

Semper

Release Notes

Version: 789.1802

TABLE OF CONTENTS

SECTION 1: ADD-ONS/ENHANCEMENTS 1

SEMPER WEB 1

Check-in 1

Check-out 1

Day-end 1

Un-invoiced Reservations 2

No Shows 2

Out of Service 2

Allocations 2

Temp Storage Box 2

Gratuities Management 2

Birthdays & Anniversaries 3

Manage Groups 3

Cancelled Reservations 3

Product Rates 3

Employees & Security Settings 3

Rooms 4

Housekeeping 4

People Contacts 4

Room Rates 5

Online Reservations 5

PayBay 5

Channel Management 5

RESERVATION MANAGEMENT SYSTEM 6

Time & Attendance 6

PayBay 6

Venue Settings 6

Packages 6

Channel Management 7

RESERVATION MANAGEMENT SYSTEM REPORTS 7

Debtors with Credit Balances 7

In-House Guests with Balances 7
Debtors Based on Transactions – Including Guest Debtors 8
CONFERENCE MANAGEMENT SYSTEM REPORTS 8
Functions with Credit Balances 8
INTEGRATORS 9
ESD Device 9
Booking.com 9
SECTION 2: BUG FIXES 10
RESERVATION MANAGEMENT SYSTEM REPORTS 10
Key Statistics 10
Arrivals and Departures 10
Rooming List 10
Meal Plan 10
Daily Invoices 10
POINT OF SALES 11
STOCK CONTROL 11
STOCK CONTROL REPORTS 11
Stock Transfer 11

SECTION 1: ADD-ONS/ENHANCEMENTS

SEMPER WEB

The following was added for this version:

Check-in

1. View a list of reservations due to check in on the current or selected date.
2. Generate a registration form to email or display view.
3. Open a reservation from the list of reservations due to check in on the specific day.
4. Check in selected reservations from the list of reservations.
5. Send a SMS to a guest.

Check-out

6. View a list of reservations due to check out on the current or selected date.
7. Generate a proforma or invoice to email or display view.
8. Open a reservation from the list of reservations due to check out on the specific day.
9. Check out selected reservations from the list of reservations.
10. Send a SMS to a guest.

Day-end

11. Perform a Day End.
12. Generate Transactions.
13. Open the Verify Transactions screen.
14. Set the opening balance.
15. Open the Guest Ledger screen.
16. Open the Debtors Ledger screen.
17. Open the Posting Summary screen.

© 2019 Semper

Un-invoiced Reservations

1. View un-invoiced reservations by status (In-House, Active Out, Checked Out).
2. Open a reservation from the list of un-invoiced reservations.
3. Generate a proforma or invoice to either email or display view.

No Shows

4. Restore a no-show reservation.
5. Open a no-show reservation from the list of no-show reservations.
6. Cancel a no-show reservation from the list of no-show reservations.
7. Check out a no-show reservation.

Out of Service

8. Make a room out of service.
9. Remove an out of service room.
10. Extend or reduce the length of an out of service room.

Allocations

11. Add an allocation.
12. Remove an allocation.

Temp Storage Box

13. Move a reservation to the Temp Storage Box by dragging the reservation to the Temp Storage Box.
14. Move a reservation out of the Temp Storage Box to the calendar.
15. Cancel a reservation from the Temp Storage Box.
16. Open a reservation from the Temp Storage Box.

Gratuities Management

17. View all unpaid and paid gratuities.
18. Mark a gratuity as paid.

© 2019 Semper

Birthdays & Anniversaries

1. View all contacts who have a birthday or anniversary on the current or selected date.
2. Send an email or SMS to a contact from the Birthdays & Anniversaries list.

Manage Groups

3. Cancel a group reservation.
4. Open the Rooming List screen.
5. Open the Group Reservations screen.
6. Open the Group Transactions screen.

Cancelled Reservations

7. Re-instate a cancelled reservation.
8. Display only future cancelled reservations.
9. Open a cancelled reservation.

Product Rates

10. Create a new product rate.
11. Deactivate a product rate.
12. View all deactivated product rates.
13. Reactivate a deactivated product rate.
14. Link a company to a product rate.
15. Link a levy(s) to a product rate.
16. Set a product rate as the default other product rate.

Employees & Security Settings

17. Built in a new security under the Reservations section called ‘616 – Deposit Invoice – Generate the deposit invoice’.
    - This security setting will allow users to generate a deposit invoice from the Online Reservations screen.

© 2019 Semper

Rooms

18. Added a new option to the drop down called ‘Locations’.
    - Under locations the venue can setup different locations (E.g. Top Floor, Bottom Floor etc).
    - These locations can then be selected on the Room Properties.

Housekeeping

19. Added a new function to Semper Web system called Housekeeping.
20. The Housekeeping function shows all active rooms setup on the venue (excluding rooms that are marked as ‘Do not display on calendar’).
21. The rooms are displayed in button format.
22. The color of the buttons represents the status of the reservation according to what has been setup on your Semper system.
23. The buttons display the Room Code, Room Description and the Location (This is setup under Setup & Admin → Rooms → Room Properties) of the room.
24. When selecting a room, a list of active reservation statuses setup on the system will be displayed (Also in button format). This allows the users to update the status of a reservation without having to access the calendar screen.
25. If a user is only authorized for Housekeeping (under Employee’s & Security Settings) and that user logs into Semper Web, the Housekeeping screen will be the screen that Semper Web opens up on and the user will not be able to access anything other function in Semper Web.
26. If a user is authorized for Housekeeping and Reservations and that user logs into Semper Web, Semper Web will open on the user’s default home page. The user can then access the Housekeeping function by selecting the Housekeeping icon in the top right-hand corner of the screen.
27. If a user would like to see rooms based on a certain location, the ‘Location’ filter can be used.
28. If a user would like to see room based on a certain status, the ‘Status’ filter can be used.
29. If a user would like to search for a specific room, the Search box can be used. This search is based on the Room Code of a room.
30. Added another authorization security setting under the ‘User is authorized for’ section called ‘Housekeeping’.

People Contacts

31. Added a new check box onto the contacts profile called ‘Consent Received from Guest to Save Info’.

© 2019 Semper

- This checkbox will automatically be selected when a guest checks in using the Self-Service App.
- This check box can also be set on a reservation per guest in the Guests section on the Reservations Details screen.
- This checkbox must be selected on each contact added onto the system to abide by the POPI act.

Room Rates

32. Added a new setting to packages called 'Include Extras in Accommodation'.
    - When this setting is on, the extra(s) linked to the package will deduct from the accommodation rate setup for the Room Types instead of being added to the accommodation rate setup.
    - This setting works on all rate types (Per Unit, Per Person and Sliding).
    - These rates can be uploaded to the different channels.
    - When the rate is uploaded to a channel, only the accommodation rate will be uploaded.
    - When a reservation is received from a channel with a rate marked as 'Include Extras in Accommodation', the system will calculate the value of the extra products and adjust the accommodation rate accordingly.

Online Reservations

33. Renamed the 'BPay' button to 'Virtual Credit Card'
34. The Virtual Credit Card button will only be enabled if a reservation is selected and that reservation was received from the online channel with a virtual credit card.

PayBay

35. If a venue is using PayBay and Payment Devices have been setup within Semper, when adding a credit card payment onto a reservation, the option <None> will no longer be the option selected by default. The first device in the list with be selected by default.

Channel Management

36. The Channel Management function is no longer accessed from under the Reservations tab. Channel Management now has its own tab called 'Channel Management'.
37. Only General, Own Website and CRS will be enabled for this release.

© 2019 Semper

RESERVATION MANAGEMENT SYSTEM

Time & Attendance

38. Added a new function to the system called Time & Attendance.
    - Please contact Semper Support or your local agent to implement this feature for you.

PayBay

39. If a venue is using PayBay and Payment Devices have been setup within Semper, when adding a credit card payment onto a reservation, the option <None> will no longer be the option selected by default. The first device in the list with be selected by default.

Venue Settings

40. Renamed the setting "Force Deposit to Confirm" to 'Force Payment to Confirm" (found under Setup & Admin → Venue Settings → Deposits & Accounting).
41. When the Force Payment to Confirm setting is on and a payment is recorded onto a reservation on the day of arrival, the user must be able to change the status of the reservation to confirmed.

Packages

42. Add a new setting to packages called 'Include Extras in Accommodation'.
    - When this setting is on, the extra(s) linked to the package will deduct from the accommodation rate setup for the Room Types instead of being added to the accommodation rate setup.
    - This setting works on all rate types (Per Unit, Per Person and Sliding).
    - When this setting is on the 'Quantity' drop down will be disabled, the extra products will be charged daily.
    - These rates can be uploaded to the different channels.
    - When the rate is uploaded to a channel, only the accommodation rate will be uploaded.
    - When a reservation is received from a channel with a rate marked as 'Include Extras in Accommodation', the system will calculate the value of the extra products and adjust the accommodation rate accordingly.

© 2019 Semper

Channel Management

43. Changed the message at the bottom of the rates tab under each channel to "NOTE: The following is not valid for packages only. Any package where any room type has been specified as per unit pricing. (This does not apply to inclusive packages.) Extras products must be specified as charged DAILY or it will be excluded from this selection. Packages can only include either all taxable products or all non-taxable products".
44. Built in a setting for HostelWorld to specify if a room setup in Semper is a dorm.
    - This is found under Channel Management → Channels → HostelWorld → Room Setup.

RESERVATION MANAGEMENT SYSTEM REPORTS

Debtors with Credit Balances

1. Added a new report to the system called 'Debtors with Credit Balances' (Found under: General → All Reports → Debtors).
    - This report generates a list of all debtors that have a credit balance and included guest and company debtors, the report can only be generated for the current date and time. The following columns are shown on the report:
        - Account Name
        - Balance
        - Folio Number

In-House Guests with Balances

2. Added a new report to the system called 'In-House Guests with Balances' (Found under: General → All Reports → Reservations).
    - This report generates a list of all reservations where the status of the reservation is in-house and the reservation has a balance and looks at all reservations where the status of the reservation is in-house. The report can only be generated for the current date and time. The following columns are shown on the report:
        - Folio Number
        - Room Name
        - Arrival Date

© 2019 Semper

- Departure Date
- Guest Balance
- Company Balance

Debtors Based on Transactions – Including Guest Debtors

3. Add a new report to the system called 'Debtors Based on Transactions – Including Guest Debtors' (Found under: General → All Reports → Debtors).
   - This report display will show all your company and guest accounts where there is still an outstanding balance. The report looks at transactions and will include transactions not invoiced. Only an end date can be selected when generating this report. The following columns are shown on the report:
     - Account or Guest Name
     - Folio Number
     - Charges
     - Expenses
     - Refunds
     - Payments
     - Balance

CONFERENCE MANAGEMENT SYSTEM REPORTS

Functions with Credit Balances

1. Added a new report to the system called 'Functions with Credit Balances' (Found under: General → All Reports → Conference).
   - This report generates a list of all functions with credit balances where the functions date is in the past and can only be generated for the current date and time. The following columns are shown on the report:
     - Folio Number
     - Function Name
     - Start Date
     - End Date

© 2019 Semper

- Balance

INTEGRATORS

ESD Device

1. Semper can now integrate with the ESD device for Zambia.
2. The following is sent to the ESD device:
   - Invoices
   - Credit Notes
   - Write Offs
3. The following is not sent to the ESD device:
   - Payments
   - Refunds
   - Discounts
4. How to setup the ESD device:
   - Locate the 'ESD Device' settings found under Setup & Admin → Venue Settings → Company & Bank Details.
   - Select the 'Inspur IS100' option in the Fiscal Printer drop down.
   - Enter the POS Serial Number of the device.
   - Enter the POS Vendor.
   - Enter the ESD IP.
   - Enter the ESD Port number.
   - Select the 'Start Date' (Any invoices created before this date will not be sent to the device. This date cannot be a date in the future).
   - Select the 'Check Status' button (If the connection to the device is successful, the system will return a successful message).
   - If successful, the system will return a success message. If not successful please contact Semper Support for assistance.

Booking.com

5. When a booking is cancelled in Booking.com and the venue is not using Semper Web, the booking was not being cancelled in Semper.

© 2019 Semper

SECTION 2: BUG FIXES

RESERVATION MANAGEMENT SYSTEM REPORTS

Key Statistics

1. The 'Total' (Column Z) and the 'Total' (Column AA) columns were displaying the incorrect totals.
2. Renamed column 'Total' (Column Z) to 'Total Amount'.
3. Renamed column 'Total' (Column AA) to 'Total % C'.

Arrivals and Departures

4. The report was not displaying the number of visits for the second guest (if any) on a reservation.
5. When selecting to include extra columns to the report, the information was not displaying under the correct columns.
6. The remarks on conference reservations were not showing under the remark's column.

Rooming List

7. The report was not displaying the number of visits for the second guest (if any) on a reservation.
8. When selecting to include extra columns to the report, the information was not displaying under the correct columns.
9. The remarks on conference reservations were not showing under the remark's column.

Meal Plan

10. Rooms were showing on the Meal Plan report which was incorrect.

Daily Invoices

11. The report was not including invoiced transactions if the product was no longer active on the system. The report must still look at invoiced transactions even if the product is inactive.

© 2019 Semper

POINT OF SALES

1. When changing the QTY of a recipe product that was charged with a modifier after it was processed, the stock was not deducting.
2. The QTY of a recipe product charged with modifiers will not be allowed to be changed after the charge was processed.

STOCK CONTROL

1. When you click 'New Schedule' and select the storage area. Then select the stock take and click 'Create Stock item List', select 'Add all products' and click generate. Then 'Select All Products' and 'Add' then immediately click generate and generate again you can then generate another sheet. When clicking 'Record Stock Take' the products will show the amount of times you went through the loop.
2. Once you have 'Create Stock Item List' and you click 'Regenerate' and then click 'Generate' and while the report is still regenerating you click Regenerate again the products show for on the stock take the amount of times you did it.

STOCK CONTROL REPORTS

Stock Transfer

3. The number of units transferred was not displaying correctly on the report.

© 2019 Semper