

# Semper

## Semper and Xero integration

### BACKGROUND

The Semper system is a transaction-based system where financial transactions (sales, payments and expenses) are recorded on accounts within the Semper system. These accounts are automatically created and managed when reservations are recorded or can be manually created for a debtor account.

Within reservations, accounts are created depending on requirements. For example, if a guest is responsible for paying the account, one account will be created in the name of the guest. If a company pays the room charges, two accounts will be created, one in the name of the guest (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 an account.

A final invoice is required to close an account when the guest checks out. Outstanding accounts are managed by an integrated debtors' system which is an open-item based system.



## Semper and Xero integration

### POSTING TO XERO

There are two methods to post information from Semper to your accounting system:

**Method 1:** Posting of **invoices** (that have been closed in a selected period)

**Method 2:** Posting of **transactions** (transactions recorded and closed in a selected period which may or may not have been invoiced)

The invoice method (Method 1) relies on the user to create an invoice. All transactions encapsulated on the invoice will be exported. The invoice is normally created when the guest checks out and may contain transactions that were recognized as sales in a prior month. E.g. If a guest stays over a month-end and arrived 5 days before the month-end and leaves 3 days after the month-end the invoice will only be created when the guest departs which would result in all transactions only being recognized at the end of the **following** month. If the **transaction** method is selected, the 5 transactions before the month-end will be recognized on the first month and the remainder will be recognized in the following month. Any adjustments that occurred after the first month-end had been closed will be recognized in the next month end.

The period selected can be daily, weekly or monthly. Information that falls within the selected period is exported. An optional Trial Balance (TB) can also be used. The TB is available when closing a day-end.



## Semper and Xero integration

### **MAPPING SEMPER INFORMATION TO YOUR ACCOUNTING SYSTEM GL CODES**

All products defined in Semper for Sales, Expenses and Payments get mapped to the venue's chart of accounts. One or more Semper product codes can be mapped to a GL account code e.g. Semper products Fanta, Coke, Orange Juice can be mapped to a single GL code "Beverages".

Supplier GL account codes are defined separately from sales GL Account Codes. Note, the supplier GL Codes are different to the sales GL Codes.

### **POSTING PROCESS**

Information gets posted directly from Semper to Xero.. A direct internet link is used to post to Xero. **Note:** The recommended approach is to export information in summary form and to use control accounts to reconcile. A single debtor's control account is then used.

Tax (VAT or GST) is separated during the posting of sales and supplier invoice postings. If the tax (VAT) differs within a summary total it will be separated and a total for each tax type will be posted.



## Semper and Xero integration

### **POSTING SUPPLIER INVOICES (GRV'S)**

Goods Received Voucher (GRV) received during the period specified are marked for export *if* the Semper POS and Stock system is used.

Each GRV is posted as a separate Supplier invoice. Products on each GRV is summarized based on the GL mapping specified.

**Note:** GL codes are either specified as Cost-of-Sales (COS) Accounts or General Expense Accounts (Semper products, marked as “can be sold” will be marked as COS items)

Supplier accounts will automatically be created if they don't exist.

If one-line item per GRV is required, define all supplier accounts with the same GL code.



## **Semper and Xero integration**

### **ACCOUNTING IMPLEMENTATION PROCESS**

Before the first posting, opening balances need to be established within your Semper system to ensure your Xero system balances with your Semper system.

For existing customers that have never performed the integration, a Semper consultant will perform an audit (free of charge) on your system to determine the “readiness” of your system. A detailed report will be produced detailing any work that needs to be performed before the posting can be implemented (e.g. un-invoiced reservations processed, refunds, etc.).

The first step is to balance between Xero and the Semper systems.

The first period (day-end, month-end or close – whichever method chosen) is performed and the closing balance of that period in Semper must be the opening balance in Xero. (The opening balance consists of debtor’s with outstanding balances plus deposits)

A partner professional accounting company is available to assist you. They have been trained and have performed multiple implementations. This is recommended to ensure a repeatable process gets implemented.

# Semper

## **Semper and Xero integration**

The following demonstrates the process flow within your accounting system

DR

CR

## Debtors Control Account (DCA)

Accommodation	1 000	
	①	

Sales are summarised per sales account setup within the GL code mapping function when importing from Semper

①

## Sales - Accommodation

	Accommodation	R1 000
		①

## Bank

Money Imported bank statement	R100	
	②	

Money appearing on your bank statement gets imported.  
Each entry is recorded separately.

②

## Bank Control Account

	Money Imported bank statement	R100
		②

## Deposit Control Account


DR

CR

Debtors Control Account (DCA)			
Accommodation	1 000	General payments received	R1 000
			3

Sales - Accommodation		
	Accommodation	R1 000

Bank	
Money Imported bank statement	R100

Bank Control Account			
General payments received	R1 000	Money Imported bank statement	R100
	3		

Deposit Control Account	

General Payments recorded in Semper is summarised as per GL Code mapping when importing.

3



DR

CR

Debtors Control Account (DCA)			
Accommodation	1 000	General payments received	R1 000

Sales - Accommodation			
		Accommodation	R1 000

Bank			
Money Imported bank statement	R100		

Bank Control Account			
General payments received	R1 000	Money Imported bank statement	R100
Deposits received	R100		
	4		

Deposit Control Account			
		Deposits received	R100
			4

Deposit Payments recorded in Semper is summarised as per GL Code mapping when importing.

4

4

4

DR		CR	
Debtors Control Account (DCA)			
Accommodation	1 000	General payments received	R1 000
		Deposits applied	R100

Sales - Accommodation		
	Accommodation	R1 000

Bank	
Money Imported bank statement	R100

Bank Control Account			
General payments received	R1 000	Money Imported bank statement	R100
Deposits received	R100		
	5		

Deposit Control Account			
Deposits applied	R100	Deposits received	R100
			5

Deposit Payments are applied in the correct period and auto allocated during the integration process (Xero only. For other systems allocations are done manually)

5

5

DR

CR

## Debtors Control Account (DCA)

Accommodation	1 000	General payments received	R1 000
		Deposits applied	R100

Manual re-conciliation must be performed using the Bank Control Account to ensure payments recorded in Semper are correctly recorded and match payments imported from the bank statement.

Use the detail report in Semper to obtain detail transactions for each period and compare to the detail of the imported statement

## Sales - Accommodation

		Accommodation	R1 000

## Bank

Money Imported bank statement	R100		

## Bank Control Account

General payments received	R1 000	Money Imported bank statement	R100
Deposits received	R100		

## Deposit Control Account

Deposits applied	R100	Deposits received	R100

# Semper

## **Semper and Xero integration**

Thank you