

Step - 1 Install eZee Software on client machine, on which you want to use eZee export data process for accounting software.

Step - 2 Install eZeeFD\_CSV\_Setup.exe file on the client machine

Step - 3 Copy, ImportFileJV and Master XLS file in eZee Application folder.

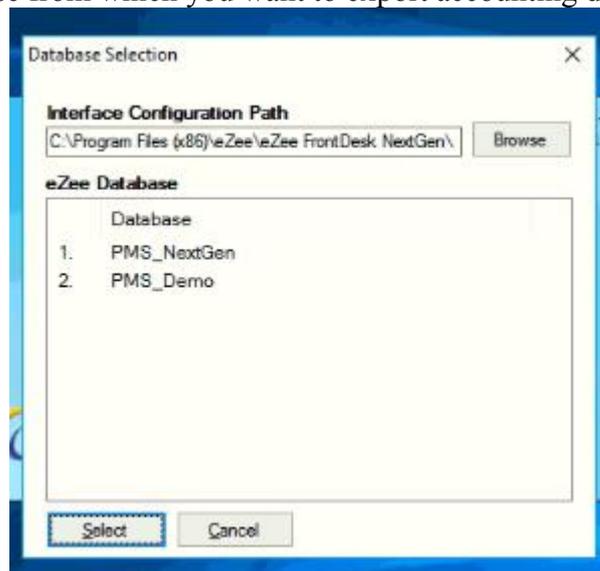
What is Master XLS file?

Master Data file - This is the master file from the accounting software with details in concerns with the account mappings like, COA, Debtors, JournalType, Currency, Company, Customer this are the information available in this file.

What is ImportFileJV file?

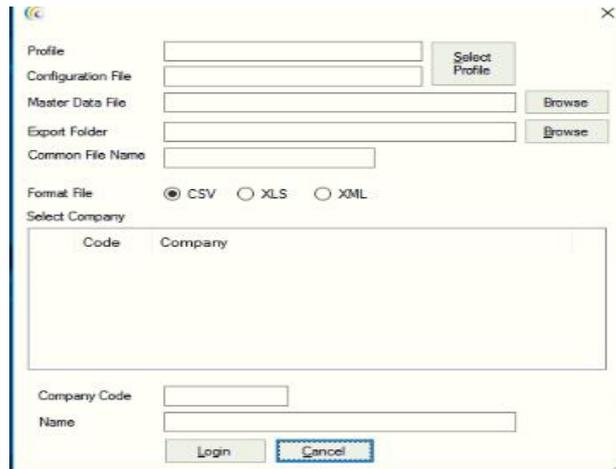
ImportFileJV - This is standard JV format which we require to map during JV exports.

Step - 4 Select the database from which you want to export accounting data

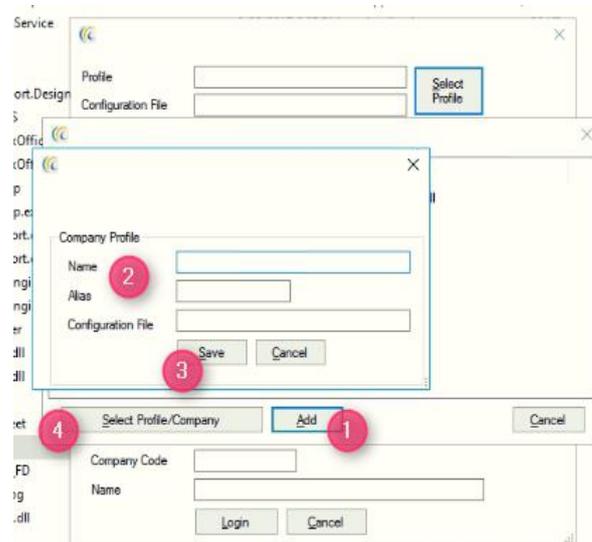


Step - 5 Login in the application with eZee user names.

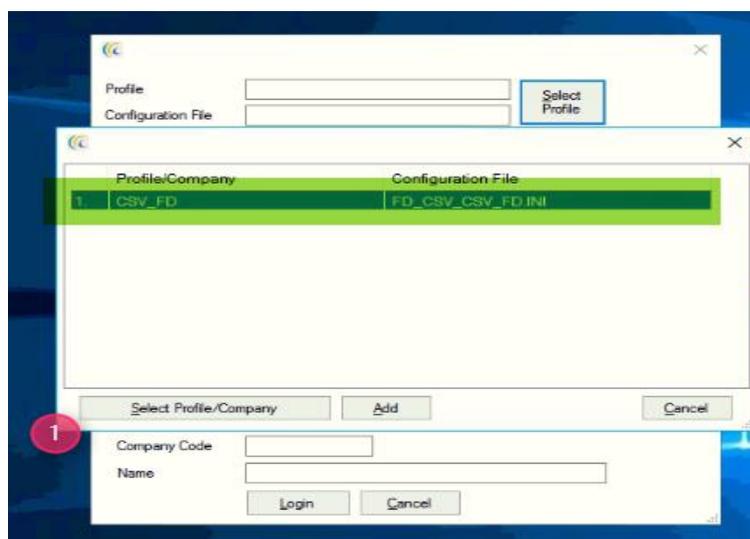
Step - 6 Configure profile, like if you are managing multiple company data in the accounting system, by click on the Select profile. It is required to create at least one profile to be able to use this interface.



Step - 7 Click on Add and configure new profile with Name and Alias of the Profile.



Step - 8 After creating the profile, you can login or change the profile by clicking on the select profile button. Every-time, we have to select a profile while entering in the software.



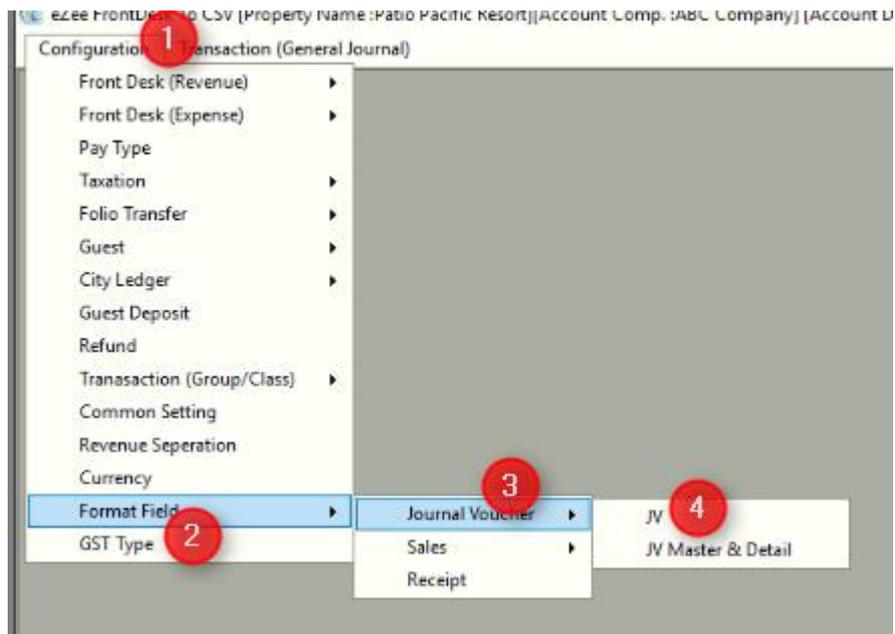
Step - 9 After selecting a profile, mentioned below points are for single time configuration for this profile mode. Like wise, if we select the same profile in future, it will fetch these details.

1. Master Data file - This is the file which we have kept in eZee folder in step-3 in eZee application folder, so select the same file details.
2. Export Folder - Select the path where you want to export the data from this interface.
3. Common File Name - This is the file name, in which the selected file format will be exported using this interface.
4. Select the company - System will take this company name from the Master data file
5. And login in the interface.

The screenshot shows a configuration window with the following fields and controls:

- Profile:** CSVFile\_FD
- Configuration File:** C:\Program Files (x86)\eZee\ezee FrontI
- Master Data File:** (Empty field with callout 1) [Browse]
- Export Folder:** (Empty field with callout 2) [Browse]
- Common File Name:** (Empty field with callout 3)
- Format File:**  CSV  XLS  XML
- Select Company:** A table with two rows: (1, 1, ABC Company) and (2, 2, DEF Company). Callout 4 points to the second row.
- Company Code:** (Empty field)
- Name:** (Empty field)
- Buttons:** Login (with callout 5) and Cancel

Step - 10 Format for the exported file, we can configure from Configuration >> Format Field >> Journal Voucher >> JV and we can manage the format of the exported file.



Step - 11 Format of the JV, we can select the which data need to show in the which field/column. Also, SAP requirement, they need 2 header name on the Top. For the same we require to enter the count equal to 3, according to that it will show header line 2 times.

JV Format File

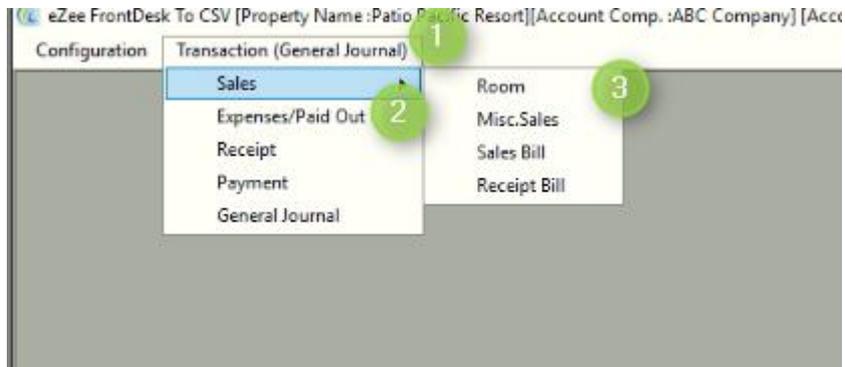
Detail Grid

ColumnName	Custom Name	Default	ColOrder	Visible	Sort	Format
AccTypeCode	AccTypeCode		0	<input type="checkbox"/>	0	
Account TypeName	Account TypeName		0	<input type="checkbox"/>	0	
RefNo1	RefNo1		0	<input type="checkbox"/>	0	
RefNo2	RefNo2		0	<input type="checkbox"/>	0	
Total/Amount	Total/Amount		0	<input type="checkbox"/>	0	
BatchNo	BatchNo		0	<input type="checkbox"/>	0	
TaxType	TaxType		0	<input type="checkbox"/>	0	
AmountDrCr	AmountDrCr		0	<input type="checkbox"/>	0	
AliasDrCr	DR/CR		0	<input type="checkbox"/>	0	
DocumentNo	DocumentNo		0	<input type="checkbox"/>	0	
Expression3	Manish	{Total/Amount} + '+' + {...	0	<input type="checkbox"/>		
Expression2	ParentKey		1	<input checked="" type="checkbox"/>	0	#Sr
Expression1	LineNum		2	<input checked="" type="checkbox"/>	0	#Sr_det
AccCode	AccountCode		3	<input checked="" type="checkbox"/>	0	
AmountDr	Debit		4	<input checked="" type="checkbox"/>	0	
AmountCr	Credit		5	<input checked="" type="checkbox"/>	0	
VoucherDate	DueDate		6	<input checked="" type="checkbox"/>	0	yyyyMMdd
Narration	LineMemo		9	<input checked="" type="checkbox"/>	0	

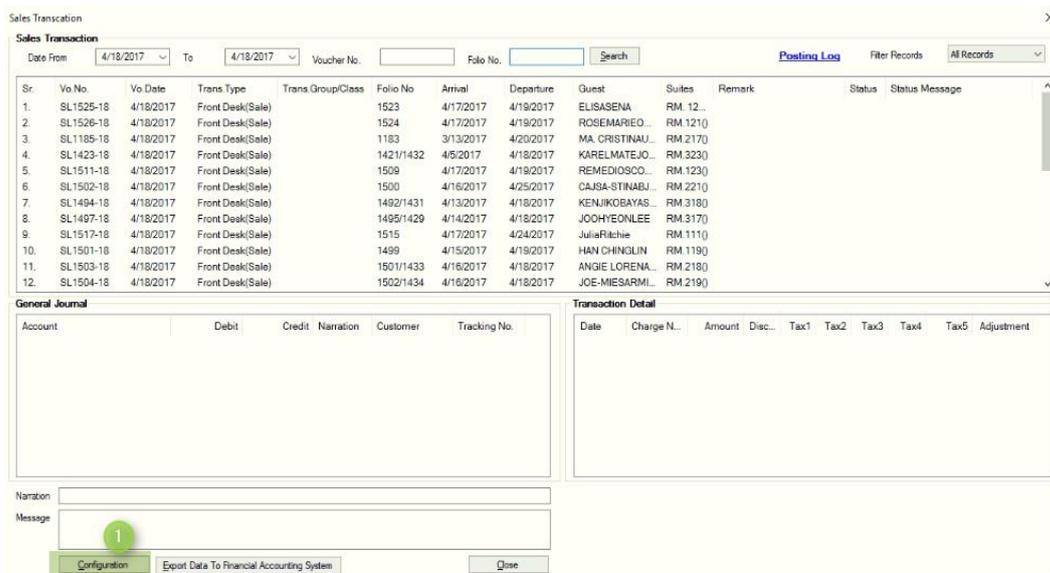
\*Insert a blank row and enter a default column you want to enter    Header Print  Summary    Save    Cancel

After configuring of this JV details, click on save and it will restart the interface.

Step - 12 Till now, we are done with the export file and interface configuration. Further, we will go to next level to export the data, from Transaction(General Voucher) >> Sales >> Room. It will show us the transaction lists and we can fetch the sales data which we have to export from the interface within date range.



Step - 13 After fetching the sales data, we have to map with each ledger accounts from the configuration.



Step - 14 We have to map each data ledgers like, Room revenue, Tax, other charges etc.

## Room Revenue mapping step - 1

The screenshot displays the 'Sales Transaction' window with a search for folio number 1523. Below it, the 'General Journal' window shows a mapping of debits and credits to account names. A red arrow points from the 'Room Charges' entry in the General Journal to the 'Room Ch.' entry in the Transaction Detail table.

Account	Debit	Credit	Narration	Customer	Tracking No.
Front Desk (Revenue)	4150.00			ELISA SENA	
Room Charges		3705.00			
Extra Charges		445.00		ELISA SENA	

Date	Charge N...	Amount	Disc...	Tax1	Tax2	Tax3	Tax4	Tax5	Adjustment
4/18/2017	Room Ch...	3705.35	0	444	0	0	0	0	0
4/18/2017	Complim...	0.01	0	0	0	0	0	0	0
<b>Total</b>		<b>3705.37</b>	<b>0.00</b>	<b>444</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

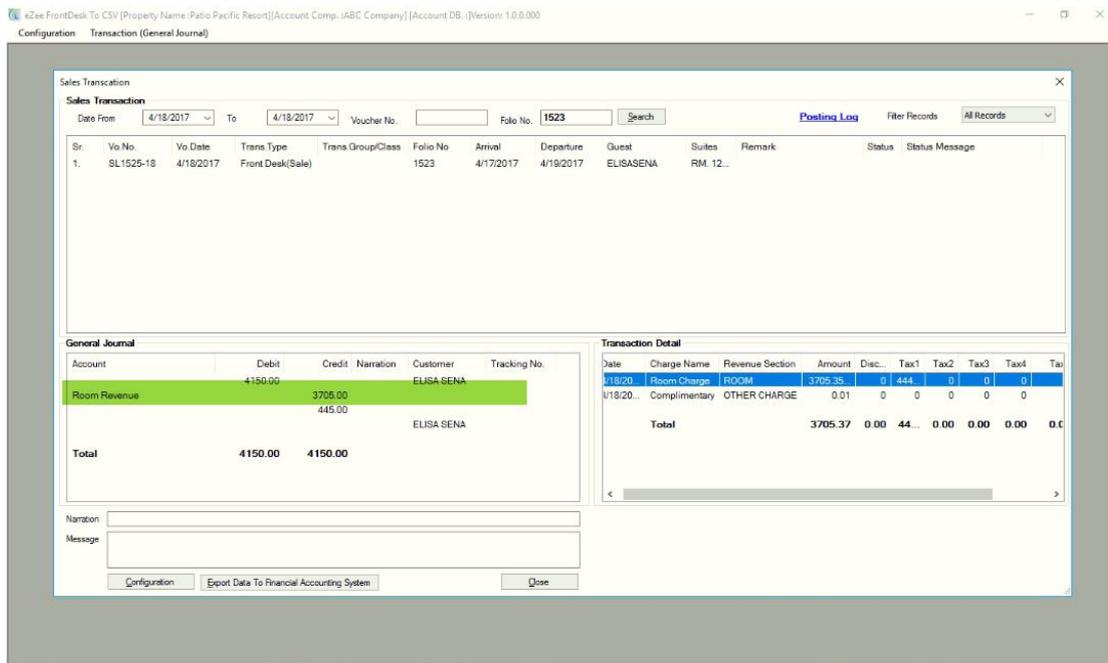
## Room Revenue mapping step - 2

The screenshot shows the 'Room Revenue Configuration' window with several numbered callouts (1-7) indicating key steps. A 'Transaction Detail' window is also open, showing a list of accounts and their descriptions. A red arrow points from the 'Room Revenue' checkbox in the configuration window to the 'Room Revenue' entry in the Transaction Detail table.

Type	Code	Account Name	Account Type	Departure	Guest	Suites	Remark	Status	Status Message
<input checked="" type="checkbox"/> Room Revenue				4/19/2017	ELISASENA		RM 12..		

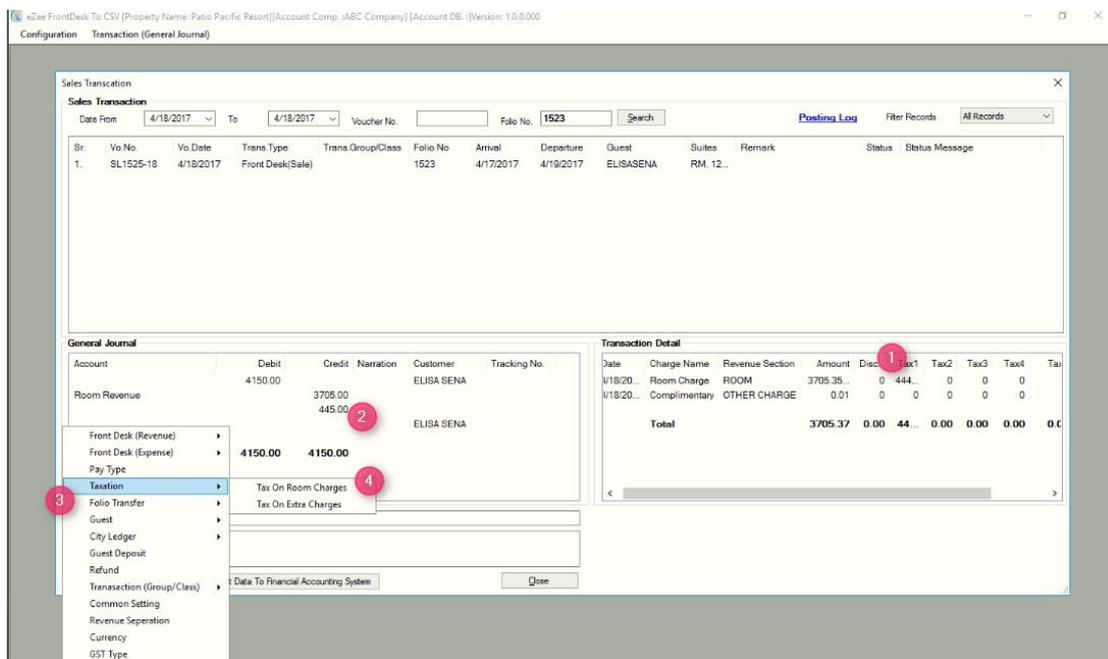
Sr.	Code	Name/Description	Code(Account Type)	Account Type	Code(Parent)	Description(Parent)
1	8	A/R - Cheque Clearing	Cheque			
2	4020108	Breakfast - Meal Plan	SR 6	Front Office		
3	36	Credit Card Clearing - Amex	Credit Card			
4	35	Credit Card Clearing - Master	Credit Card			
5	34	Credit Card Clearing - Visa	Credit Card			
6	4010109	Disc & Allow - Room	SR 6	Front Office		
7	4010109	Disc & Allow - Room	SR 6	Front Office		
8	4010109	Disc & Allow - Room	SR 6	Front Office		
9	4030109	Disc & Allow - Room	SR 6	Room Services		
10	4010109	Disc & Allow - Room	SR 6	Laundry		
11	4010109	Disc & Allow - Room	SR 6			
12	4010110	Extra Bed	SR 6	Front Office		
13	16	Extra Transfers				

### Room Revenue mapping step - 3



Like wise, we have to map, each ledger fields like Tax, from below mentioned steps and as well for Common configuration, in which we have the options for City ledger posting, remarks etc.

### Tax configuration step - 1



### Tax configuration step - 2

zSee FrontDesk To CSV [Property Name: Pato Pacific Resort][Account Comp: ABC Company][Account DB: ] [Version: 1.0.0.000]

Configuration Transaction (General Journal)

Sales Transaction

Date From: 4/18/2017 To: 4/18/2017 Voucher No: Folio No: 1523 Search Posting Log Filter Records All Records

Sr.	Vo No.	Vo Date	Trans Type	Trans Group/Class	Folio No	Arrival	Departure	Guest	Suites	Remark	Status	Status Message
1.	SL1525-18	4/18/2017	Front Desk(Sale)		1523	4/17/2017	4/19/2017	ELISASENA	RM. 12.			

General Journal

Account	Debit	Credit	Narration	Customer	Tracking No.
	4150.00			ELISA SENA	
Room Revenue		3705.36			
GST Output tax		445.00		ELISA SENA	
<b>Total</b>	<b>4150.00</b>	<b>4150.00</b>			

Transaction Detail

Date	Charge Name	Revenue Section	Amount	Disc.	Tax1	Tax2	Tax3	Tax4	Tax5
4/18/20...	Room Charge	ROOM	3705.35...	0	444...	0	0	0	0
4/18/20...	Complimentary	OTHER CHARGE	0.01	0	0	0	0	0	0
<b>Total</b>			<b>3705.37</b>	<b>0.00</b>	<b>444...</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Narration: Message:

Configuration Export Data To Financial Accounting System Done

### Common configuration fields:

Common Configuration

Remark/Narration (Front Desk Income)

Ref. No  
 Ref. Date  
 Folio Number  
 Guest  
 Room Name, Room Type  
 Night (s)  
 Bill No.  
 Business Source  
 Revenue  
 Check In/Check Out Date  
 Charge Remark

Revenue Separation  
 Break Down  Meal Plan  None

Save

Remark/Narration (Payment/Receipt)

Folio No  CV  
 Bill No.  Room Name, Type  
 Receipt No  
 Cheque No.  
 Card  
 Booking Date  
 Guest Name  
 Rcvd./Paid By  
 Receipt Date  
 Bank Detail  
 Business Source

Customer Ref.

Ref. No.  Bill No.  
 Folio No.  None

Transaction Type For General Journal  
 Daily  Checked Out  
 Daily Summary

Billed Transactions Only  
 Grouped The Transaction  
 Show City Ledger In Receipt

In Ref. No. Date Count out of 8: 2

Transaction Type For A/R  
A/R Ref. No.  
 Ref. No.  Bill No.  Folio No.  None

A/R Sales Invoice Date By City Ledger  
 A/R Payment Both FD & POS  
 A/R Payment without knock off

A/R Account  
 Guest Ledger  City Ledger

A/R Sales  
 Single Line  Detail Line

Noof Digt After Decimal Point: 2  
 First Name Then Last Name  
 Tax Before Decount

Tax1 Caption  
Tax2 Caption  
Tax3 Caption  
Tax4 Caption  
Tax5 Caption

### Guest Ledger mapping:

zSee FrontDesk To CSV [Property Name: Pato Pacific Resort][Account Comp: ABC Company][Account DB: ] [Version: 1.0.0.000]

Configuration Transaction (General Journal)

Sales Transaction

Date From: 4/18/2017 To: 4/18/2017 Voucher No: Folio No: 1523 Search Posting Log Filter Records All Records

Sr.	Vo No.	Vo Date	Trans Type	Trans Group/Class	Folio No	Arrival	Departure	Guest	Suites	Remark	Status	Status Message
1.	SL1525-18	4/18/2017	Front Desk(Sale)		1523	4/17/2017	4/19/2017	ELISASENA	RM. 12.			

General Journal

Account	Debit	Credit	Narration	Customer	Tracking No.
Guest Ledger	4150.00			ELISA SENA	
Room Revenue		3705.36			
GST Output tax		444.64			
Front Desk (Revenue)	0.01	0.01		ELISA SENA	
Front Desk (Expense)					
Pay Type	4150.01	4150.01			
Taxation					
Folio Transfer					
Guest			Account Receivable		
City Ledger			Customer (Guest)		
Guest Deposit					
Refund					
Transaction (Group/Class)					
Common Setting					
Revenue Separation					
Currency					
GST Type					

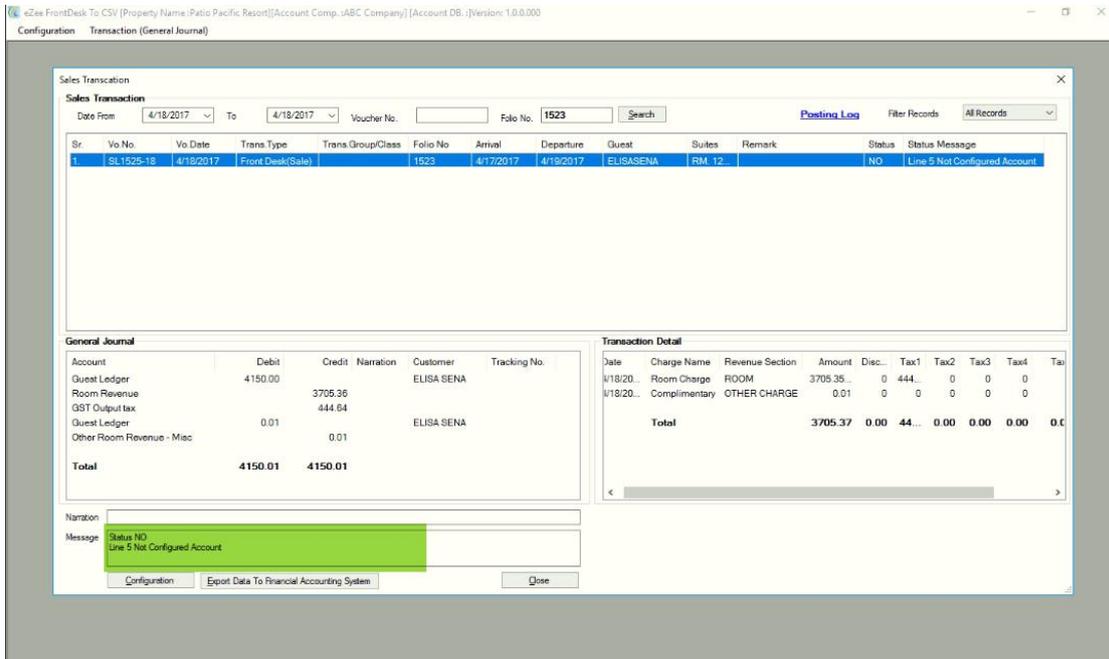
Transaction Detail

Date	Charge Name	Revenue Section	Amount	Disc.	Tax1	Tax2	Tax3	Tax4	Tax5
4/18/20...	Room Charge	ROOM	3705.35...	0	444...	0	0	0	0
4/18/20...	Complimentary	OTHER CHARGE	0.01	0	0	0	0	0	0
<b>Total</b>			<b>3705.37</b>	<b>0.00</b>	<b>444...</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

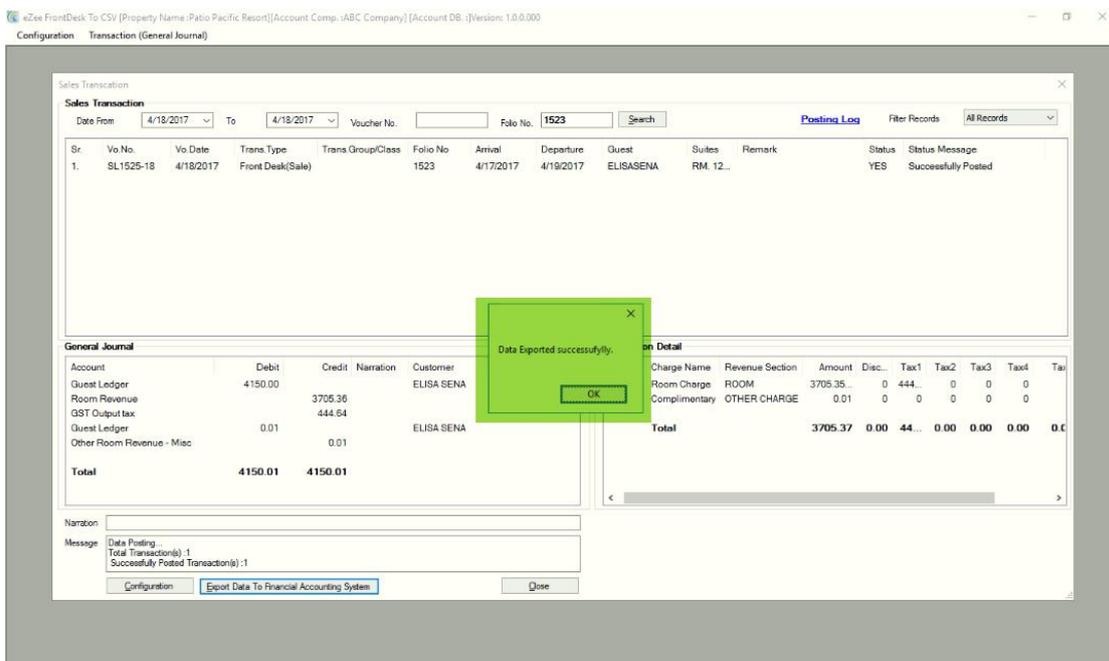
Export Data To Financial Accounting System Done

Step - 15 After mapping of the each ledger fields, export the data by clicking on export data to accounting software.

Step - 16 While exporting the file, if any ledger mapping is not done, in that case interface won't export the file and in the logs it will show the mapping details, as which fields are pending for mapping mentioned in below screen shot.



Step - 17 After succession of each ledger mapping, it will export the file with the message data export successfully.



Step - 18 We can find exported file in the path which we have configured in step # 9.