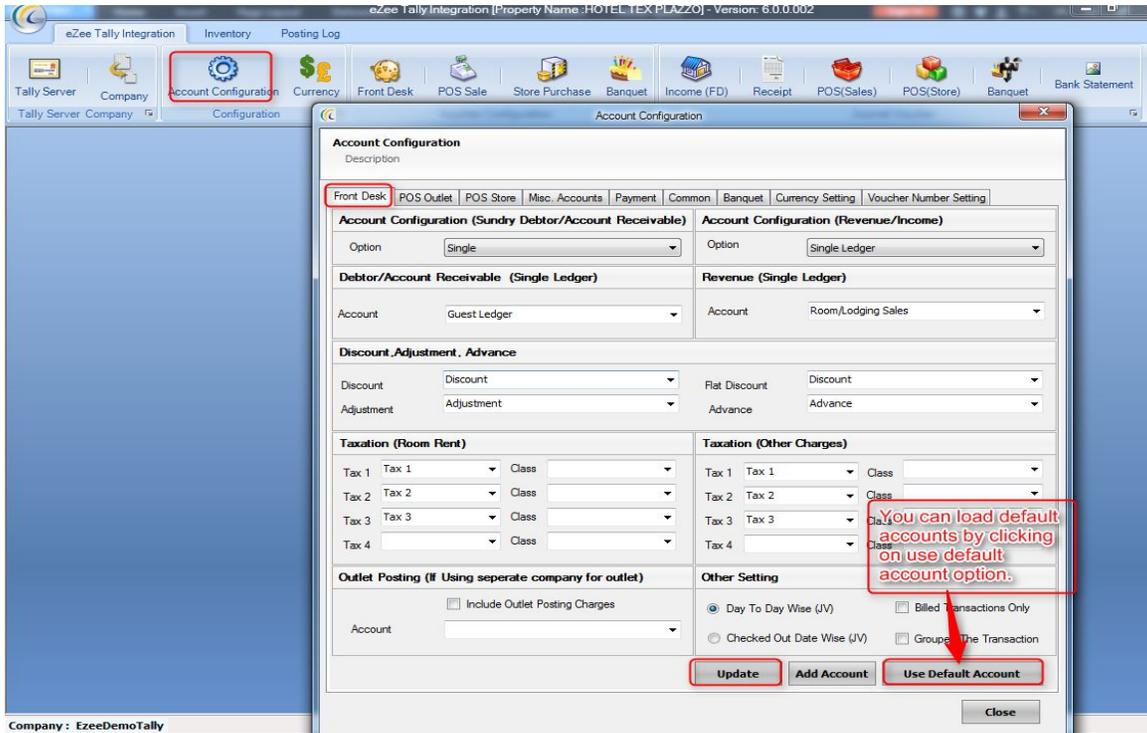
## **Step -2**

## **Account Configuration**

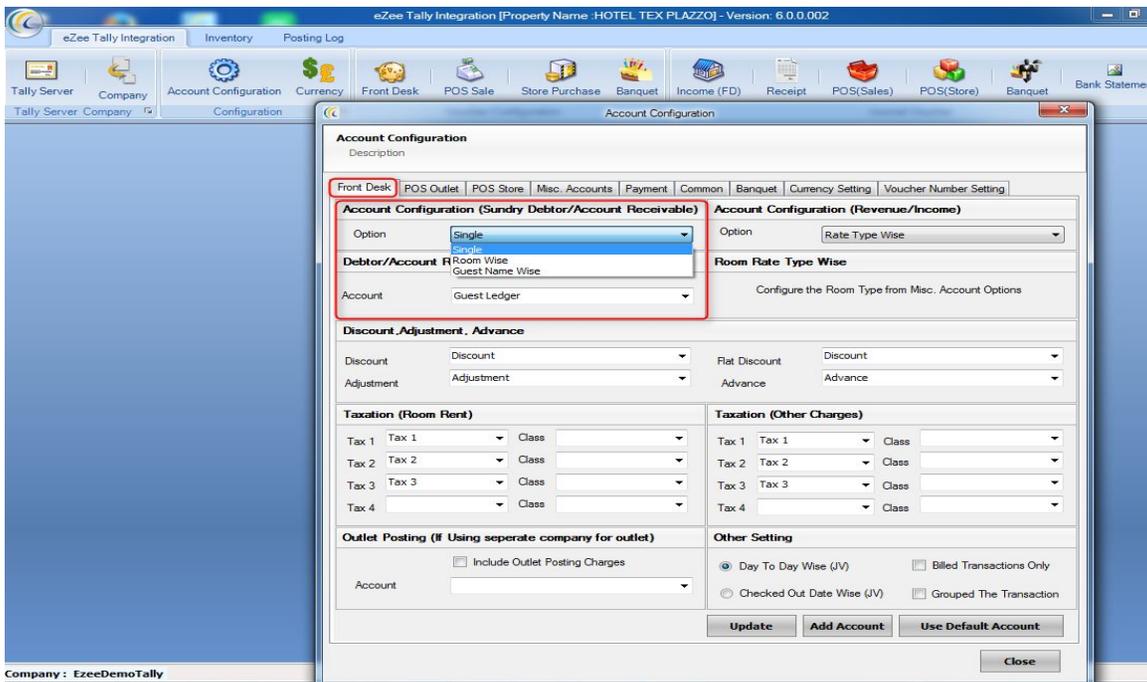
Once all accounts are created in Tally, now we need them to be mapped in eZeeTally software from Account Configuration option.

This step is very important as if this section is not configured properly the main transaction module will not give the proper output. So this section should be configured carefully.

First we will configure Front Desk module.



**\* Account Configuration (Sundry Debtor/Account Receivable)**



In this section you can select posting type of Receivables from guests.

Select option:

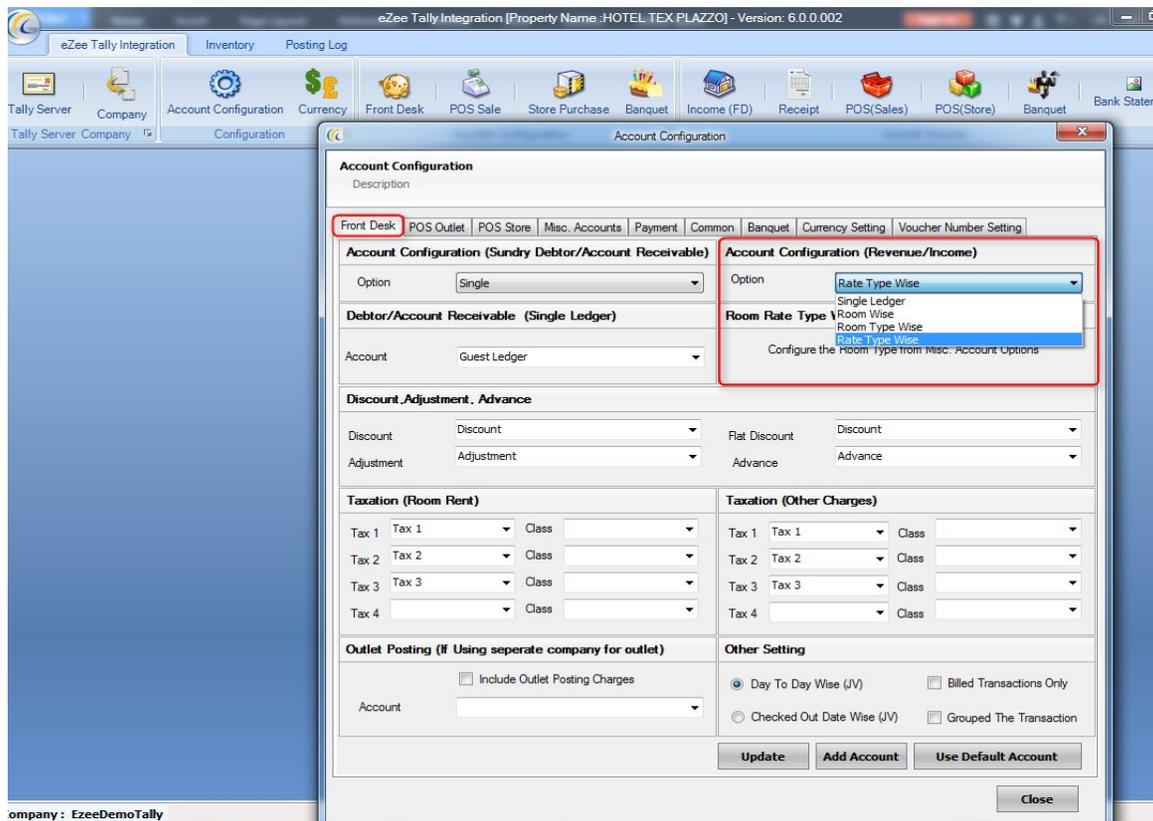
(1)Single : This option is used to post receivable amount in a single Guest account ledger. (All receivables transactions are posted in single account)

(2)Room wise : This option is used to post amount as individual room number wise.

(3)Guest Name Wise: This option is used to post amount as individual Guest name who stayed in your hotel.(individual guest name account will be created)

\*\* We normally prefer Single posting account.

### \* Account Configuration (Revenue/Income)



In this section you can select posting type of revenue or Income of hotel paid by guest.

Select options:

(1)Single Ledger : The amount will be posted in a single ledger created(Room/Lodging sales).

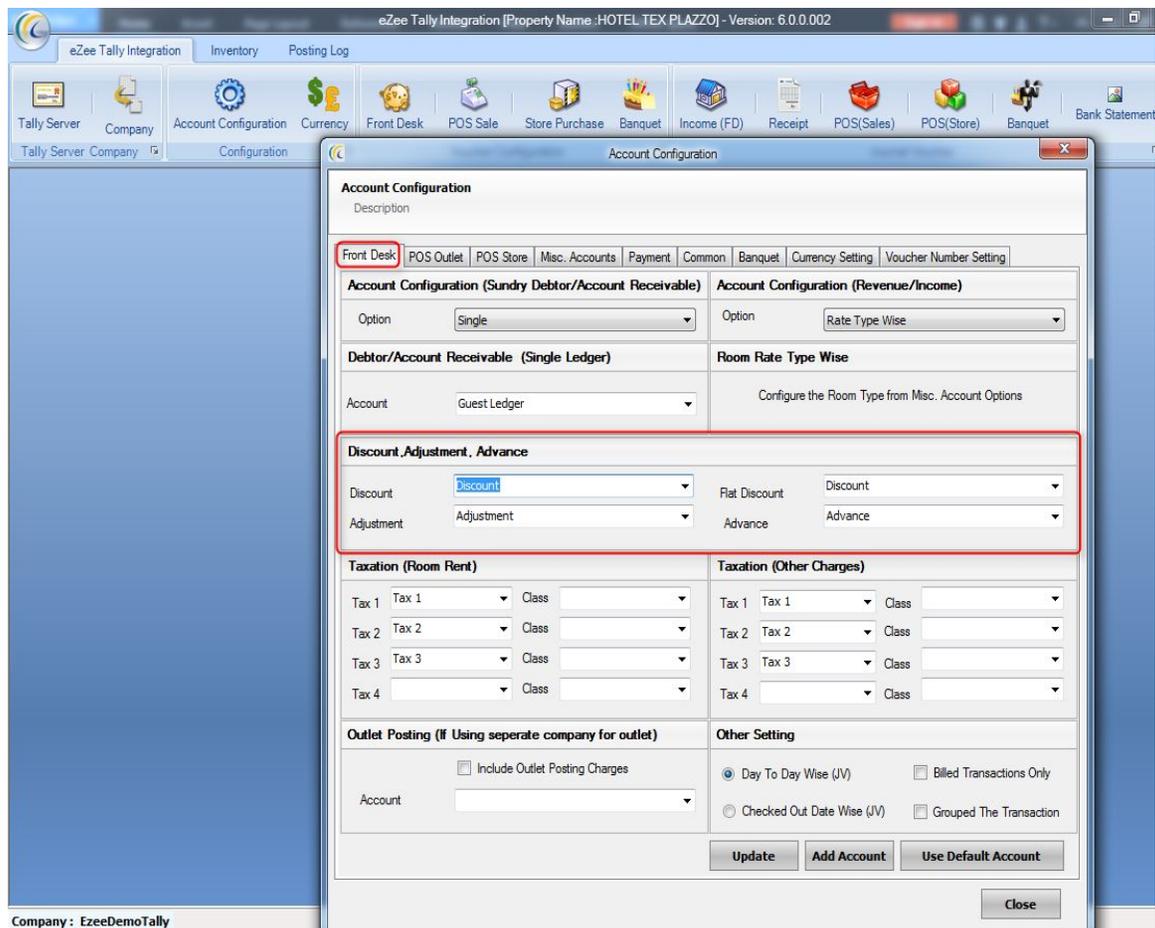
(2)Room wise : The amount will be posted as individual room number wise.

(3)Room Type Wise: The amount will be posted as individual room types created.

(4)Rate Type Wise: The amount will be posted as individual Rate Type created.

\*\* We normally prefer Single Ledger option.

**\* Account Configuration (Discount,Adjustment,Advance)**

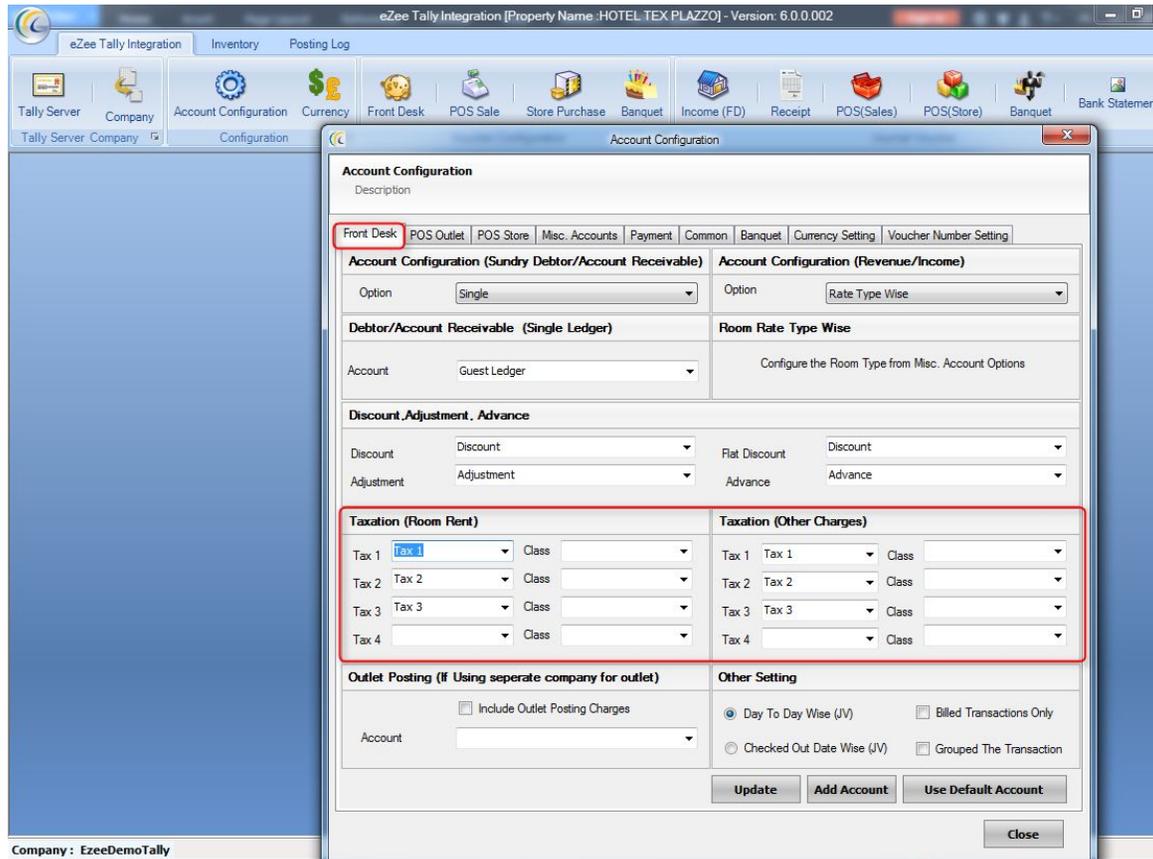


In this section we have to set Discount,Adjustment & Advance options from the drop box.  
Discount : Amount of discount given to the guest during his stay is posted in this account.

Adjustment : Any adjustment amount like round off are posted in this account.

Advance : All advance amount paid by guest are posted in this account.

**\* Taxation (Room Rent), Taxation (other charges)**



In this section you need to select different tax accounts that we charge on room rent. (eg. Luxury Tax, Service Tax.)

Room Rent : The taxes that are applied on room rent.

Other Charges : The taxes that are applied on extra charges that hotel provide.

This are the charges that are not included in room tarrif they are charged separately as per service used by customer.

## \* Other Settings

The screenshot shows the 'Account Configuration' window in eZee Tally Integration. The window title is 'eZee Tally Integration [Property Name: HOTEL TEX PLAZZO] - Version: 6.0.0.002'. The main menu includes 'eZee Tally Integration', 'Inventory', and 'Posting Log'. The toolbar contains icons for 'Tally Server', 'Company', 'Account Configuration', 'Currency', 'Front Desk', 'POS Sale', 'Store Purchase', 'Banquet', 'Income (FD)', 'Receipt', 'POS(Sales)', 'POS(Store)', 'Banquet', and 'Bank Statement'. The 'Account Configuration' window has a 'Description' field and a 'Front Desk' tab. The 'Account Configuration (Sundry Debtor/Account Receivable)' section has an 'Option' dropdown set to 'Single'. The 'Account Configuration (Revenue/Income)' section has an 'Option' dropdown set to 'Rate Type Wise'. The 'Debtor/Account Receivable (Single Ledger)' section has an 'Account' dropdown set to 'Guest Ledger'. The 'Room Rate Type Wise' section has a text field 'Configure the Room Type from Misc. Account Options'. The 'Discount, Adjustment, Advance' section has dropdowns for 'Discount', 'Flat Discount', 'Adjustment', and 'Advance'. The 'Taxation (Room Rent)' section has four rows for 'Tax 1' through 'Tax 4', each with a 'Tax' dropdown and a 'Class' dropdown. The 'Taxation (Other Charges)' section has four rows for 'Tax 1' through 'Tax 4', each with a 'Tax' dropdown and a 'Class' dropdown. The 'Outlet Posting (If Using separate company for outlet)' section has a checkbox 'Include Outlet Posting Charges' and an 'Account' dropdown. The 'Other Setting' section has two radio buttons: 'Day To Day Wise (JV)' (selected) and 'Checked Out Date Wise (JV)'. It also has two checkboxes: 'Billed Transactions Only' and 'Grouped The Transaction'. At the bottom, there are buttons for 'Update', 'Add Account', 'Use Default Account', and 'Close'. The status bar at the bottom left shows 'Company : EzeeDemoTally'.

In this section you can select posting related options.

Day to Day wise(JV) : Select this option if you want to post entries on day to day basis.

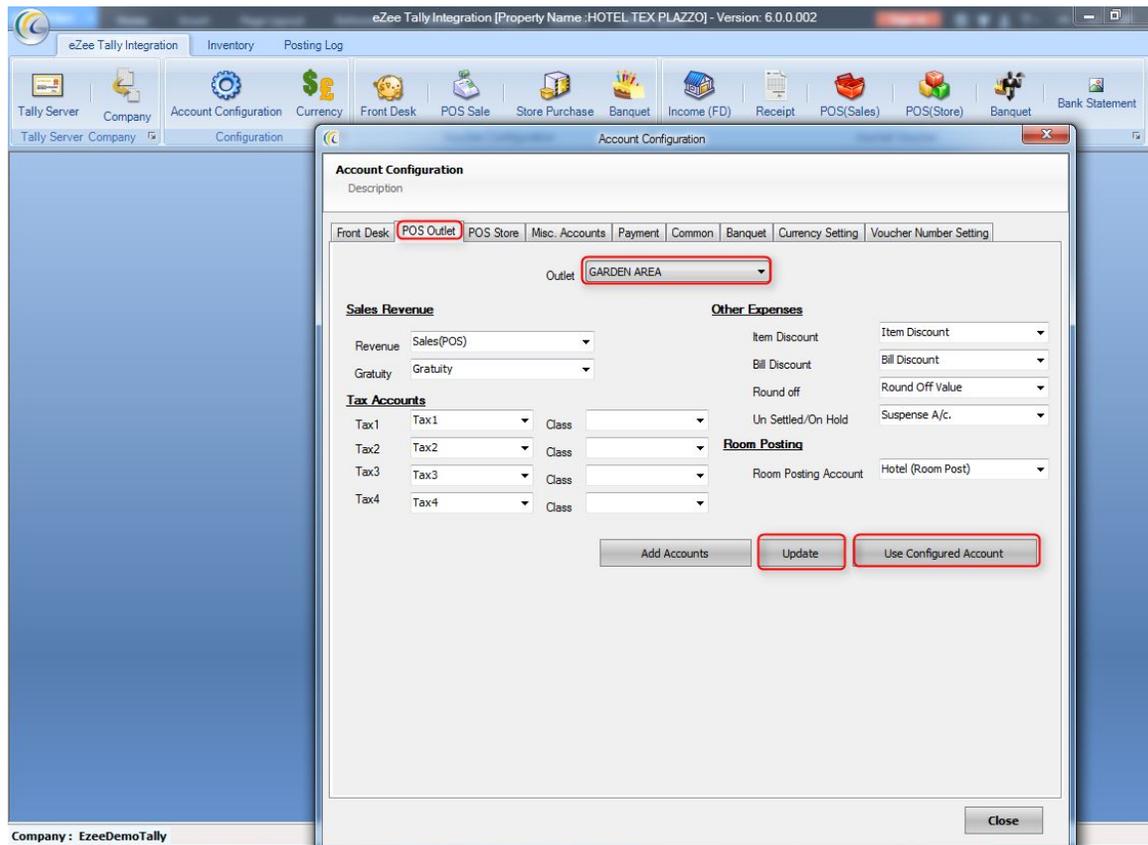
Checked out Date Wise(JV) : Select this option if you want to post entries of only checked out rooms only.

Billed transaction only : Select this option if you want to post billed transactions only.

Outlet posting : If you are using a different company for Pos you can use this option.

## \* Configuring POS Outlet Module

Just as Front Desk we need to configure POS Outlet Module.



## \* Sales Revenue

In this section select revenue posting account.

Revenue : This option is used to post the amount of sales of POS.

Gratuity : This option is used to post the extra amount paid by the customer.  
(eg. Tips paid to the waiters)

## \* Other Expenses

Item Discount : This option is used to post the amount of discount applied per item wise.  
(If we give discount on some items & not whole bill this option is used)

Bill Discount : This option is used to post the amount of the discount applied on the whole bill.

Round off : This option is used to post the amount of Round off, which is used to round

off the bill amount. (eg. Bill amount is Rs. 550.50, than 00.50 will be posted in this account)

Unsettled/On hold : This option is used to post the amount which is not paid by the customer or outstanding amount.

**\* Tax Accounts :**

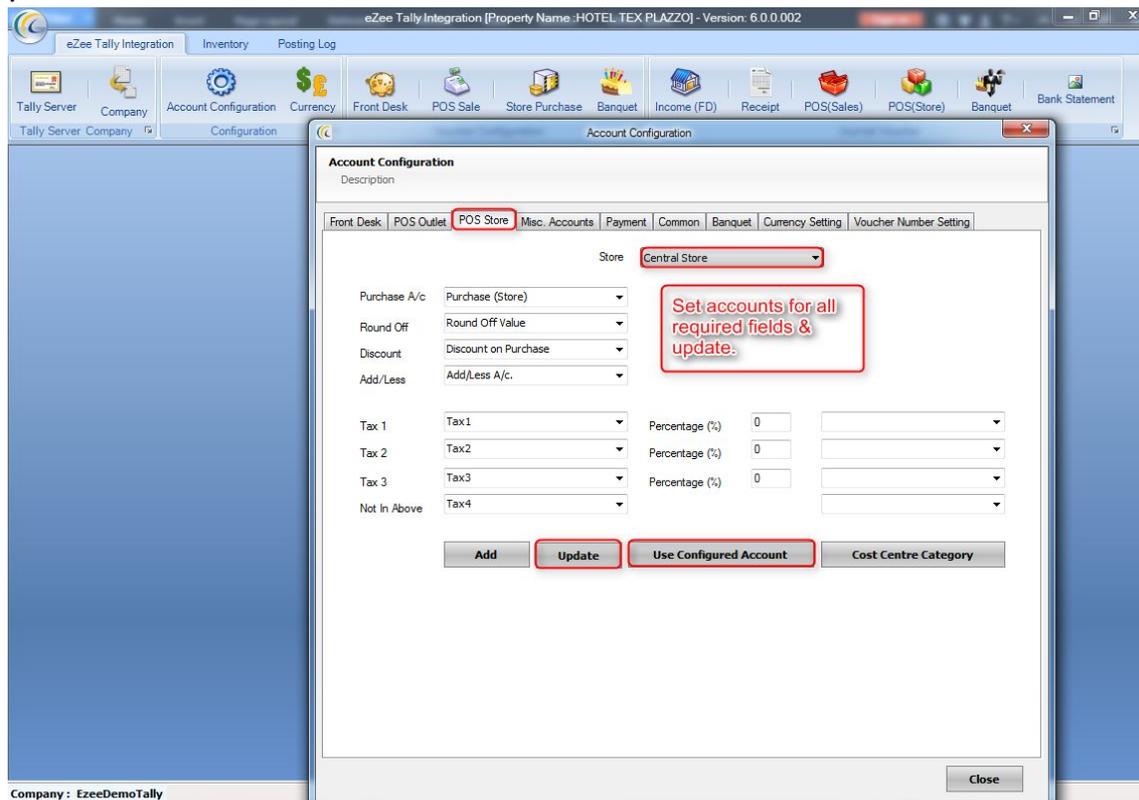
Define different tax accounts in this option to post them in that particular account.

**\* Room Posting :**

If the customer orders item from room than the amount of bill is posted in his room bill, so to get the total amount of orders served in room separate room posting account is created.

**\* Configure POS Store Module :**

Configure this option to post store related entries



**\* Configure Misc Accounts :**

Account Configuration

Description

Front Desk | POS Outlet | POS Store | **Misc. Accounts** | Payment | Common | Banquet | Currency Setting | Voucher Number Setting

Store Item Configuration [ Searching... ]

Reference	Outlet/Store	Heading	Group	Account	Account Group
1	No Charge	Charges			
2	Payment	Payable			
3	Bad Debt	Receivable			
4	Folio Trans	Store Category(COGS)			
5	Staff Acco	Sales Item Group			
		Sales Item Sub Group			
		Store Category(Asset)			
		Rate Type (Room)			
		Room Type			
		Entity (City ledger)			
		Entity (Guest)			
		Loyalty Guest			
		Entity (Vendor)			
		Revenue Separated By Meal Plan			
		Revenue Separated By Break Dow			
		Debtor/AR, Account By Room Nan			
		Revenue By Room Name Wise			
		No Charge Group Name Wise			

Select All  Apply Reset

Account Adjustment Add

Company : EzeeDemoTally

**\* Configure Payment :**

Account Configuration

Description

Front Desk | POS Outlet | POS Store | Misc. Accounts | **Payment** | Common | Banquet | Currency Setting | Voucher Number Setting

Section Front Desk

Sr	Head	Cash	Cheq	Visa	Master Card	Discover	American Express	ATM Card	Account	Account Group
1	Cash								Cash	Cash-in-hand
2	Ched								Cheques & Cards	Bank Accounts
3	Visa								Cheques & Cards	Bank Accounts
4	Master Card								Cheques & Cards	Bank Accounts
5	Discover								Cheques & Cards	Bank Accounts
6	American Express								Cheques & Cards	Bank Accounts
7	ATM Card								Cheques & Cards	Bank Accounts

Select All  Apply Reset

Account Adjustment Add

Company : EzeeDemoTally

**\* Common settings :**

The screenshot shows the 'Account Configuration' window for 'Banquet' in the 'Common' tab. The window title is 'eZee Tally Integration [Property Name :HOTEL TEX PLAZZO] - Version: 6.0.0.002'. The 'Common' tab is selected, and the 'Banquet' sub-tab is active. The 'POS Sale (Revenue Type)' section has 'Revenue By Single Ledger' selected. The 'POS Store Activation' section has 'Activate Cost Center' checked. The 'Common Configuration and Narration setting for All Banquet' section has 'Debtor Mode' set to 'Single' and 'Guest Ledger' set to 'Guest Ledger'. The 'Payment / Receipt' section has 'Pay Type Wise' selected. The 'Front Desk Remark', 'Payment/Receipt Remark', and 'POS Remark' sections have various checkboxes selected. The 'Customer Ref. (Front Desk)', 'Customer Ref. (POS)', and 'Transaction Posting Mode' sections have 'None' selected for 'Ref. No.' and 'Folio No.'. The 'Revenue Separation By' section has 'Meal Plan' selected. The 'Customer Ref. (Store)' section has 'None' selected for 'Ref. No.'. The 'Update' button is highlighted.

**Select POS Sales Revenue type**

**Narration setting for banquet**

**Remarks selection option for FD, Payment & POS**

**Other Settings & entry overwrite options.**

Company : EzeeDemoTally

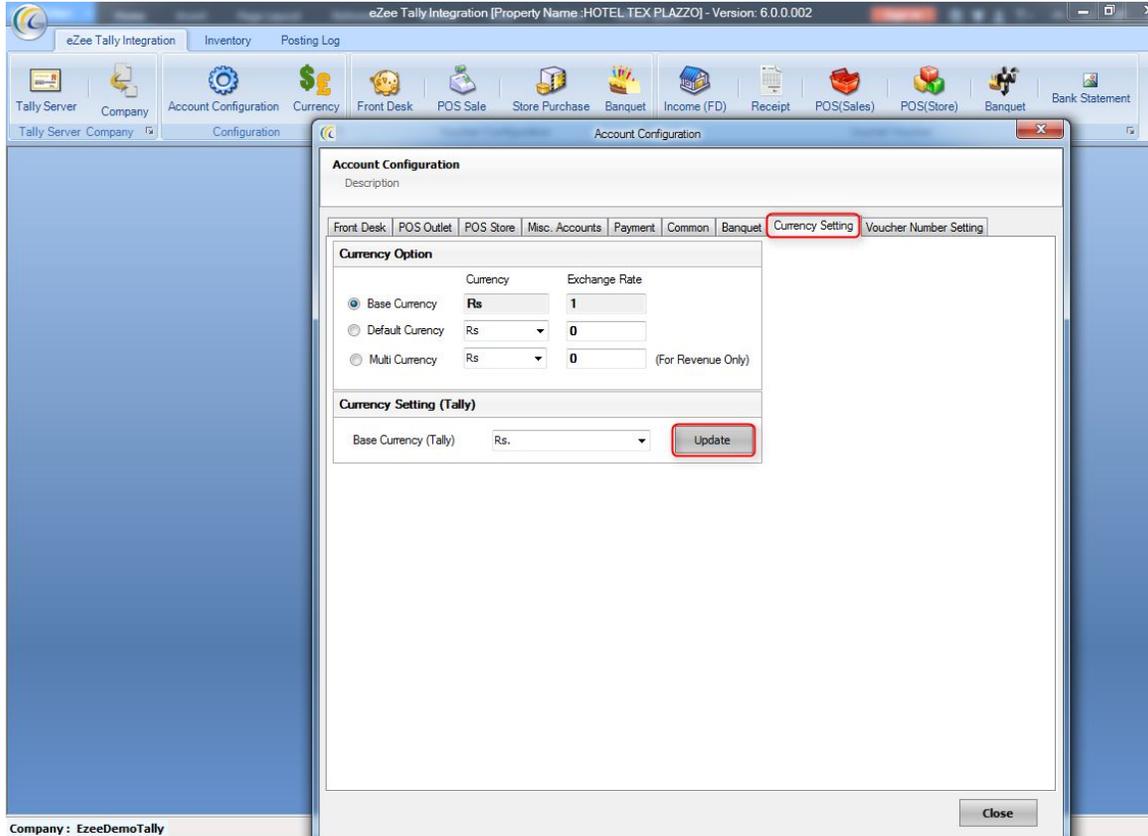
**\* Configure Banquet :**

The screenshot shows the 'Account Configuration' window for 'Banquet' in the 'Banquet' tab. The window title is 'eZee Tally Integration [Property Name :HOTEL TEX PLAZZO] - Version: 6.0.0.002'. The 'Banquet' tab is selected, and the 'BANQUET' sub-tab is active. The 'Banquet' dropdown is set to 'BANQUET'. The 'Revenue & Guest Ledger' section has 'Banquet (Sale)' selected for 'Revenue' and 'Banquet (Guest)' selected for 'Guest Ledger'. The 'Other Expenses' section has 'Discount' selected for 'Item Discount', 'Bill Discount', and 'Round off'. The 'Tax Accounts' section has 'Tax1', 'Tax2', 'Tax3', and 'Tax4' selected for 'Tax' and 'Class'. The 'Update' button is highlighted.

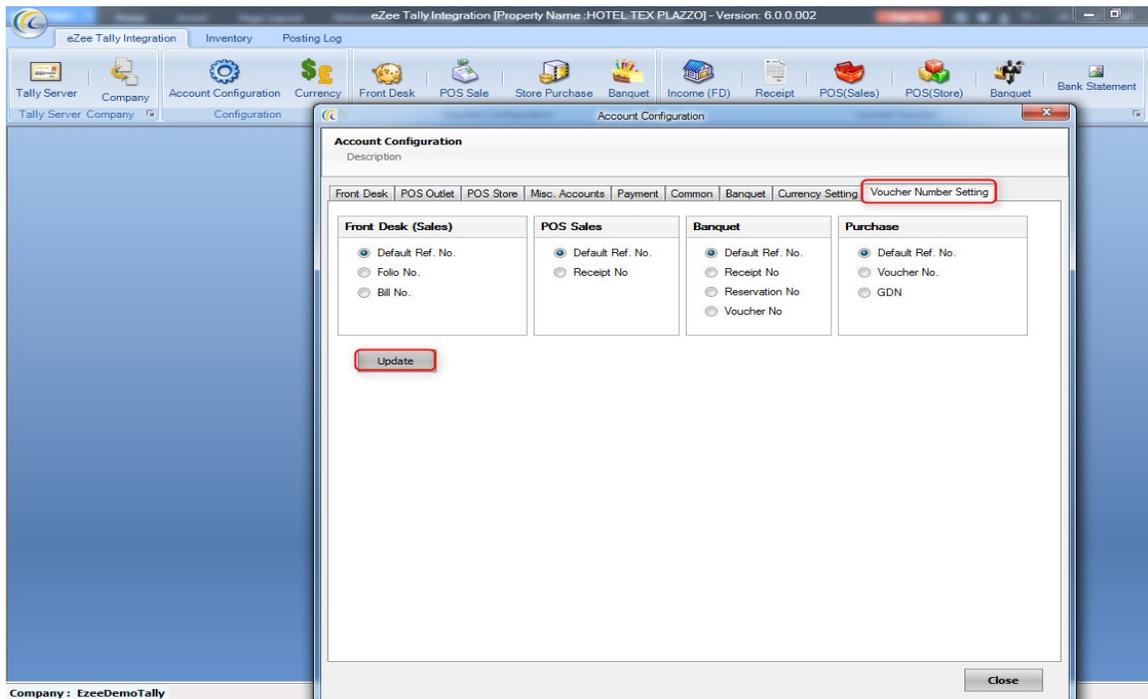
**Set Revenue, Guest Ledger, Tax, accounts & Discount accounts to configure Banquet**

Company : EzeeDemoTally

**\* Currency Setting :**



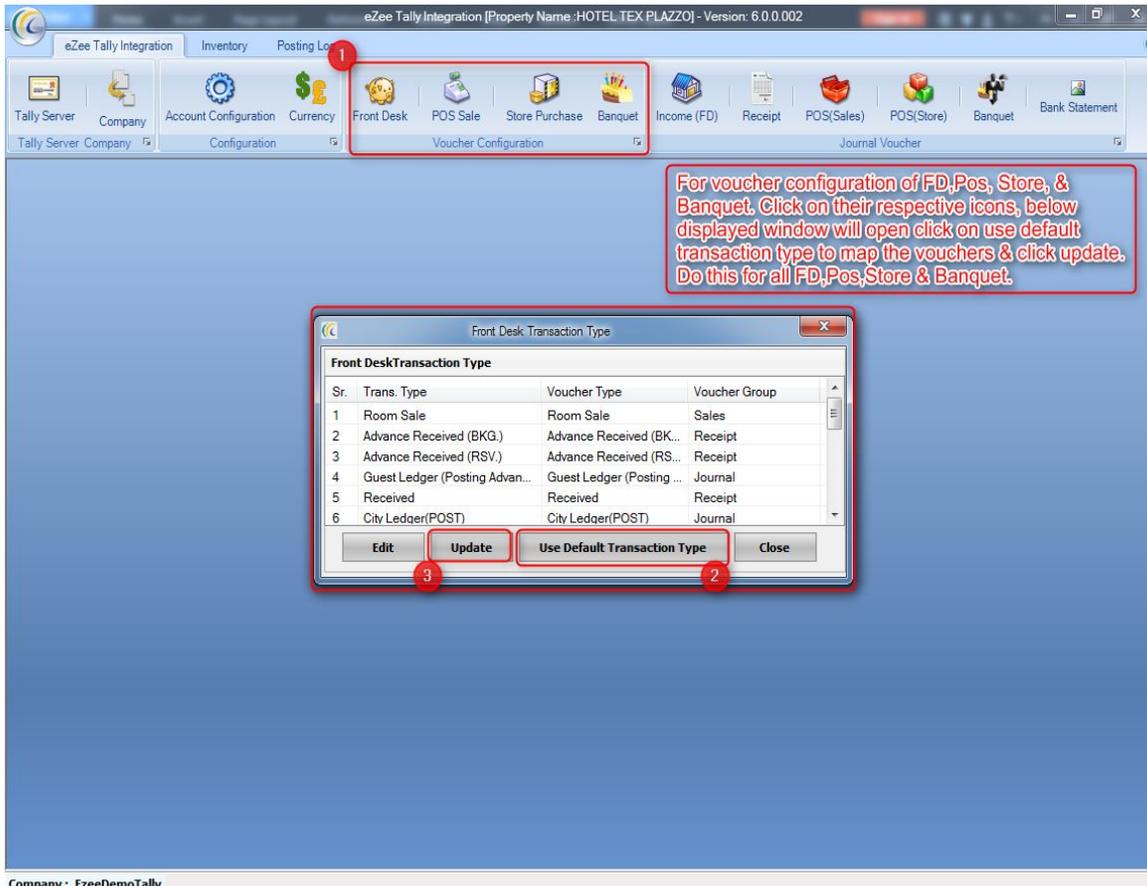
**\* Voucher Number Setting :**



### Step -3

After configuring accounts from Account configuration option, we now need to configure vouchers from Vouchers Configuration tab.

For all Front Desk, Pos Sales, Store purchase & Banquet same procedure is to be followed to map the vouchers as shown in the below image.

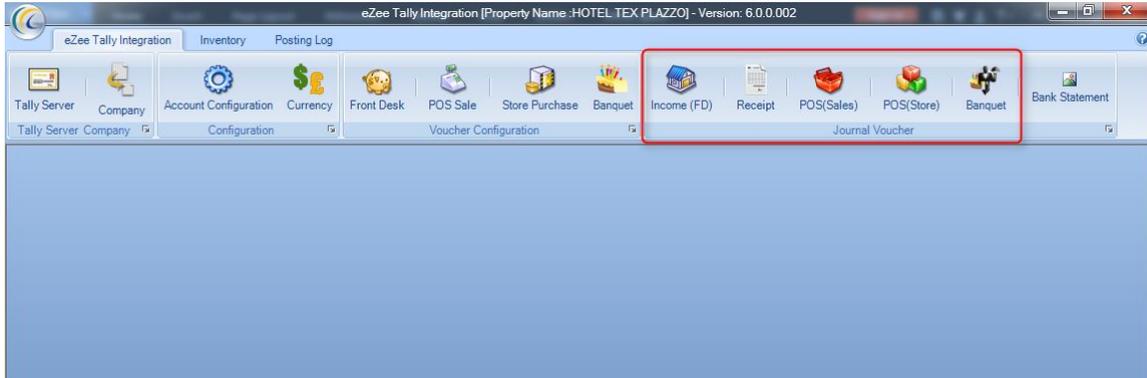


**This are the steps to configure eZeeTally to integrate with Tally software.**

## Step -4

## POSTING JOURNAL VOUCHERS

Now after completing the configuration we are ready to post the entries in Tally Software. So lets see the posting module.



### \* Posting of Income(FD)

Perform the below steps showed in the image for all other transaction posting i.e RECEIPT, POS(SALES), POS(STORE) & BANQUET.

The screenshot shows the 'Front Desk (Income)' window in the eZee Tally Integration software. The window title is 'Front Desk (Income)'. The search criteria section includes 'Date From' (08-10-2015) and 'To' (08-10-2015), 'Trans. Type' (Room Sale), and 'Billed Transactions Only' (unchecked). The 'Voucher List' table is highlighted with a red box and contains the following data:

Sr.	Ref.Type	Ref.No.	Date	Folio No.	Bill No.	Room	Rate Type	Guest	Status	Exclude
1	Room Sale	3151008	08-10-2015	3		102 (DEL...	RAKE RATE	HARDIK PATEL		
2	Room Sale	4151008	08-10-2015	4		106 (DEL...	RAKE RATE	RAMESH SHA...		

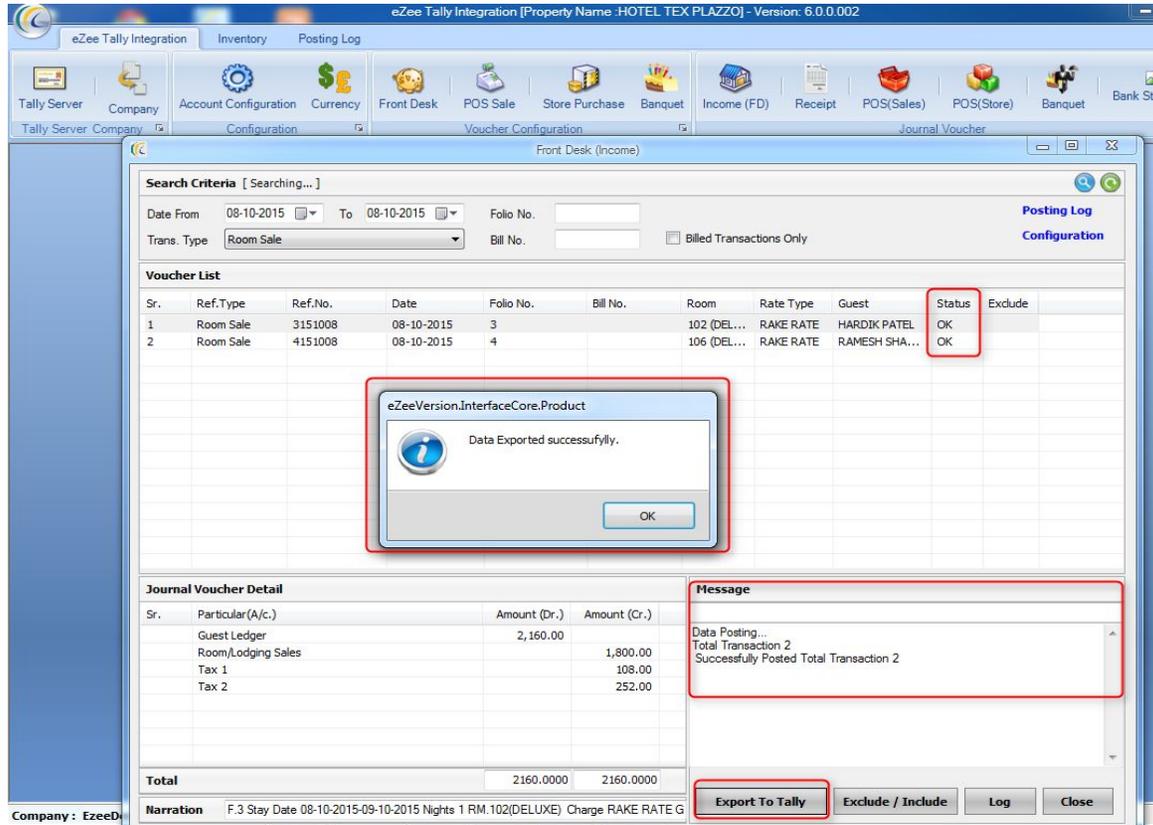
Two red boxes with arrows point to the voucher list. The first box contains the text: 'Selecting a particular transaction from above list will display the details of that transaction.' The second box contains the text: 'Transactions of particular date selected will be displayed here.'

The 'Journal Voucher Detail' section is also highlighted with a red box and contains the following data:

Sr.	Particular (A/c.)	Amount (Dr.)	Amount (Cr.)
	Guest Ledger	2,160.00	
	Room/Lodging Sales		1,800.00
	Tax 1		108.00
	Tax 2		252.00
<b>Total</b>		<b>2160.0000</b>	<b>2160.0000</b>

The 'Message' section is empty. The 'Export To Tally' button is highlighted with a red box and labeled with a red circle containing the number 5. The 'Narration' field contains the text: 'F.3 Stay Date 08-10-2015-09-10-2015 Nights 1 RM.102(DELUXE) Charge RAKE RATE G'.

Successfully posting of transactions image.



\* You cannot delete the posted transactions from eZeeTally, you have to manually delete them from Tally software. You can only clear log in eZeeTally interface.

