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Semper accounting systems integration

Background

The Semper system is a transaction-based system where financial transactions (such as sales, payments etc.) are recorded on accounts within the Semper system. These accounts are automatically created and managed within reservations or can be manually created within your debtor's system. Debtors' accounts exist out of:

- individual accounts, or
- company accounts.

Within reservations, accounts are created depending on what gets specified when the reservation were made. For example, if an individual books a room and is responsible for paying the account, one account will be created in the name of the individual. If a company is charged two accounts will be created, one in the name individual (to record incidentals) and one in the name of the company. Multiple *guest accounts* can also be created if multiple guests stay in a room and each require their own account.
Transactions are recorded on all the accounts applicable. A final invoice is issued on each account when the stay is completed. Should a balance exist for any account that account will automatically be transferred to the debtor's system within Semper.

Transactions recorded will never be removed from the system once recorded. In cases where a transaction is altered, a reversal is created and a new one recorded. This provides the venue with a detailed audit trail of all financial transactions. A separate employee activity audit trial is also recorded within Semper.

Posting to an accounting system

There are two methods to post information from Semper to your accounting system. One method is to post **invoices** (invoiced transactions) and the other **transactions** (which may or may not have been invoiced).
Information gets exported from Semper in **summarized** form irrespectively which method is used. Exported information gets posted (or journaled) to your accounting system.

Map GL Codes function
This function has two purposes and must be completed before exporting information. The first is to map the Semper product codes to the chart of accounts required by the accounting system.

The second is to specify the granularity of summary required. (e.g. Products within Semper have codes such a Coke, Fanta, Orange Juice etc. If all these need to be summarized under a single sales category called “Drinks” in you accounting system, then this will be specified within this mapping table).

Tax (VAT or GST) is separated during the export process. If the tax differs within a category (e.g. normal accommodation tax and long stays tax) it will automatically be separated from standard tax. This ensures each tax type gets separated for tax reporting purposes (e.g. hospitality venues in South Africa 4 different VAT types are required for reporting purposes and each will be separated)

For **Supplier** setup
Specify the **Cost-of-sale** GL code and description as well as the **Expense** account GL code and description.

Posting Transactions
Transactions can be exported daily, or monthly.

The Semper **Day End** or **Month End** function is used for this purpose.
This method marks all transactions that fall within the period selected. The day end or month end number gets recorded on each transaction and once recorded will never change.

Transactions that have been recorded on a day or month-end and then subsequently altered or deleted will be included in a subsequent day or month-end as an adjustment. (i.e. Reversal of the original.)
The day end or month end get performed by the venue before exporting the information.

Posting Invoices
This approach involves *closing* your system after a selected period and exporting all transactions *that have been invoiced* where the *invoice date* falls within the period selected. Transaction dates are ignored with this method.

All payments received or made as well as expenses that fall within the period are also selected. (e.g. Deposits received)

All transactions that qualify are marked with a **close** number which will never change once processed.

The Close can be performed daily, weekly or monthly. The **Close & Post** function is used for this purpose.

Invoices that have been exported get locked in the system and **Credit Notes** used for adjustments thereafter.

If detailed information is required in the accounting system, Semper offers a direct posting to Sage One and an export/import mechanism to Pastel Partner or Express.

Posting Totals only*
This approach involves the posting of totals to your accounting system using a *single debtors control account* and summary sales account(s).

The reason for this is to avoid duplicating work already performed within the Semper system. (e.g. All transactions would have been invoiced and payments allocated with Semper)

The information exported can never change in Semper and a special function (Summary for Posting) is available that enables the user to drill down to the detail when required, eliminating the need for posing volumes of information to an accounting system with the accompanying need (and cost) to reconcile all information posted.

Direct integration to an accounting system is also not required as very few entries need to be journaled into the accounting system when required.
The accounting system has less clutter to contend with using this method.
The following function has specifically been developed to support this method.

Summary for Posting
This function is designed specifically for posting of totals and displays summary information that needs to be journaled into your accounting system with ability to drill down to the detail of each summary entry.

Information is presented in sections with **Sales** as the first sections. This contains a summary of all invoiced sales for the period.

The next section displays **Payments received** in summary by type (One entry per type. E.g. Cash, Credit Card, Bank Transfer etc.) and split between deposits and other debtor payments. As with all entries the ability to drill down to the detail entries.

The next section consists of **Payments Made** (Commissions Paid, Gratuities, Payouts (from POS) and Refunds)

The last section consists of **other transactions** such as expenses.

Deposit management consists of various functions that displays *Deposits on hand* (including those collected in the month selected) and *Deposits that should be applied* in the month

An export facility creates an excel file that replicates the information on the Summary for Posting screen and can be used for Tax purposes and to journal information

Suppliers
GRV's (Goods Received Voucher) received during the period specified are also marked for export to an accounting system ***if*** *the Semper POS and Stock* system is used.

A total **per supplier** GRV invoices is displayed on the Summary for Posting screen with the ability to drill down to individual invoices and further to the detail GRV.

The Export function will create an excel file with the same information as displayed on the screen BUT will include a breakdown per invoice of **Cost-of-Sales** and **General Expense items**. The GL code and description specified on the Map GL Code function will be used. The system separates COS items from Expense items based on the setting of each product in the system. Products with the setting "**Stock Control**" are considered cost of sales products and the remainder are expense items.
If the tax (VAT) differs within each of those totals a further breakdown will be displayed for a total of taxable (vatable) and non-taxable items.
A single entry for all suppliers with a breakdown between cost-of-sale and expense items will be displayed on the screen (and the export file) and used for posting purposes.

All general expense items will always include Tax(VAT) on Semper. The Accountant is responsible for re-allocating the transactions allocated to the General Expense account to the appropriate expense accounts with the applicable TAX (VAT) within the accounting system.

If another system (e.g. Pilot or Gaap) is used, then all supplier information as well as stock control management is performed in that system.

Posting and reconciliation process

The assumption is that only totals are posted to your accounting system and that the **Summary for Posting** function is used for this purpose**.**

Use totals on the screen or **export** these figures to Excel and use that as input for posting purposes.
The export will create one excel file for sales, expenses and payments which is produced in summary with the ability to expand every section within the excel sheet.
A second CSV file is produced for supplier invoices. All GRV's will be exported as a single entry per GRV invoice. This file can be used to import into an accounting system.

Use the first excel sheet or your screen to perform the posting as follows:

1. Journal **sales** entries
    a. Debit Debtors control account (inclusive Tax) and credit various sales accounts (excluding Tax).
    b. Credit output tax account with tax amount.

2. Journal **Expenses**
    a. Credit Debtors control account (including Tax) and credit Expense account (s) (Excluding tax).
    b. Debit input tax account with tax amount.

3. Journal **Payments received** (excluding deposits)
    a. Debit **each** *Payment Control accounts* (Credit Card, Cash etc.) and credit *Debtors control account*.

4. Journal **Payments made**
    a. Journal refunds. Debit the Debtors control account and credit the Payment control account (e.g. cash, credit card, bank transfer)
    b. Commission paid. Debit the Debtor control account and credit the Payment control account (Bank Transfer).
    c. Pay-outs (if the Semper POS system is used) this transaction is used when cash was paid from the till to suppliers. Debit Pay-out control account and credit the Cash control account.

5. Reconcile the bank
    a. Import your bank statement
    b. Credit the control account for each type and debit the bank.
    c. Check that all payments reflected in your bank are also recorded in your Semper system. Use the **posting** report within the Close function that details all payments received to guide the process.

6. Deposit management.
    a. Debit the Bank control account and credit the **Deposit control account** with the total deposits received for each type (.
    b. For **deposits applied** debit the Deposit control account and credit the debtors account.

7. Supplier invoices (only if Semper stock system is used)
    Journal the supplier total using the Export file created for all supplier invoices;
    a. **Cost of sale** items summarized (Inclusive of Tax). Debit **Cost of sale** (exclusive), Debit input Tax (VAT), and credit Supplier Control account (inclusive).
    b. **Cost of sale** items summarized (Zero Tax). Debit **Cost of sale** (exclusive) and credit Supplier (Exclusive).
    c. **Expense** items summarized (Inclusive of Tax). Debit **Expense account** (inclusive) and credit Supplier (inclusive).

* Detail import of invoices or transactions are also supported but not recommended.