Welcome

Semper Accounting Integration

Semper Integration Principles

Sage Pastel Accounting

Sage One Accounting
by Sage Pastel

Semper Integration Principles

The integration in this document is based on venues who pay taxes (VAT or GST) based on invoiced business

The principal is that a business period (such as weekly, bi-monthly or monthly) gets closed off and that all invoices and other transactions that fall within that period are also closed.
The close is a specification function that gets performed in Semper (called a "Close") and once completed ensures that all information in that period can never be altered. This information is then exported to an accounting system such as Sage One Accounting, Pastel Partner or Express.

When closing a period, Semper allocates a unique number to the period and marks all invoices (including all transactions on the invoice) as well as un-invoiced payments (receipts), payments made (commission, gratuities and refunds paid), credit notes and expenses allocated to invoices (e.g. write-offs, discounts etc), that fall within the period with the same unique number.

The information on a period is then exported or "Posted" to an accounting system. Systems such as Sage One Accounting supports a direct update of the Sage One system in real-time and for systems such as Pastel Partner or Express, a CSV file is created which is then imported

The posting process

When the post function is executed the following happens
Debtor accounts: all company debtors will be exported if transactions exist for the debtor. On the import the debtor will be created if it does not exist or updated if it does
For Guest debtors a single guest control account gets created (The name is specified when the GL code mapping is performed). All guest invoices are posted to the guest control account. An option exist to export each guest reservation in detail. This is not recommended due to the volume of information

Payments received (receipts) will NOT be imported into the accounting system. The are included in the close function and can be viewed and printed. These receipts must be reconciled individually when the bank reconciliation is performed. In that process they will be allocated to the correct account as described later in more detail.

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 with the "post" function if a Goods Received (GRV) record exists for that supplier. All "own venue" GRV's will not be exported. (These are GRV's where the venue enters goods into the system that will not require payment. E.g. A hamburger patty is created in the kitchen and included in a recipe)

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Mapping between Semper and your accounting system

Transactions recorded in Semper on invoices as well as payments and expenses get mapped to GL codes that will be used when exporting to the accounting system

The export summarizes transactions based on the GL code mapping specified.
e.g. in Semper you may have products such as Coca Cola, Fanta, Castle etc. The products will each fall into specific categories (e.g. Drinks)

Each product will then be mapped separately to a GL Account code (e.g. For Sage One the above products could all have the same GL code called “Drinks” specified or in Pastel Partner or Express the code could be something like 0010050)

Transactions will be summarized together if they have the same code specified. E.g. in the above example if an invoice contains Coca Cola and Fanta and both have the same GL code specified then a single entry will be created on the export. If the unit price differs, an average will be calculated. This greatly reduces the volume of data

When specifying these GL codes only products with the same Tax (VAT or GST) can have the same GL account code.

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Invoices

Invoices are included in a close when the Invoice date falls within the period specified for the “close”
All transactions that appear on a selected invoice will be exported as part of that invoice.

Note: Accounting systems do NOT include payments received within an invoice whereas they could be included within a Semper invoices. Accounting systems record the receipts separately and then allocated such receipts to one or more invoices.

Semper support both methods. (e.g. Payments within an invoice or recorded separately and allocated)

If the payment received appears within a Semper invoice, they will be removed from the invoiced and exported separately. Such payments will then be auto allocated to the invoice

Invoices will thus only consist of sales items and expenses (discounts, commissions etc.)

How do we start?

A start date needs to be established which is normally the start of a tax cycle or a year end.
This date can be in the past or future. If one in the past is selected, a bank reconciliation from that date to the present needs to be performed. It is therefore advisable to select a future date.

For the start date an opening balance gets created. This consists of all debtors on the start date as well as any deposits.
To create the opening balances, a specific function called a "Create" is performed in Semper
All outstanding debtor invoices will be marked and those invoices will have a single opening balance transaction (with zero vat).

These invoices will then be exported to the accounting system. The total of the outstanding amounts on these invocies plus all deposits will be added together and saved as your opening balance

Every close performed thereafter will created an opening balance for that closed period as well as a closing balance (consisting of all the sales, expenses and payments added together for the period which is then added to the opening balance for the period to create a closing balance)

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 recorded on 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).

How to set yourself up for the Integration with Pastel

Setup Instructions

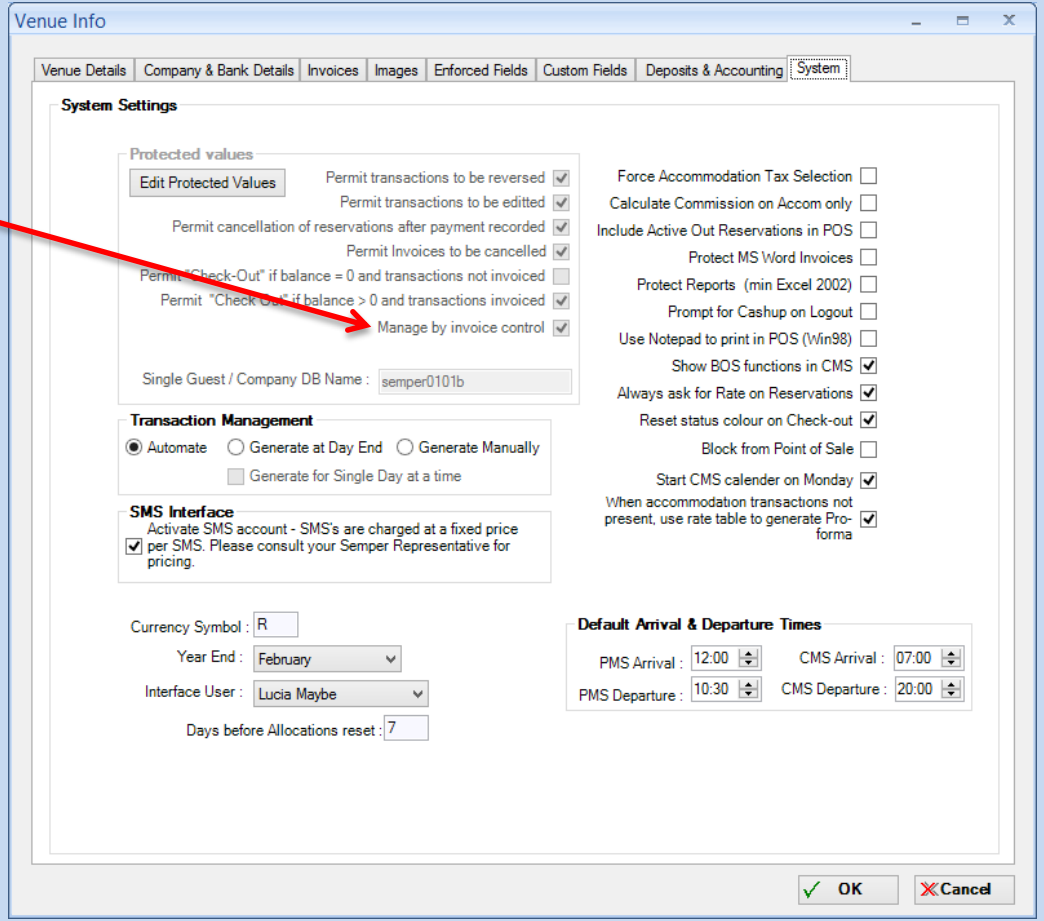
Semper

The setup

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

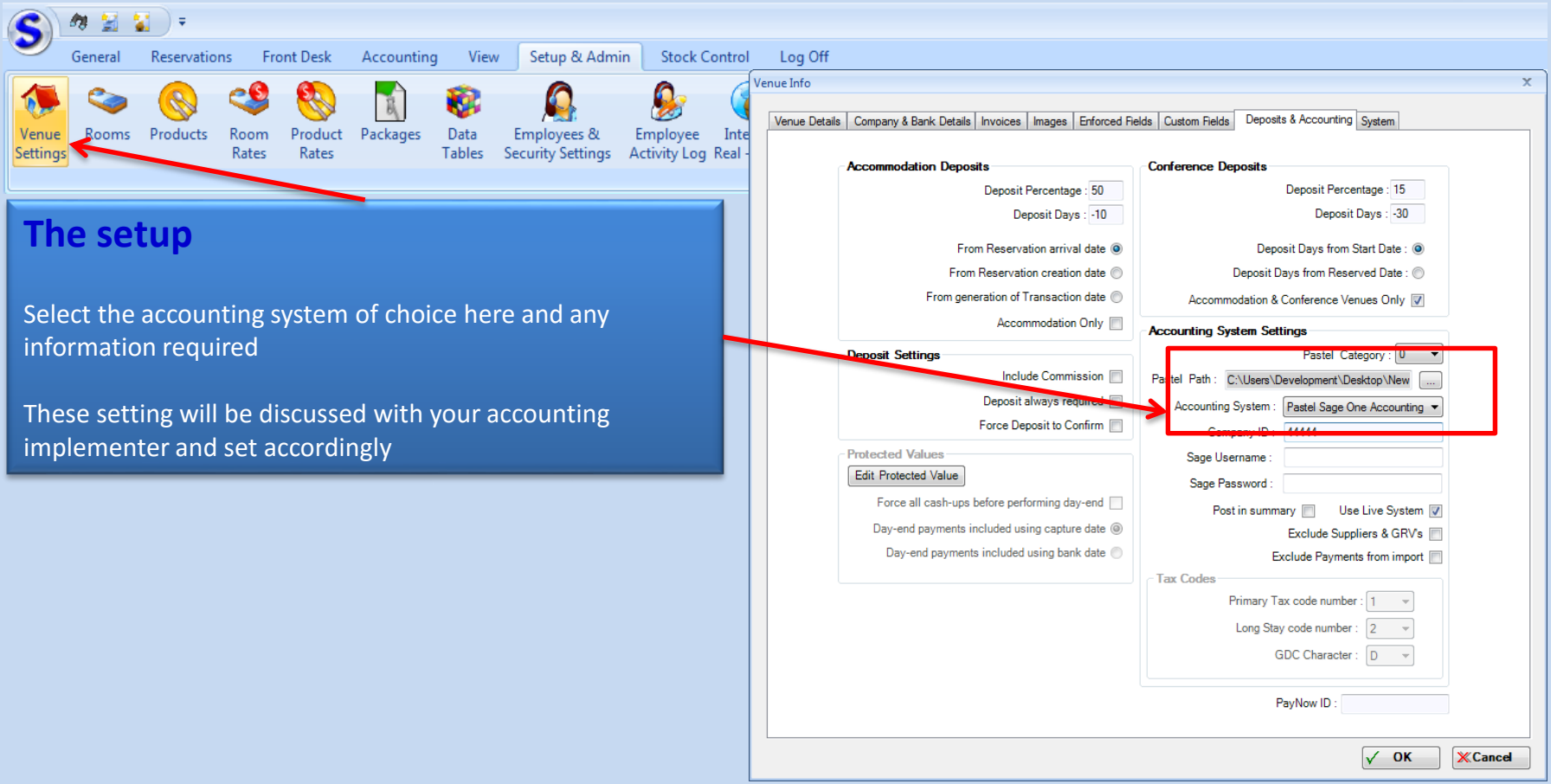
This setting will ensure that the system enforces invoices be generated before reservations can be checked out and will also system generate invoices for cancellation fees and commissions retained.

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



Setup Instructions

Semper



The setup

Select the accounting system of choice here and any information required

These setting will be discussed with your accounting implementer and set accordingly

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.

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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

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GL Mappings

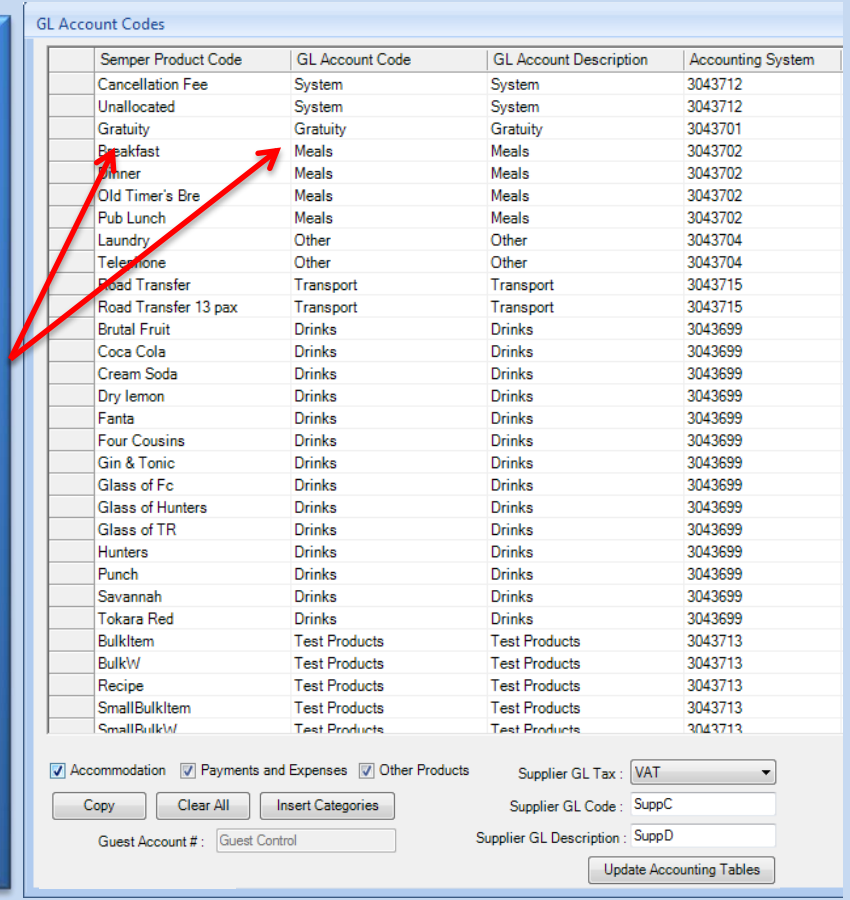
All your Semper products will be listed in the first column.
The system will automatically enter the product's main category in the GL Account Code and description fields the first time you enter this screen.

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

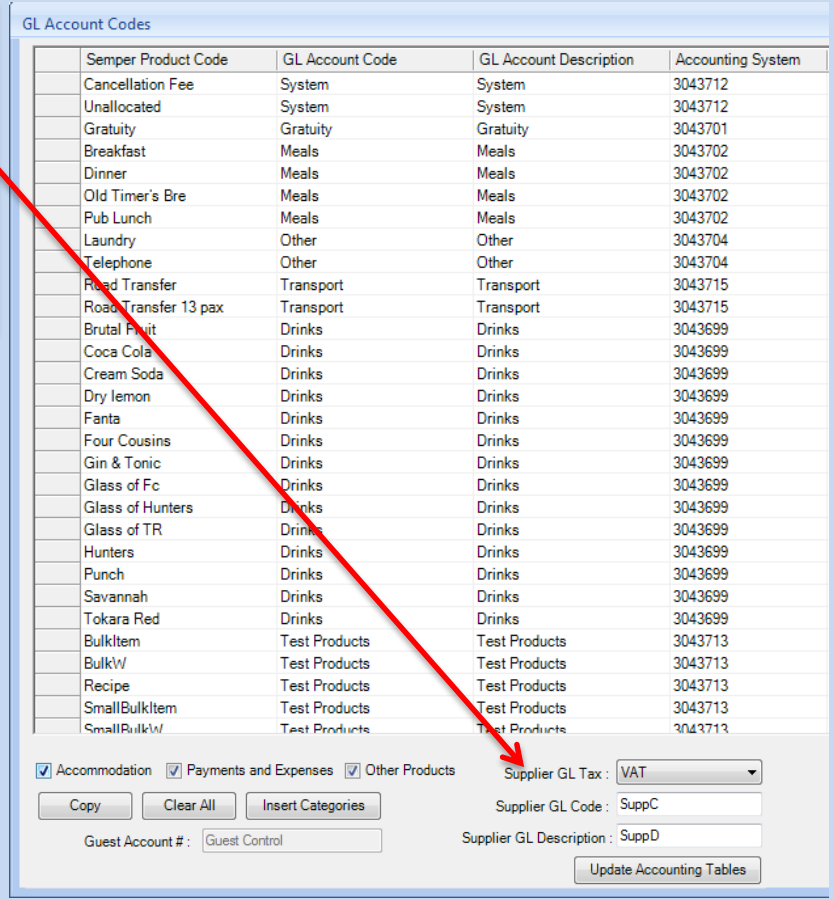
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For your GL Mapping

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.



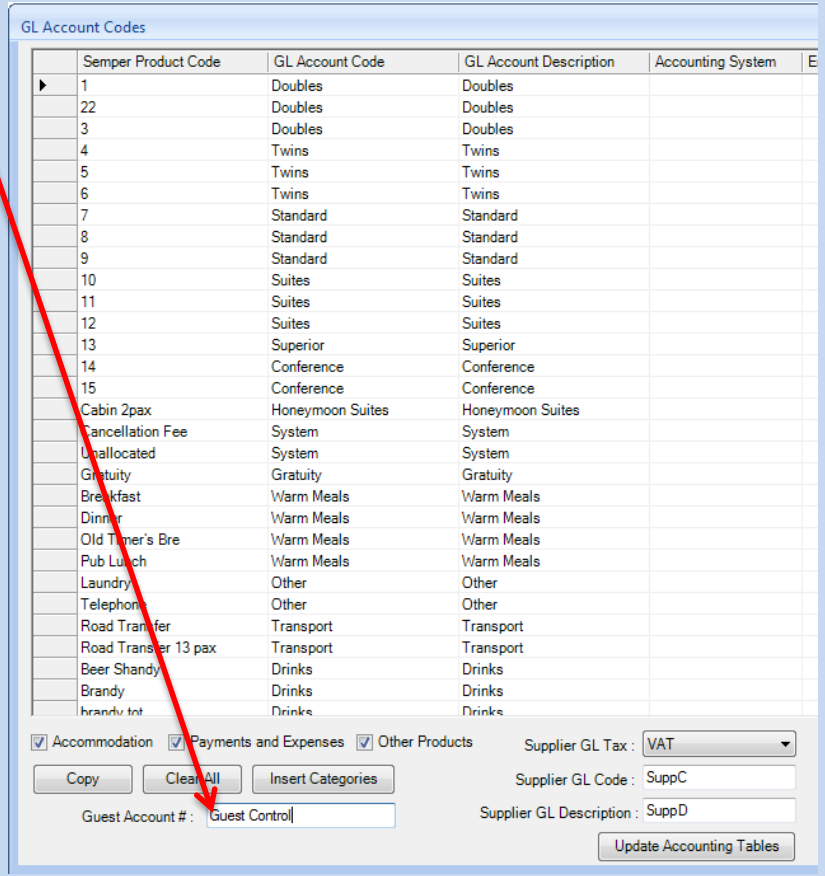
Setup Instructions - GL Mapping

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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

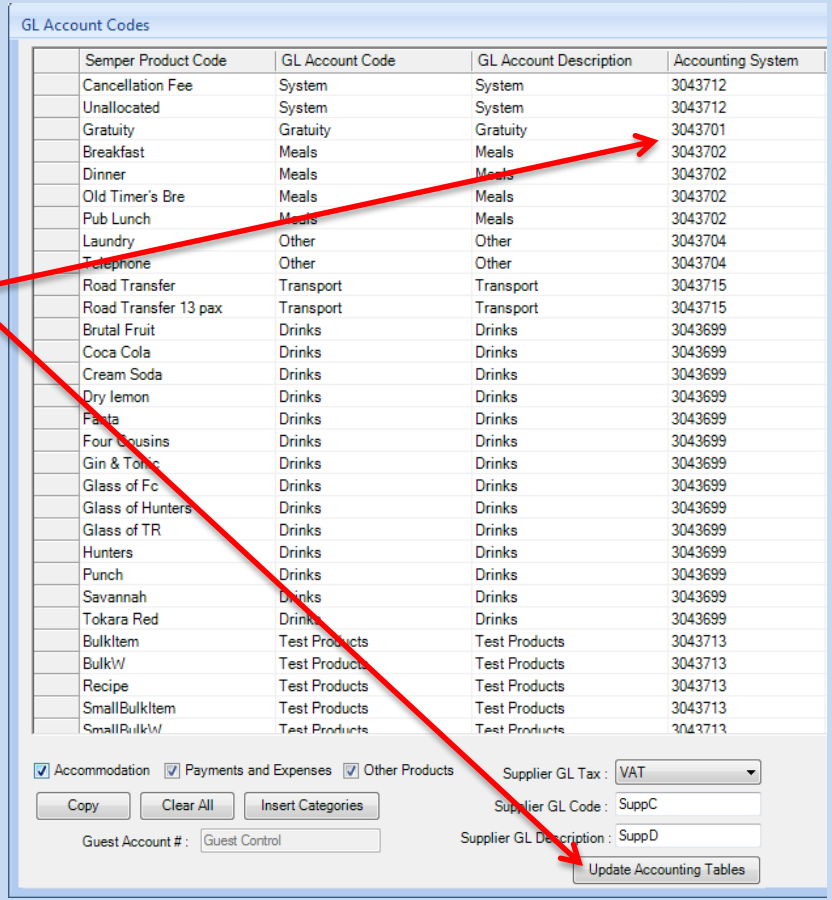
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Once all entries have been specified, select the Update Accounting Tables button that will create these entries in Sage One.

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

Semper

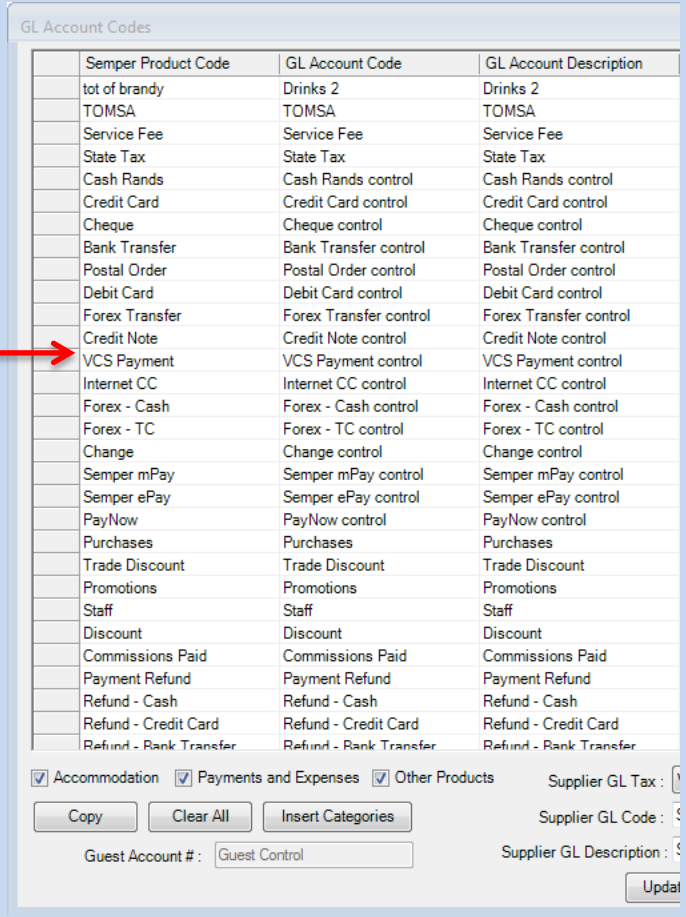
Bank reconciliation process within the accounting system.

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.

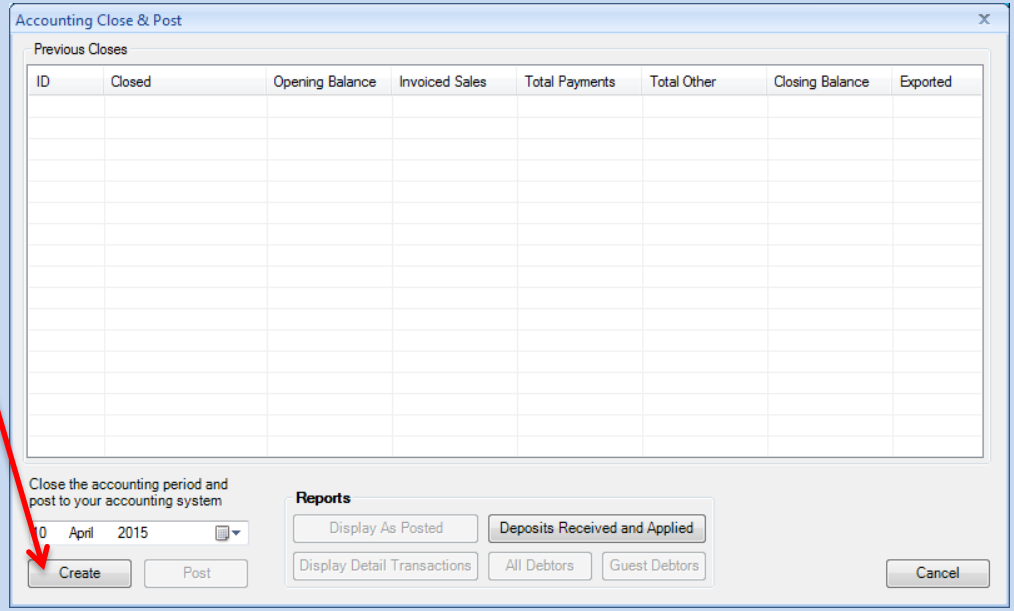
Opening balance rule: The create selects all invoices were an outstanding balance exists and the issue date of the invoice is older than or on the same date as the date selected (the start date)

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

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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.

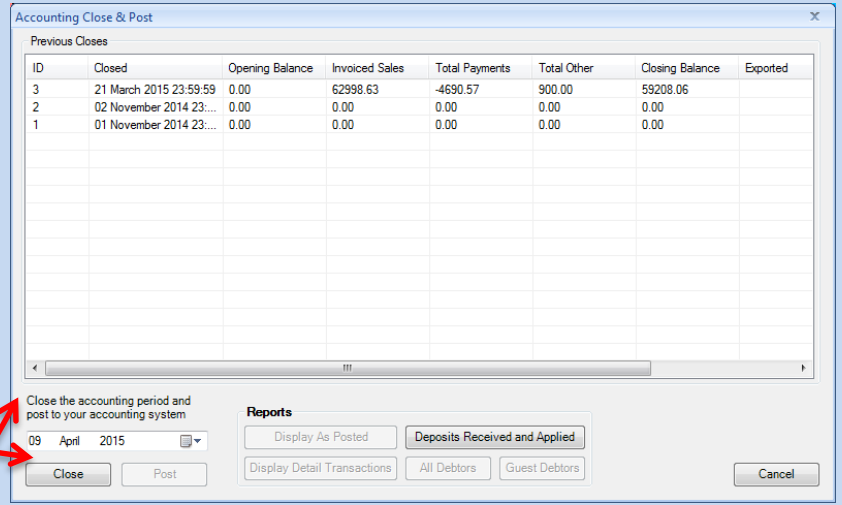
Perform this until you are up to date (E.g. if your period is months, and the current month is May then keep posting until the end of April).

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.