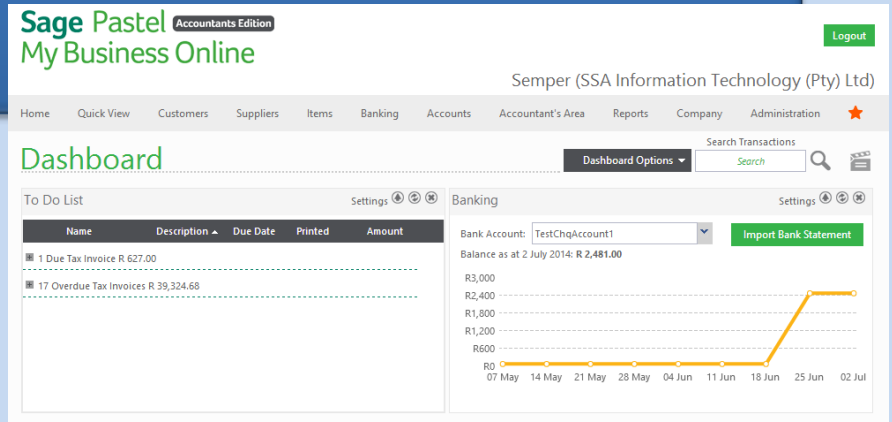
Welcome

Sage One Accounting Integration

Semper Integration Principles



Semper Integration Principles

Within your Semper system you record and manage all transactions such as sales, expenses and receipts by recording them on reservations, directly on a debtor account or within your point of sale system. Sales are invoiced and outstanding debt managed via the semper debtors system.

A timeframe must be selected that determines a period before transactions get exported to the Sage One Accounting system. This period is user selected and can be any length of time such as daily, weekly or monthly.

At the end of the period, your perform a user function called a "Close".
With this action the Semper system allocates a unique number to the period and marks all invoices (including all transactions on the invoice) as well as un-invoiced payments (receipts), credit notes and any write-offs that fall within the period.

Once marked, transactions and invoices are fixed and cannot be altered.

These transactions are then Posted to the Sage One accounting system.
Note: Product items on invoices are summarized when uploaded. E.g. if an invoices contains 10 accommodation transactions (one for every night) then this will be summarized into one transaction when uploaded (this reduces the volume of information uploaded).

For Suppliers a single invoice entry is uploaded for every GRV recorded in Semper, if your "Exclude Suppliers & GRV's" setting is not on for your venue.

Once posted the debtors system within Semper must balance with the debtors in Sage One. Use the Customer Balances – Days Outstanding report from Sage One to make sure your sage amounts balance with the All Debtors report in Semper.

Semper Integration Principles

All entities used within Semper to perform your daily operation tasks are defined and managed in Semper. (E.g. Products, Companies, Suppliers etc.)

These entities are then uploaded to Sage One.
Some happen automatically during the Post and others are user activated as described below.

Any change to these entities (E.g. company contacts added, address changed etc.) are performed within Semper. These changes are then uploaded to Sage One.
Some entities will automatically be uploaded during the next Post (Company debtors and suppliers) and all others such as product definitions are uploaded manually using the GL Mapping function in Semper.

Semper Integration Principles

Semper

Debtor accounts

On the Post function all company debtors will be exported if transactions exist for the debtor when the close was performed. If they don't exist, they will be created in Sage One and if they do exist they will be updated.

For Guest debtors (this is dependant on whether you post in Summary or not (see Venue Settings)):

- Each reservation where transactions exist in the close will become a debtor in Pastel. The debtor account name will consist of the reservation folio number + First Name + Last name.
- Where more than one person has an account on a reservation, each account will be created as a debtor in the accounting system provided they have invoices recorded for the account.

The post will also export all Payments (receipts) where the bank date of the payment falls within the period selected. Write-off's and Credit Notes will also be exported.
Credit Notes can only be created in Semper if an invoice has been exported to Sage one and a credit is required.

Supplier accounts

Supplier accounts will only be created for export if the venue utilizes the Semper stock control and POS systems.
Suppliers will automatically be uploaded on the Post if Goods Received (GRV) invoices have been created and those invoices fall within the period and closed. All own venue GRV's will not be posted through to Pastel.

Semper Integration Principles

Allocations - Payments and Expenses

For Sage One the same invoice number recorded in Semper will be used as the invoice number in Sage One.
Payments and expenses that form part of a Semper invoice will automatically be allocated to the invoice in Sage One.

Company accounts

- Where an allocation transaction is present (Semper debtors system), that allocation will be posted through to your accounting system and used.
- Payments recorded but not allocated will be recorded in your accounting system without allocations.
- Allocations are exported separately and can follow the export of the payment.

Guest accounts

- Auto allocation will be performed where invoices exist on the guest account in Pastel (oldest first).
- Payments recorded and not invoiced will be recorded on the guest account (could be deposits).
- Invoices posted through will be auto allocated to any payment/expense that exits on the account.
- In the case where an invoice was posted through and that invoice contained payments and expenses (in semper) those will be auto allocated first to that invoice.

Gratuities Paid

When gratuities are posted to Sage One the following actions will occur:

Gratuity

1. The gratuity will be posted to the account that it was charged to as a sales item.
2. The gratuity will be posted to the debtors account.

Gratuity Paid

1. The gratuity paid transaction will be posted to the bank control type account, according to how it was paid (cash control etc.)
2. The gratuity paid transaction will be posted to your venue account.

On the Bank Recon

When the gratuity gets paid:

1. The venue account will be debited
2. Bank control account will be credited.

Once you see the transaction appear on your bank statement, the following steps must be taken:

1. The Bank Control account must be debited with the gratuity paid amount.
2. The Bank account must be credited with the gratuity paid amount.

Semper Integration Principles

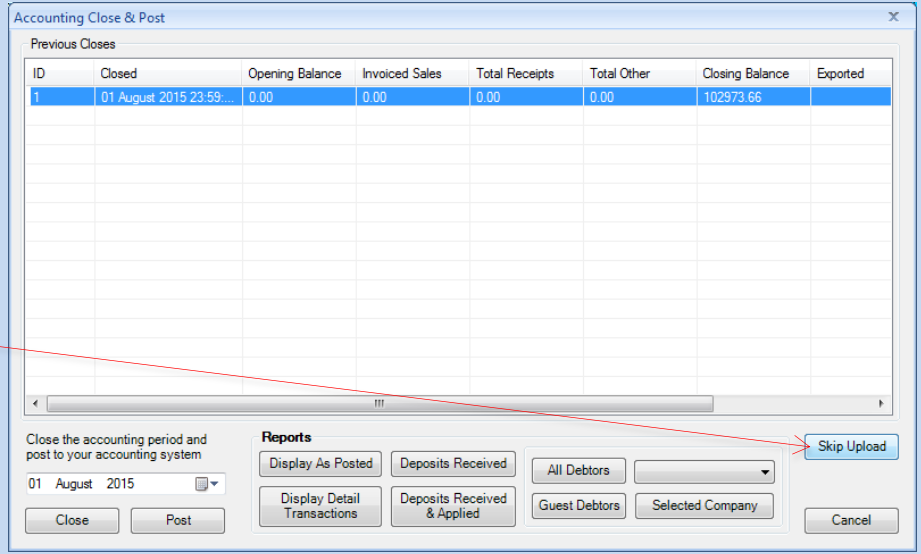
The Create

When the close function on the Accounting Close & Export screen gets used for the first time, it gets called the Create. This will create an opening balance for each of your debtors on your system where there is an outstanding balance.

The following transactions will be included in the create function:

- All future payments that were created before the selected create date.
- All invoices with an outstanding balance.

The upload of the Create can be skipped for venues who have been using Sage One previously and therefore do not need to upload opening balances as they already exist online.



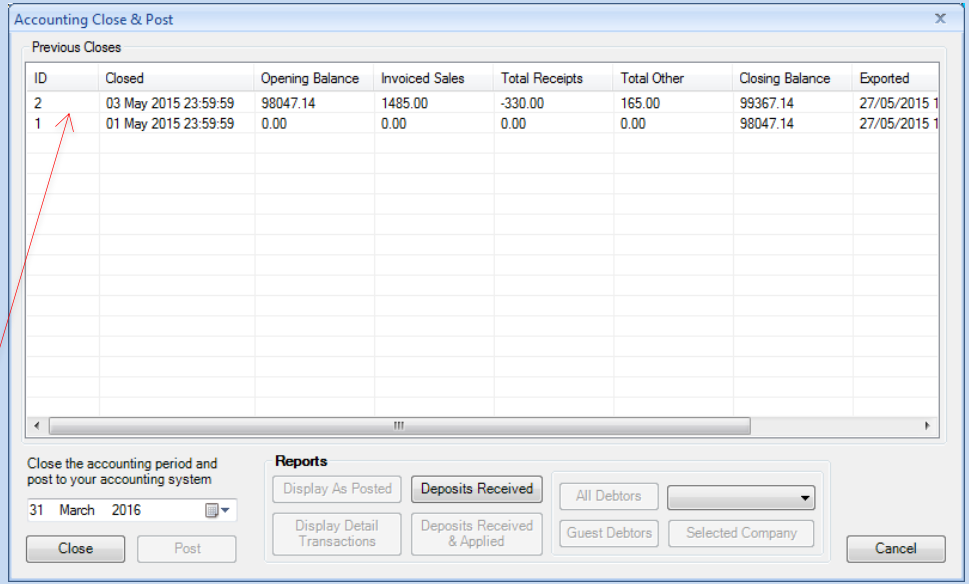
Semper Integration Principles

The Close

The close gets created once a create has been done. Accounting periods can be closed off at any given time and are then posted through to your Accounting System in sequential order.

The following transactions are included in the close:

- All invoices where the invoice's creation date falls before the closing date.
- All transactions linked to those invoices.
- All payments allocated to those invoices.
- All un-invoiced/ unallocated payments where the bank date of the payments fall between the last closing date and the new closing date.
- All refunds done before the close date.
- Commissions paid before the close date.
- Gratuities paid before the closing date.
- Supplier invoices (GRVs created between the last closing date and the new closing date).



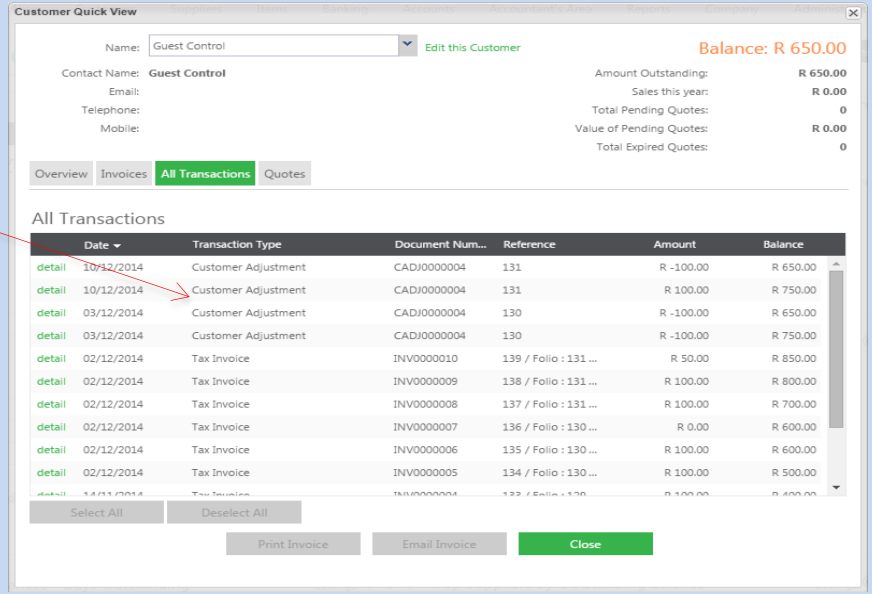
Semper Integration Principles

Expense Adjustments

Expenses allocated to invoices already uploaded to Sage One, must be uploaded to Sage as adjustments on the next post.

This will occur when an Invoice is already posted to Sage and an expense is allocated to that invoice after the post has been performed.

On the next close, that expense will show in Sage as a “Customer Adjustment”.



How to set yourself up for the Integration with Pastel

Setup Instructions (In Pastel)

Semper

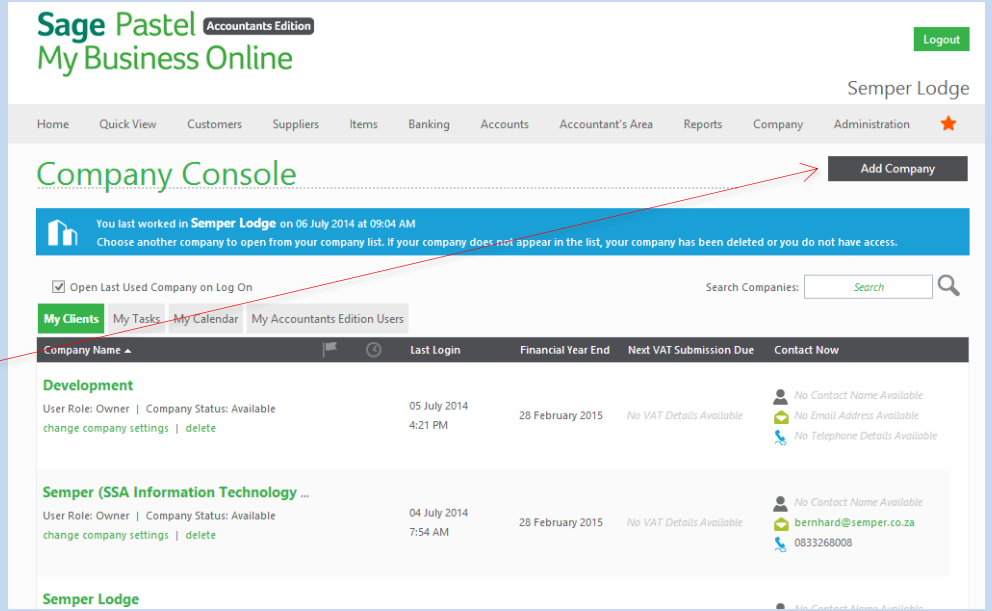
The setup

The first step is to define your venue in the Sage One Accounting system together with your company default settings.

Users that may access your Sage One system must be defined with assign access rights for each (remember that you receive 3 users free and additional users are charged for).
You may allocate an accounting company as one of the users.

Your Semper or appointed consultant will perform this task and assist you with any other settings.

Once defined Sage One will assign a unique ID to your company. Make a note of this ID.



Setup Instructions

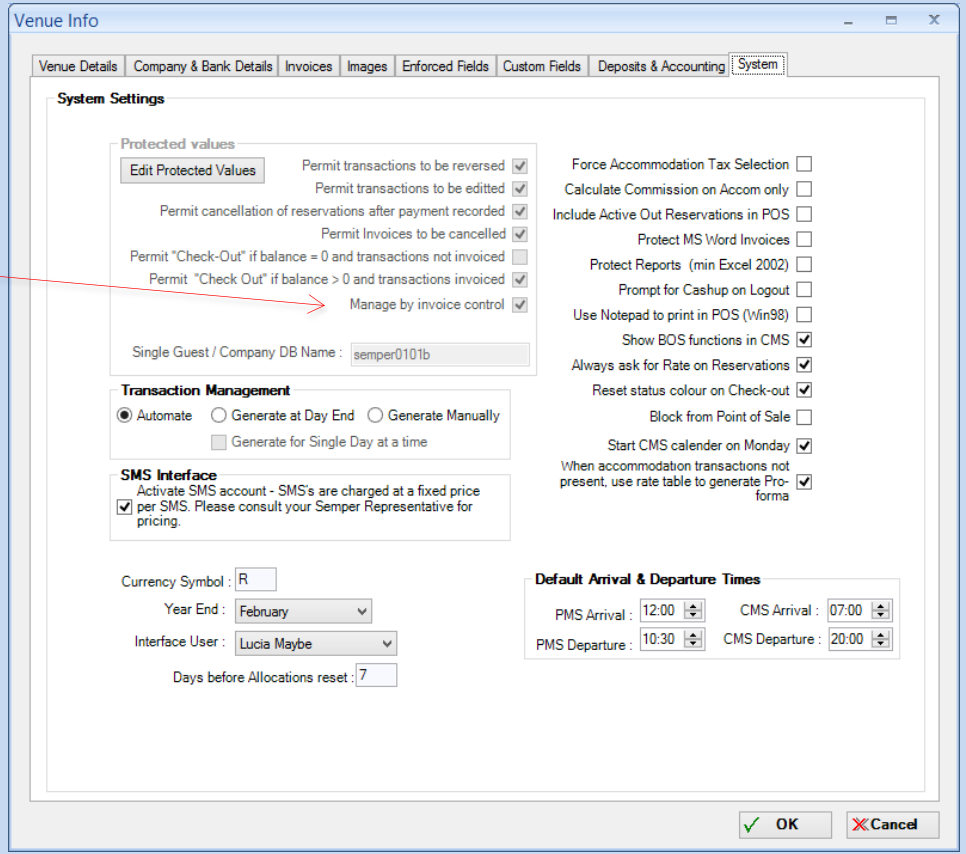
Semper

The setup

Under Setup & Admin → Venue Settings → System make sure that the Manage by Invoice Control setting is selected.

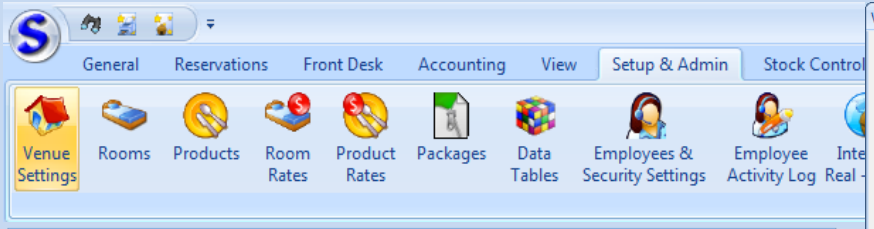
This setting will ensure that the system enforces invoices be generated before reservations can be checked out and will also system generate invoices for cancellation fees and commissions retained.

Only once this setting is selected, will your Accounting Close & Post function be accessible.



Setup Instructions

Semper



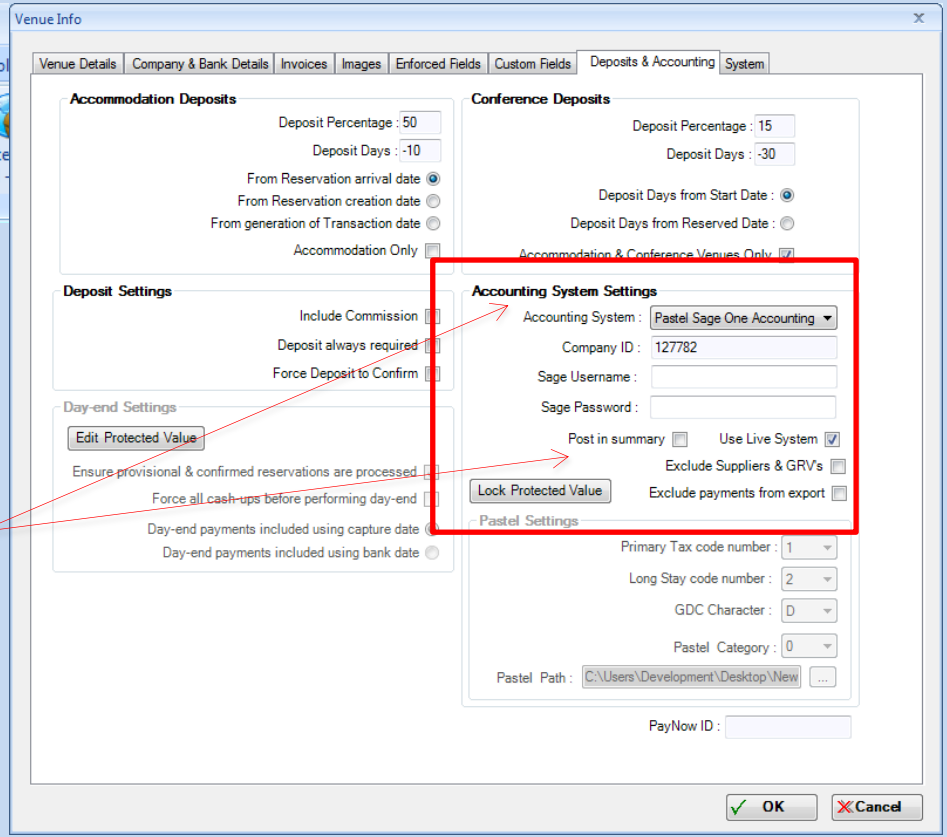
The setup

Your venue unique Sage One ID needs to be entered into your Semper system. This needs to be done first and foremost otherwise your Semper & Pastel will not be synced.

This field can be located under Setup & Admin → Venue Settings → Deposits & Accounting.

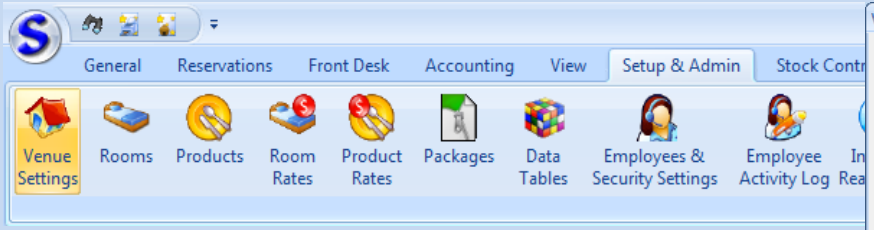
First select the Accounting System as Pastel Sage One Accounting, then enter your Company ID (as given by Sage).

The "Use Live System" setting should be on. Please Note that this is a protected value and will require a Semper Support Password to be selected which can be attained by calling the Semper Support Office.



Setup Instructions

Semper

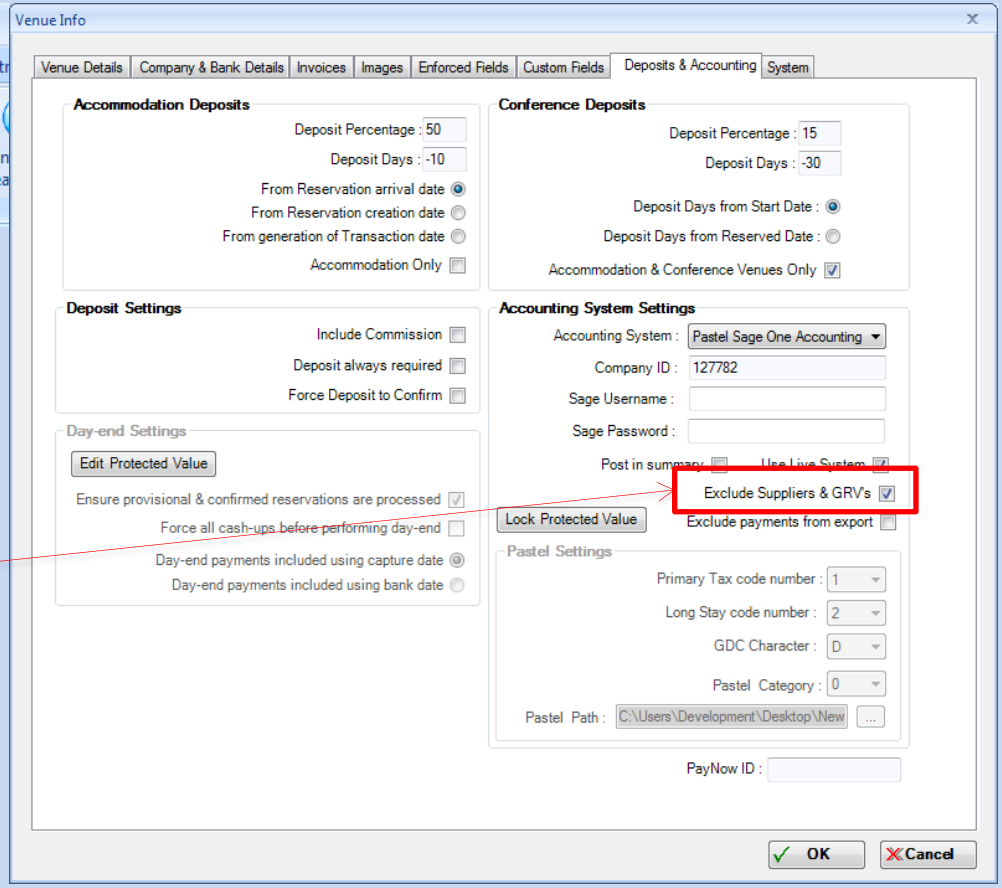


The setup

To exclude posting your goods received and supplier invoices to Sage One, select the "Exclude Suppliers & GRV's" setting. Own venue GRV's will be excluded from the post in all cases even if this setting should be off.

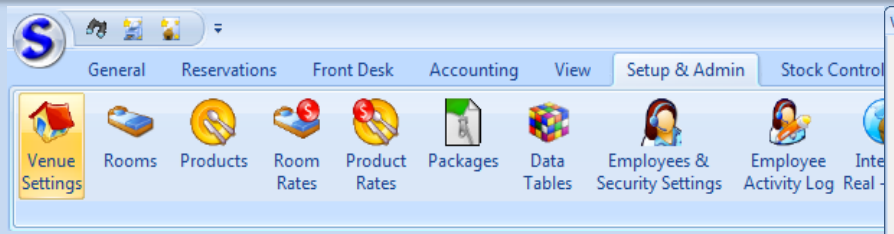
If at a later stage you would like to start including your goods received and supplier invoices in your exports, this setting can be put off at any stage. However please note, any GRVs created before your last close will not be exported. Only GRV's that were created after your last post will be exported to Sage One, once this option is off.

Please Note : that this is a protected value and will require a Semper Support Password to be selected which can be attained by calling the Semper Support Office.



Setup Instructions

Semper

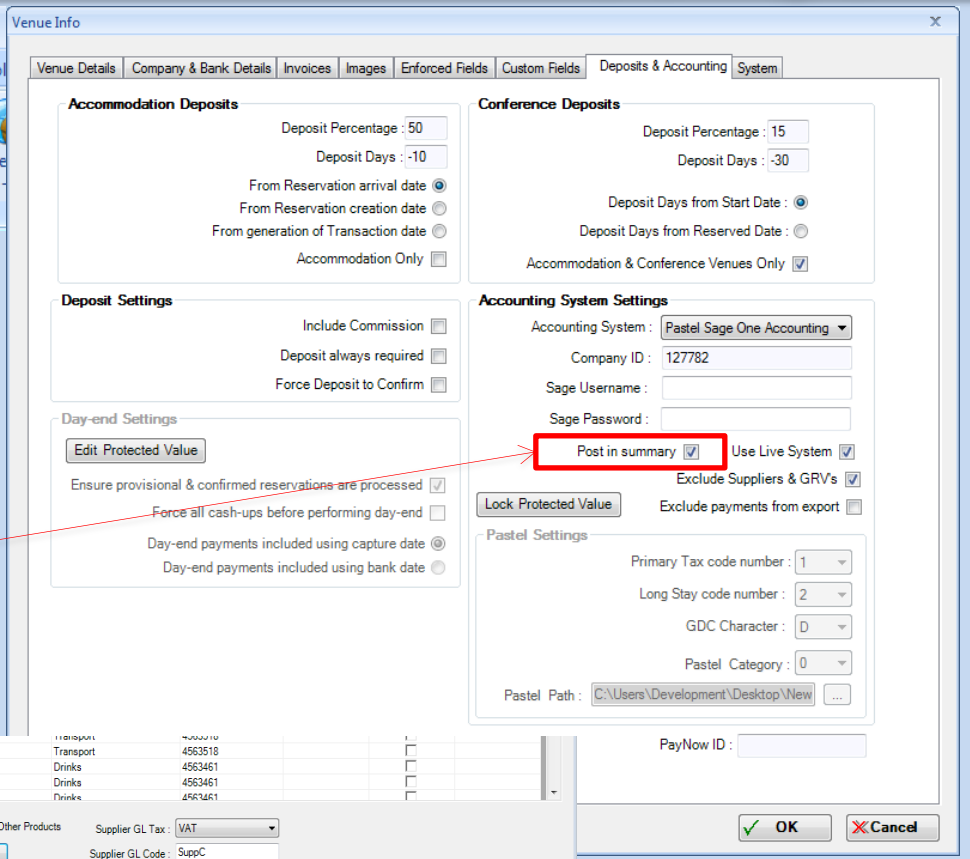


The setup

The "Post in Summary" setting can be used whether your Accounting system is set to "Pastel Sage One Account" or another accounting system.

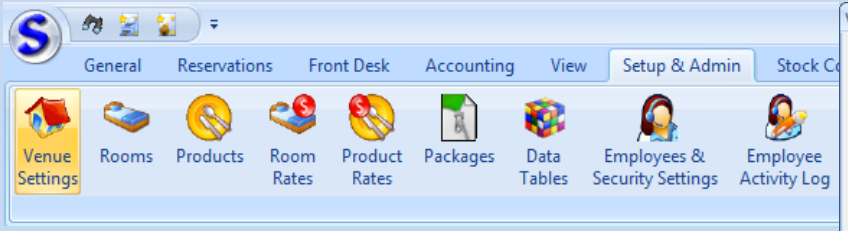
When posting to Pastel, all your company accounts will be posted individually whereas your guest accounts will be posted as one summarised account which name can be specified in your GL codes under Guest Account #. Your GL Codes are found under the Accounting tab.

Please Note that this is a protected value and will require a Semper Support Password to be selected
which can be attained by calling the Semper Support Office.



Setup Instructions

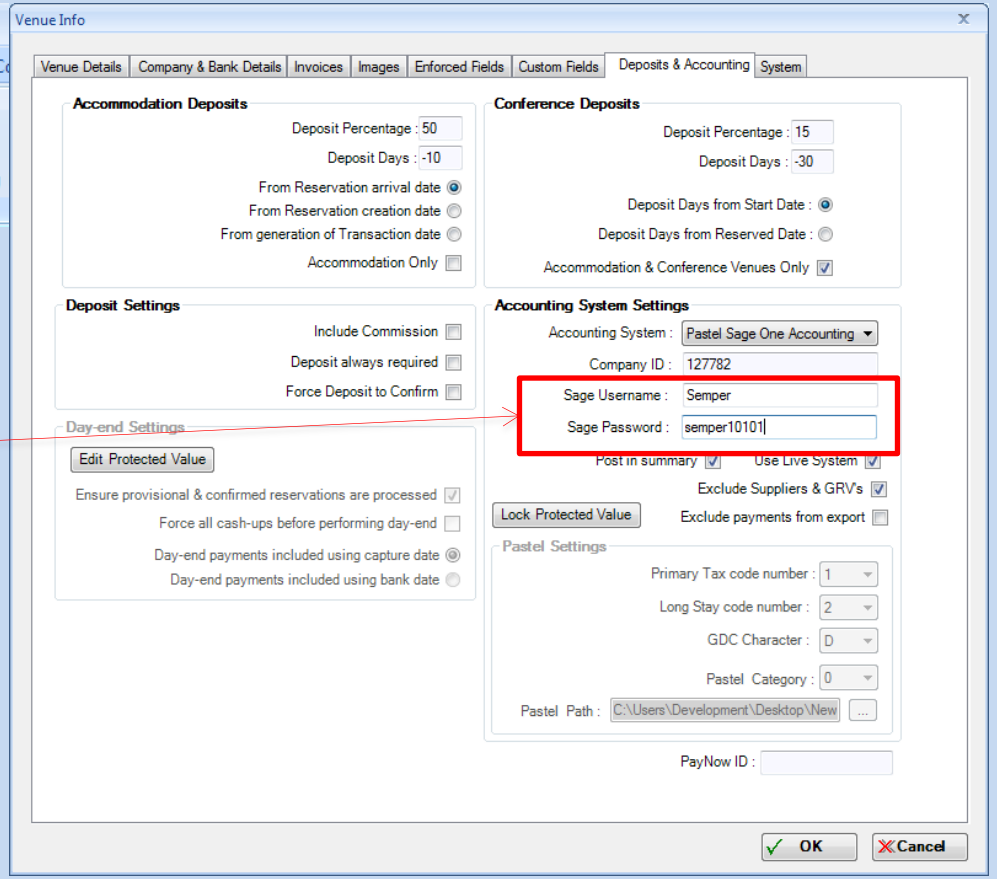
Semper



The setup

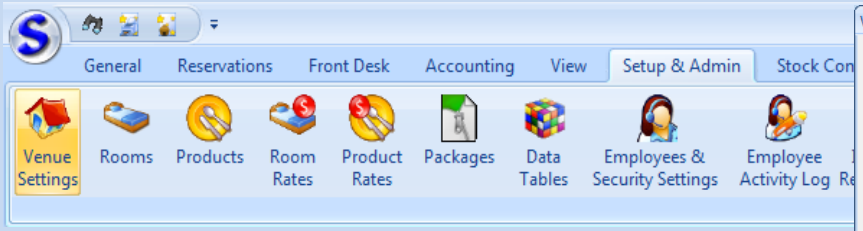
Clients who were previously using the Sage One Accounting system, who already have a username & password which is not linked to the Semper account, enter the username and password on your Venue Setup.

If this is left blank, that means that your company is linked to the Semper Sage One account.



Setup Instructions

Semper



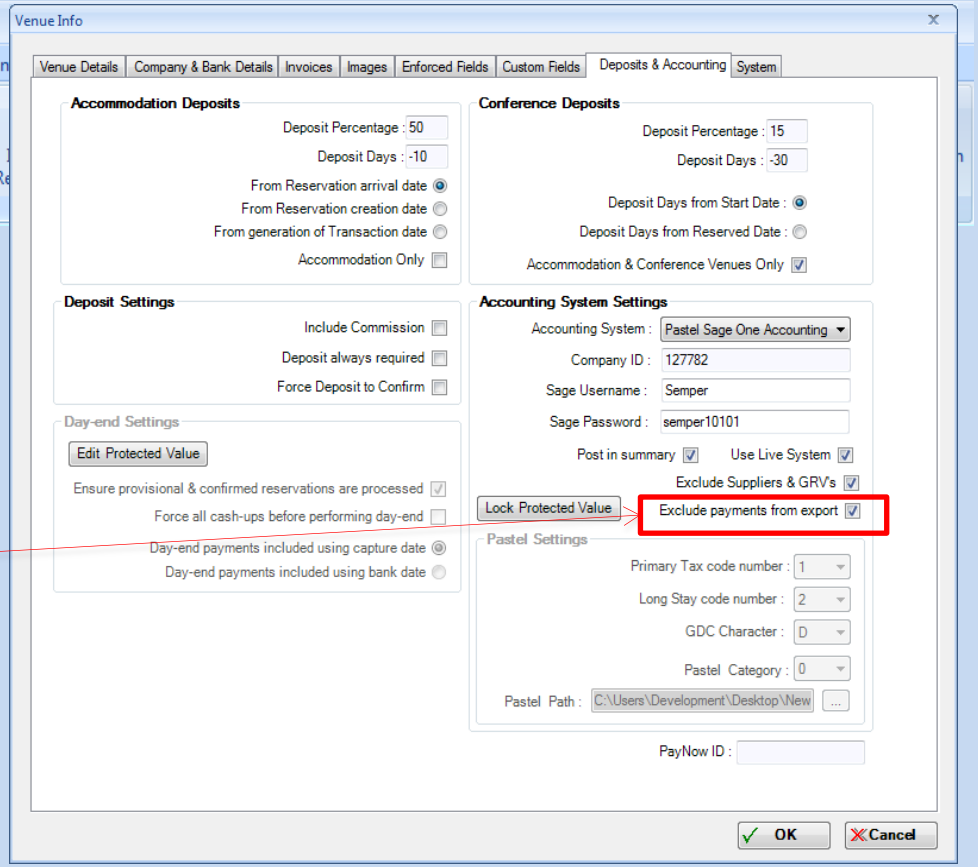
The setup

An option exists to exclude the automated posting of payments to the accounting system.

The payments will still be marked and locked once a close is performed and they will also appear on the close reports, but are excluded when the post is performed.

If this option is selected then the venue needs to manually record all payments in the accounting system and perform the invoice allocation The payments that appear on *Display as Posted* report (which displays payments in detail) can be used to verify that all payments have been processed in the accounting system.

Please Note that this is a protected value and will require a Semper Support Password to be selected which can be attained by calling the Semper Support Office.



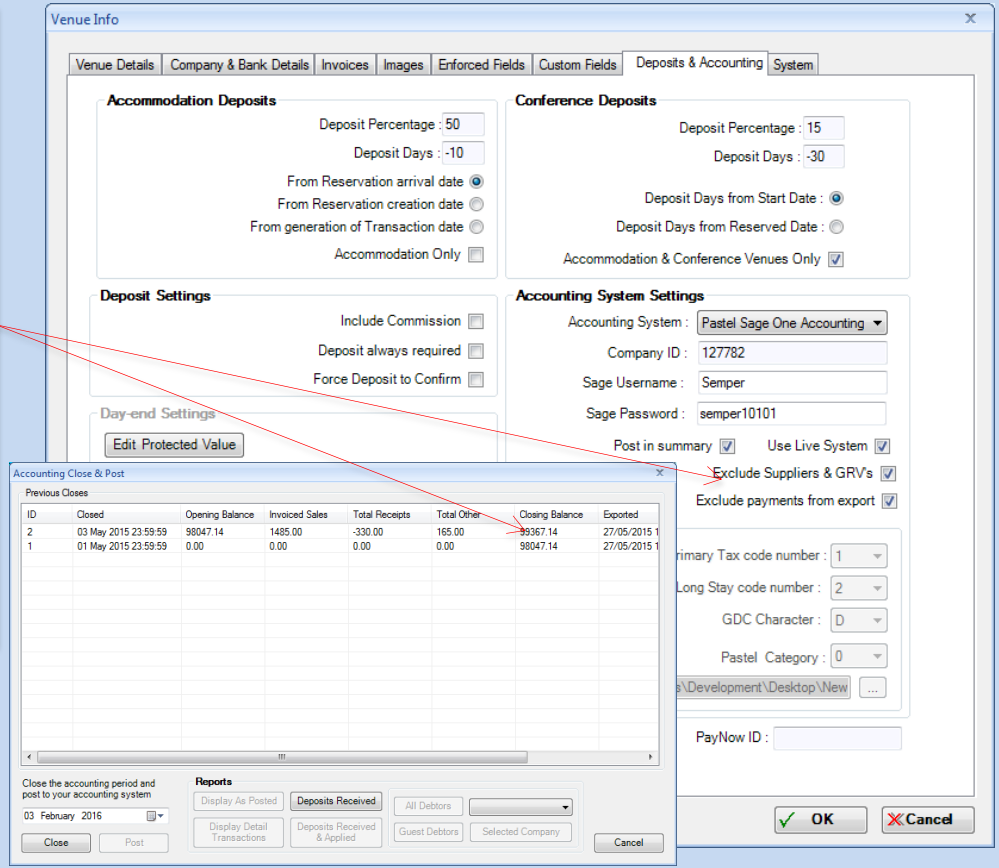
Setup Instructions (cont. Excluding Payments from export)

If the Payments are excluded from the posting to the accounting system, the venue can still balance between Semper and the accounting system.

Once the payments have been processed in the accounting system, the closing balance on this screen should be the same as the age analysis total in the accounting system.

Balancing the Post when payments are excluded:

Before importing the next close figures, write down the age analysis total in the accounting system.
Then perform the import.
Add the invoice total from the Semper close report to the figure written down. The total must balance with the age analysis in the accounting system.



The setup

The second task is to define a starting point.

This consists of uploading an opening balance to Sage One for each debtor that exists at the starting date. This function creates an invoice for each Debtor's outstanding balance with one single account transactions in Sage One for the opening balance.

This date can be any date in the past but it is highly advisable that the date is the start of a month or the start of a financial year.

Within the Accounting Close & Post function (found under the Accounting tab) you will find a Create function. This function creates the opening balances within Sage One. The opening balance is a transaction that is Tax inclusive. (Taxes must be up to date up to the start date.)
The Create process only gets completed once and after completion the button will change to read Close.

Opening balance rule: The system will select all invoices where the creation date of the invoice is older than the start date AND a balance outstanding exists on the start date PLUS any payments received where the creation date of the payment is older than the start date and the effective date is = or greater than the start date (i.e. all deposit payments as at the start date).
These invoices and payments are exported and recorded within Sage One.

VERY IMPORTANT: Due to the above, it is imperative that you prepare your Semper system before the create function is performed.
The create is done once only and if incorrect, manual corrections will be required. The next slides describe this preparation in detail.

Setup Instructions

Semper

The setup – Preparing your Semper system

1. Select a start date which will be your opening date for your Accounting Export. On the start date, we will post an opening balance of all your debtors to Sage One Accounting.
2. Before doing so, we highly recommend that you go through the following steps to clean up your system:
    a. Ensure that your Accounting system setting under your Venue Settings is set to “Pastel Sage One Accounting ” and that the “Manage by Invoice Control” setting is activated.
    b. Ensure that all your provisional and confirmed reservations have arrival dates into the future.
    c. Ensure that there are no active-out reservations remaining on you system. Clear all of these out.
    d. Ensure that all reservations where the arrival date is after your start date and the check out date is after the current date have been invoiced and checked out.
    e. Ensure that your debtors total is a true reflection of all your debtors on the system.
    f. Ensure that all refunds, commissions and gratuities have been processed.
    g. Ensure that all No shows have been invoiced.

The setup – Preparing your Semper system (cont.)

h. The start date selected may intersect reservations where the arrival date pre-dates the start date and departure is after the start date. This means that there will be transactions on the invoice that contain transactions pre the start date. These will form part of the data that will be posted to Sage One. It is important that they remain intact and are not altered as any future payments (receipts) allocated need to match the balance of the invoice.

i. Check all reservations where the departure date falls after the start date that all accounts on every reservation have been invoiced and checked out. If not invoiced, they will not be exported.

j. Check that all payments (receipts) have been allocated to debtor invoices.

k. Select your payment types (under Setup & Admin → Data Tables → Payment Types). De-activate those that are not used.

l. Your tax types need to be defined and allocated to each product type.

m. Check the system for duplicate accounts/ contacts. Merge these Contacts and Accounts by using the Database Activities function under the Setup & Admin tab.

n. Account or Contacts address fields may not be longer than 100 characters. Please go through the accounts/contacts and check these.

Setup Instructions

Semper

The setup

The next step is to upload entities that are manually uploaded:

- All sales product
- COS items such as commissions
- Expenses such as discounts, write-offs etc.
- Payments types (receipts with Sage One)
- Tax types and levies

Under Accounting → GL Mapping do the following:
(see next slide).

Setup Instructions - GL Mapping

Semper

GL Mappings

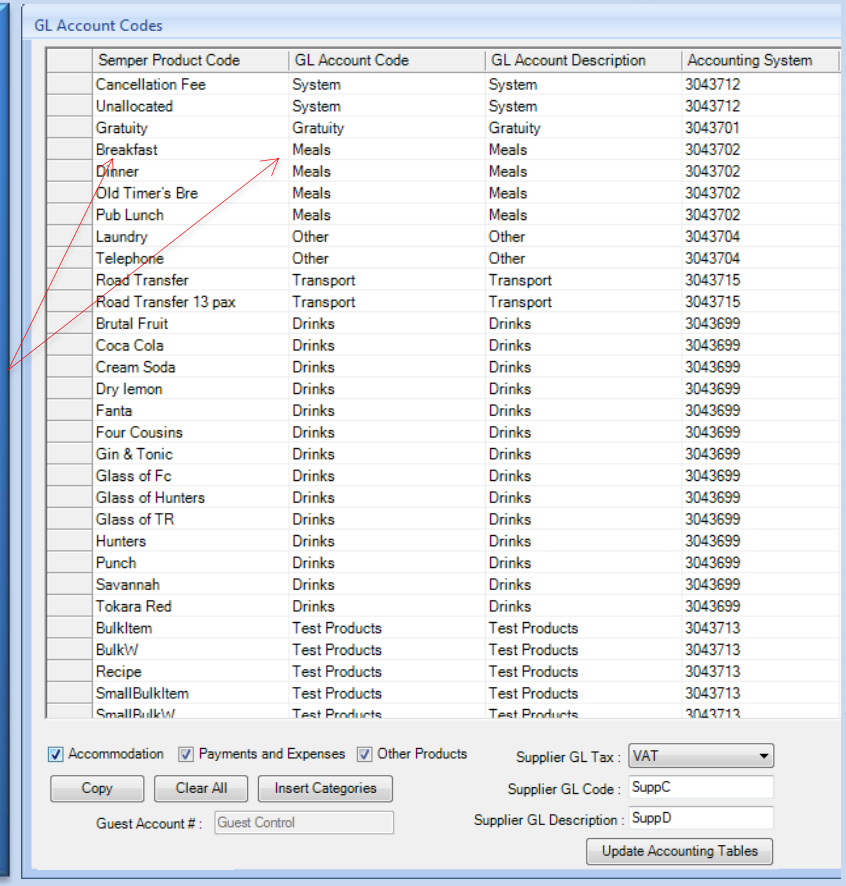
All your Semper products will be listed in the first column which are marked as can be sold. The system will automatically enter the product's main category in the GL Account Code and description fields the first time you enter this screen.

Semper products with the same GL Account code, description, price and tax type will be summarized when the export (Post) is performed.

Please enter the Account and product item codes you wish to be reflected in Sage One.

GL Account code is the code that will be used in Sage One.
Products such as accommodation, conferences and everything else defined under the Products section in Semper will be added as sales Items in Sage One.
Commissions (Trade Discount) will be added as a Cost of Sale Item under Accounts in Sage one and all other expenses will be added at Expenses under Accounts in Sage One.
Payment types will be added as Banks in Sage One. Each type will have their own bank account and these will be clearing accounts in Sage One.

To remove all the GL Account Codes and GL Account Descriptions select the "Clear All" button. To insert your products categories into the GL Code and Descriptions fields select the "Insert Categories " button.



Setup Instructions - GL Mapping

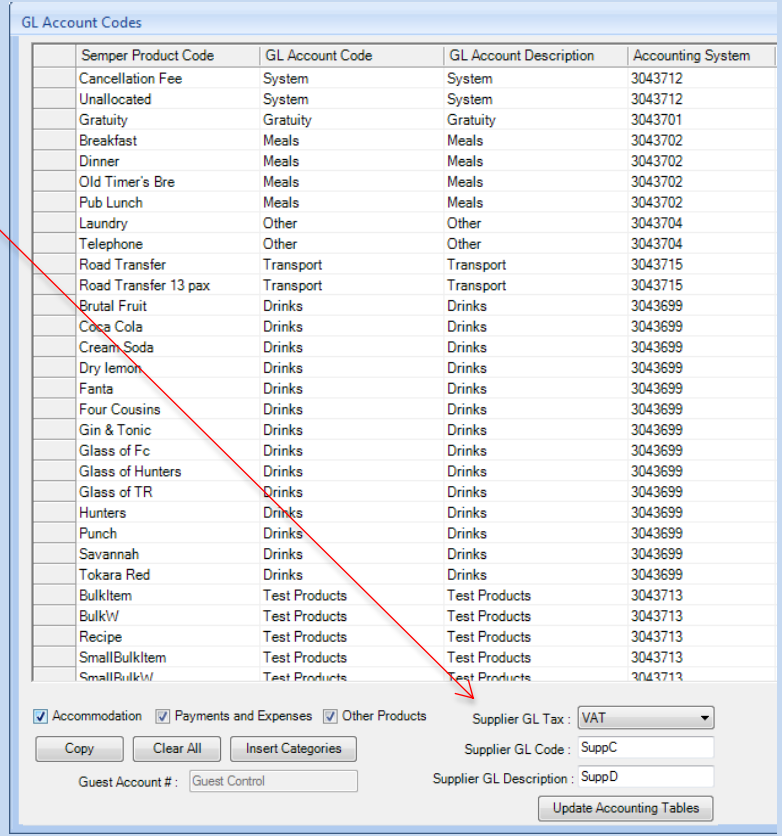
Semper

For your GL Mapping

For suppliers a single invoice entry is uploaded for the total of each GRV.

GRV items will be reflected as a single entry that must be specified here.

Enter also the default tax entry that will determine the VAT % if an invoice includes tax.



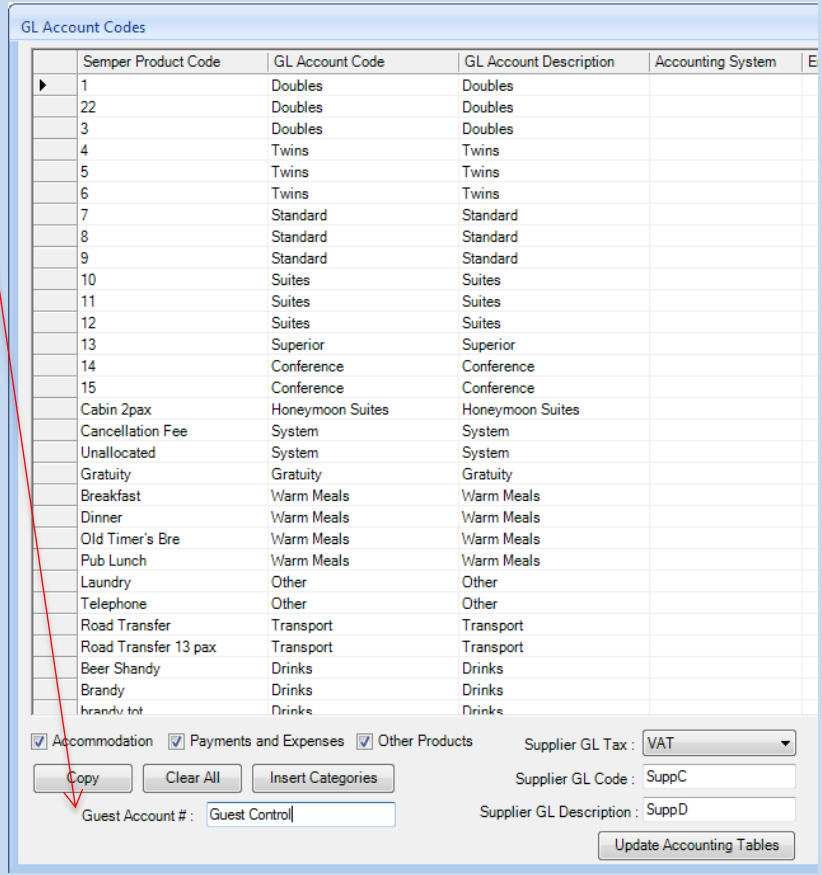
Setup Instructions - GL Mapping

Semper

For your GL Mapping

When your accounting system is set to “Post in Summary”, a Guest Account # must be specified. This will then be used as the account that all the guest accounts will be summarized to when posted to Sage One.

Guest Control is entered as a default value, but this can be changed.



Setup Instructions - GL Mapping

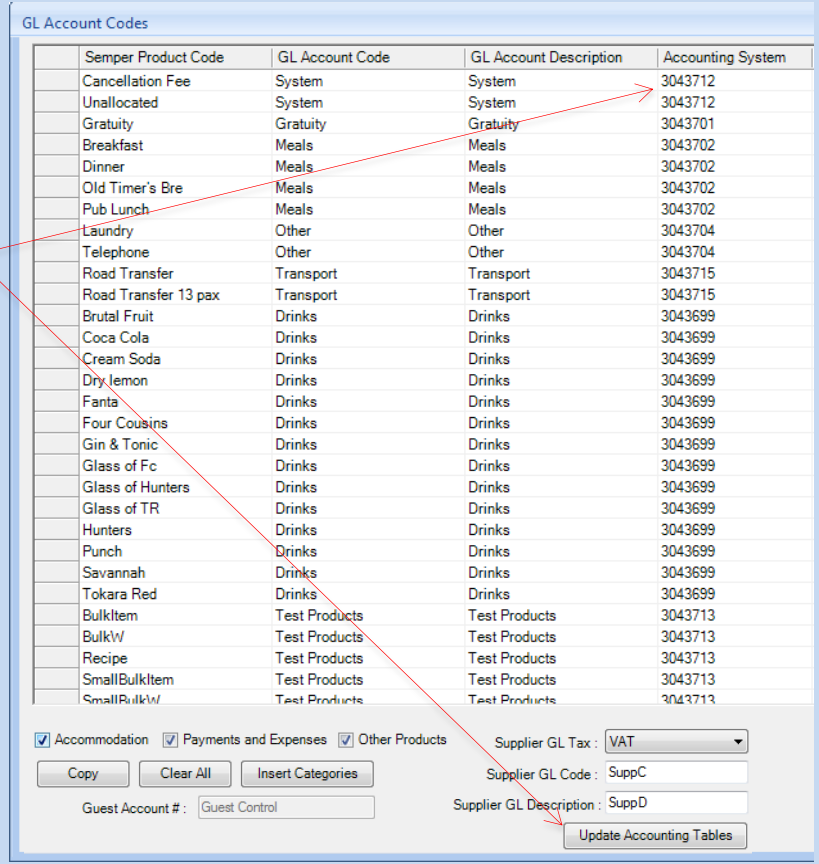
Semper

Once all entries have been specified, select the Update Accounting Tables button that will create these entries in Sage One.

Once updated the Sage One ID will be entered which will indicate that successful creating has taken place.

Any changes to this table, will require you to perform the update again. This is also the case when new products are defined in Semper and need to be created in Sage One.

If the update did not complete normally or you are not sure, then re-do the Update.
If the entry exists in Sage One it will be updated and if not it will be created.



Setup Instructions - GL Mapping

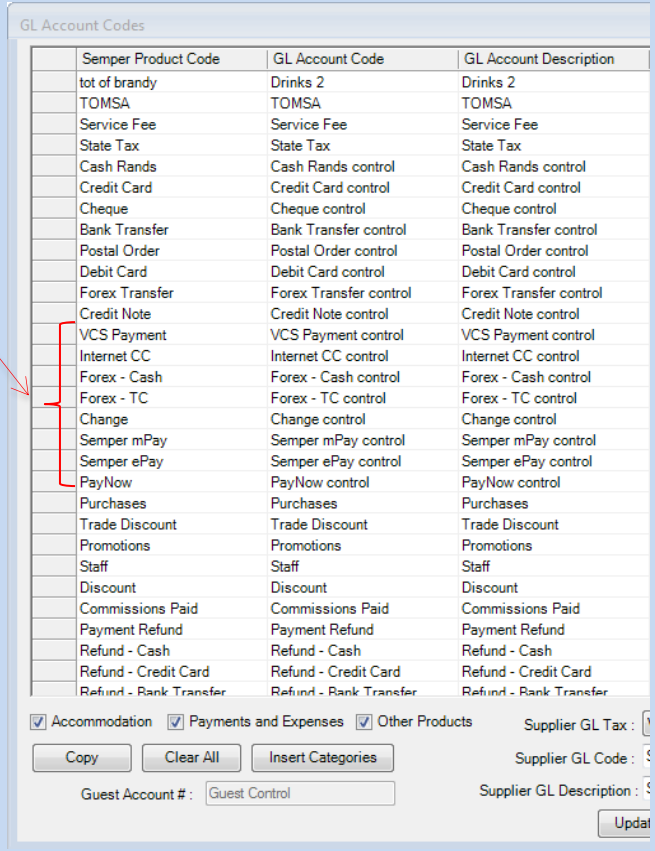
Bank reconciliation process within the accounting system.

Payment types in Semper create bank accounts in Sage One for each payment type as demonstrated here.

These will be used as reconciliation accounts in Sage One.
In Sage One the bank statement will be imported and the different payments received will be posted to the reconciliation accounts.

Bank transfers are normally first seen in the bank statement whereas credit cards, cash or cheques are normally first entered into Semper.

Important: Bank transfers must manually be entered into Semper. When the post is performed these transactions end up in the various reconciliation accounts where they should balance out.



Setup Instructions – Uploading your opening balances

The next step is to create your opening balance position.

The Create is a special function that gets executed once only. The date you select as your start date will be used.

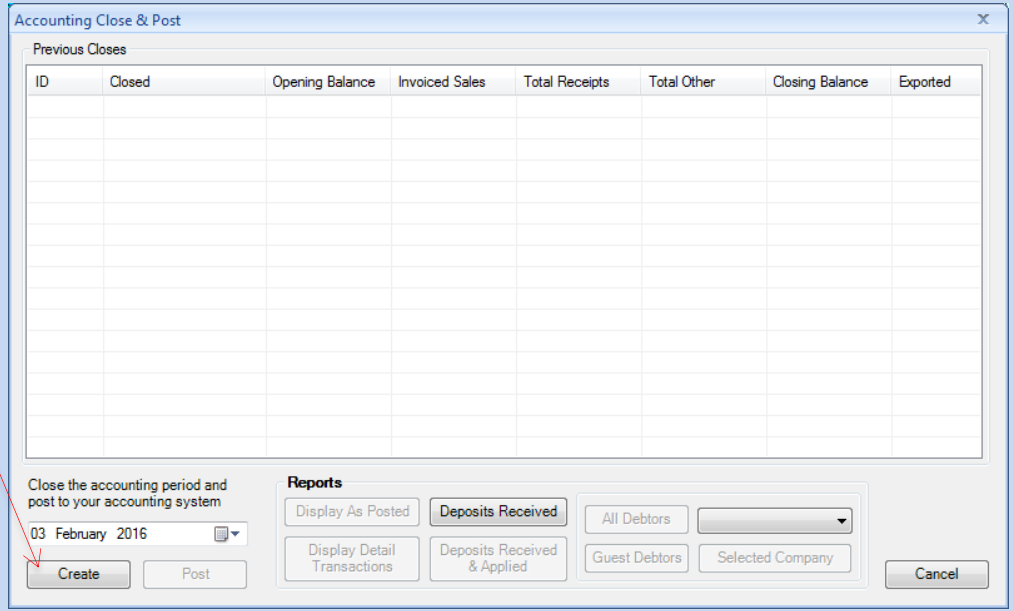
Opening balance rule: The create selects all invoices were an outstanding balance exists and the issue date of the invoice is older than or on the same date as the date selected (the start date)

PLUS any payments where the payments creation date is equal to or older than the date selected for the close and the effective date of the payment is greater than the selected date (i.e. all deposit payments as at the start date).

These invoices and payments are exported and recorded within Sage One.

Once this opening position has been uploaded to Sage One, this button will change and read Close for all future actions.

The closing balance for the Create will be the opening balance for the sequential close.



Setup Instructions – Closing & Posting

Semper

Once you have performed the Create, you select the next period (normally one month from the starting point) and perform a Close followed by a Post.

The close will close each period and export all invoices, payments (receipts) and expenses recorded within the period selected for the close.

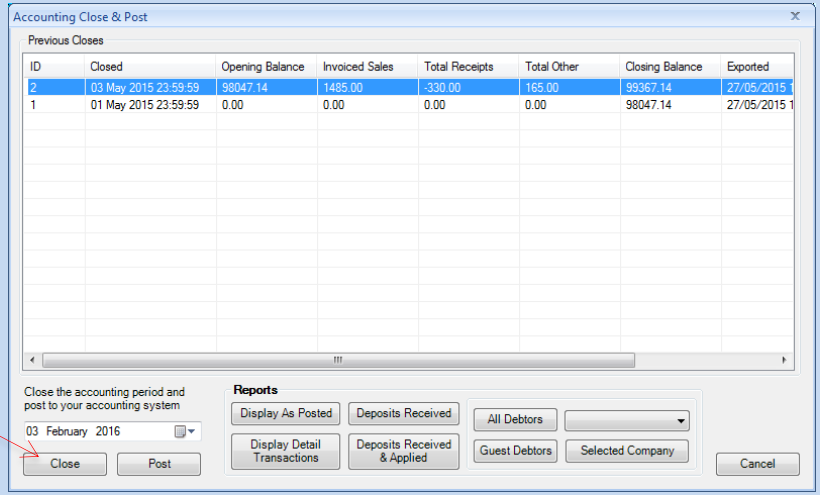
Perform this until you are up to date (E.g. if your period is months, and the current month is May then keep posting until the end of April).

This will bring your system up to date. Your next close and post will then be at the end of the next period.

Posts need to be performed in sequential order according to when the entry was closed.

The closing's opening balance will be the closing balance from the previous close/create. The closing balance gets calculated as Total Sales + Total Payments(receipts) + Total Other.

This closing balance is you will see in Sage Accounting and must balance with that figure. Use the Customer Balances – Days Outstanding report from Sage One to make sure your sage amounts balance with the All Debtors report in Semper.



End of training module.