



eZee Front Desk Next Gen - Property Management Software

Forex Module Manual

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Forex module will help you if you do not support more than 1 or 2 currencies in your property. You can keep a track of currencies you are buying and selling from the customers, the rates related to them. This is a very simple module and the basic configuration of it is covered in this manual.

Forex Configuration

Base Currency

New Base Currency

User can add different currency option available as provided by the property to their guests.

- ❖ Enter all information such as Country, Currency, Sign and press 'Save Button', to add a new Base Currency

Base Currency List

Shows a list of all the Base currency you accept from the guests; whereas a guest can pay in multiple currencies.

- ❖ **New:** Helps you define a new 'Base Currency'.
- ❖ **Edit:** You can edit a previously added 'Base Currency'.
- ❖ **Delete:** Helps you delete a base currency from the list.
- ❖ **Close:** Closes the 'Base Currency list' window.

Exchange Rate:

As in the hospitality industry, we have guests coming from all over the world; they all use different currency existing in their country. Some guests carry USD with them as they think it is accepted worldwide. With the help of exchange rate you can define the exchange rate of their currency with your base currency.

New Exchange Rate:

User can define the exchange rates for a particular currency option provided to their guests, with the option of Buying and Selling Rates of the Currency.

- ❖ **Country:** Select the country you want to add to exchange the Currency Rate.
- ❖ **Currency:** Select the Currency of the particular country.
- ❖ **Sign:**
- ❖ **Sign As:** Select whether the currency sign to be added as Prefix or Suffix.
- ❖ **Decimal Places:** Add the number of digits you want after the decimal point.
- ❖ **Base Currency:** Select the base currency you want to exchange the rate with.
- ❖ **Buying Rate:** Define the buying rate of the particular currency as compared to the base currency you select.
- ❖ **Selling Rate:** Define the selling rate of the particular currency as compared to the base currency you select.

Exchange Rate List:

Shows a list of all the Base currency you accept from the guests along with their exchange rates; whereas a guest can pay in multiple currencies.

- ❖ **New:** Helps you define a new 'Exchange rate' for a Base currency.
- ❖ **Edit:** You can edit a previously added 'Exchange rate'.
- ❖ **Delete:** Helps you delete an Exchange rate from the list.
- ❖ **Close:** Closes the 'Exchange rate list' window.

Forex Transaction

Buy Currency

Helps you to buy a different currency from your guests, in exchange of your base currency which you provide in your property.

Buy Currency:

You can add all the details about the currency you buy from your guest, and can add the service charge you charge for the service you provide.

- ❖ **Date:** Select the date on which you buy the currency.
- ❖ **Name:** Add the name of the person from whom you buy the currency.
- ❖ **Amount:** Select the amount you buy, select the currency which you buy and the exchange currency, which will show you the amount.
- ❖ **Service Charge:** Select the service charge you want to add, either in amount or percentage.
- ❖ **Total Amount:** Shows you the total amount after deducting the service charge amount.
- ❖ **Remark:** Add a remark you want to add to the buying of currency.

Buy Currency

Currency Exchange Information

Date: 04/05/2011 1 BD = 0.965 RO

Name: _____

Amount: 0.00 BD To RO / 1.03626943 = 0.000 RO

Service Charge: 0.00 % 0.000

Total Amount: 0.000 RO

Remark: _____

Save Close

Buy Currency List:

Shows you a list of all currencies you have bought.

- ❖ **New:** Helps you add information for a new currency you buy.
- ❖ **Edit:** You can edit a previously added 'bought currency'.

Note: You cannot change the name of the person you bought the currency from, or neither the Base currency nor the exchange currency.

- ❖ **Delete:** Helps you delete a record of the bought currency.
- ❖ **Close:** Closes the 'Currency Buying' window.

Sell Currency:

Helps to you sell different currency to your guests, in exchange of your base currency available in your property.

Sell Currency:

You can add all the details about the currency you sell to your guest, and can add the service charge you charge for the service you provide.

- ❖ **Date:** Select the date on which you sell the currency.
- ❖ **Name:** Add the name of the person to whomsoever you sell the currency.
- ❖ **Amount:** Select the amount you sell, select the currency which you sell and the exchange currency, which will show you the amount.
- ❖ **Service Charge:** Select the service charge you want to add, either in amount or percentage.
- ❖ **Total Amount:** Shows you the total amount after deducting the service charge amount.
- ❖ **Remark:** Add a remark you want to add to the selling of currency.

Sell Currency List:

Shows you a list of all currencies you have sold.

- ❖ **New:** Helps you add information for a new currency you sell.
- ❖ **Edit:** You can edit a previously added 'Sold currency'.
- ❖ **Note:** You cannot change the name of the person you sold the currency to, or neither the Base currency nor the exchange currency.
- ❖ **Delete:** Helps you delete a record of the sold currency.
- ❖ **Close:** Closes the 'Currency Selling' window.