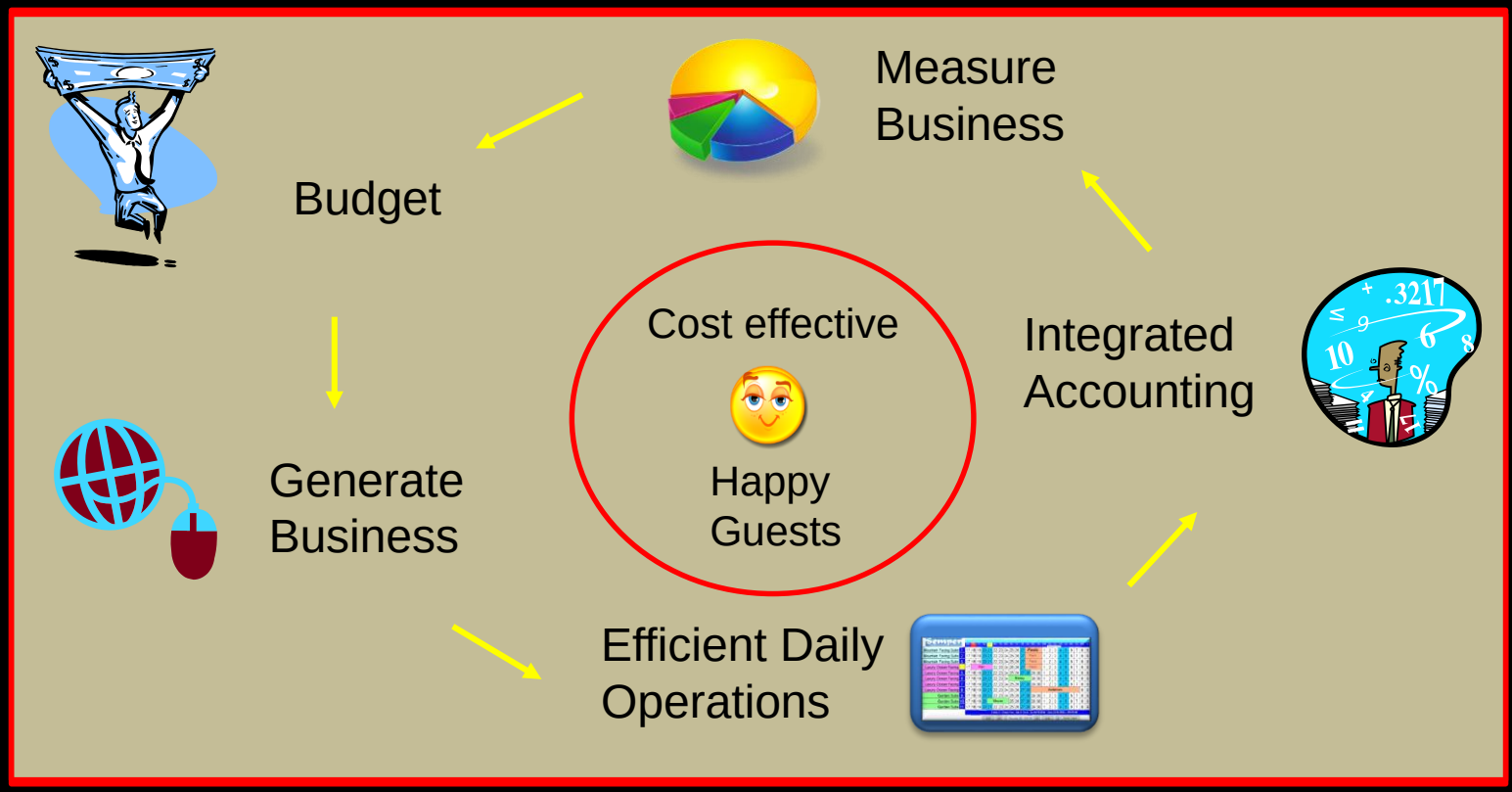
Semper

Property Management Systems



Comprehensive fully integrated solution

Semper

Software Solutions for the Hospitality Industry

Reservation System



For support please contact:
Central Support
0861 736 737
076 298 5636 (After Hours)
Email

Member Login

Username : Bem

Password : ******

Login | Quit

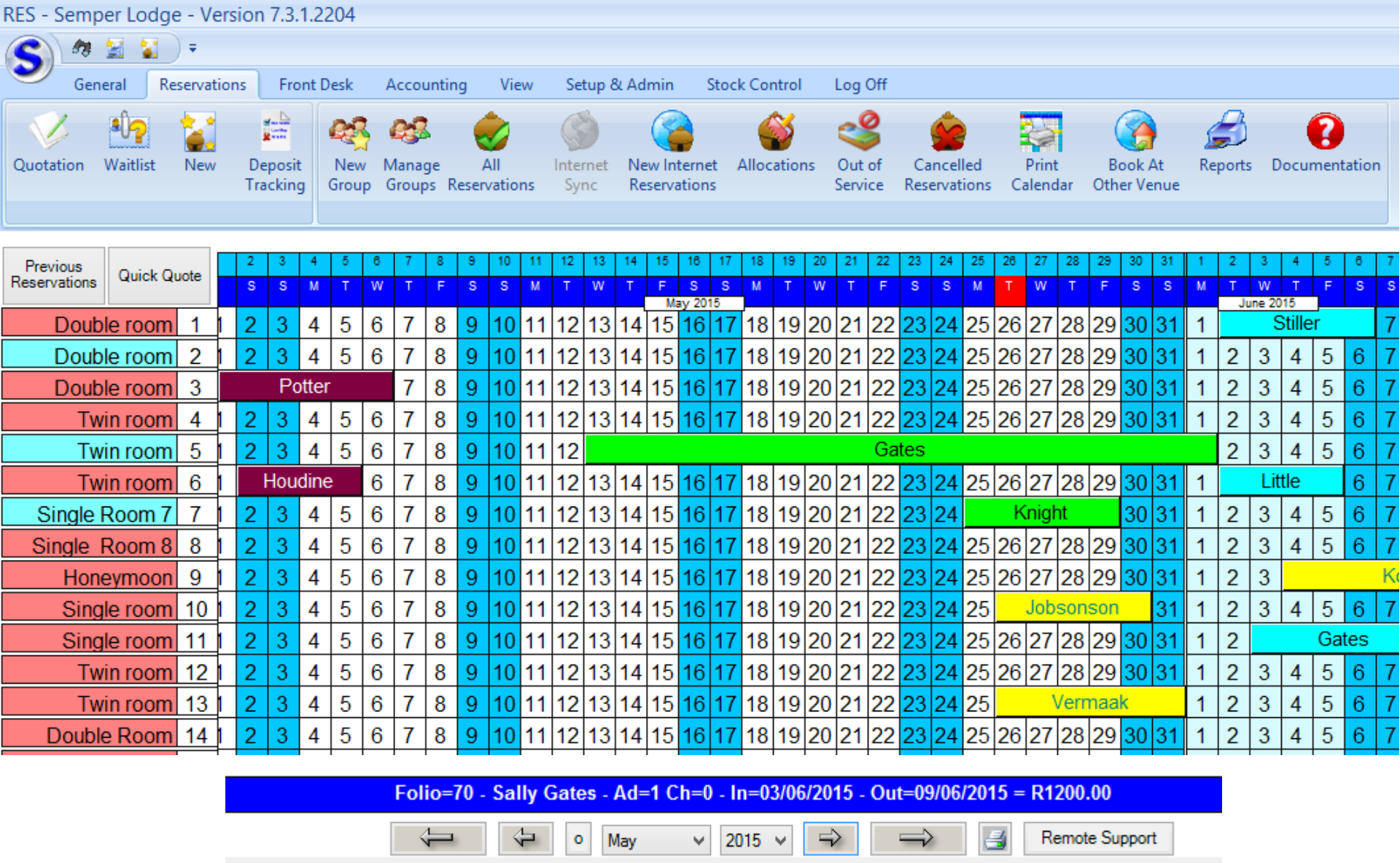
s/n : epSmmCESGW34352578

We hope to inspire you!

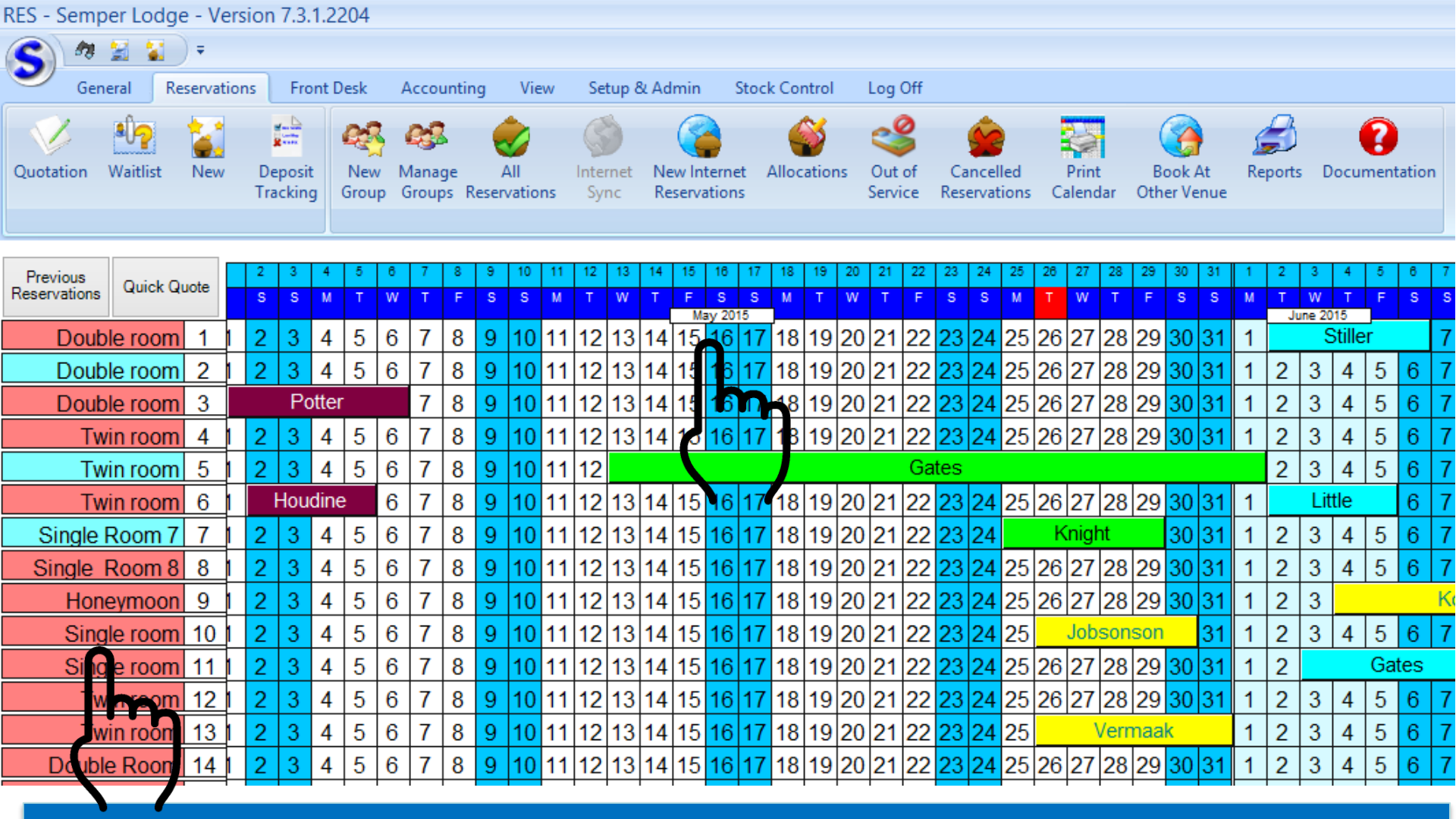
"Do not take life too seriously. You will never get out of it alive.— Elbert Hubbard

This is the log-in screen –
each user has their own unique user id and password.

A profile is setup for each user that determines which functions they may access.

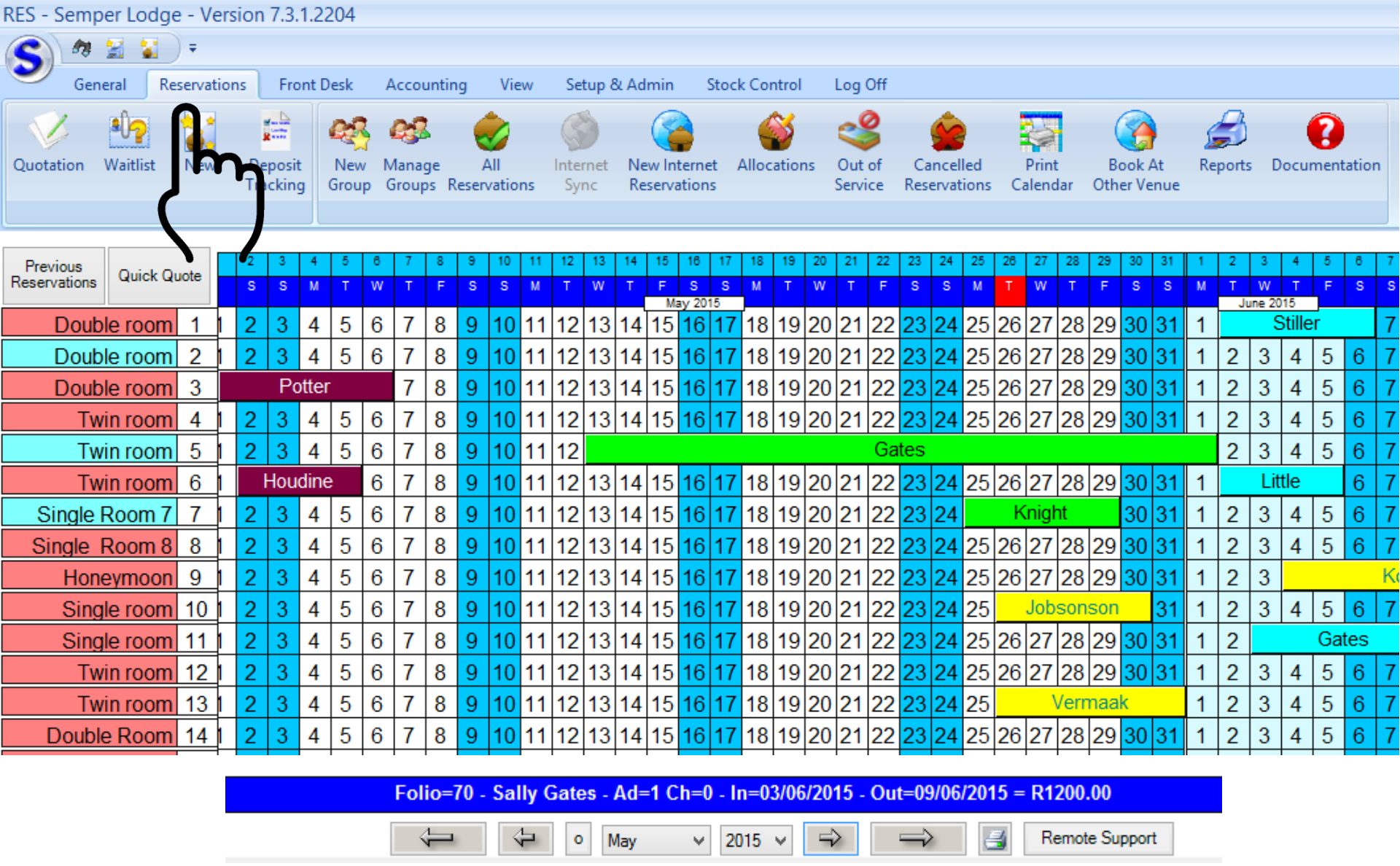


This is the main screen

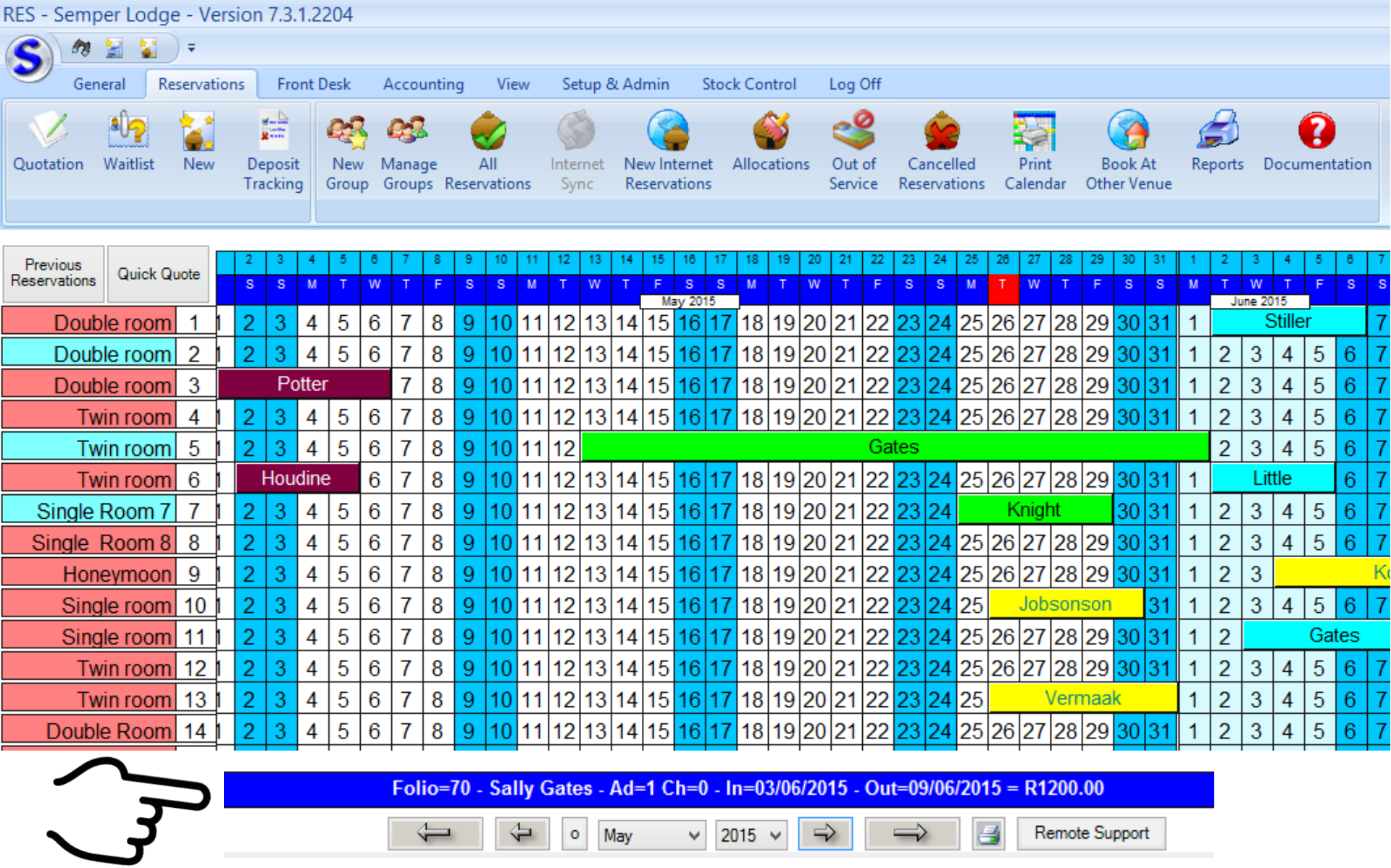


Rooms are displayed on the left and a 3 month calendar onto which all reservations are recorded Different colors designate different status setting such as Provisional, Confirmed, In-house etc.

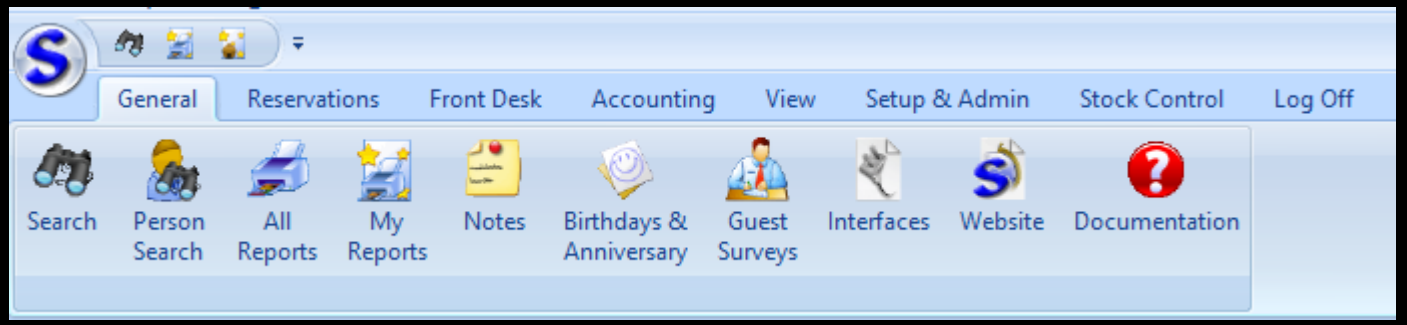
Room colors on the left designate clean or dirty rooms and changed as housekeeping perform their duties



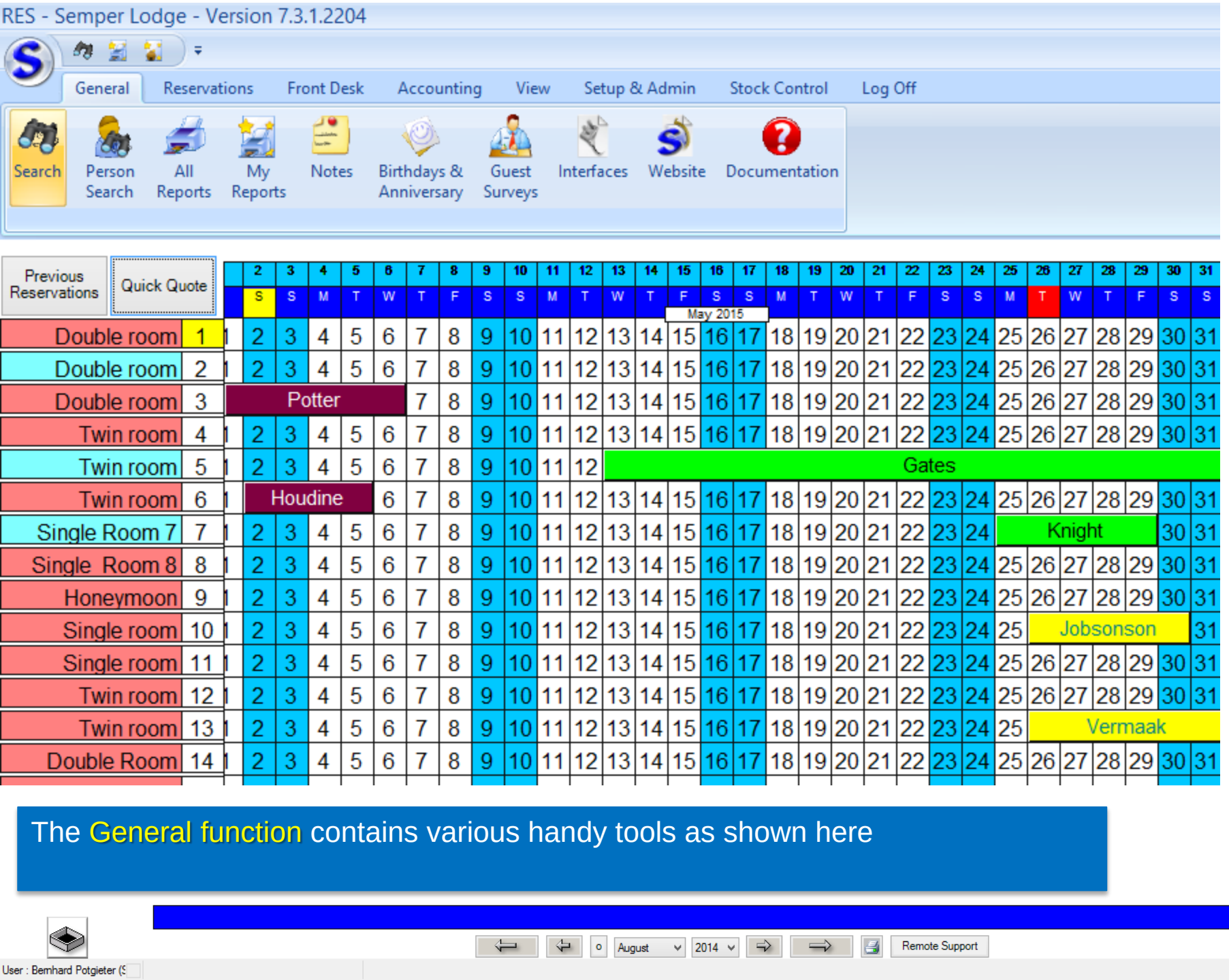
The system groups logical functions together such as Reservations, Front Desk, Accounting, Admin etc. in a ribbon style which is also found within all Microsoft Office products

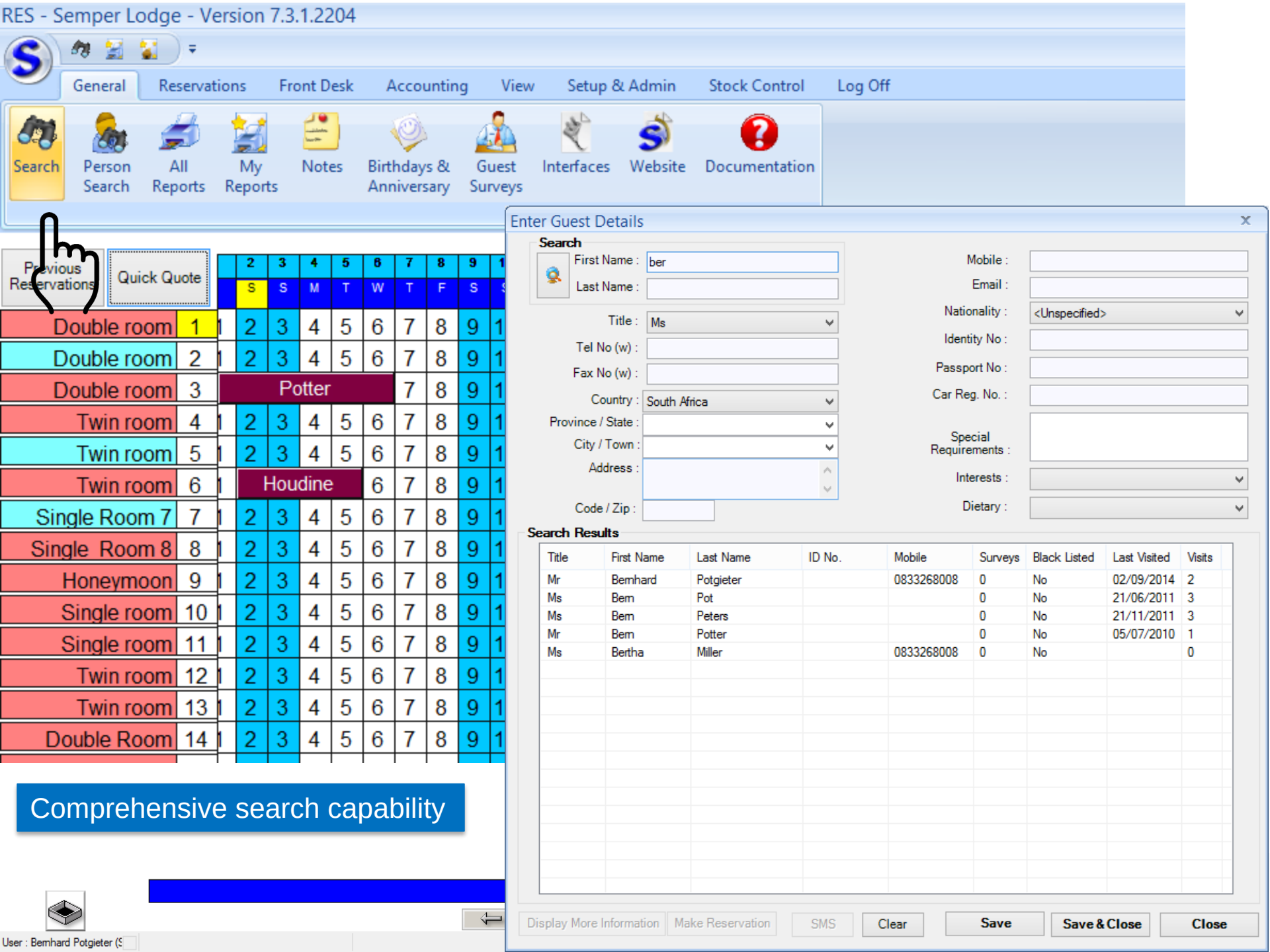


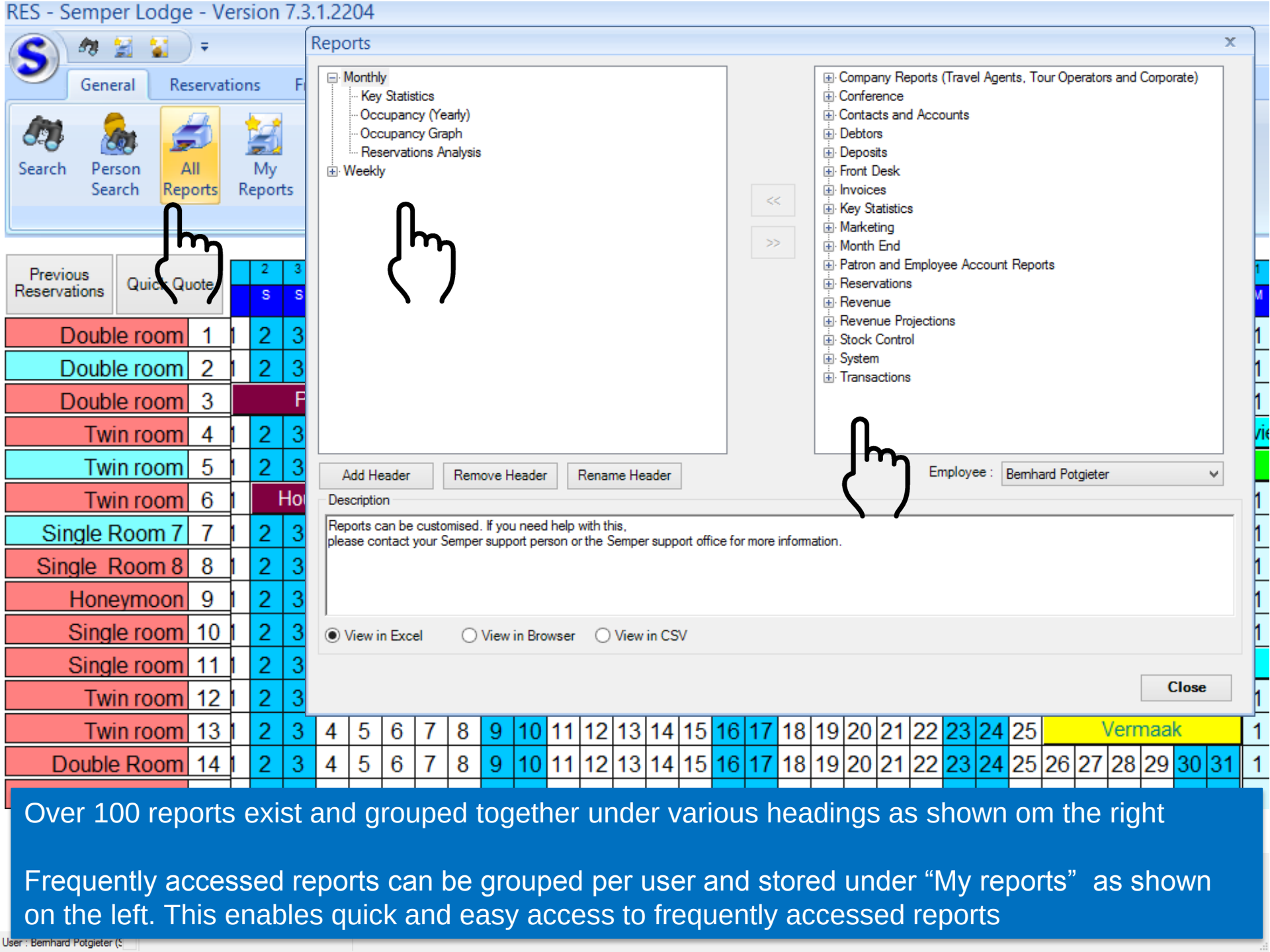
A navigation bar is displayed at the bottom. The small arrow advances (or goes back) one week and the larger arrow one month.
The “o” returns to the current month


General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Search
Person Search
All Reports
My Reports
Notes
Birthdays & Anniversary
Guest Surveys
Interfaces
Website
Documentation

General

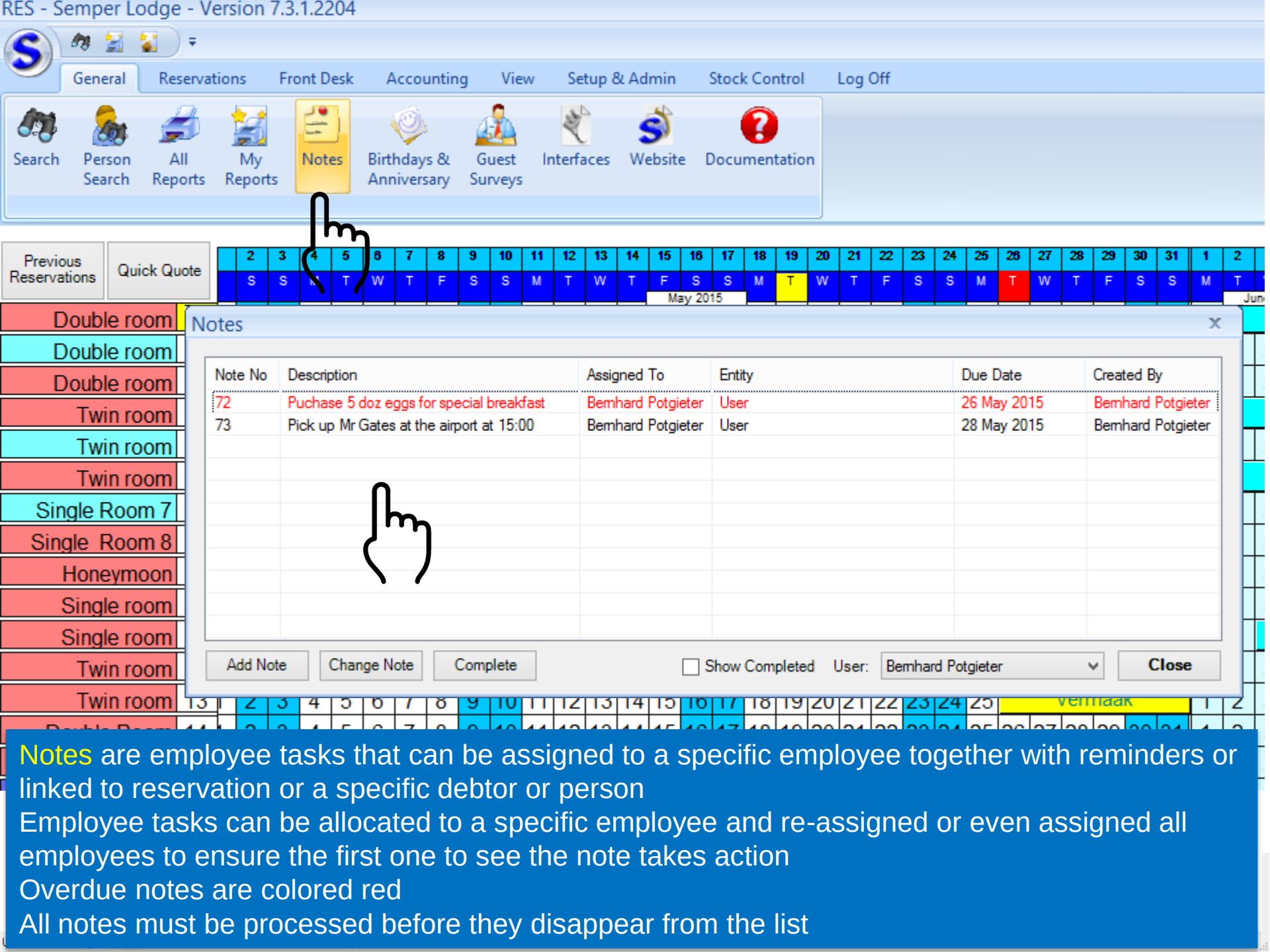

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Search
Person Search
All Reports
My Reports
Notes
Birthdays & Anniversary
Guest Surveys
Interfaces
Website
Documentation
Previous Reservations
Quick Quote
May 2015
Double room 1
Double room 2
Double room 3
Twin room 4
Twin room 5
Twin room 6
Single Room 7
Single Room 8
Honeymoon 9
Single room 10
Single room 11
Twin room 12
Twin room 13
Double Room 14
Potter
Houdine
Gates
Knight
Jobsonson
Vermaak
The General function contains various handy tools as shown here
August
2014
Remote Support
User : Bernhard Potgieter (S

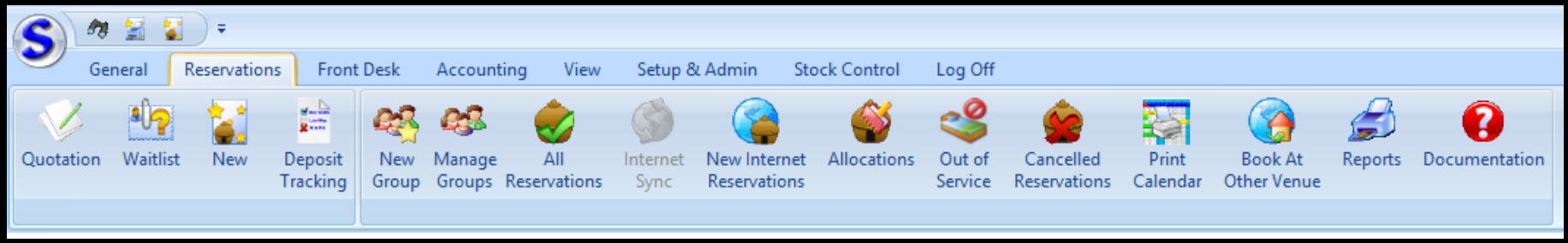

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Search
Person Search
All Reports
My Reports
Notes
Birthdays & Anniversary
Guest Surveys
Interfaces
Website
Documentation
Previous Reservations
Quick Quote
Double room 1
Double room 2
Double room 3
Twin room 4
Twin room 5
Twin room 6
Single Room 7
Single Room 8
Honeymoon 9
Single room 10
Single room 11
Twin room 12
Twin room 13
Double Room 14
Potter
Houdine
Enter Guest Details
Search
First Name : ber
Last Name :
Title : Ms
Tel No (w) :
Fax No (w) :
Country : South Africa
Province / State :
City / Town :
Address :
Code / Zip :
Mobile :
Email :
Nationality : <Unspecified>
Identity No :
Passport No :
Car Reg. No. :
Special Requirements :
Interests :
Dietary :
Search Results
Title | First Name | Last Name | ID No. | Mobile | Surveys | Black Listed | Last Visited | Visits
Mr | Bernhard | Potgieter | | 0833268008 | 0 | No | 02/09/2014 | 2
Ms | Bern | Pot | | | 0 | No | 21/06/2011 | 3
Ms | Bern | Peters | | | 0 | No | 21/11/2011 | 3
Mr | Bern | Potter | | | 0 | No | 05/07/2010 | 1
Ms | Bertha | Miller | | 0833268008 | 0 | No | | 0
Display More Information
Make Reservation
SMS
Clear
Save
Save & Close
Close
Comprehensive search capability
User : Bernhard Potgieter



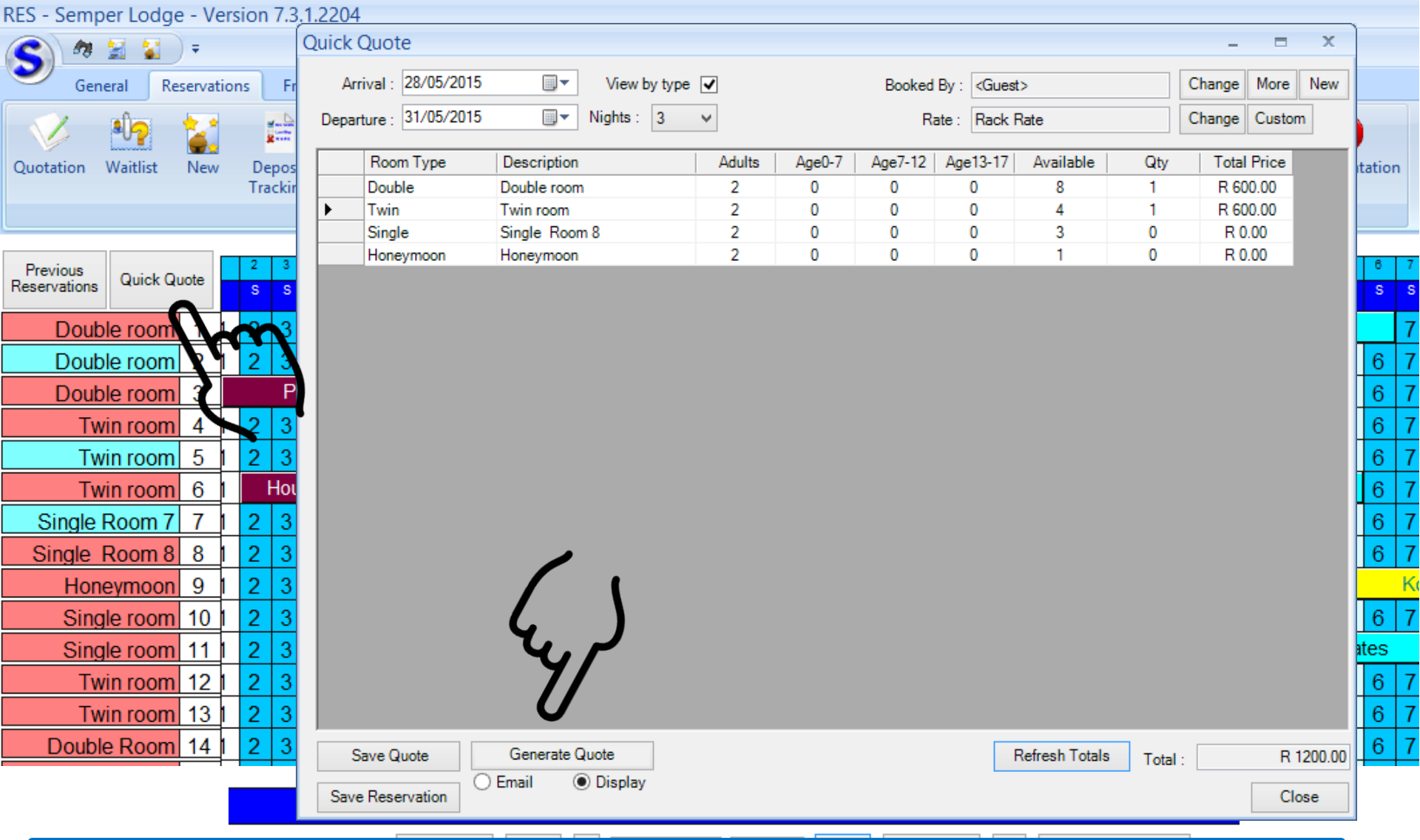
Over 100 reports exist and grouped together under various headings as shown om the right

Frequently accessed reports can be grouped per user and stored under “My reports” as shown on the left. This enables quick and easy access to frequently accessed reports

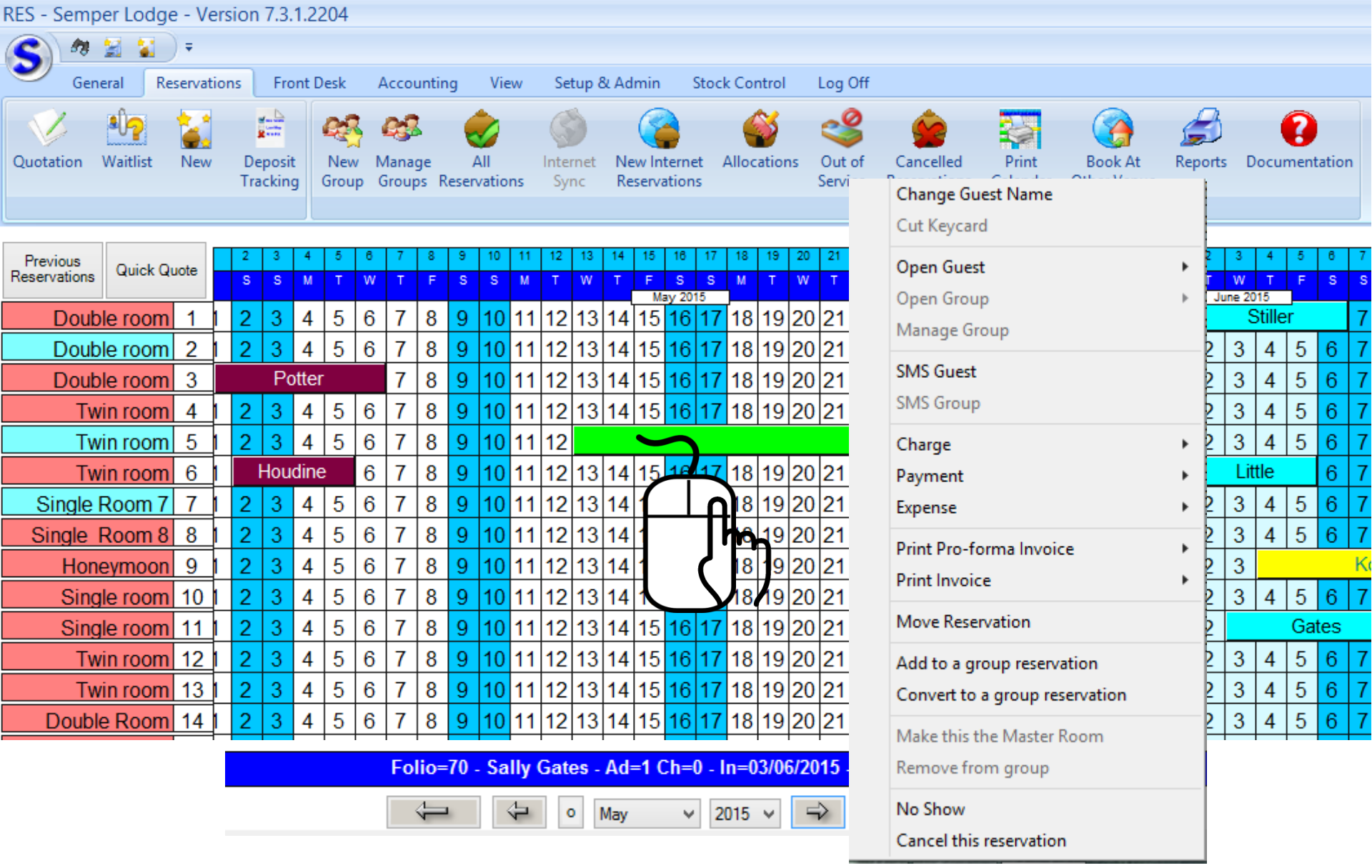

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Search
Person Search
All Reports
My Reports
Notes
Birthdays & Anniversary
Guest Surveys
Interfaces
Website
Documentation
Previous Reservations
Quick Quote
May 2015
Double room
Double room
Double room
Twin room
Twin room
Twin room
Single Room 7
Single Room 8
Honeymoon
Single room
Single room
Twin room
Twin room
Notes
Note No
Description
Assigned To
Entity
Due Date
Created By
72
Puchase 5 doz eggs for special breakfast
Bernhard Potgieter
User
26 May 2015
Bernhard Potgieter
73
Pick up Mr Gates at the airport at 15:00
Bernhard Potgieter
User
28 May 2015
Bernhard Potgieter
Add Note
Change Note
Complete
Show Completed
User:
Bernhard Potgieter
Close
Notes are employee tasks that can be assigned to a specific employee together with reminders or linked to reservation or a specific debtor or person
Employee tasks can be allocated to a specific employee and re-assigned or even assigned all employees to ensure the first one to see the note takes action
Overdue notes are colored red
All notes must be processed before they disappear from the list



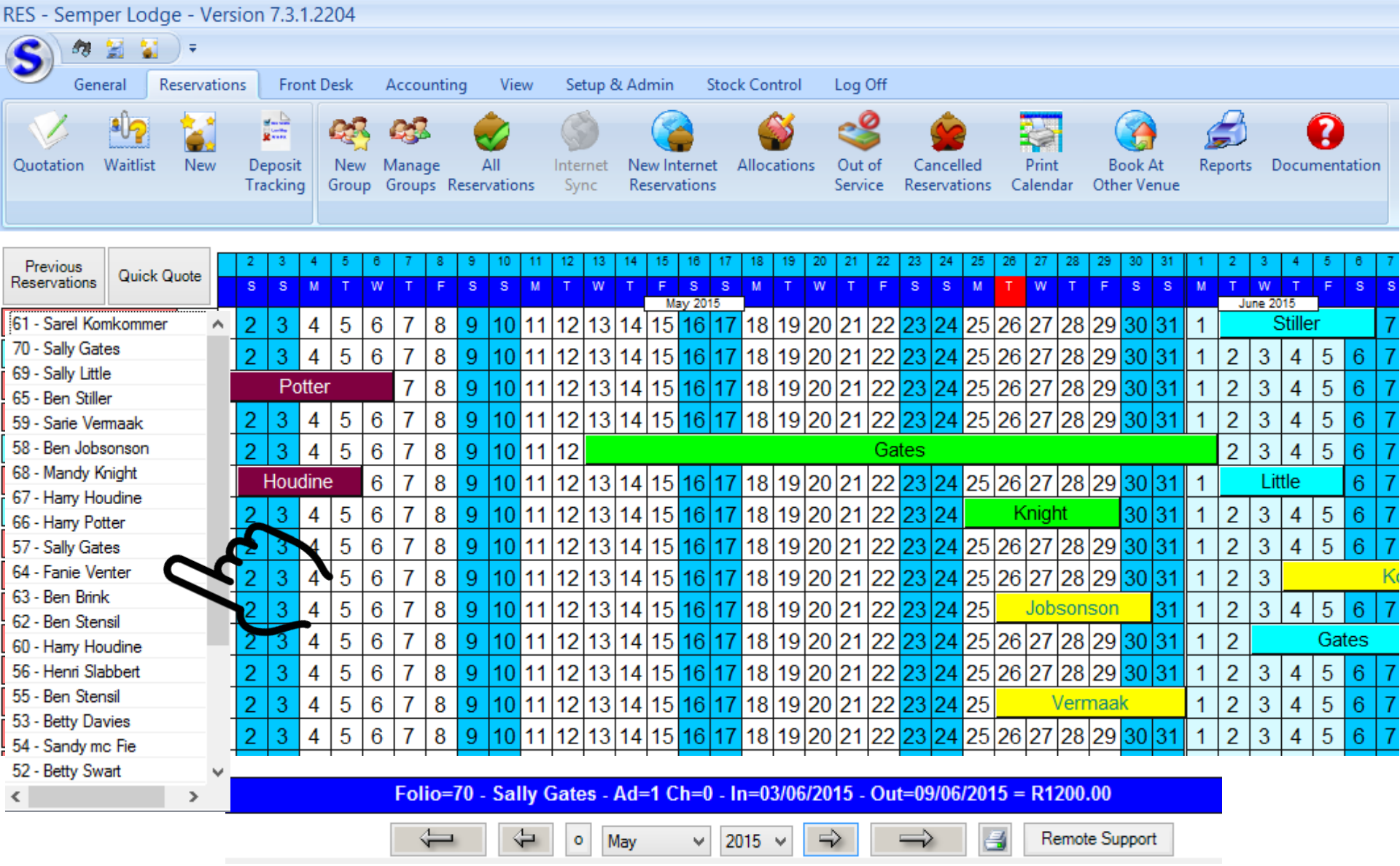
Reservation Management



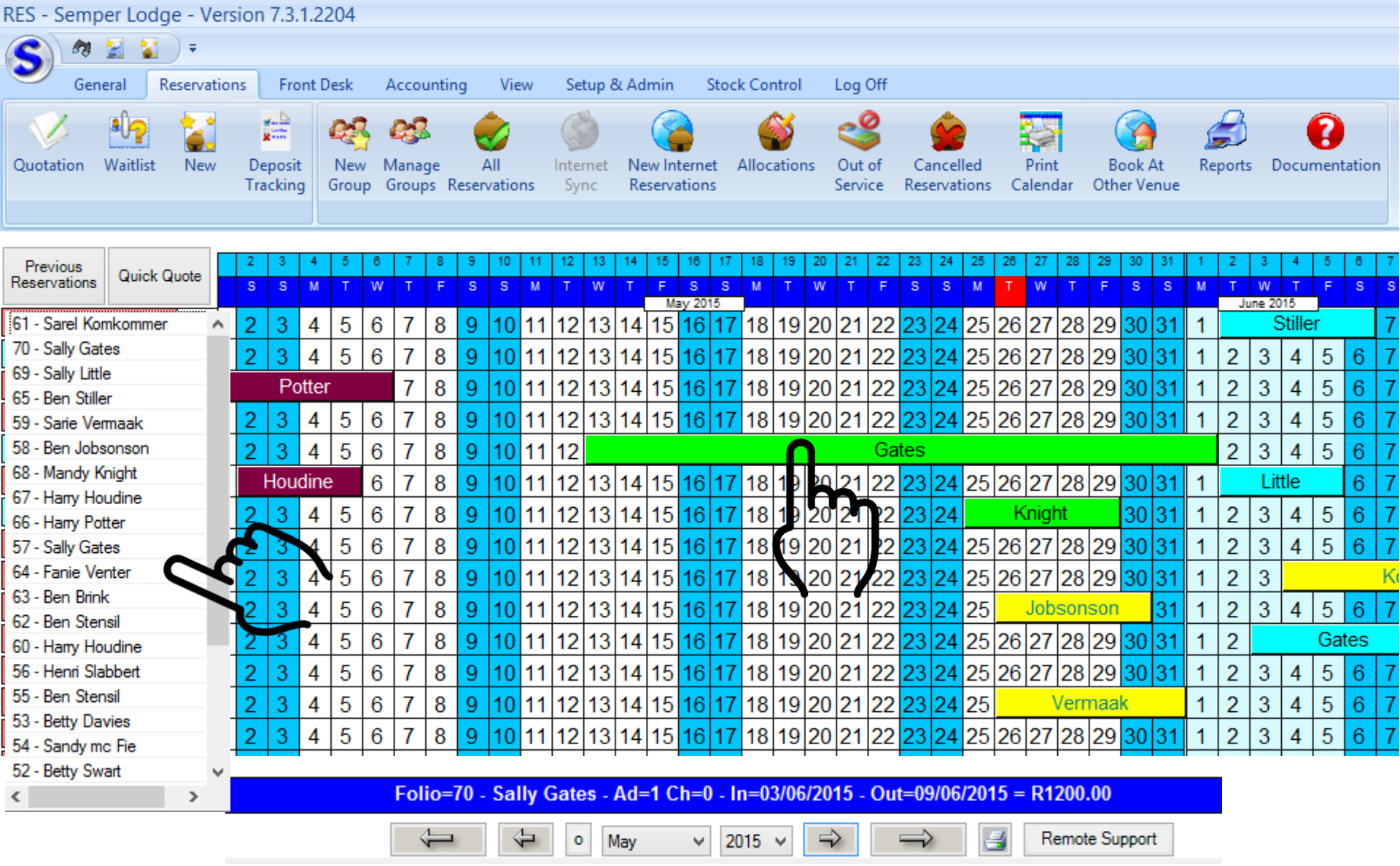
A quick quote system enables the operator to quote single or groups in seconds with ability to generate a pro-forma quotation. It includes the ability to save the quote in the quotation management system or to convert it to a reservation



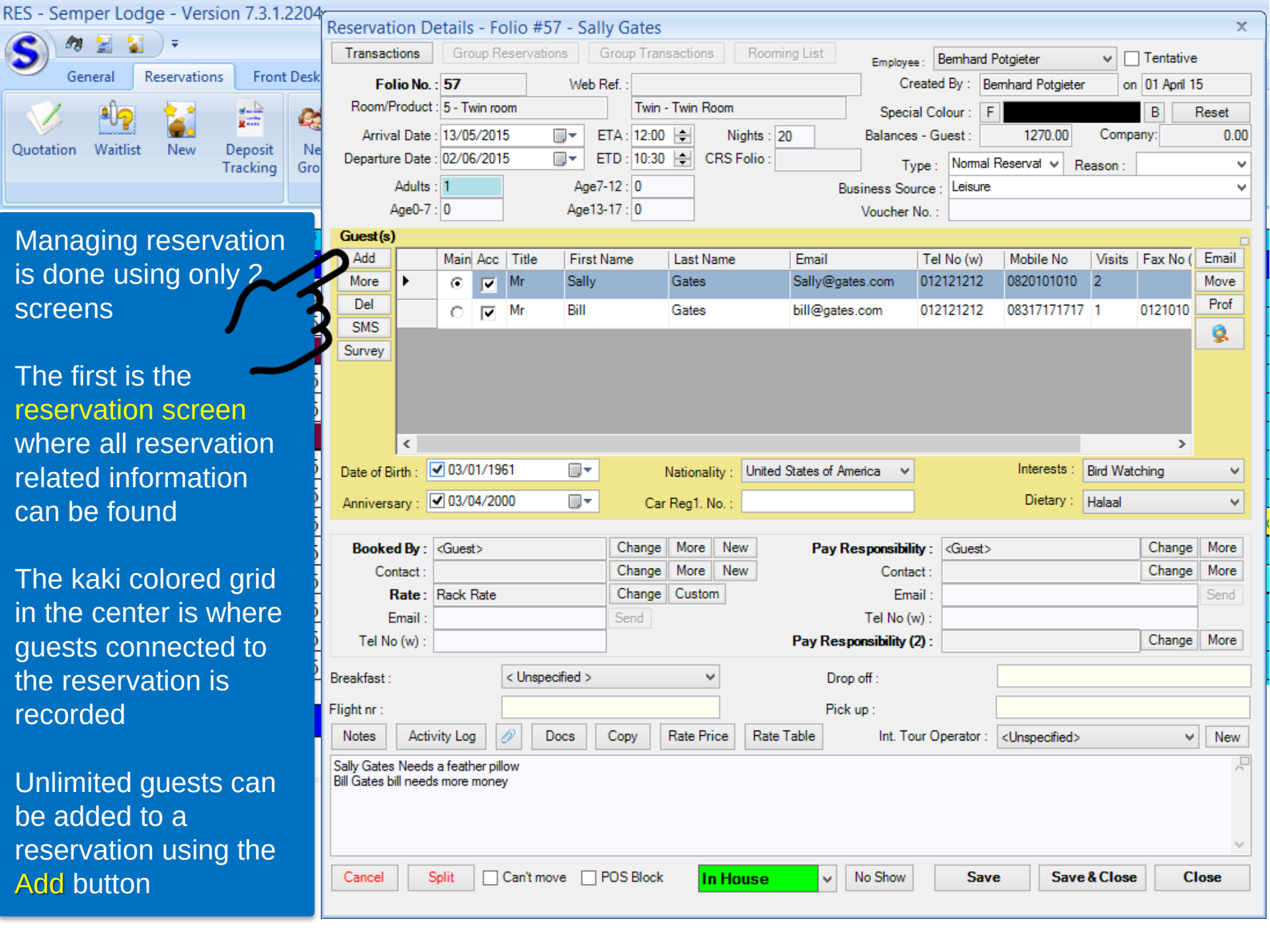
Various tools exist to improve productivity
Right click on a reservation to display a menu of actions that can be performed as shown here



The last 20 reservations worked on are displayed in a list and can be selected for quick access



To open a reservation, click on the reservation on the calendar or select one from the list on the left

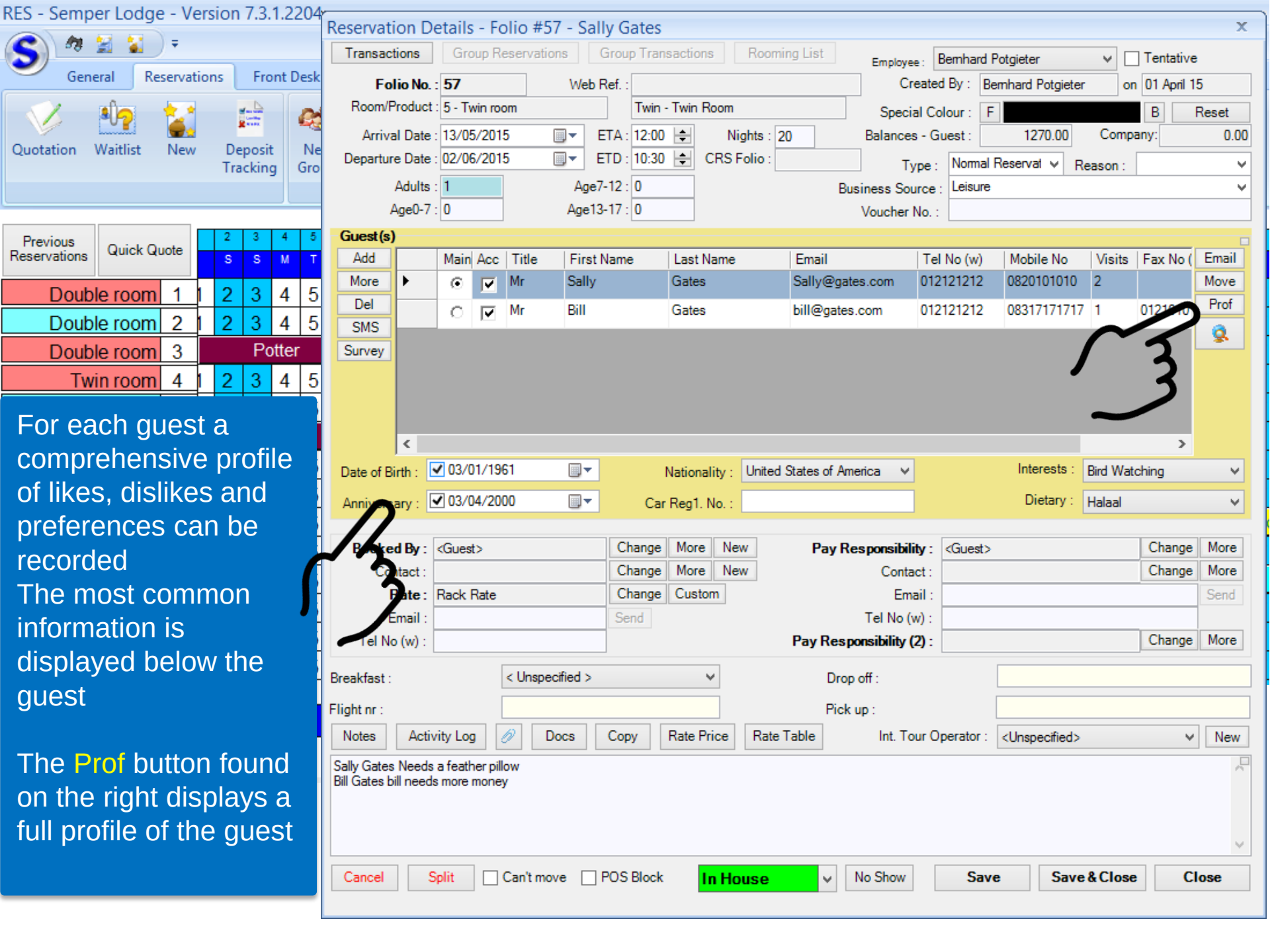


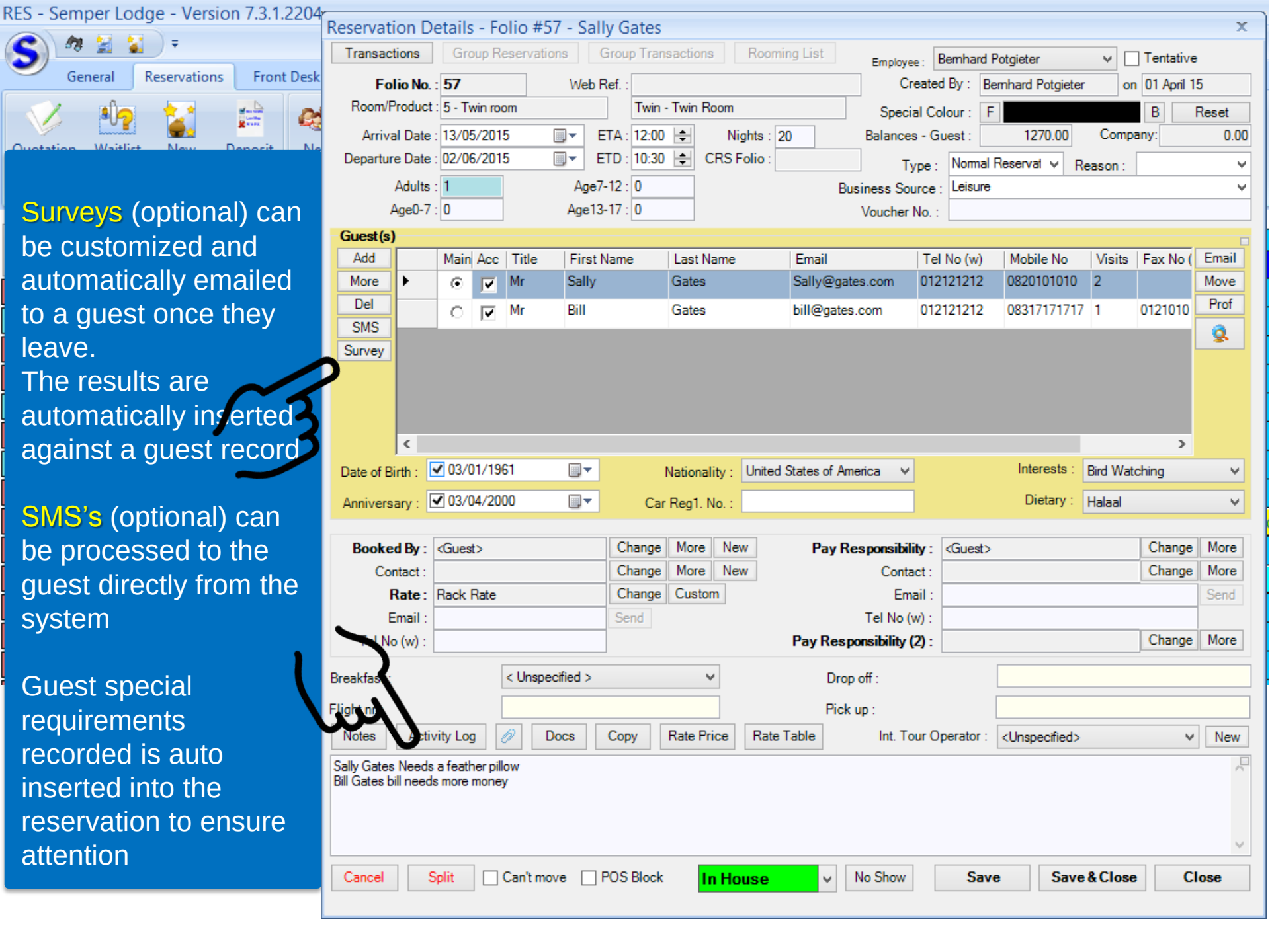
Managing reservation is done using only 2 screens

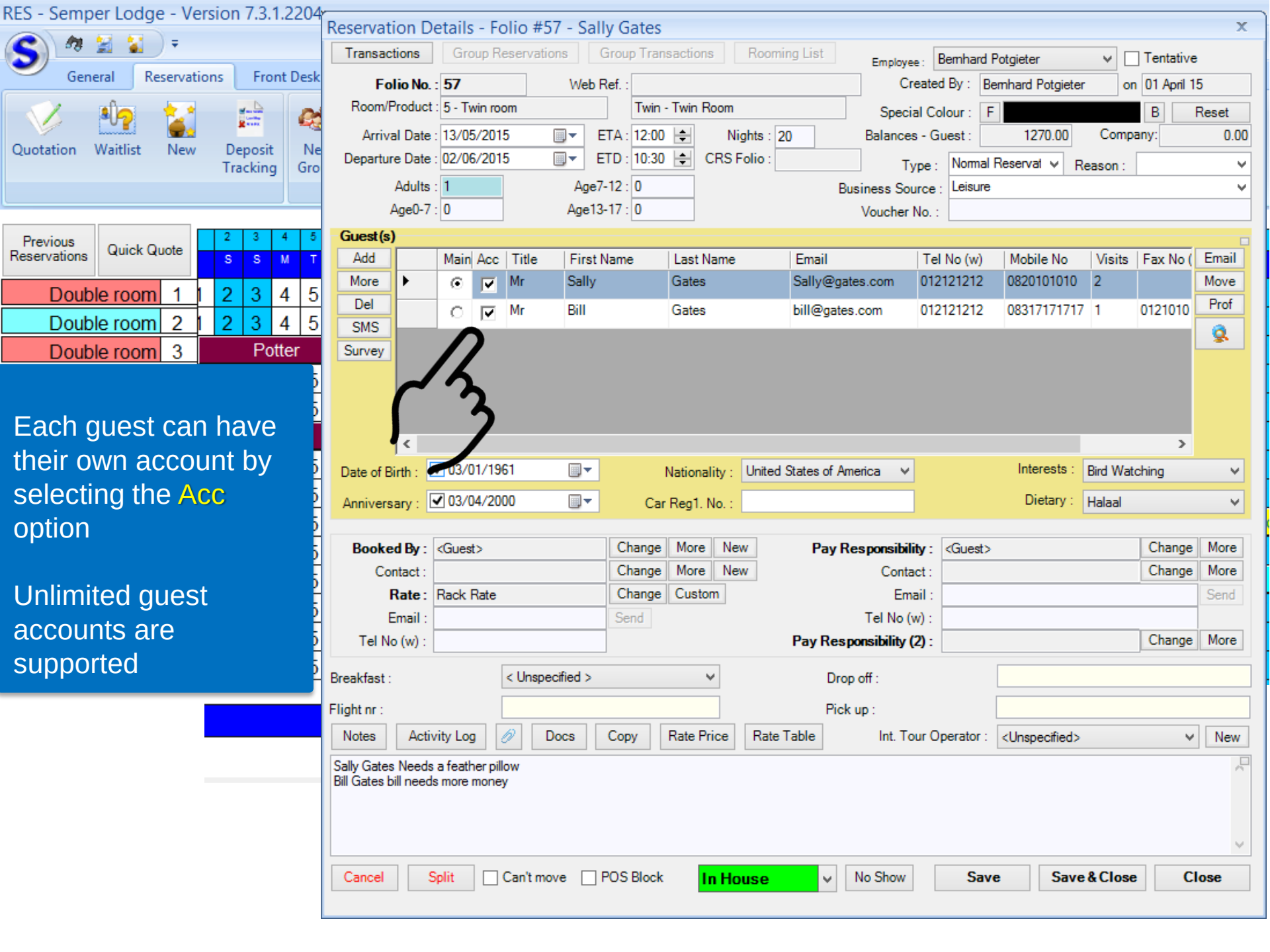
The first is the reservation screen where all reservation related information can be found

The kaki colored grid in the center is where guests connected to the reservation is recorded

Unlimited guests can be added to a reservation using the Add button

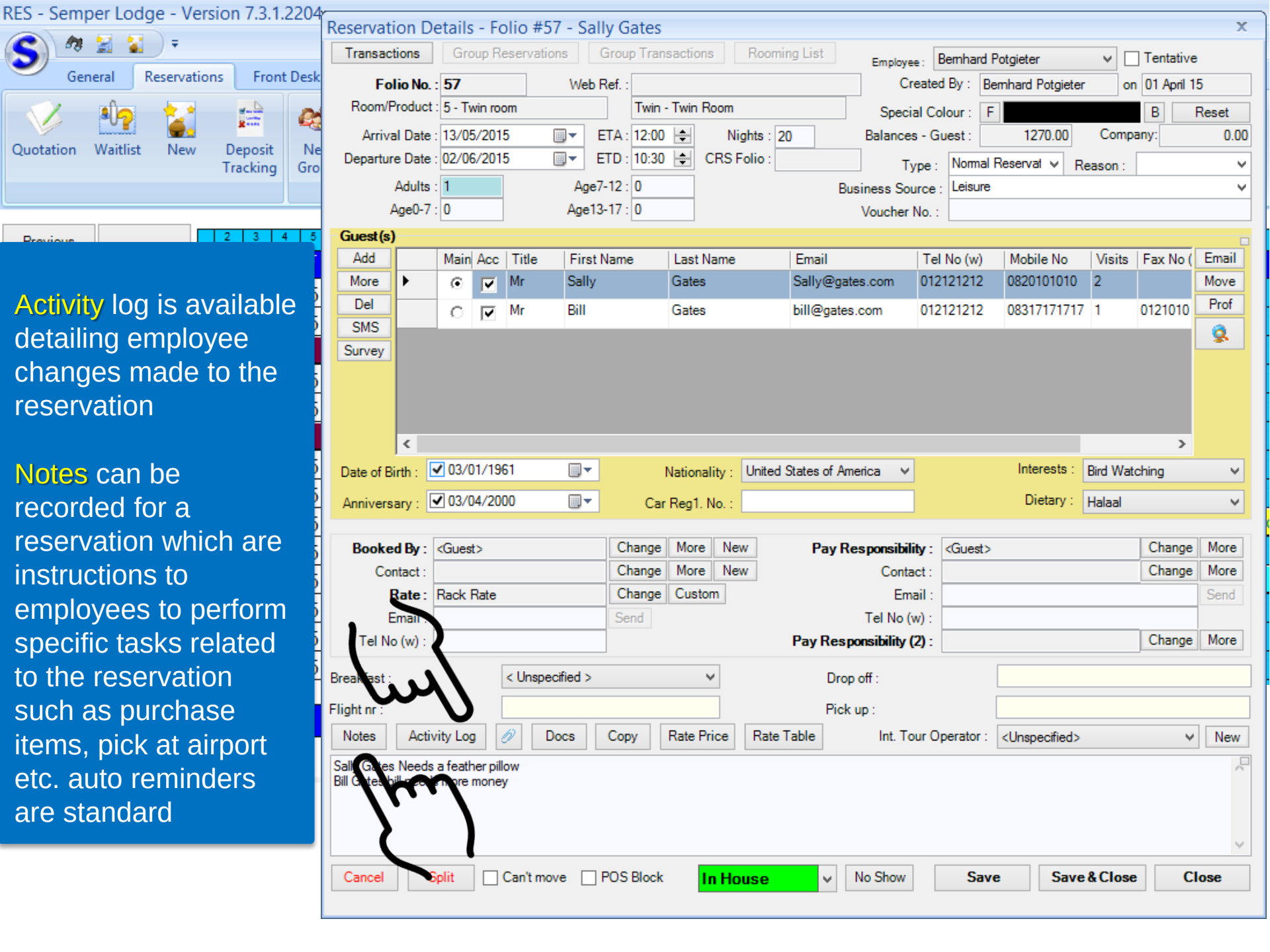

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Quotation
Waitlist
New
Deposit Tracking
Previous Reservations
Quick Quote
Double room 1
Double room 2
Double room 3
Twin room 4
Potter
Reservation Details - Folio #57 - Sally Gates
Transactions
Group Reservations
Group Transactions
Rooming List
Employee : Bernhard Potgieter
Tentative
Folio No. : 57
Web Ref. :
Created By : Bernhard Potgieter on 01 April 15
Room/Product : 5 - Twin room
Twin - Twin Room
Special Colour : F B Reset
Arrival Date : 13/05/2015
ETA : 12:00
Nights : 20
Balances - Guest : 1270.00
Company: 0.00
Departure Date : 02/06/2015
ETD : 10:30
CRS Folio :
Type : Normal Reservat
Reason :
Adults : 1
Age7-12 : 0
Business Source : Leisure
Age0-7 : 0
Age13-17 : 0
Voucher No. :
Guest(s)
Add
More
Del
SMS
Survey
Main Acc Title First Name Last Name Email Tel No (w) Mobile No Visits Fax No (
Mr Sally Gates Sally@gates.com 012121212 0820101010 2
Mr Bill Gates bill@gates.com 012121212 08317171717 1
Email
Move
Prof
Date of Birth : 03/01/1961
Nationality : United States of America
Interests : Bird Watching
Anniversary : 03/04/2000
Car Reg1. No. :
Dietary : Halaal
Booked By : <Guest>
Change More New
Contact :
Rate : Rack Rate
Change Custom
Email :
Send
Tel No (w) :
Pay Responsibility : <Guest>
Pay Responsibility (2) :
Breakfast : < Unspecified >
Drop off :
Flight nr :
Pick up :
Notes
Activity Log
Docs
Copy
Rate Price
Rate Table
Int. Tour Operator : <Unspecified>
New
Sally Gates Needs a feather pillow
Bill Gates bill needs more money
Cancel
Split
Can't move
POS Block
In House
No Show
Save
Save & Close
Close
For each guest a comprehensive profile of likes, dislikes and preferences can be recorded
The most common information is displayed below the guest
The Prof button found on the right displays a full profile of the guest

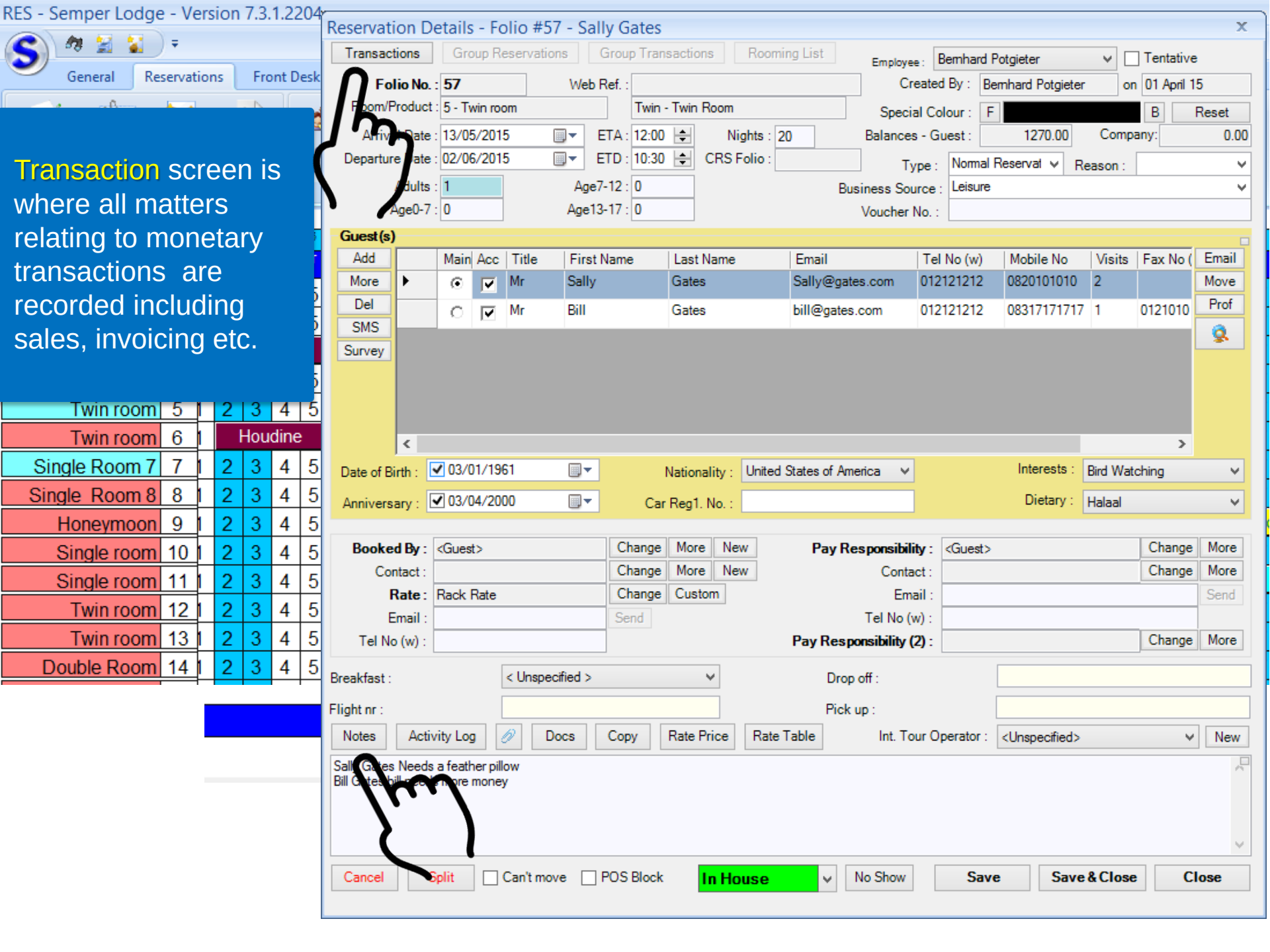

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Reservation Details - Folio #57 - Sally Gates
Transactions
Group Reservations
Group Transactions
Rooming List
Folio No. : 57
Web Ref. :
Room/Product : 5 - Twin room
Twin - Twin Room
Arrival Date : 13/05/2015
ETA : 12:00
Nights : 20
Departure Date : 02/06/2015
ETD : 10:30
CRS Folio :
Adults : 1
Age7-12 : 0
Age0-7 : 0
Age13-17 : 0
Employee : Bernhard Potgieter
Tentative
Created By : Bernhard Potgieter
on 01 April 15
Special Colour : F B Reset
Balances - Guest : 1270.00
Company: 0.00
Type : Normal Reserval
Reason :
Business Source : Leisure
Voucher No. :
Guest(s)
Add
More
Del
SMS
Survey
Main Acc Title First Name Last Name Email Tel No (w) Mobile No Visits Fax No (
Mr Sally Gates Sally@gates.com 012121212 0820101010 2
Mr Bill Gates bill@gates.com 012121212 08317171717 1 0121010
Email
Move
Prof
Date of Birth : 03/01/1961
Nationality : United States of America
Interests : Bird Watching
Anniversary : 03/04/2000
Car Reg1. No. :
Dietary : Halaal
Booked By : <Guest>
Change More New
Contact :
Change More New
Rate : Rack Rate
Change Custom
Email :
Send
Tel No (w) :
Pay Responsibility : <Guest>
Change More
Contact :
Change More
Email :
Send
Tel No (w) :
Pay Responsibility (2) :
Change More
Breakfast :
< Unspecified >
Drop off :
Flight no :
Pick up :
Notes
Activity Log
Docs
Copy
Rate Price
Rate Table
Int. Tour Operator : <Unspecified>
New
Sally Gates Needs a feather pillow
Bill Gates bill needs more money
Cancel
Split
Can't move
POS Block
In House
No Show
Save
Save & Close
Close
Surveys (optional) can be customized and automatically emailed to a guest once they leave.
The results are automatically inserted against a guest record
SMS's (optional) can be processed to the guest directly from the system
Guest special requirements recorded is auto inserted into the reservation to ensure attention

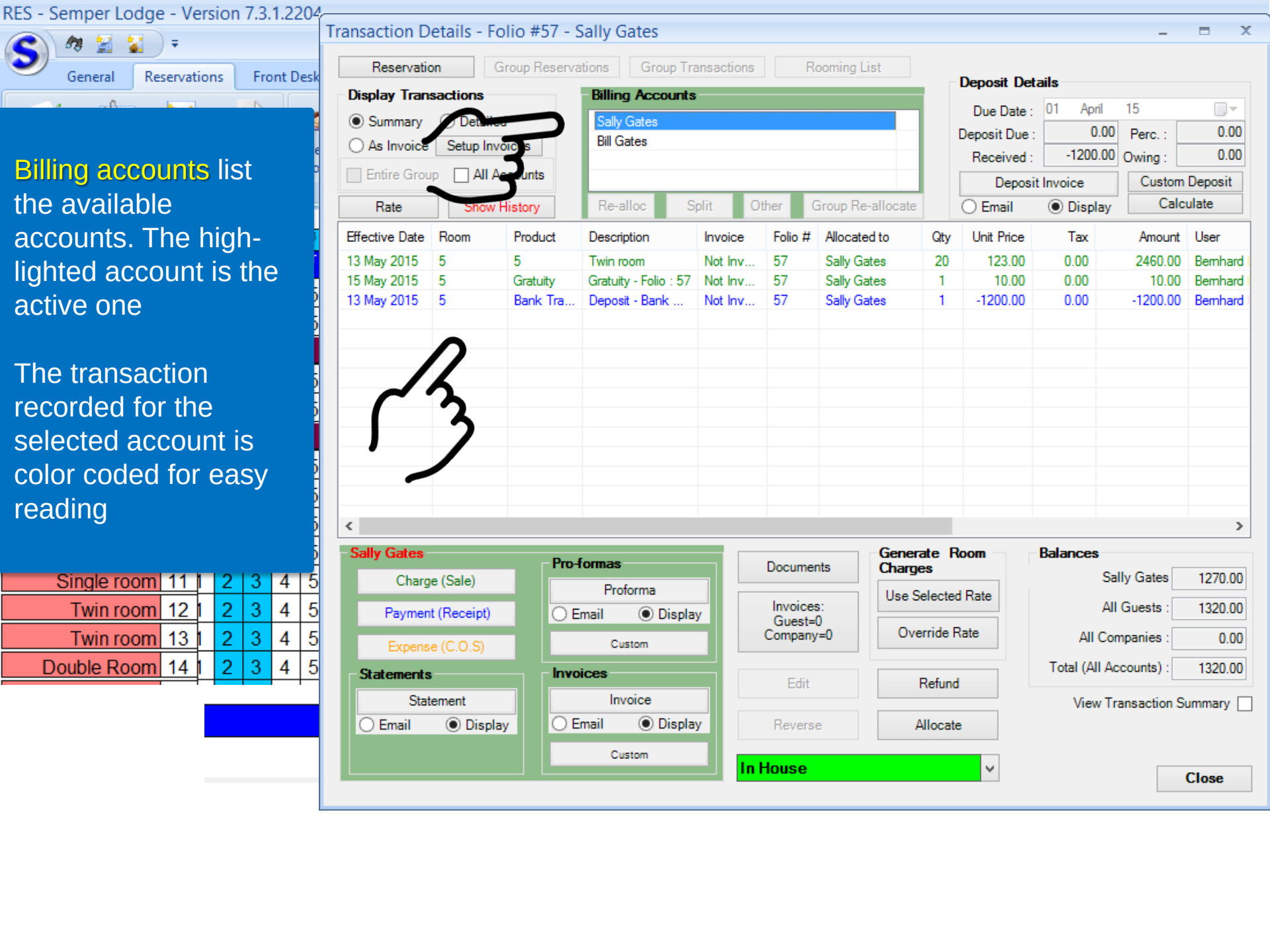

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Quotation
Waitlist
New
Deposit Tracking
Previous Reservations
Quick Quote
Double room 1
Double room 2
Double room 3
Potter
Each guest can have their own account by selecting the Acc option
Unlimited guest accounts are supported
Reservation Details - Folio #57 - Sally Gates
Transactions
Group Reservations
Group Transactions
Rooming List
Employee : Bernhard Potgieter
Tentative
Folio No. : 57
Web Ref. :
Created By : Bernhard Potgieter on 01 April 15
Room/Product : 5 - Twin room
Twin - Twin Room
Special Colour : F B Reset
Arrival Date : 13/05/2015
ETA : 12:00
Nights : 20
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CRS Folio :
Type : Normal Reserval
Reason :
Adults : 1
Age7-12 : 0
Business Source : Leisure
Age0-7 : 0
Age13-17 : 0
Voucher No. :
Guest(s)
Add
More
Del
SMS
Survey
Main Acc Title First Name Last Name Email Tel No (w) Mobile No Visits Fax No (
Mr Sally Gates Sally@gates.com 012121212 0820101010 2
Mr Bill Gates bill@gates.com 012121212 08317171717 1 0121010
Email
Move
Prof
Date of Birth : 03/01/1961
Nationality : United States of America
Interests : Bird Watching
Anniversary : 03/04/2000
Car Reg1. No. :
Dietary : Halaal
Booked By : <Guest>
Change More New
Contact :
Change More New
Rate : Rack Rate
Change Custom
Email :
Send
Tel No (w) :
Pay Responsibility : <Guest>
Change More
Contact :
Change More
Email :
Send
Tel No (w) :
Pay Responsibility (2) :
Change More
Breakfast : < Unspecified >
Drop off :
Flight nr :
Pick up :
Notes
Activity Log
Docs
Copy
Rate Price
Rate Table
Int. Tour Operator : <Unspecified>
New
Sally Gates Needs a feather pillow
Bill Gates bill needs more money
Cancel
Split
Can't move
POS Block
In House
No Show
Save
Save & Close
Close

Activity log is available detailing employee changes made to the reservation

Notes can be recorded for a reservation which are instructions to employees to perform specific tasks related to the reservation such as purchase items, pick at airport etc. auto reminders are standard



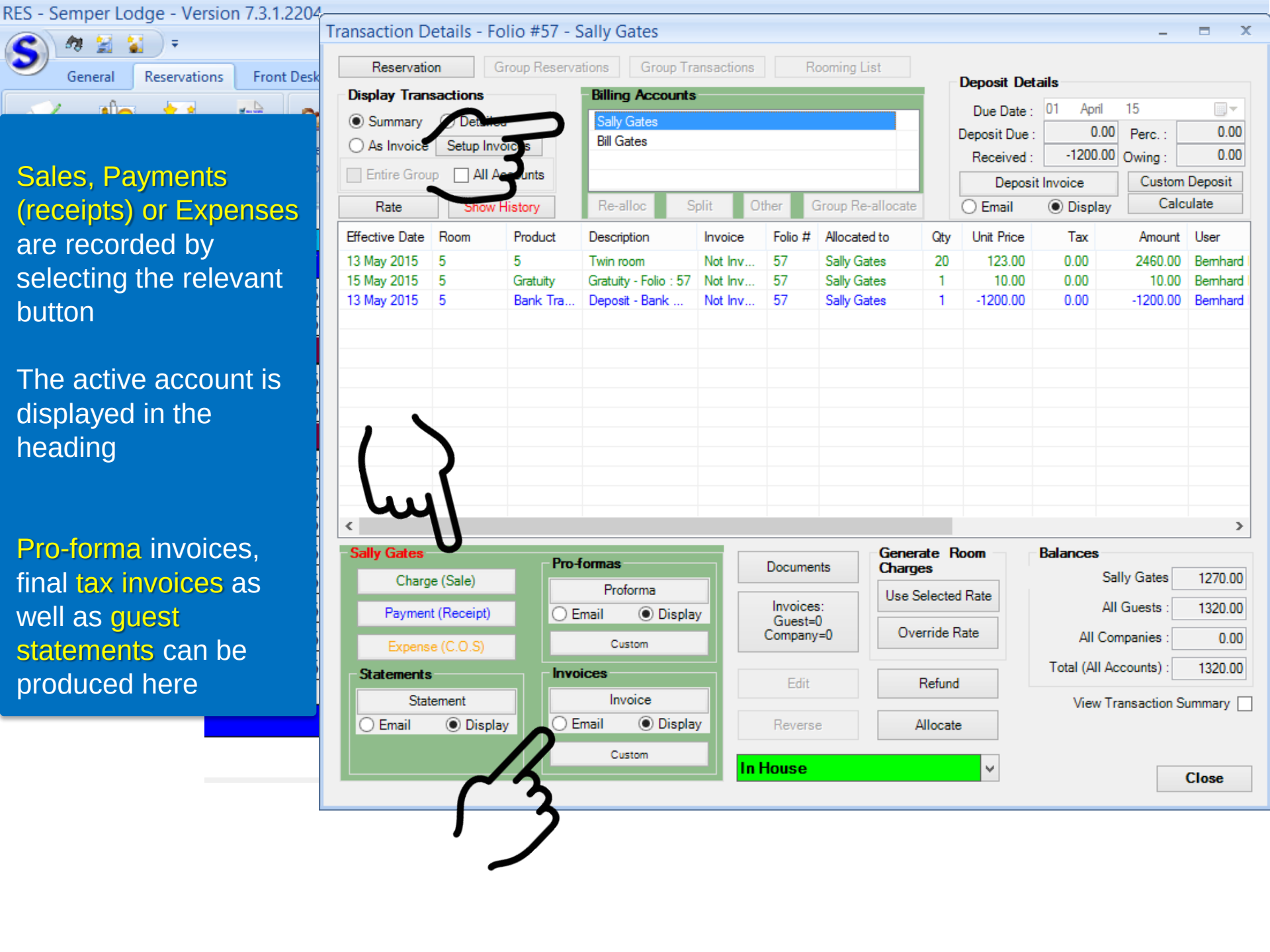

Transaction screen is where all matters relating to monetary transactions are recorded including sales, invoicing etc.
RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Reservation Details - Folio #57 - Sally Gates
Transactions
Group Reservations
Group Transactions
Rooming List
Folio No. : 57
Web Ref. :
Room/Product : 5 - Twin room
Twin - Twin Room
Arrival Date : 13/05/2015
ETA : 12:00
Nights : 20
Departure Date : 02/06/2015
ETD : 10:30
CRS Folio :
Adults : 1
Age7-12 : 0
Age0-7 : 0
Age13-17 : 0
Employee : Bernhard Potgieter
Tentative
Created By : Bernhard Potgieter
on 01 April 15
Special Colour : F B Reset
Balances - Guest : 1270.00
Company: 0.00
Type : Normal Reservat
Reason :
Business Source : Leisure
Voucher No. :
Guest(s)
Add
More
Del
SMS
Survey
Main Acc Title First Name Last Name Email Tel No (w) Mobile No Visits Fax No (
Mr Sally Gates Sally@gates.com 012121212 0820101010 2
Mr Bill Gates bill@gates.com 012121212 08317171717 1 0121010
Email
Move
Prof
Date of Birth : 03/01/1961
Nationality : United States of America
Interests : Bird Watching
Anniversary : 03/04/2000
Car Reg1. No. :
Dietary : Halaal
Booked By : <Guest>
Change More New
Contact :
Change More New
Rate : Rack Rate
Change Custom
Email :
Send
Tel No (w) :
Pay Responsibility : <Guest>
Change More
Contact :
Change More
Email :
Send
Tel No (w) :
Pay Responsibility (2) :
Change More
Breakfast : < Unspecified >
Drop off :
Flight nr :
Pick up :
Notes
Activity Log
Docs
Copy
Rate Price
Rate Table
Int. Tour Operator : <Unspecified>
New
Needs a feather pillow
more money
Cancel
Split
Can't move
POS Block
In House
No Show
Save
Save & Close
Close
Twin room 5
Twin room 6
Houdine
Single Room 7 7
Single Room 8 8
Honeymoon 9
Single room 10
Single room 11
Twin room 12
Twin room 13
Double Room 14


RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Billing accounts list the available accounts. The high-lighted account is the active one
The transaction recorded for the selected account is color coded for easy reading
Transaction Details - Folio #57 - Sally Gates
Reservation
Group Reservations
Group Transactions
Rooming List
Display Transactions
Summary
Detailed
As Invoice
Setup Invoices
Entire Group
All Accounts
Rate
Show History
Billing Accounts
Sally Gates
Bill Gates
Re-alloc
Split
Other
Group Re-allocate
Deposit Details
Due Date : 01 April 15
Deposit Due : 0.00
Perc. : 0.00
Received : -1200.00
Owing : 0.00
Deposit Invoice
Custom Deposit
Email
Display
Calculate
Effective Date | Room | Product | Description | Invoice | Folio # | Allocated to | Qty | Unit Price | Tax | Amount | User
13 May 2015 | 5 | 5 | Twin room | Not Inv... | 57 | Sally Gates | 20 | 123.00 | 0.00 | 2460.00 | Bernhard
15 May 2015 | 5 | Gratuity | Gratuity - Folio : 57 | Not Inv... | 57 | Sally Gates | 1 | 10.00 | 0.00 | 10.00 | Bernhard
13 May 2015 | 5 | Bank Tra... | Deposit - Bank ... | Not Inv... | 57 | Sally Gates | 1 | -1200.00 | 0.00 | -1200.00 | Bernhard
Sally Gates
Charge (Sale)
Payment (Receipt)
Expense (C.O.S)
Pro-formas
Proforma
Email
Display
Custom
Statements
Statement
Email
Display
Invoices
Invoice
Email
Display
Custom
Documents
Invoices: Guest=0 Company=0
Edit
Reverse
Generate Room Charges
Use Selected Rate
Override Rate
Refund
Allocate
Balances
Sally Gates 1270.00
All Guests : 1320.00
All Companies : 0.00
Total (All Accounts) : 1320.00
View Transaction Summary
In House
Close
Single room 11
Twin room 12
Twin room 13
Double Room 14

Sales, Payments (receipts) or Expenses are recorded by selecting the relevant button

The active account is displayed in the heading

Pro-forma invoices, final tax invoices as well as guest statements can be produced here



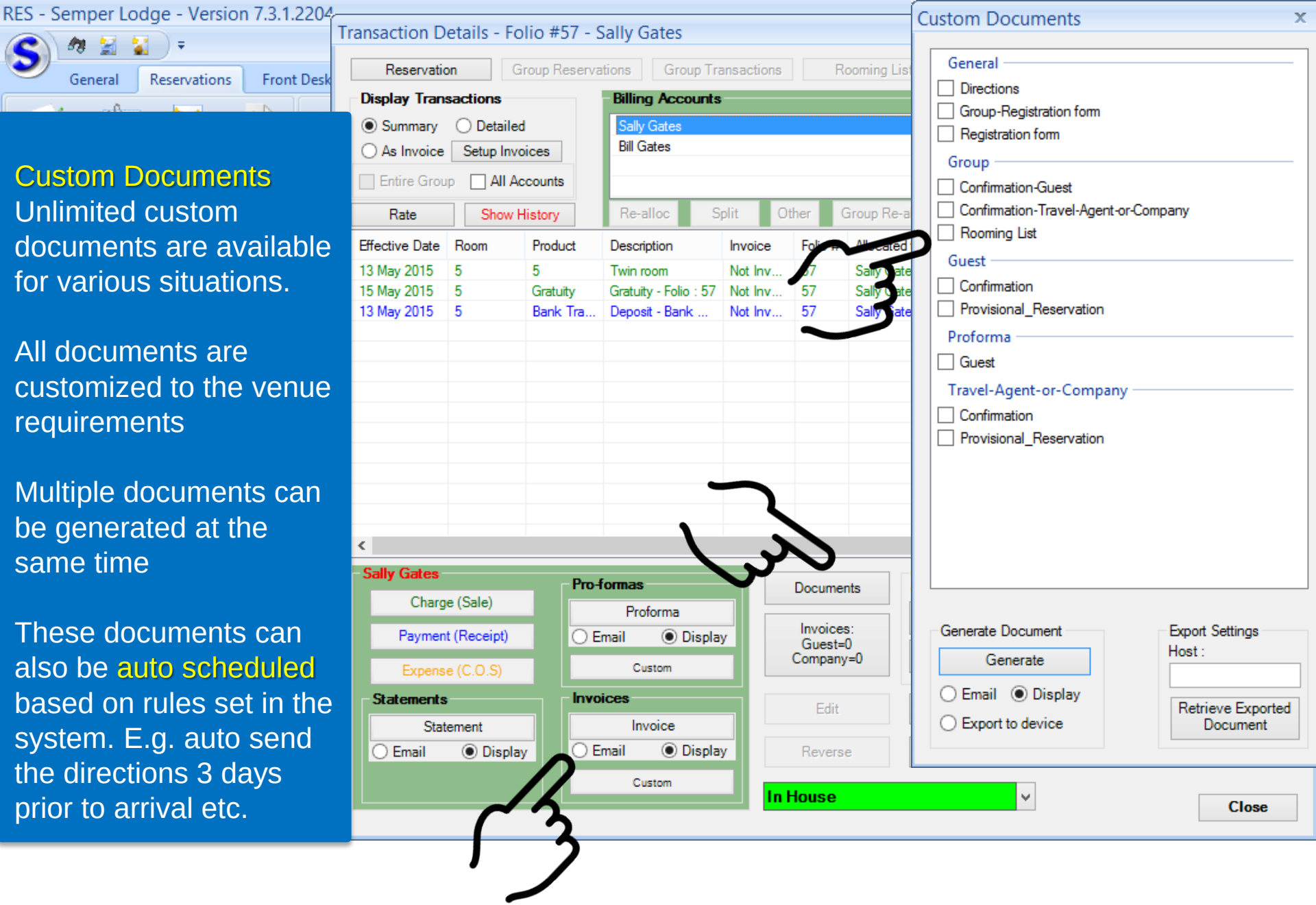
Custom Documents

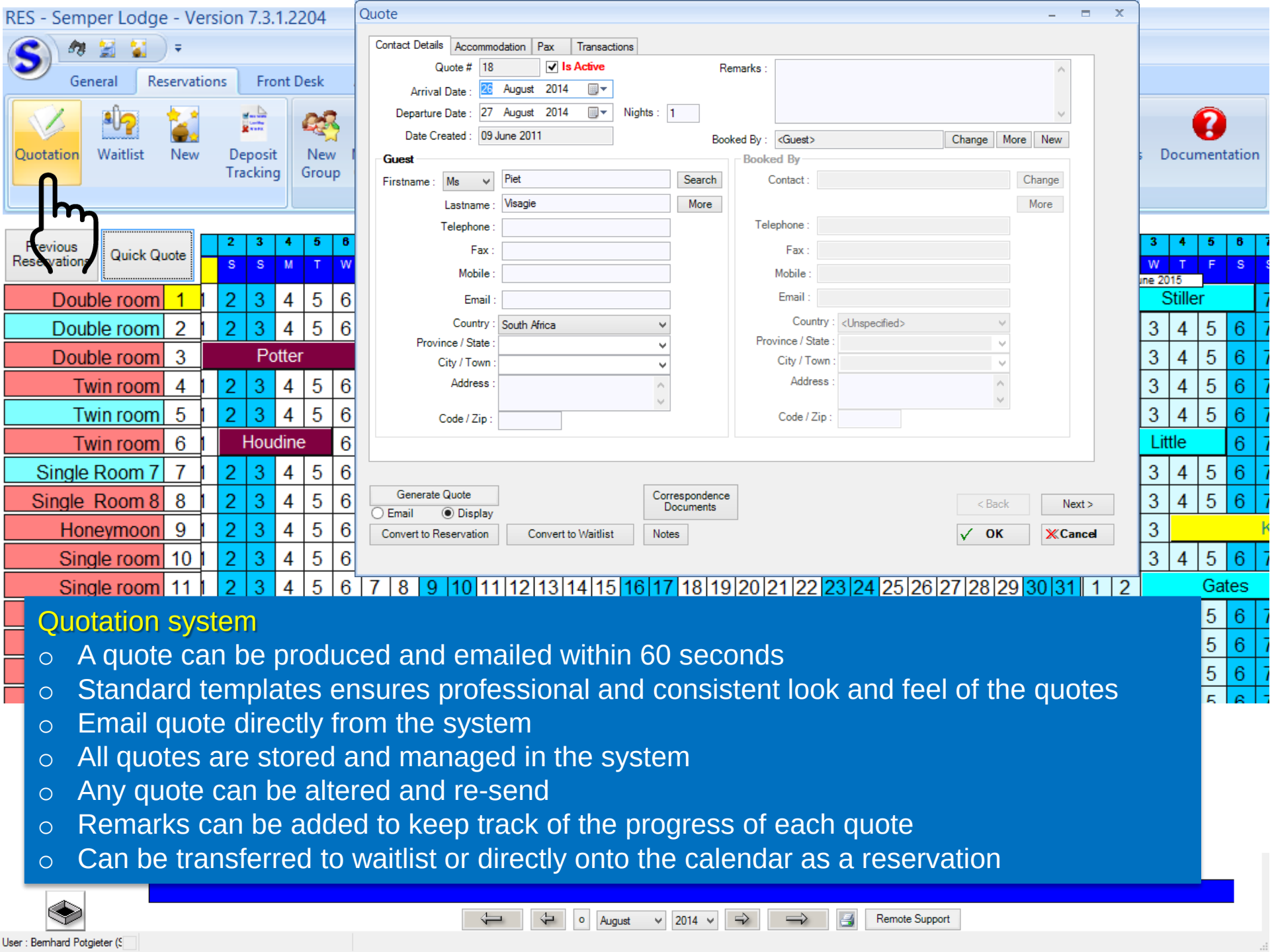
Unlimited custom documents are available for various situations.

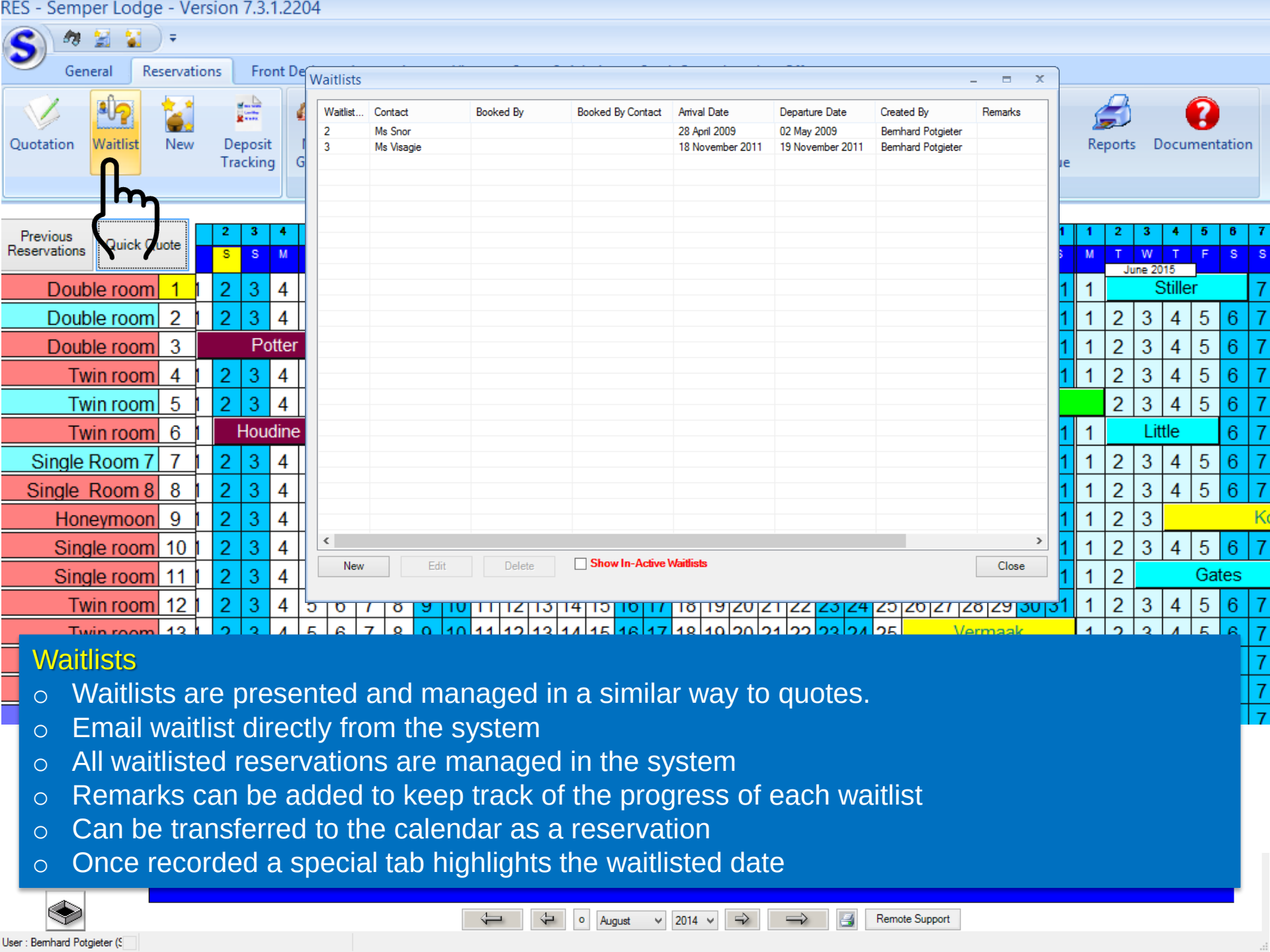
All documents are customized to the venue requirements

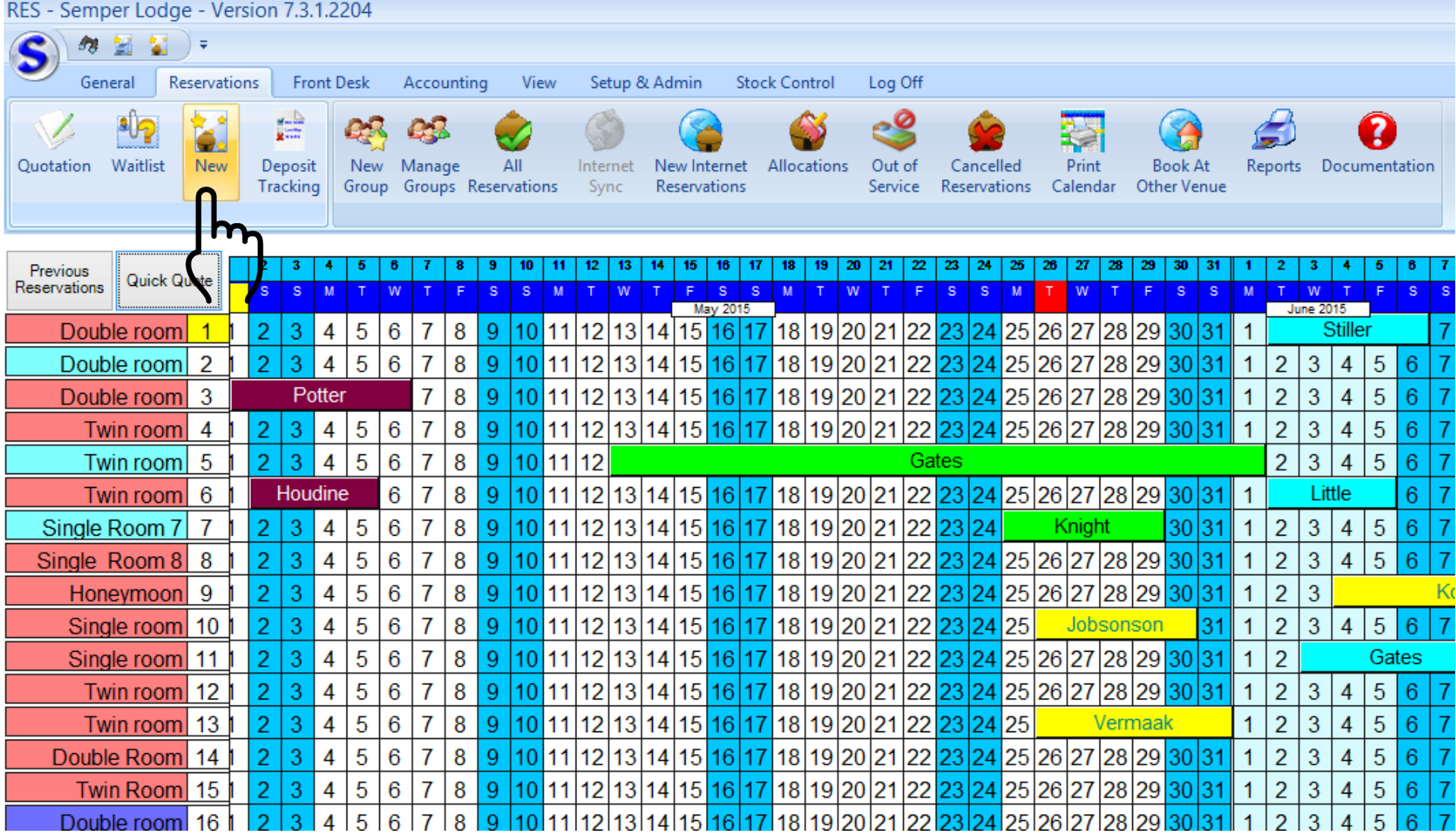
Multiple documents can be generated at the same time

These documents can also be auto scheduled based on rules set in the system. E.g. auto send the directions 3 days prior to arrival etc.




RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Quotation
Waitlist
New
Deposit Tracking
New Group
Documentation
Previous Reservations
Quick Quote
Quote
Contact Details
Accommodation
Pax
Transactions
Quote # 18
Is Active
Arrival Date : 26 August 2014
Departure Date : 27 August 2014
Nights : 1
Date Created : 09 June 2011
Remarks :
Booked By : <Guest>
Change
More
New
Guest
Firstname : Ms Piet
Lastname : Visagie
Search
More
Telephone :
Fax :
Mobile :
Email :
Country : South Africa
Province / State :
City / Town :
Address :
Code / Zip :
Booked By
Contact :
Change
More
Telephone :
Fax :
Mobile :
Email :
Country : <Unspecified>
Province / State :
City / Town :
Address :
Code / Zip :
Generate Quote
Email
Display
Correspondence Documents
Convert to Reservation
Convert to Waitlist
Notes
< Back
Next >
OK
Cancel
Double room 1
Double room 2
Double room 3
Twin room 4
Twin room 5
Twin room 6
Single Room 7
Single Room 8
Honeymoon 9
Single room 10
Single room 11
Potter
Houdine
Stiller
Little
Gates
Quotation system
A quote can be produced and emailed within 60 seconds
Standard templates ensures professional and consistent look and feel of the quotes
Email quote directly from the system
All quotes are stored and managed in the system
Any quote can be altered and re-send
Remarks can be added to keep track of the progress of each quote
Can be transferred to waitlist or directly onto the calendar as a reservation
August
2014
Remote Support
User : Bernhard Potgieter

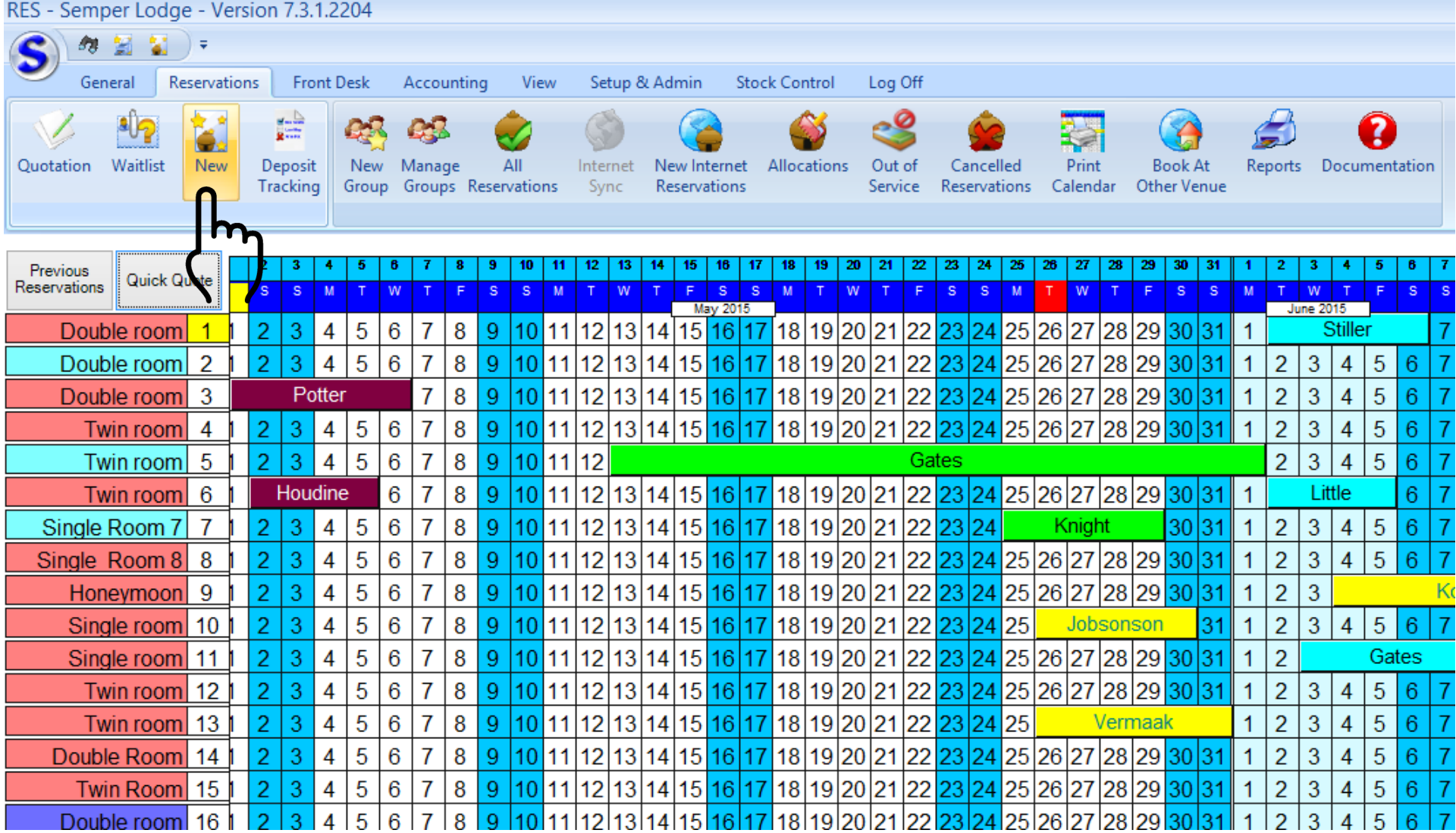

RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front De
Quotation
Waitlist
New
Deposit Tracking
Reports
Documentation
Previous Reservations
Quick Quote
Waitlists
Waitlist...
Contact
Booked By
Booked By Contact
Arrival Date
Departure Date
Created By
Remarks
2
Ms Snor
28 April 2009
02 May 2009
Bernhard Potgieter
3
Ms Visagie
18 November 2011
19 November 2011
Bernhard Potgieter
New
Edit
Delete
Show In-Active Waitlists
Close
Double room 1
Double room 2
Double room 3
Twin room 4
Twin room 5
Twin room 6
Single Room 7
Single Room 8
Honeymoon 9
Single room 10
Single room 11
Twin room 12
Potter
Houdine
June 2015
Stiller
Little
Gates
Vermaak
Waitlists
Waitlists are presented and managed in a similar way to quotes.
Email waitlist directly from the system
All waitlisted reservations are managed in the system
Remarks can be added to keep track of the progress of each waitlist
Can be transferred to the calendar as a reservation
Once recorded a special tab highlights the waitlisted date
August
2014
Remote Support
User : Bernhard Potgieter



Recording new reservations

For the casual or trainee user a wizard is available that enables a step by step quick and easy process to be followed as will be demonstrated next.

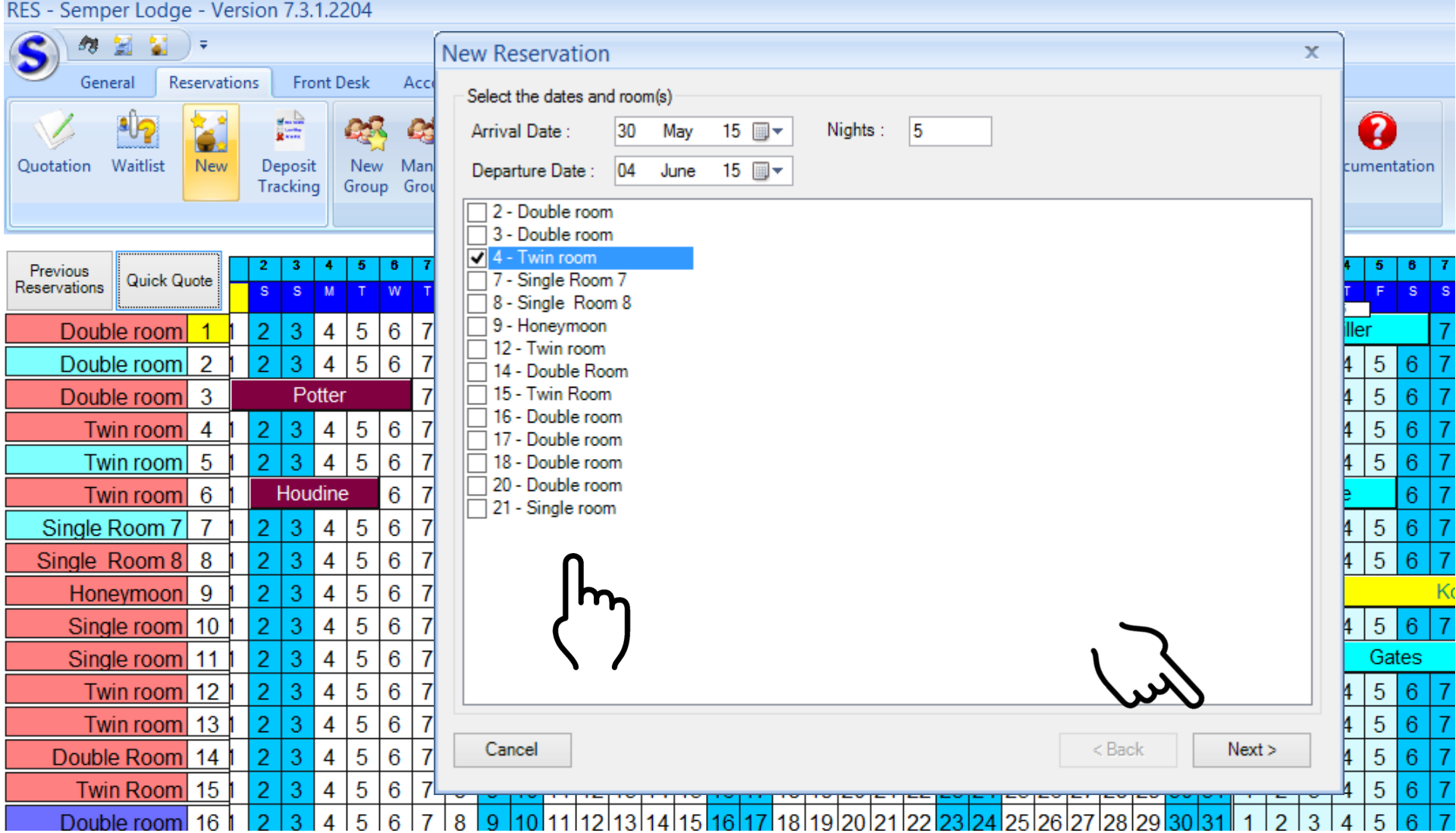
Trained users can simply click on the calendar where the room and dates intersects



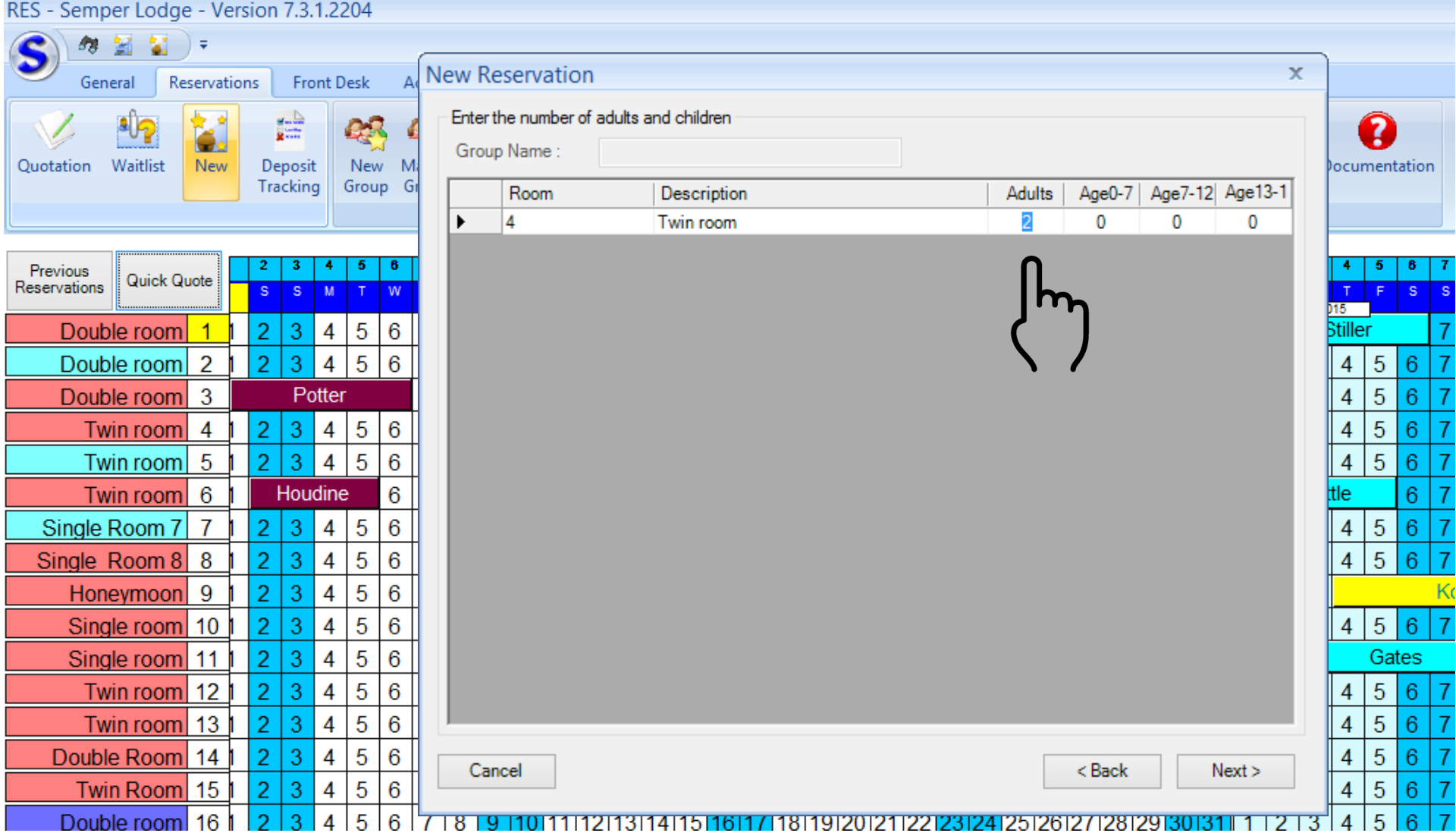
Record a new reservation using the wizard

Example 1.

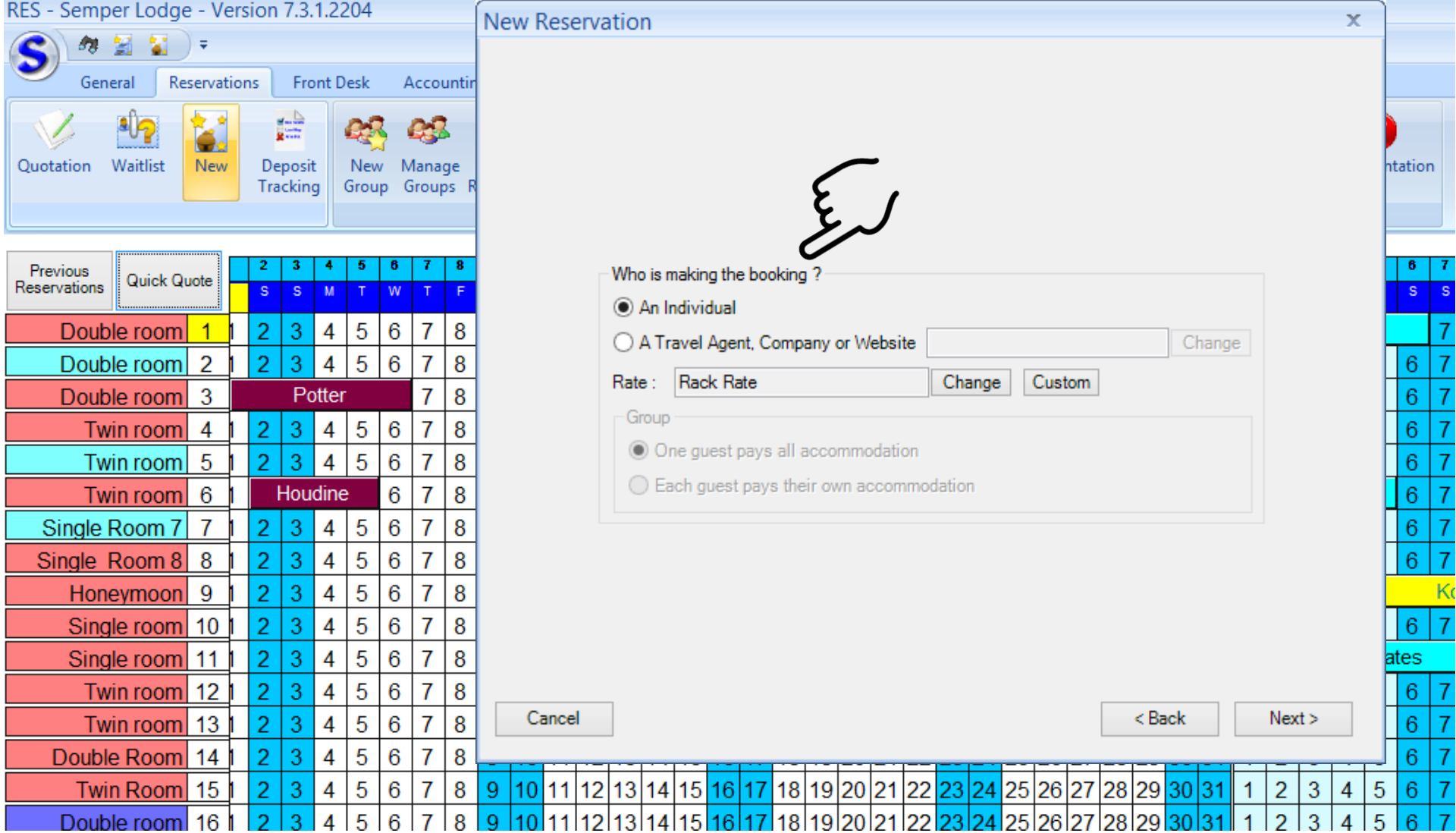
An individual guest requests a new reservation and will pay the room account



Select the arrival and departure date. Only available rooms get displayed
Select one or more rooms. Then select Next



Select the number of adults and children



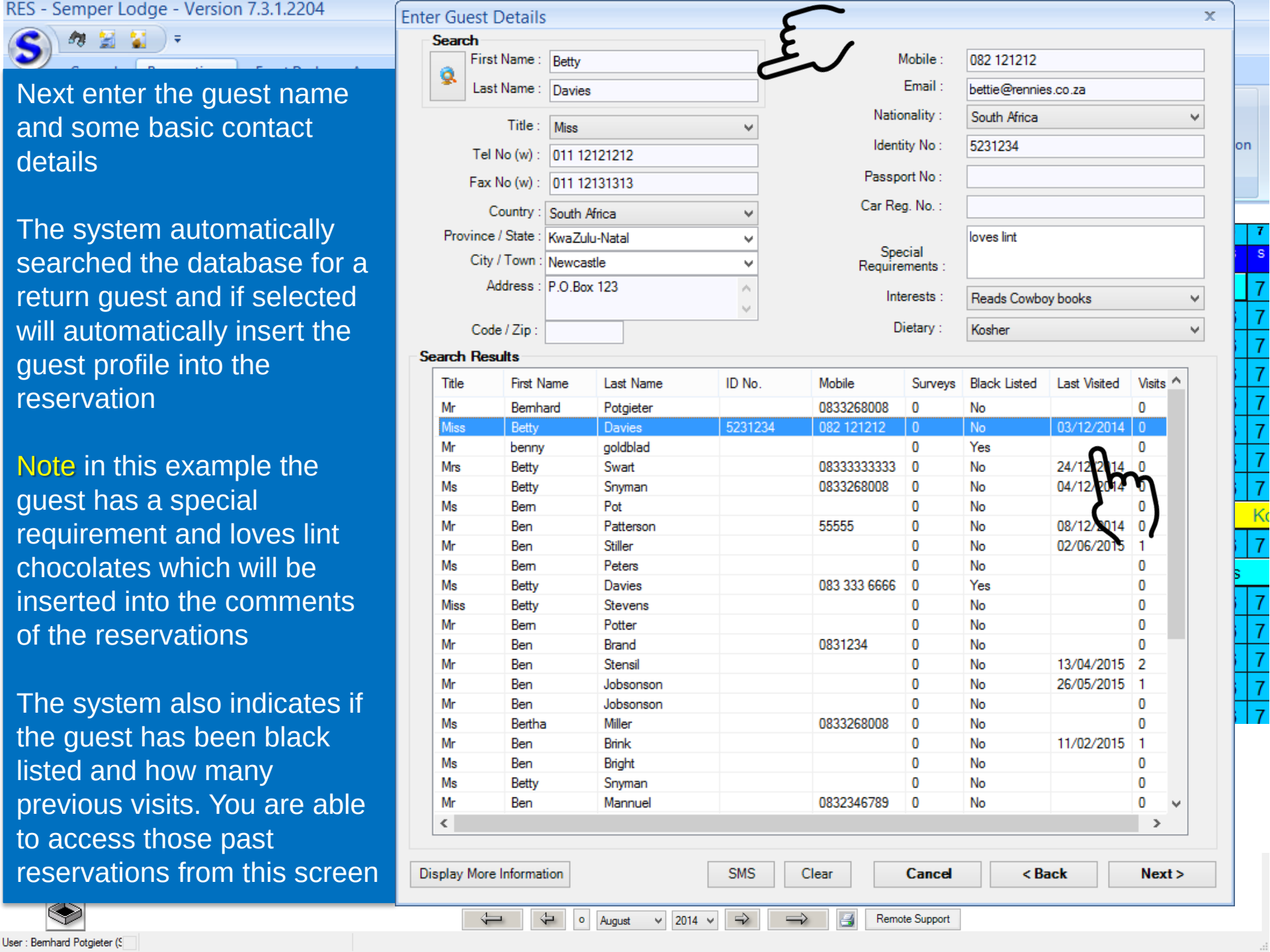
Select who is requesting the booking. A company or individual
The default rate gets displays which can be changed or a custom rate entered
Unlimited rates are supported including packages

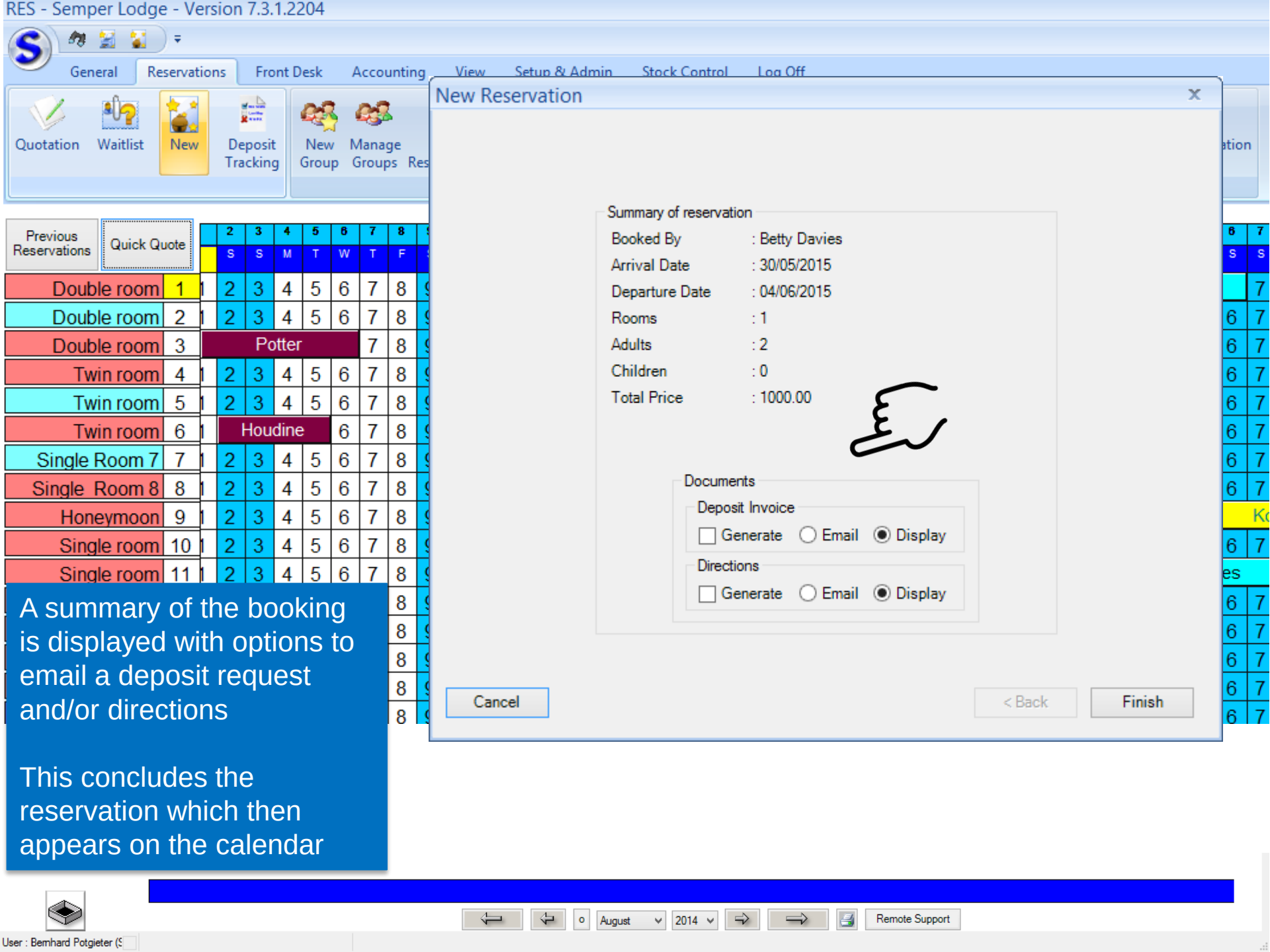
Next enter the guest name and some basic contact details

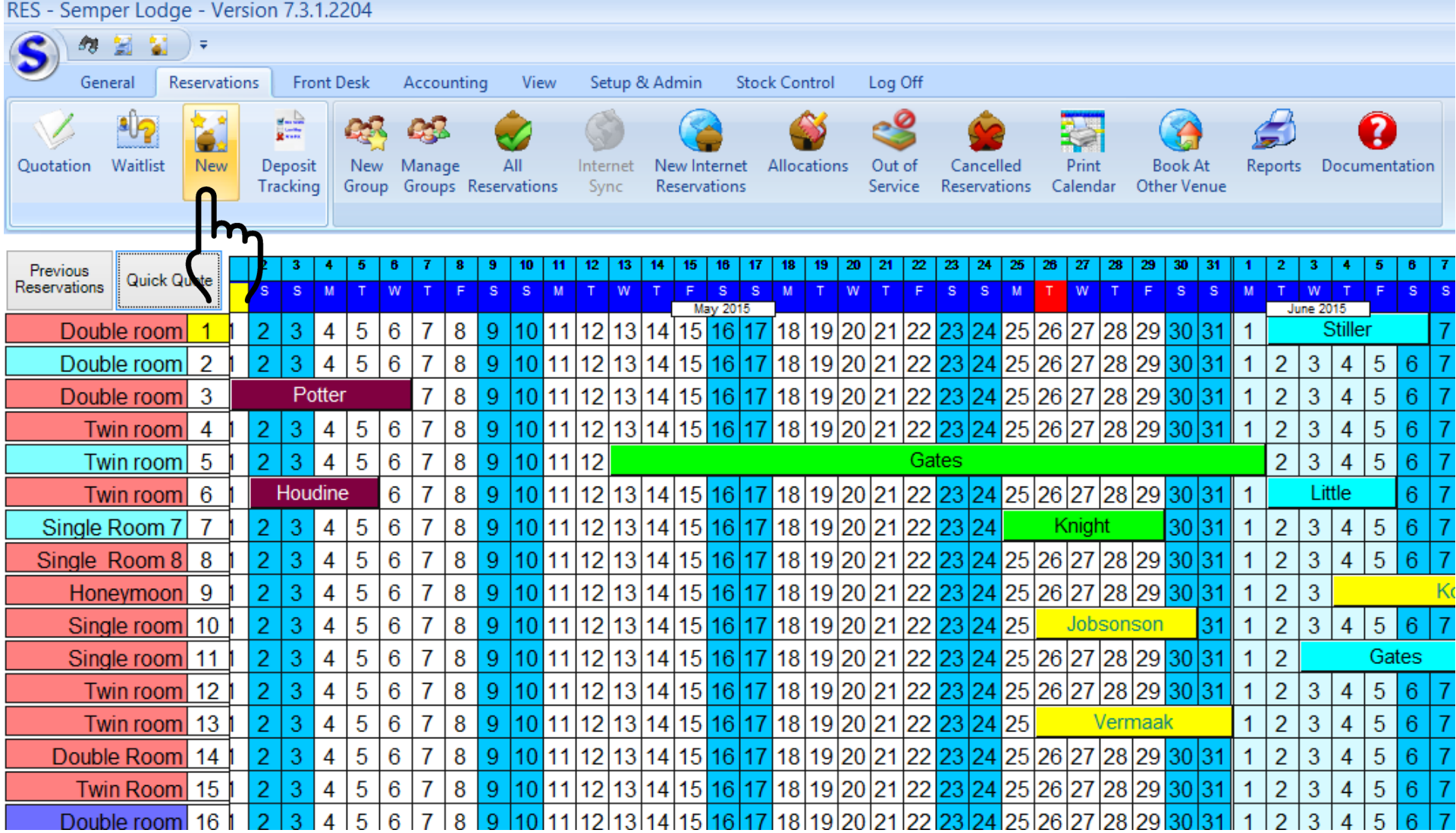
The system automatically searched the database for a return guest and if selected will automatically insert the guest profile into the reservation

Note in this example the guest has a special requirement and loves lint chocolates which will be inserted into the comments of the reservations

The system also indicates if the guest has been black listed and how many previous visits. You are able to access those past reservations from this screen

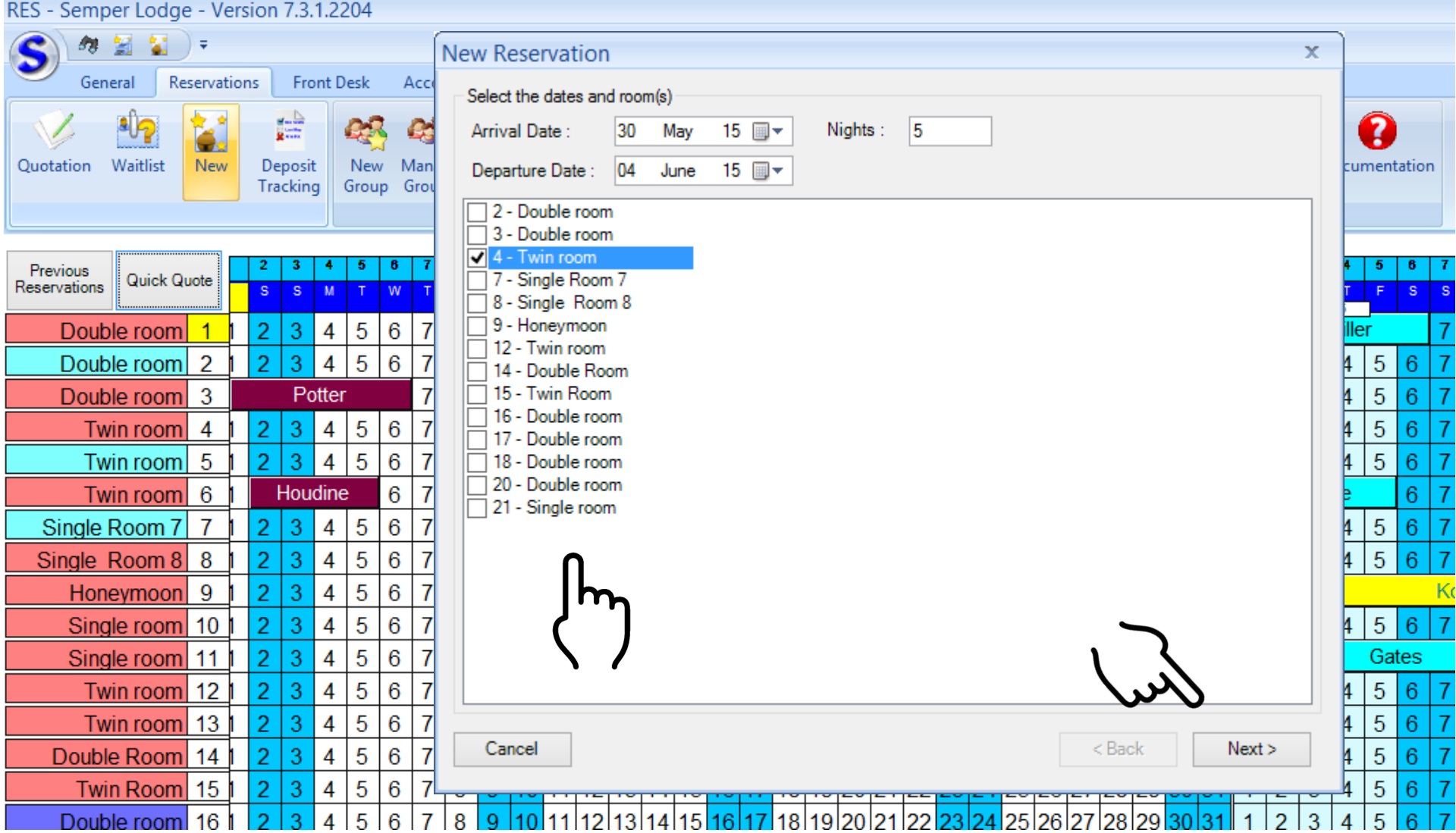



RES - Semper Lodge - Version 7.3.1.2204
General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Quotation
Waitlist
New
Deposit Tracking
New Group
Manage Groups
New Reservation
Summary of reservation
Booked By : Betty Davies
Arrival Date : 30/05/2015
Departure Date : 04/06/2015
Rooms : 1
Adults : 2
Children : 0
Total Price : 1000.00
Documents
Deposit Invoice
Generate
Email
Display
Directions
Generate
Email
Display
Cancel
< Back
Finish
Previous Reservations
Quick Quote
Potter
Houdine
A summary of the booking is displayed with options to email a deposit request and/or directions
This concludes the reservation which then appears on the calendar
August
2014
Remote Support

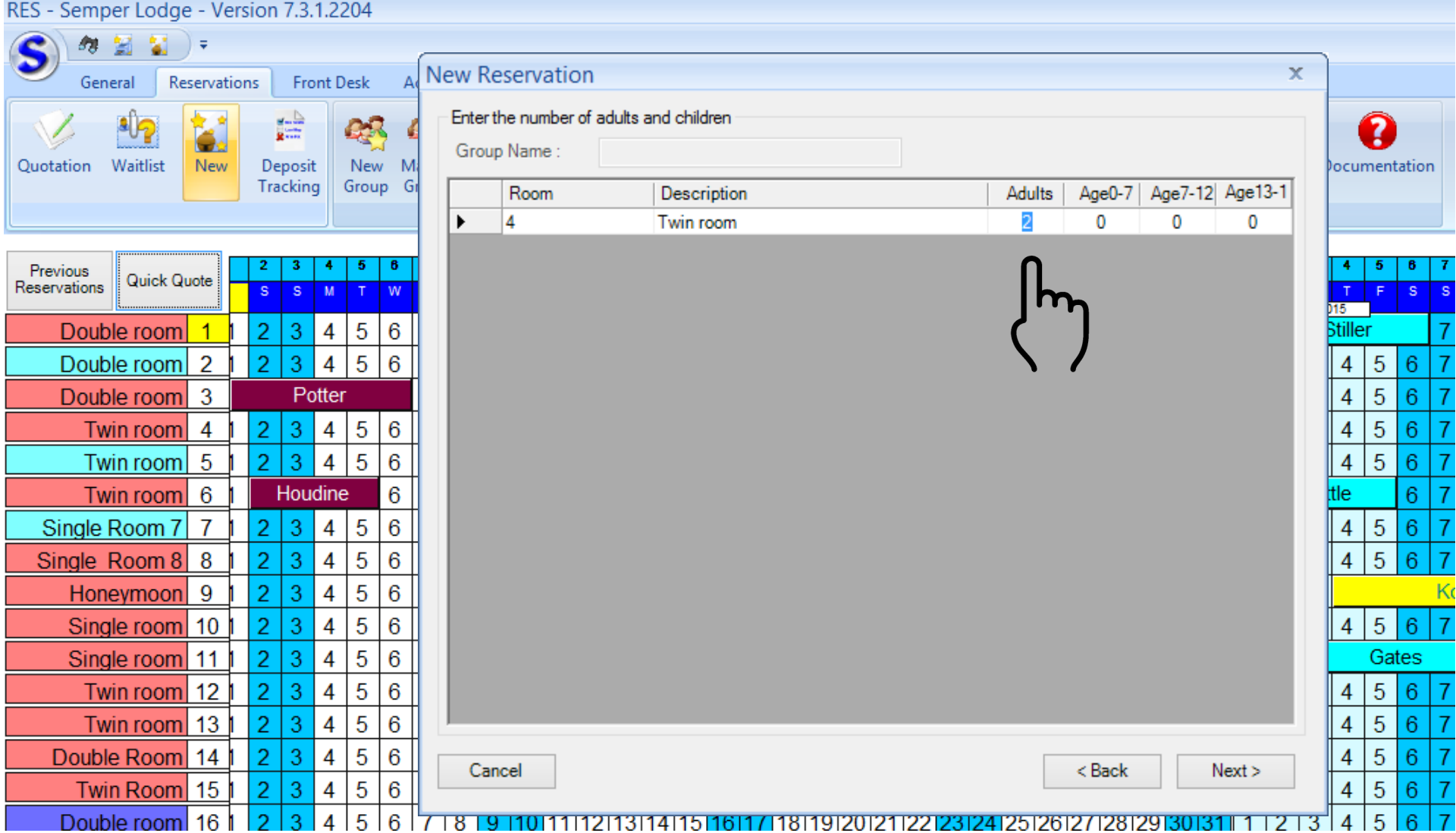


Record a new reservation using the wizard

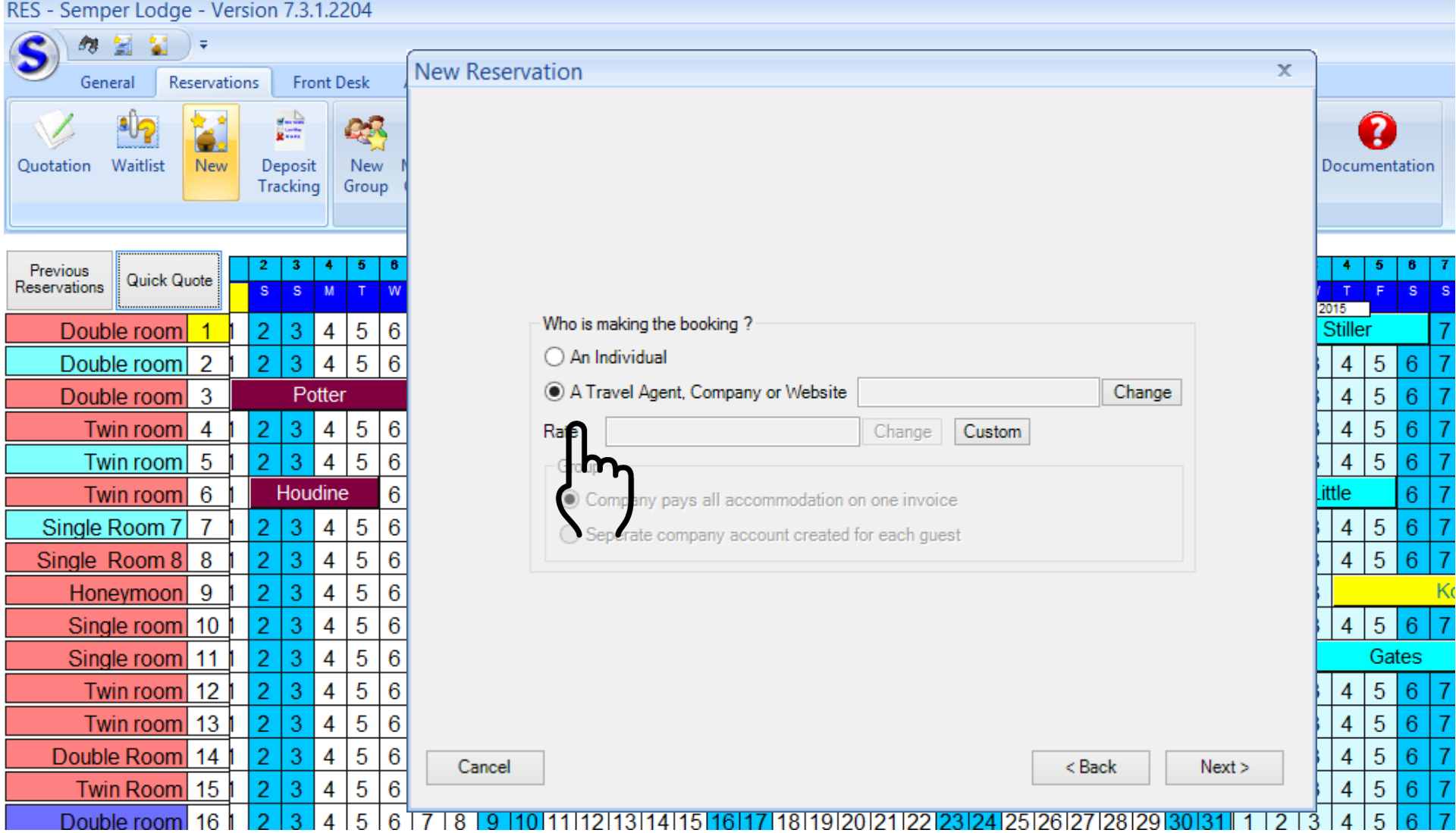
Example 2.
A travel agent, tour operator or corporate requests a new reservation and will pay the accommodation and each guest pays their own incidentals



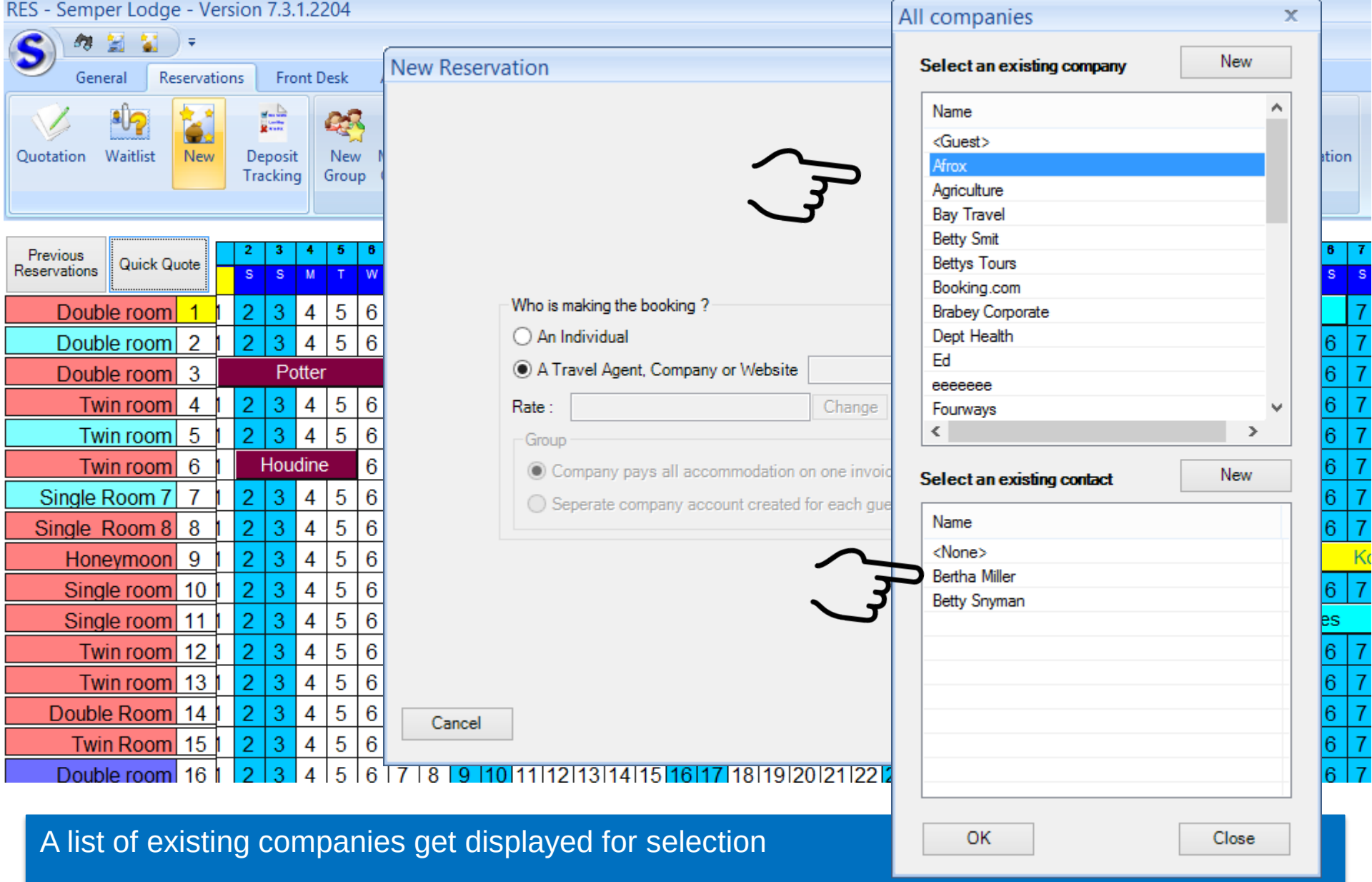
Select the dates and available room(s)
Select one or more rooms. Then select Next



Select the number of adults and children

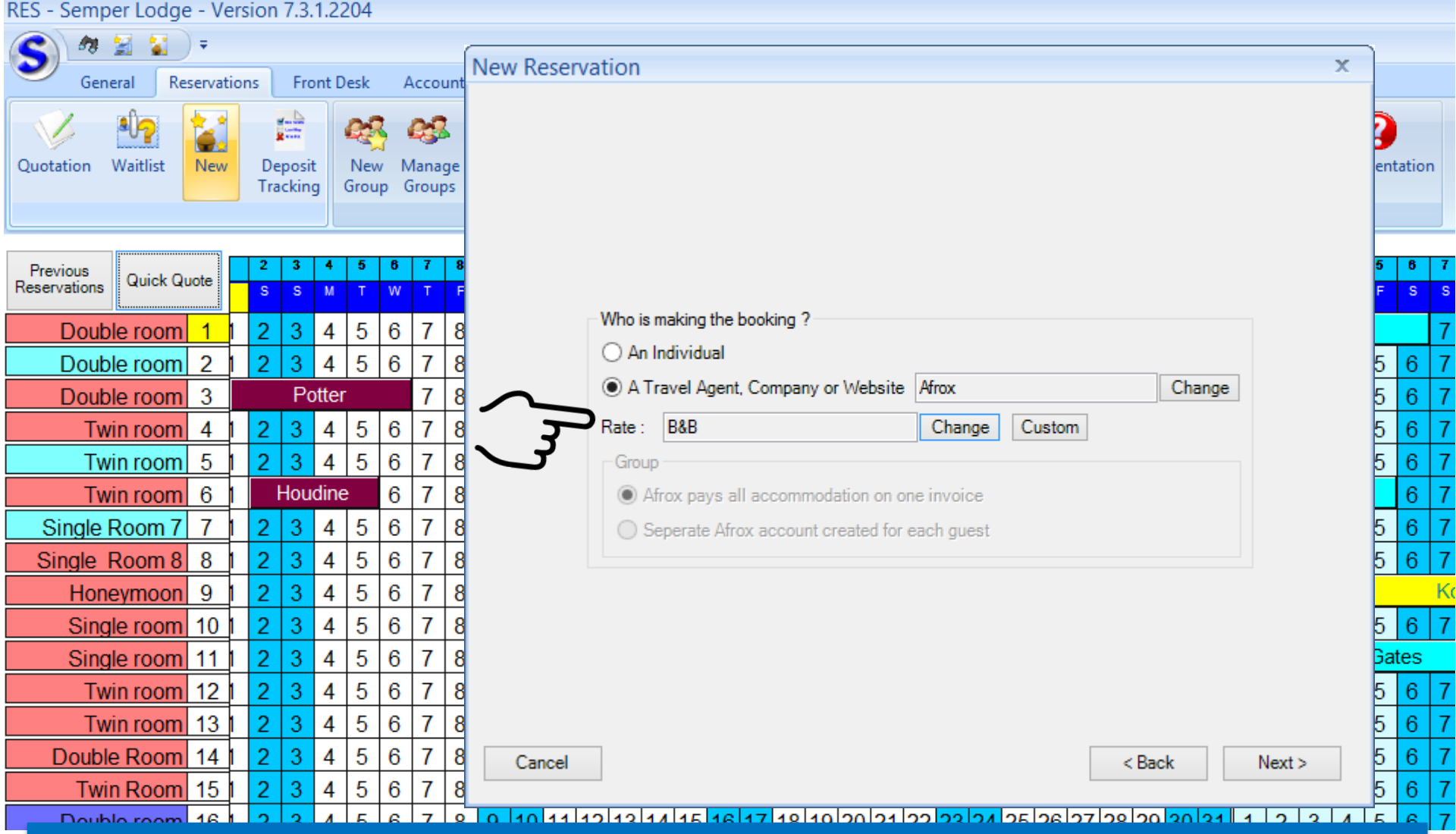


Select this option to indicate a company such as a travel agent, tour operator or corporate company



A list of existing companies get displayed for selection

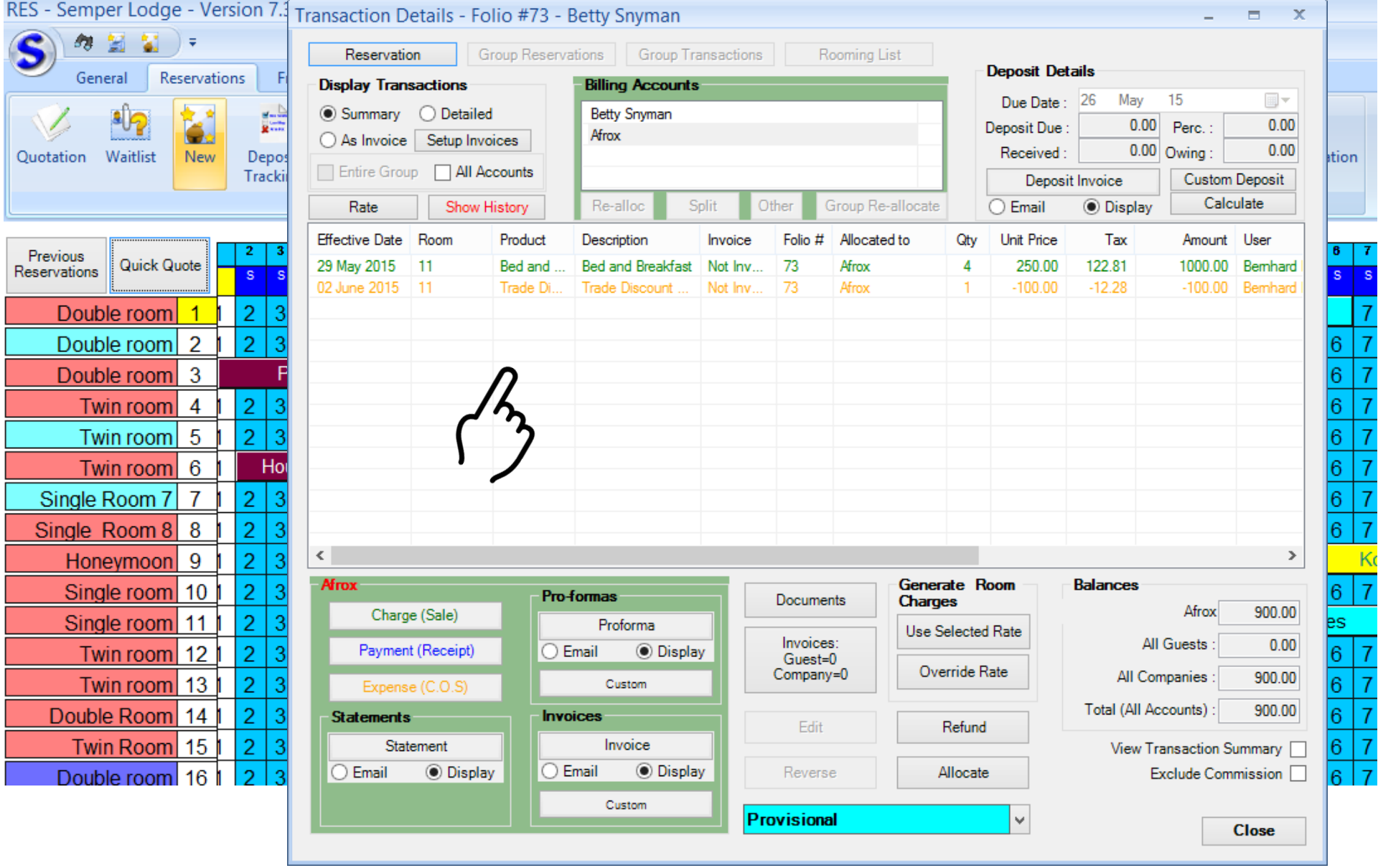
Also select the contact person who is placing the reservation
The system records the person who books as well as the contact person responsible for paying the account



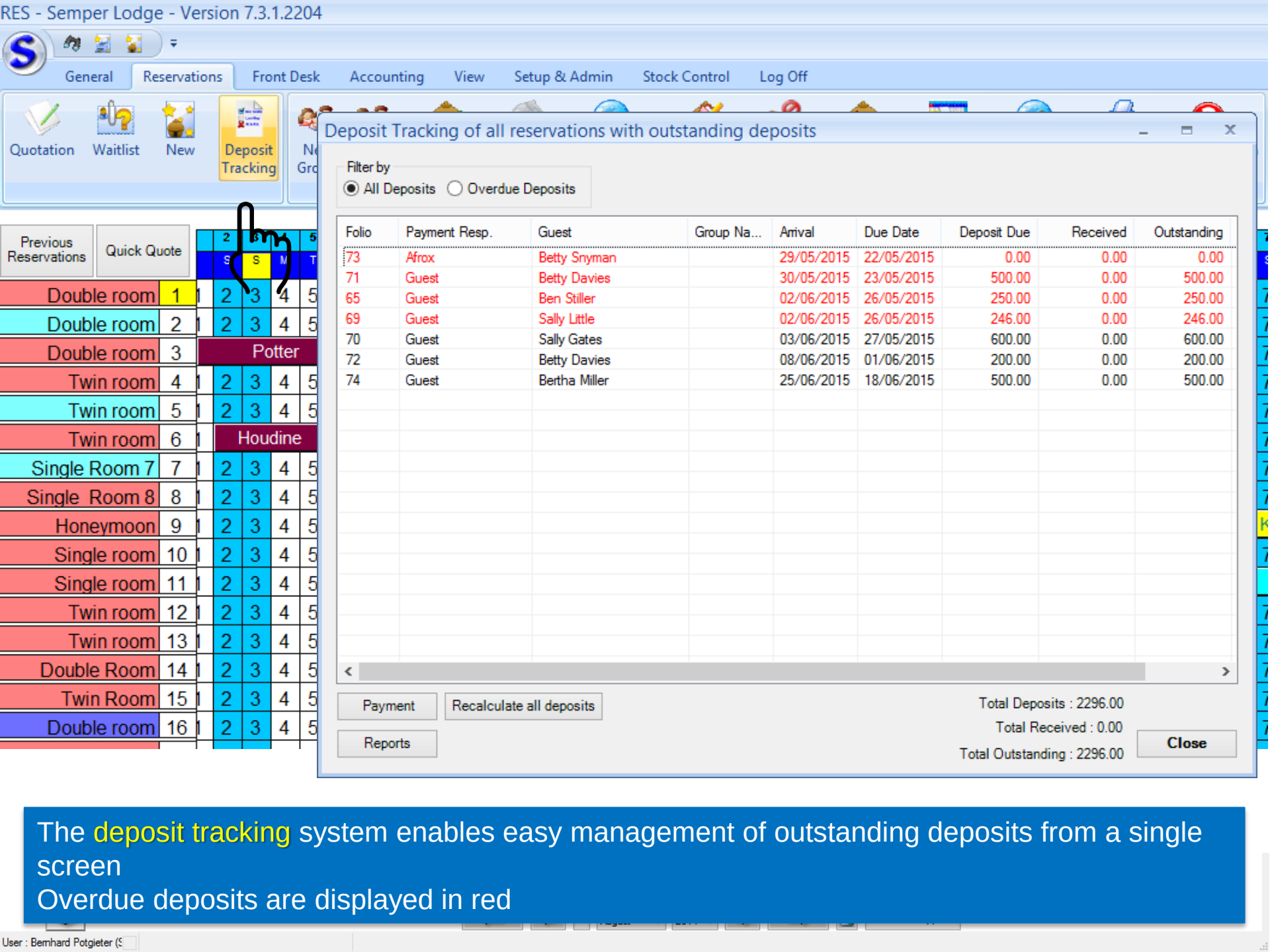
The correct rate for that company gets inserted in the booking

In this case it is the bed and breakfast package

If commissions are due, they will automatically be calculated and inserted in the reservation transactions for that company

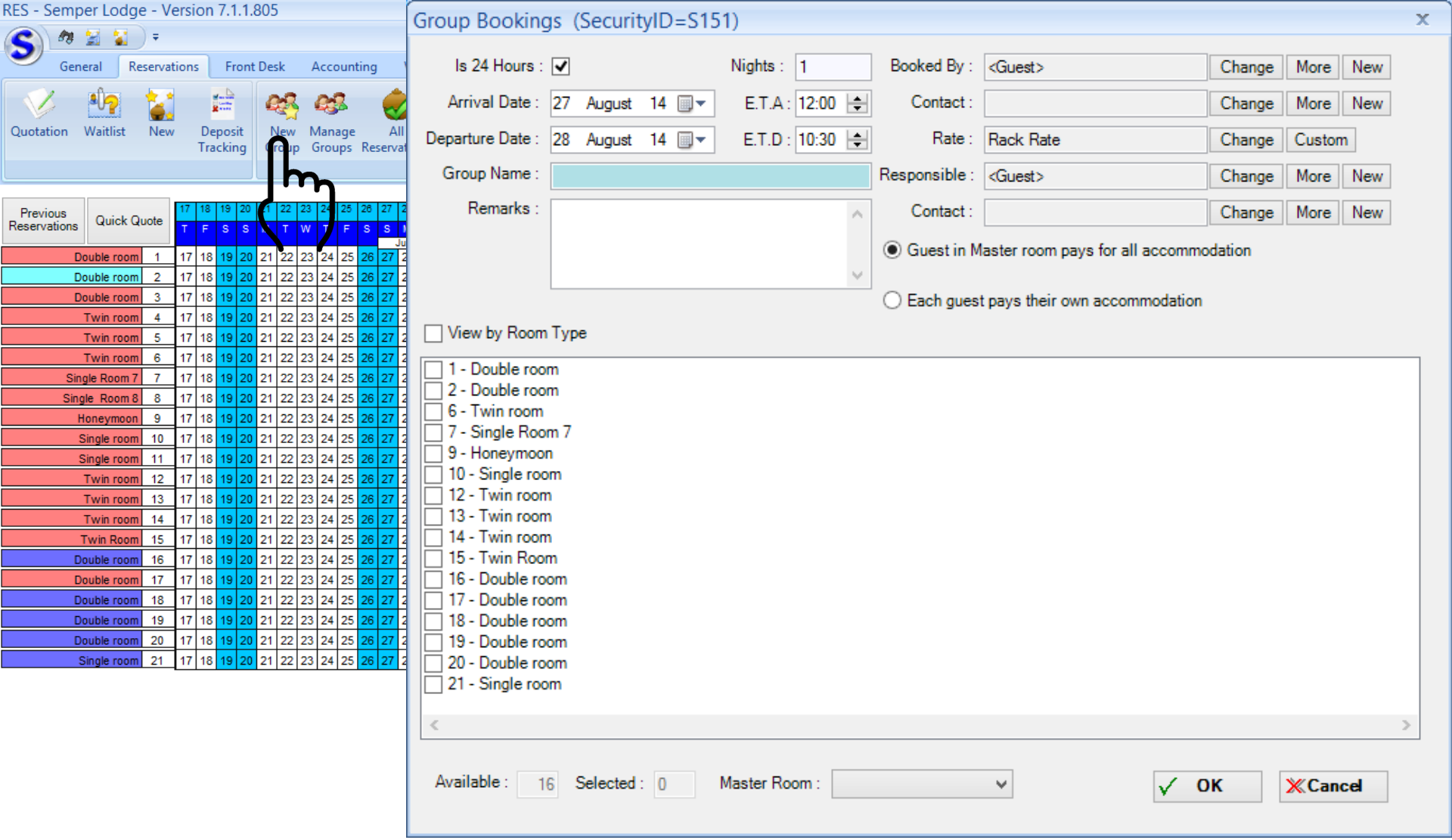


Rooms charges are automatically inserted based on the rate specified as are the commissions. Any changes to the reservation (increase or decrease the stay etc.) will results in the system automatically adjusting the room charges and commissions due

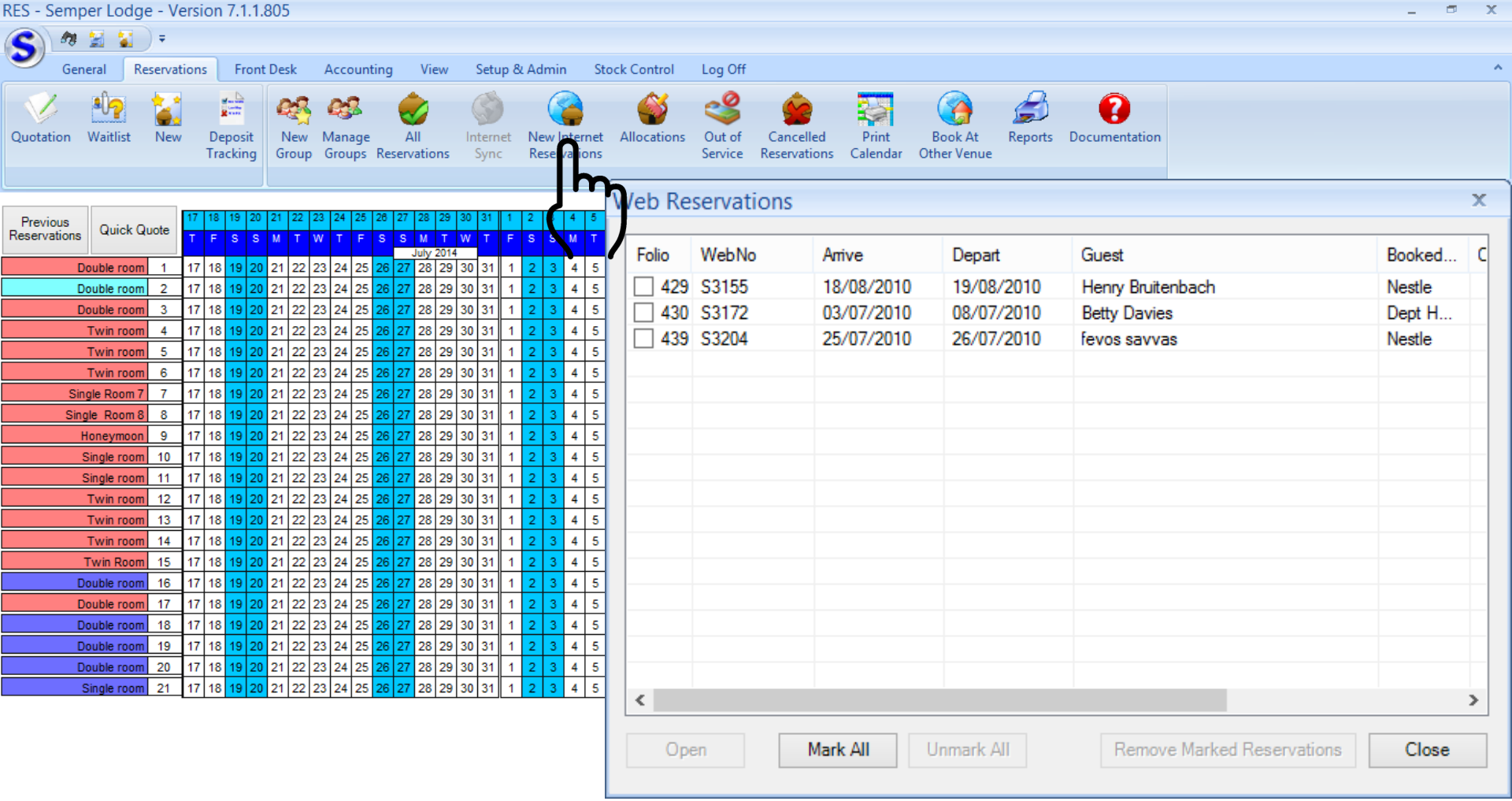


The deposit tracking system enables easy management of outstanding deposits from a single screen

Overdue deposits are displayed in red

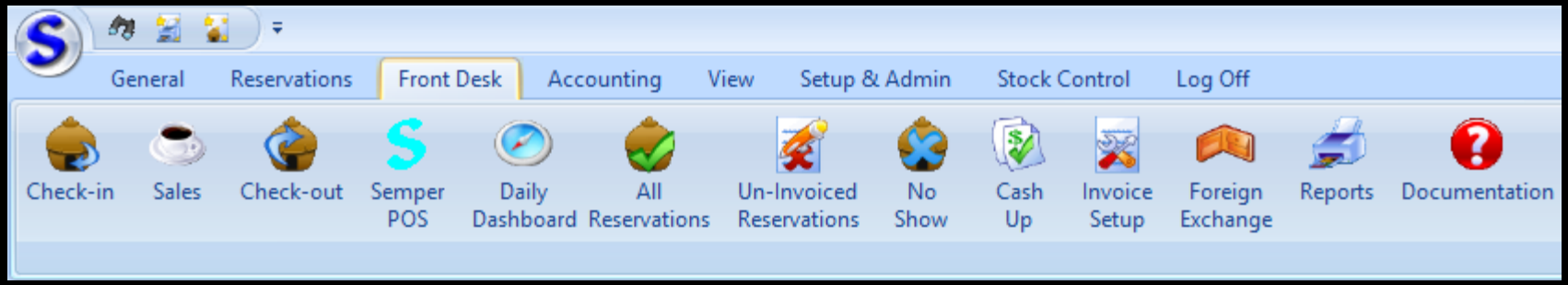


Groups – This function enables the creation of group booking.
This can also be achieved via the NEW reservation function
Extensive support for group management is present.

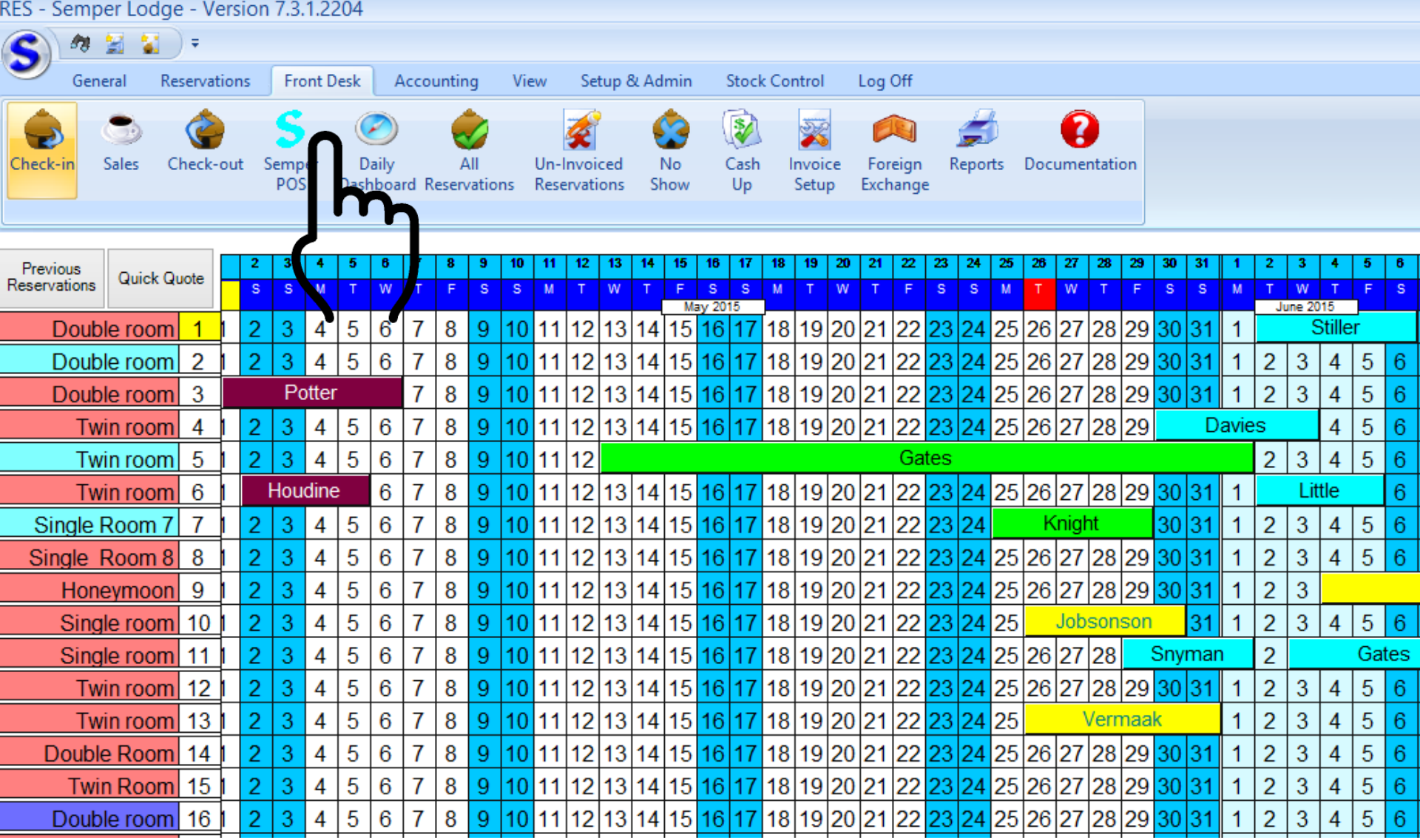


New Internet Reservations

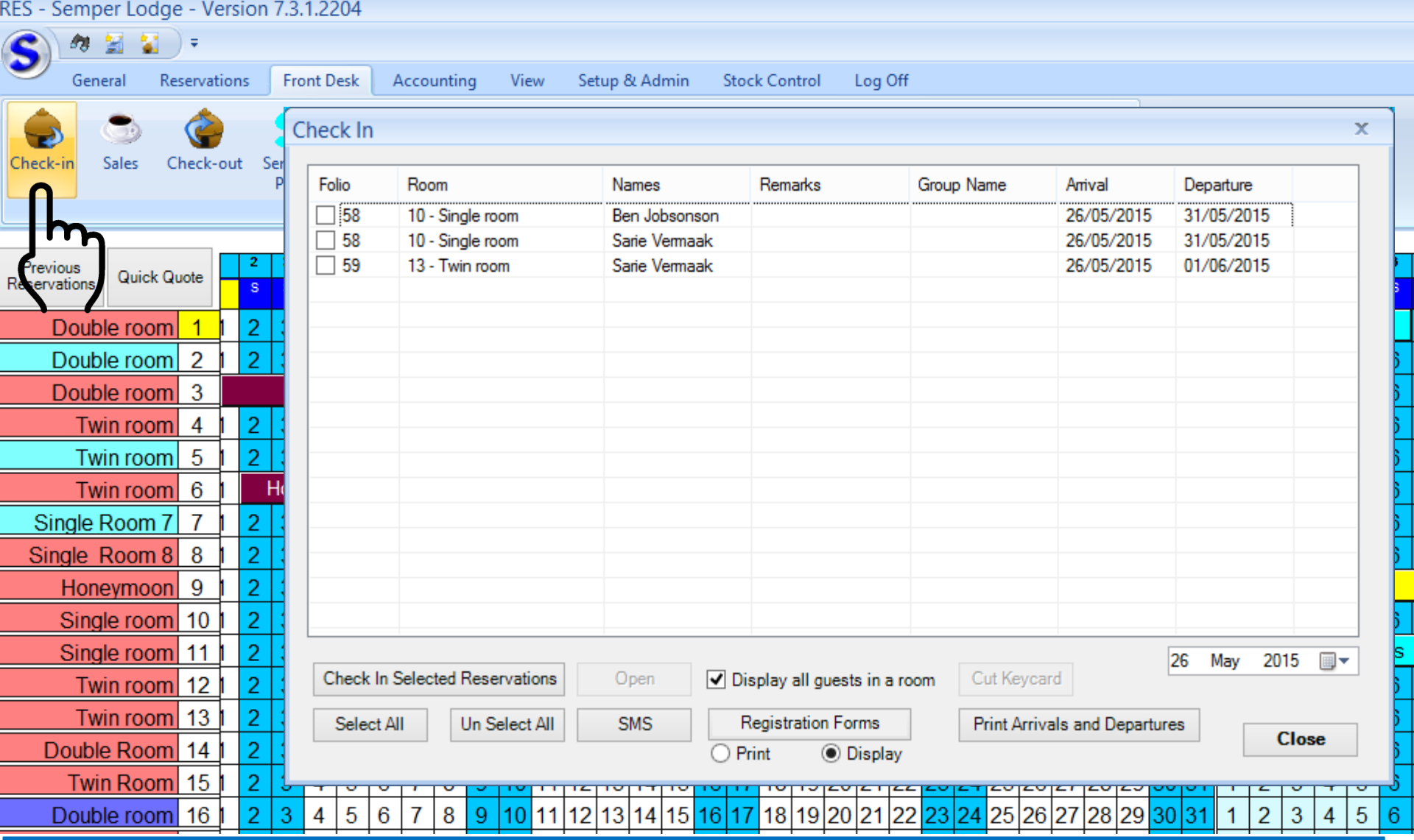
- Displays a list of reservations received from the on-line world
- These reservations have already been inserted in the calendar
- This facility is used to filter real-time reservations received and ensure each is processed. i.e. if deposit is required that a deposit invoice is produced and emailed


General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Check-in
Sales
Check-out
Semper POS
Daily Dashboard
All Reservations
Un-Invoiced Reservations
No Show
Cash Up
Invoice Setup
Foreign Exchange
Reports
Documentation

Front Desk



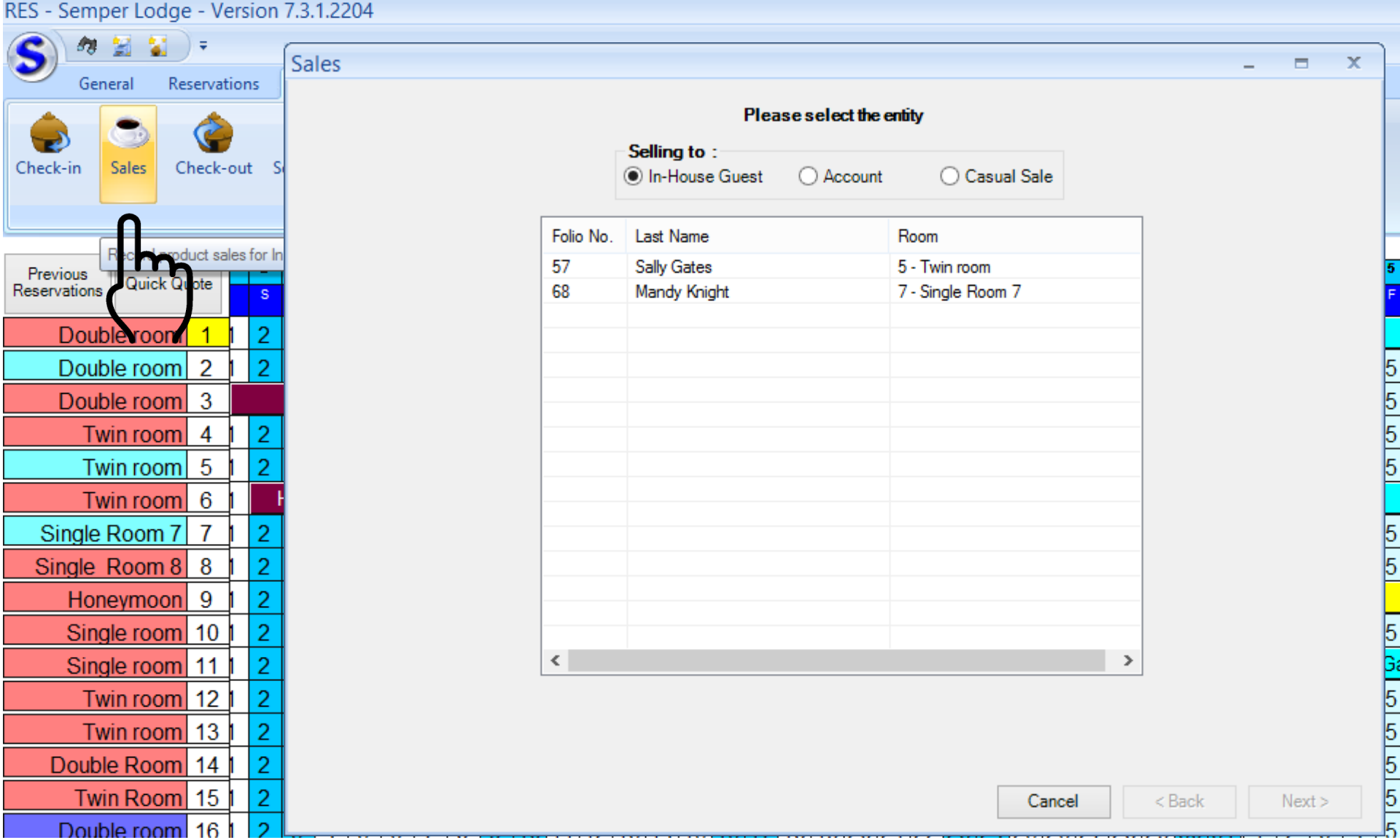
Semper has an easy to operate Front desk facility that covers all the tasks required of a front desk operator such as check-in management, recording of sales and payments, check out management cash-ups etc.



Check In

All guests checking-in on a specific day is listed and the operator can produce registration forms for all guests with one operation as well as change the status to check-in, send the guest (s) an sms etc.

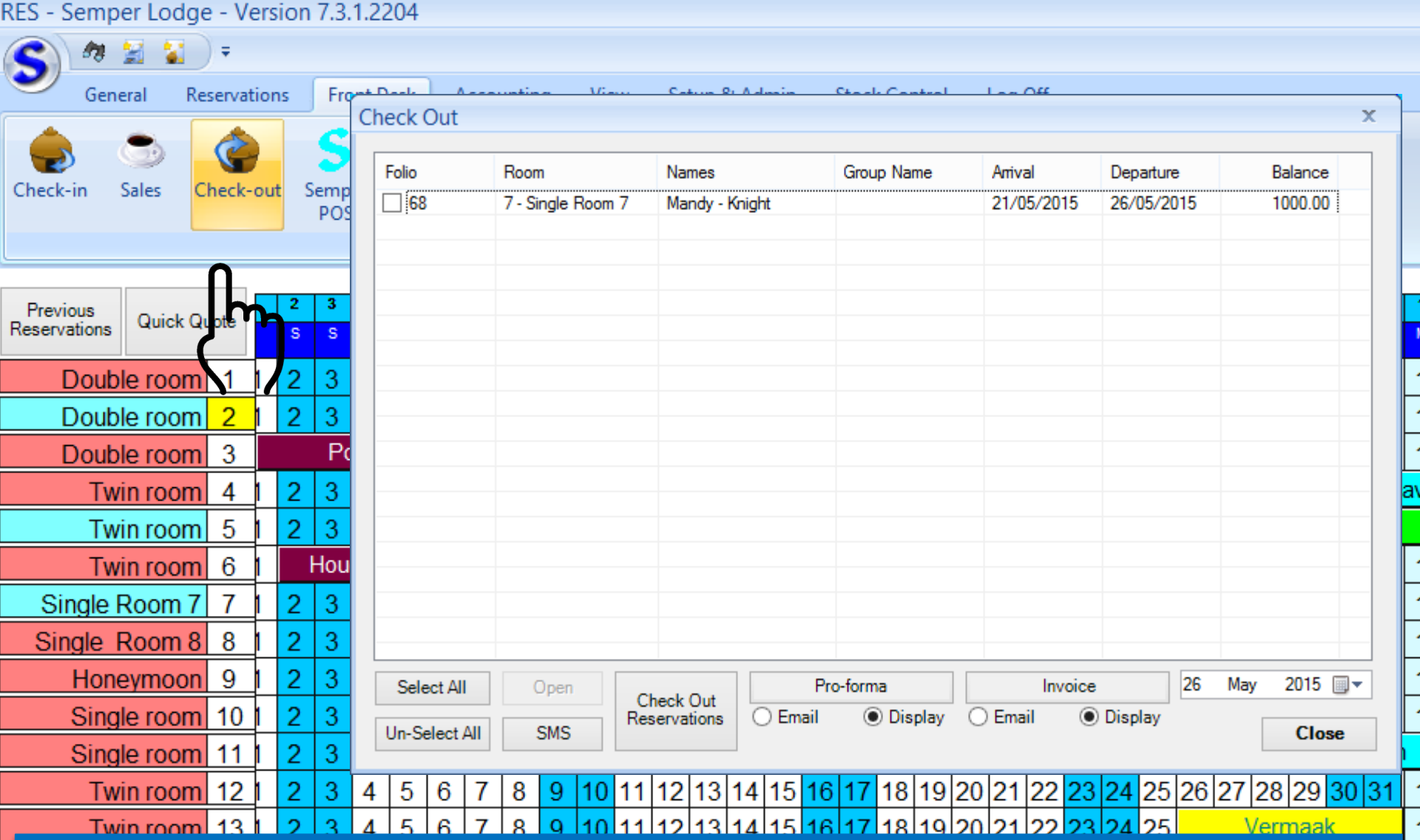
Multiple guests in one room can check in separately as this example shows



Selling something

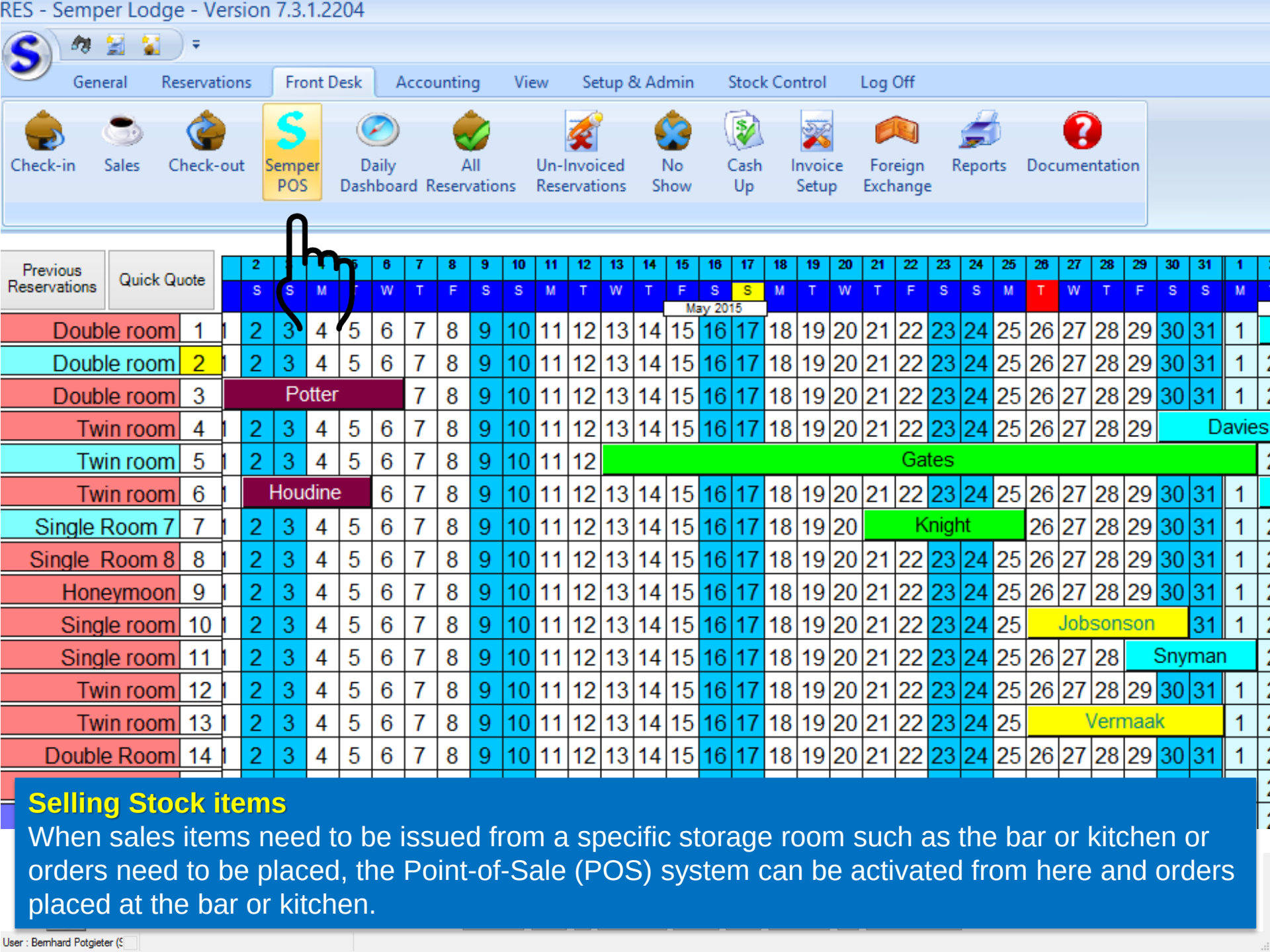
A wizard style interface guides the user through a step by step process when adding changes to a guest or company account

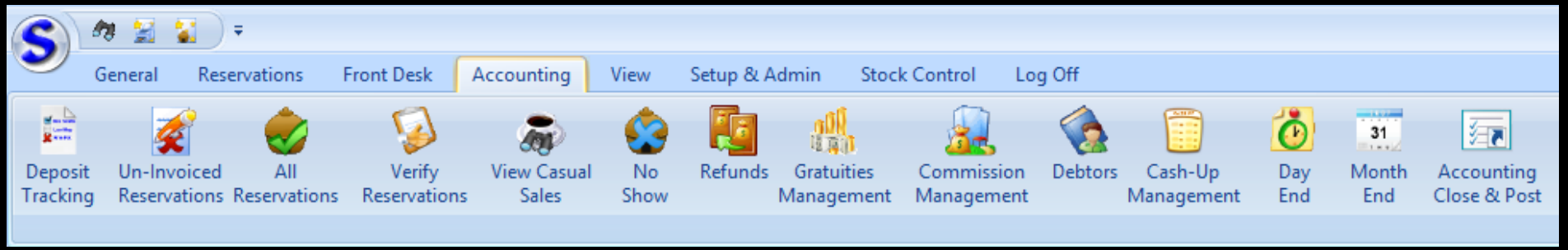
This ensure quick and easy training for front desk personnel



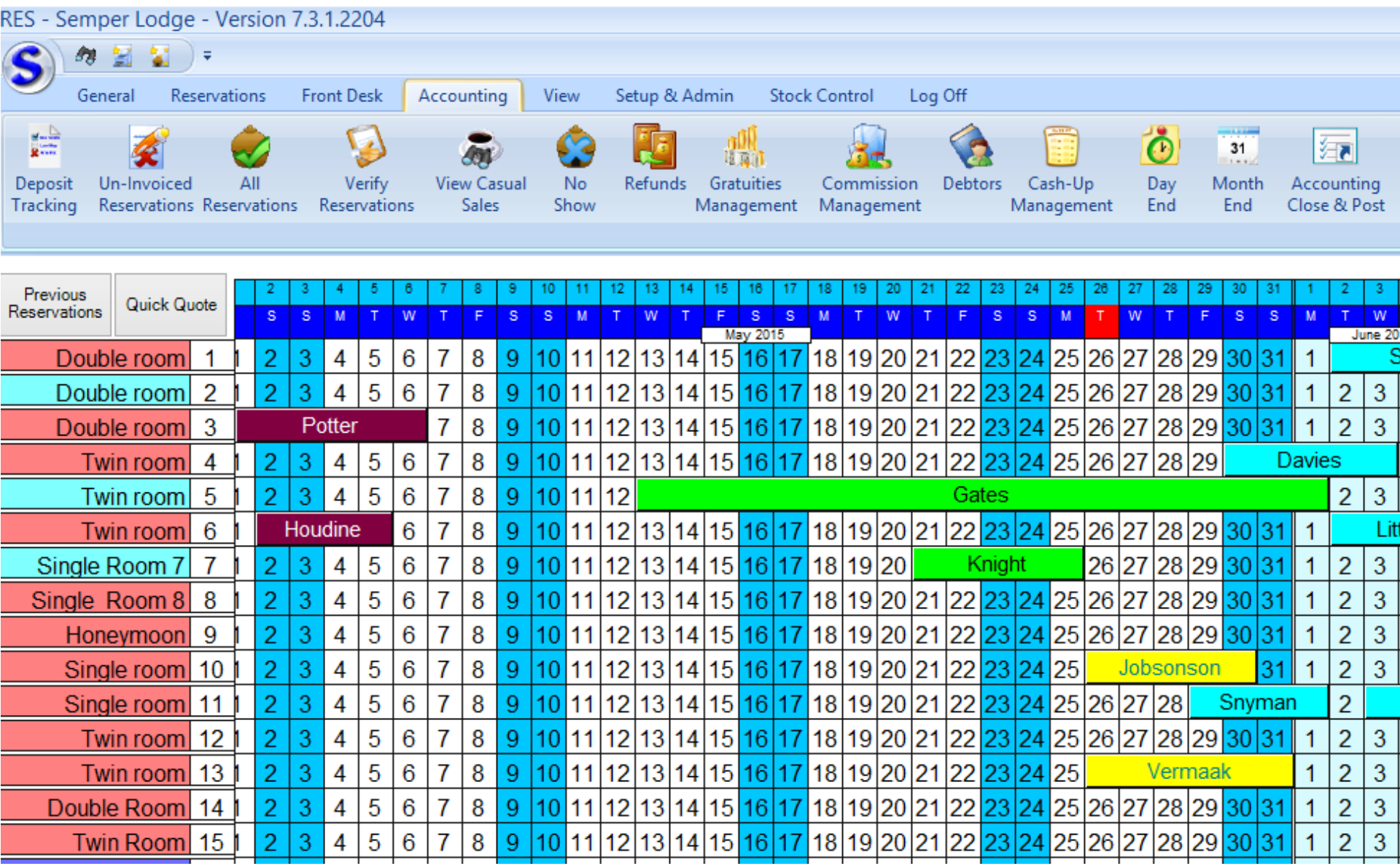
Check out

As with check in's all guests checking out get displayed on one screen from where the front desk operator can manage all processes including producing pro-forma as well as tax invoices, recording payments, changing the status to check-out etc.


RES - Semper Lodge - Version 7.3.1.2204
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Stock Control
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Check-in
Sales
Check-out
Semper POS
Daily Dashboard
All Reservations
Un-Invoiced Reservations
No Show
Cash Up
Invoice Setup
Foreign Exchange
Reports
Documentation
Previous Reservations
Quick Quote
May 2015
Double room 1
Double room 2
Double room 3
Potter
Twin room 4
Davies
Twin room 5
Gates
Twin room 6
Houdine
Single Room 7
Knight
Single Room 8
Honeymoon
Single room 10
Jobsonson
Single room 11
Snyman
Twin room 12
Twin room 13
Vermaak
Double Room 14
Selling Stock items
When sales items need to be issued from a specific storage room such as the bar or kitchen or orders need to be placed, the Point-of-Sale (POS) system can be activated from here and orders placed at the bar or kitchen.
User : Bernhard Potgieter (S

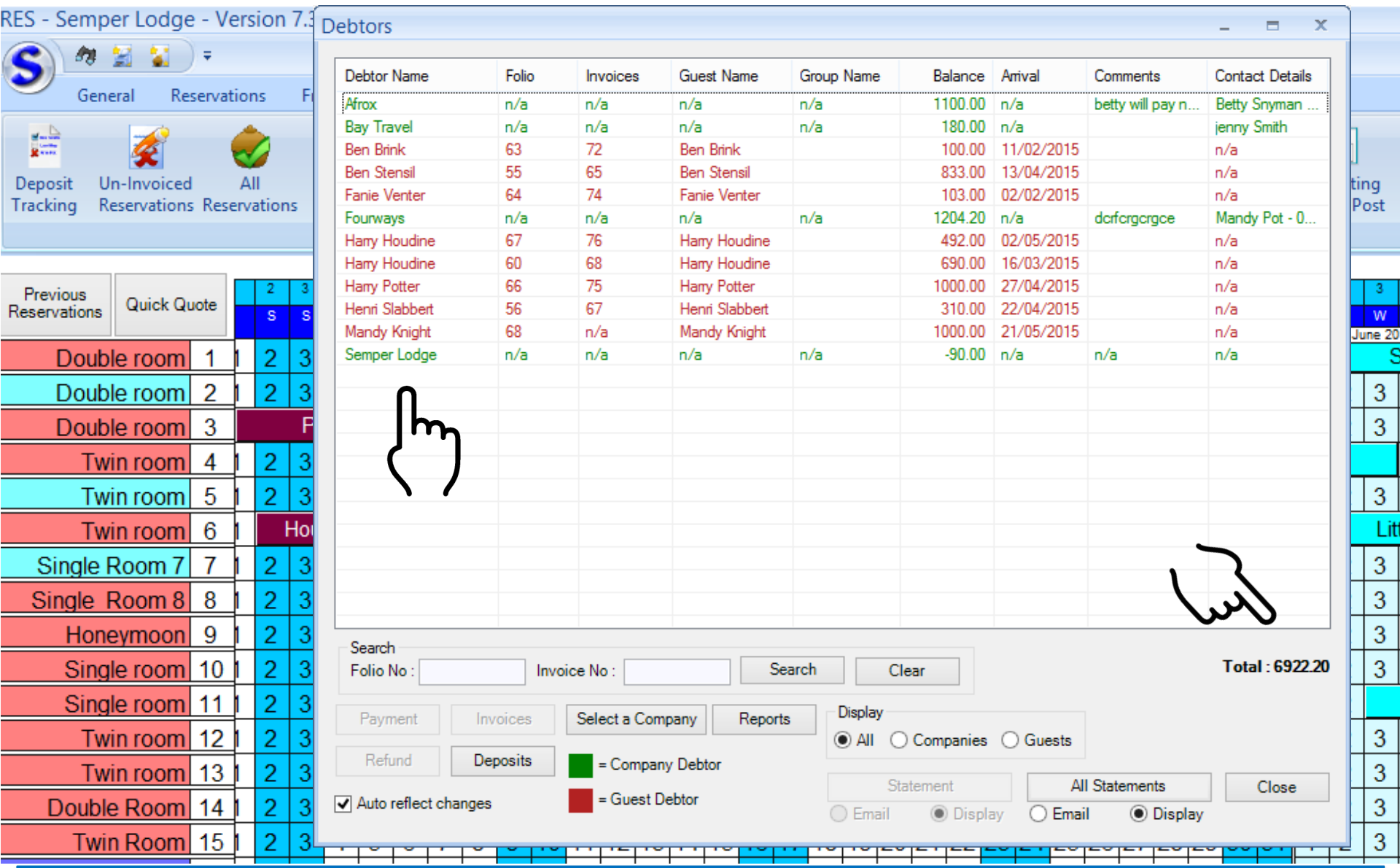

General
Reservations
Front Desk
Accounting
View
Setup & Admin
Stock Control
Log Off
Deposit Tracking
Un-Invoiced Reservations
All Reservations
Verify Reservations
View Casual Sales
No Show
Refunds
Gratuities Management
Commission Management
Debtors
Cash-Up Management
Day End
Month End
Accounting Close & Post

Accounting



Semper includes a comprehensive Accounting function

All financial functions require to manage your venue is included as shown here

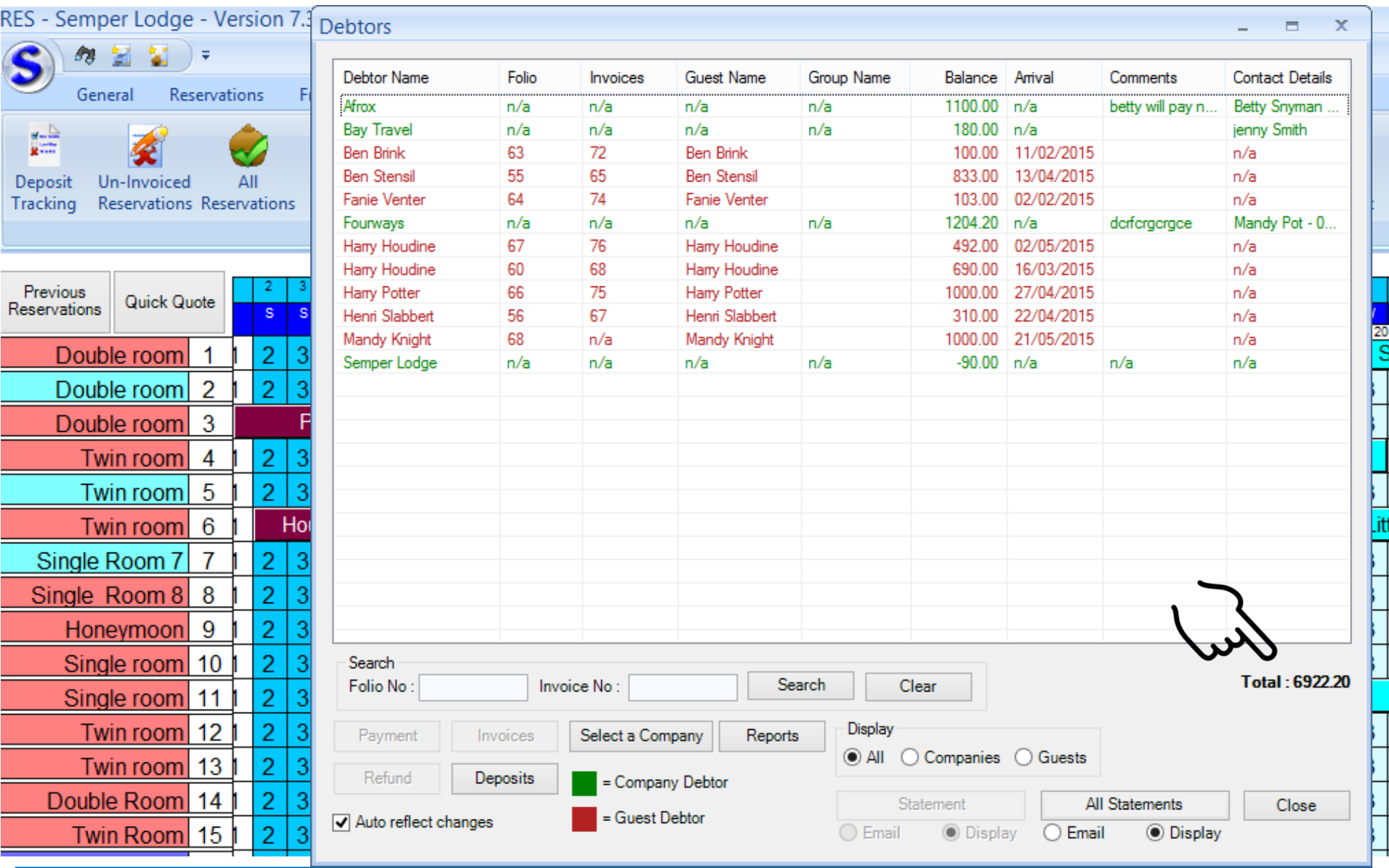


Debtors

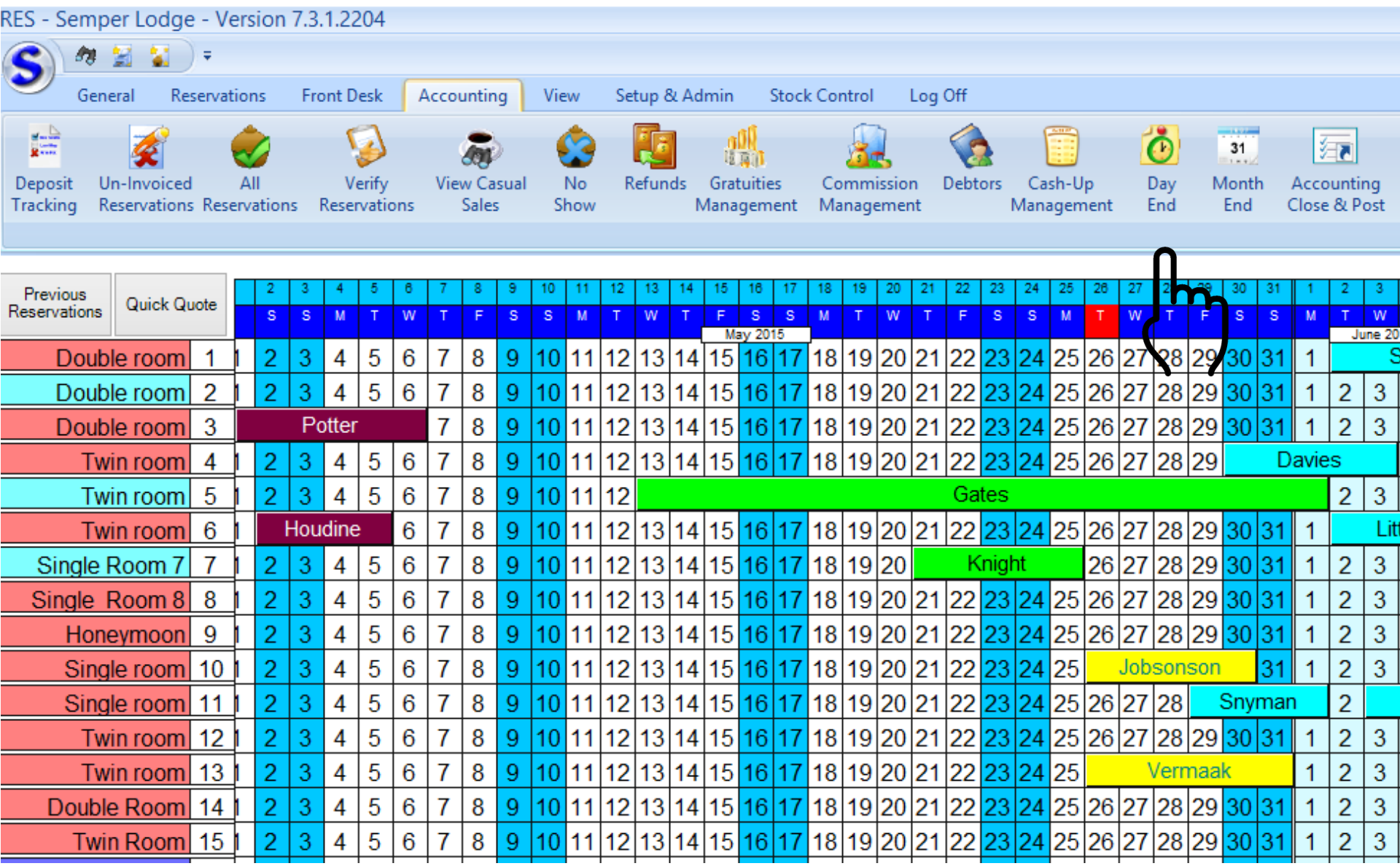
A easy to use debtors system enabled effective management of all outstanding debt

The total at the bottom displays the debtors book outstanding and viewed in an instant

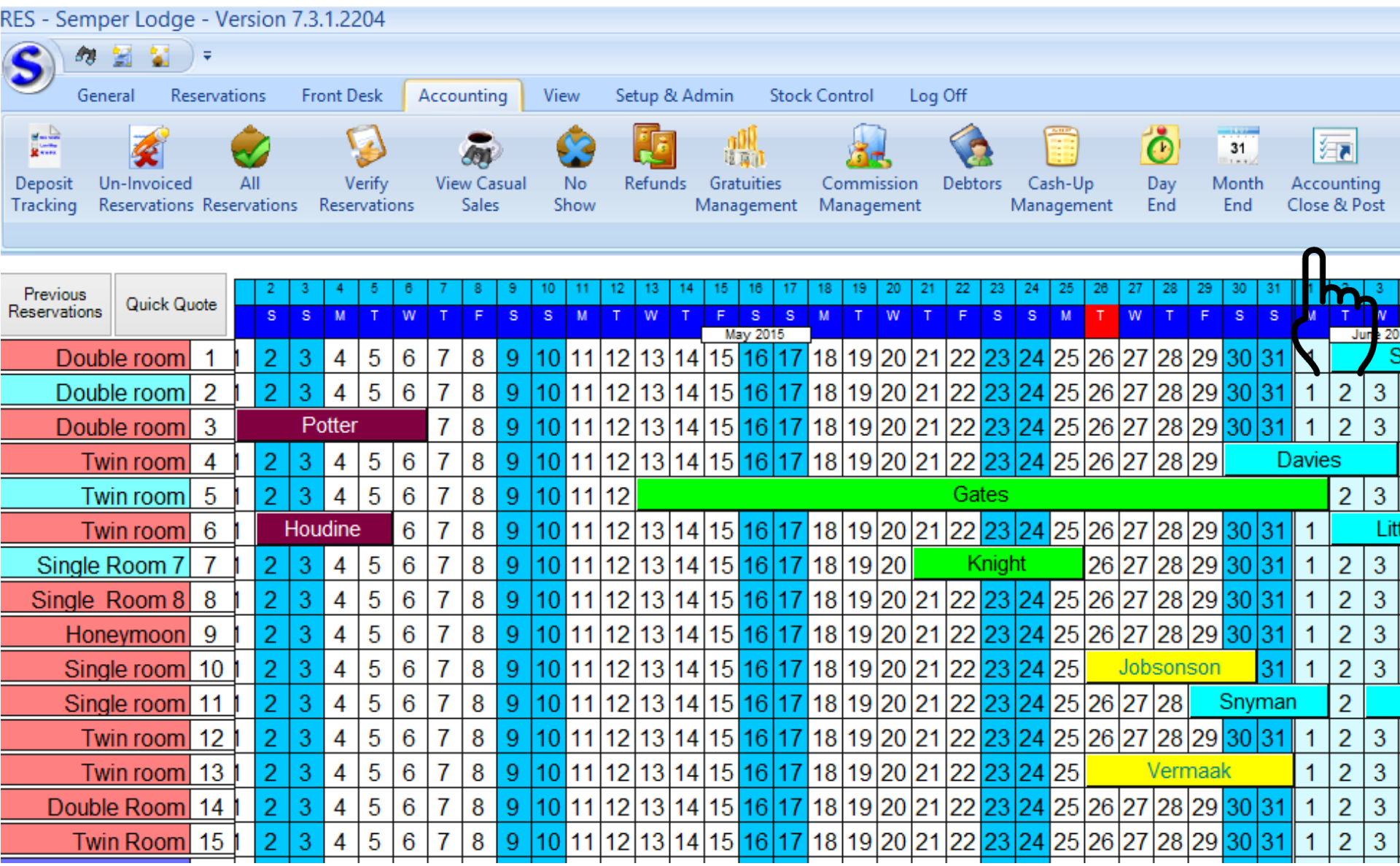
Guest debtors are colored red and green are company debtors



Once reservations have been processed and checked out, those with outstanding amounts are automatically displayed here.
From this environment all outstanding debt is managed including statements, recording of payments, allocations etc. An open item debtors approach has been implemented.



The day-end is where the night audit is performed and daily management reports produced



The accounting close and post is where the venue books are closed for a specified period
Once closed they get fixed and cannot be altered
These figures are then imported into any accounting system and balanced to the Semper system

Thank You!



www.semper.co.za