

Welcome

This training module deals with

Accounting – Debtors

RES - Semper Central Office - Version 6.1.3.2509

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 Map GL Codes Day End Month End Budgets & Projections Reports Documentation

Previous Reservations Quick Quote

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Doubles 4	1	2	3	4	5	6	7	8	9	10	Test	15	16	17	18	19	20	21	22	23	24	25	26	27	te	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Doubles 2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	test	31	1	2	3	4	5	6	7	8	9	10	11	12		
Doubles 3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Twins 4	1	2	3	4	5	6	7	8	9	10	11	12	Te	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Twins 5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Twins 6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	
Singles 7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Singles 8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Suites 10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Suites 9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Honeymoon Suites 11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12

To see all the **companies** and **guests** that still have outstanding amounts, go to Accounting, Debtors.

Debtors will show all the companies or guests that still have **outstanding amounts**.

Green are all the travel agent/ companies or tour operators that owe money and the **Red** are all the guests that still owe money.

To see the details of a travel agent, double click listing and the next screen will open:

Debtor Name	Folio	Invoices	Guest Name	Group Name	Balance	Arrival	Comments	Contact Details
asdfa asdf	39	n/a	asdfa asdf		330.00	25/08/2013		asdfa asdf
asdfasdfas	37	n/a	asdfasdfas		550.00	20/08/2013		asdfasdfas
fdas asdfa	38	n/a	fdas asdfa		550.00	25/08/2013		fdas asdfa
qqqqqq	81	n/a	qqqqqq	qqqqqq	1650.00	28/08/2013		qqqqqq
Semper Central Office	n/a	n/a	n/a	n/a	0.00	n/a	n/a	n/a
Test Test	22	n/a	Test Test	werwewe	1600.00	20/08/2013		Test Test
Travel Agent Test	n/a	n/a	n/a	n/a	200.00	n/a		Bill Bob
wrfsdfa	78	n/a	wrfsdfa	wrfsdfa	2200.00	27/08/2013		wrfsdfa
wrfsdfa	80	n/a	wrfsdfa		1100.00	27/08/2013		wrfsdfa

All
 Companies
 Guests
 Total : 8180.00

= Company Debtor
 = Guest Debtor
 Auto reflect changes

Email
 Display
 Email
 Display

As soon as an **invoice** is made, it will show on the debtor under **Outstanding Invoices**. If a reservation is **not invoiced and active out**, it will show under Un-Invoiced Active Out. Extra charges or expenses can also be added to this company on the debtors screen.

Debtor Details for Travel Agent Test

Travel Agent Test

Contact Person: Bob, Bill [More] [New]

Start Date: 28 July 2013 [v] [v]
End Date: 28 August 2013 [v] [v] Custom All Current Future

Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Total	Avail
15 August 2013	5	Outstanding Invoices								
		Folio: 2 - Buks Kouger	2			1000.00	-750.00	0.00	250.00	15 Aug...
		Un-Invoiced Active Out								
		Un-Invoiced Checked Out								
		Test Test	88			0.00	0.00	-50.00	-50.00	
		Charges				Amount			Balance	
		Payments				Amount	Allocates		Balance	
		Expenses				Amount	Allocates		Balance	
		Total Due:							200.00	

Transactions: [Charges] [Payments] [Allocate] [New] [Cancel]
[Reverse] [Expenses] [Statement] [Change Date] [Transactions]
[Refund] [Email] [Display] [Commission Management] [Re-Produce Invoice] [Active Out] [Display]

Comment: [v] [v] [Update Comments] [Notes]

Provisional (4) 450.00
Confirmed (0) 0.00
Inhouse (0) 0.00
Active Out (0) 0.00
Deposits Held
Reports [Close]

Payments and Expenses can also be made directly from the Debtors List. Select the entity, then select the Payment or Expense buttons.

Debtor Name	Folio	Invoices	Guest Name	Group Name	Balance	Arrival	Comments	Contact Details
asdfa asdf	39	n/a	asdfa asdf		330.00	25/08/2013		asdfa asdf
asdfasdfas	37	n/a	asdfasdfas		550.00	20/08/2013		asdfasdfas
fdas asdfa	38	n/a	fdas asdfa		550.00	25/08/2013		fdas asdfa
qqqqqq	81	n/a	qqqqqq	qqqqqq	1650.00	28/08/2013		qqqqqq
Semper Central Office	n/a	n/a	n/a	n/a	0.00	n/a	n/a	n/a
Test Test	22	n/a	Test Test	werwewe	1600.00	20/08/2013		Test Test
Travel Agent Test	n/a	n/a	n/a	n/a	200.00	n/a		Bill Bob
wfsdfa	78	n/a	wfsdfa	wfsdfa	2200.00	27/08/2013		wfsdfa
wfsdfa	80	n/a	wfsdfa		1100.00	27/08/2013		wfsdfa

Payment Expenses Select a Company Reports All Companies Guests **Total : 8180.00**

Statement All Statements Email Display Email Display Close

= Company Debtor = Guest Debtor Auto reflect changes

If a **payment is received**, add it in the debtors details. It will show under Payments. To link the payment with the outstanding invoice(s), click on Allocate.

Debtor Details for Travel Agent Test

Travel Agent Test
Start Date : 28 July 2013
End Date : 28 August 2013
 Custom All Current Future

Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Total	Amval
15 August 2013	5	Outstanding Invoices Folio: 2 - Buks Kruger	2			1000.00	-750.00	0.00	250.00	15 Aug...
		Un-Invoiced Active Out								
		Un-Invoiced Checked Out Test Test	88			0.00	0.00	-50.00	-50.00	
		Charges				Amount			Balance	
28 August 2013		Payments		942	Bank Transfer (13)	Amount	Allocated		Balance	
		Expenses				Amount	Allocated		Balance	
		Total Due:							0.00	

Transactions: Charges, Payments, Reverse, Expenses, Refund, Allocate, Statement, Email, Display, Commission Management

Invoices: New, Cancel, Change Date, Transactions, Re-Produce Invoice, Email, Display

Comment : Update Comments, Notes

Select the **payment** you want to allocate, click on the outstanding **invoice** and click on “Allocate” and then “OK”

This facility allows a single payment to be allocated over multiple invoices.

The screenshot shows a software window titled "Debtor Payments". It contains two main sections: "Unallocated Payments" and "Allocate Payment".

Unallocated Payments Table:

Date	Description	Amount
28/08/2013	Bank Transfer (13)	-200.00

Allocate Payment Section:

28/08/2013 - Bank Transfer (13) 200.00

Invoice #	Date	Description	Charges	Expenses	Total	Amount Paid	Balance
5	15/08/2...	Folio: 2 - Buks Kruger	1000.00	0.00	250.00	0.00	250.00

Amount to Allocate to selected Invoice

Debtor Details for Travel Agent Test

Travel Agent Test

Start Date : 28 July 2013

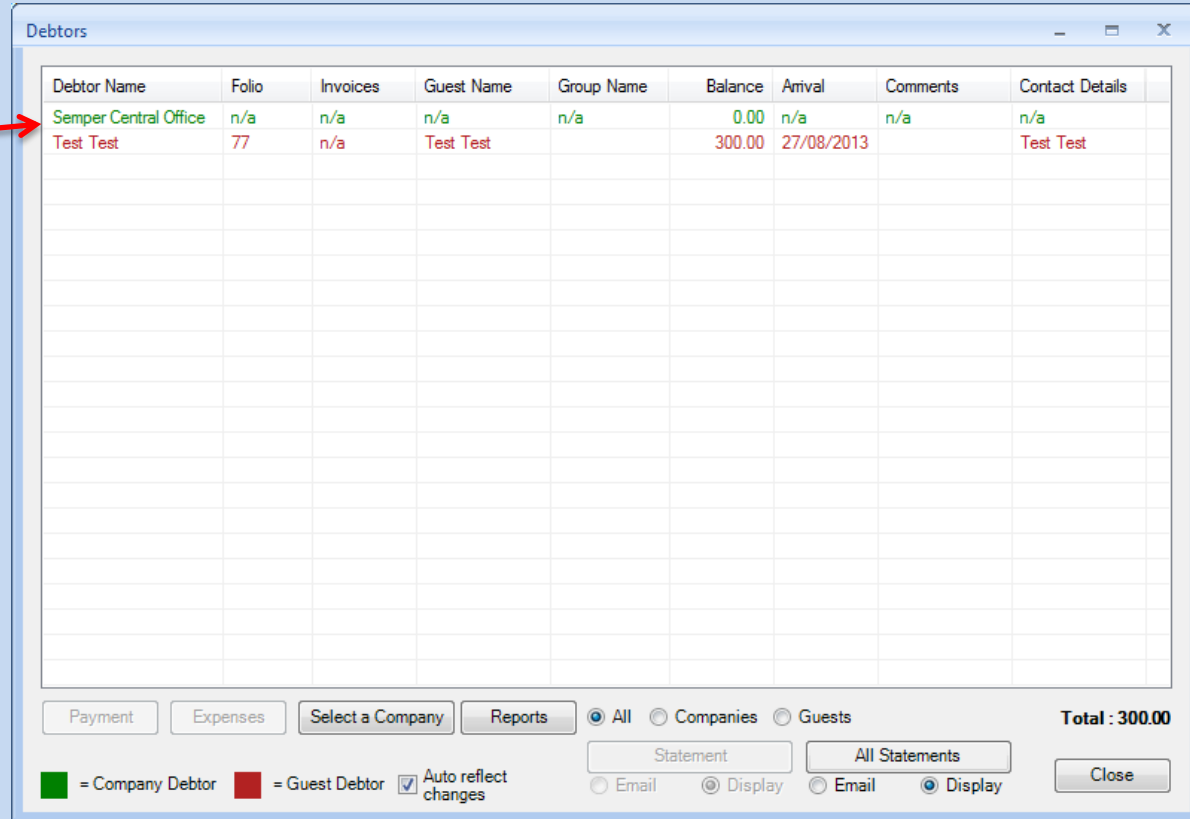
End Date : 28 August 2013

Custom
 All
 Current
 Future

Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Total	Arival
<u>Outstanding Invoices</u>										
15 August 2013	2	Folio: 4 - test test	4			500.00	-550.00	50.00	0.00	13 Aug...
15 August 2013	5	Folio: 2 - Buks Kruger	2			1000.00	-1000.00	0.00	0.00	15 Aug...
19 August 2013	6	Folio: 18 - test test	18			700.00	-700.00	0.00	0.00	15 Aug...
<u>Un-Invoiced Active Out</u>										
<u>Un-Invoiced Checked Out</u>										
<u>Charges</u>						<u>Amount</u>			<u>Balance</u>	
<u>Payments</u>						<u>Amount</u>	<u>Allocated</u>		<u>Balance</u>	
19 August 2013	6			169	Credit Card (8)	-700.00			0.00	
				169	Credit Card (8) (Allocated)		700.00			
28 August 2013	5			942	Bank Transfer (13)	-200.00			0.00	
				942	Bank Transfer (13) (Allocated)		200.00			
28 August 2013	5			944	Bank Transfer (14)	-50.00			0.00	
				944	Bank Transfer (14) (Allocated)		50.00			
<u>Expenses</u>						<u>Amount</u>	<u>Allocated</u>		<u>Balance</u>	
15 August 2013	2			62	Payment Refund	50.00			0.00	
				62	Payment Refund (Allocated)		-50.00			
<u>Total Due:</u>									<u>0.00</u>	

Once an Invoice has a **Zero** balance it will be removed from the **Debtor Details** screen. To see what was done, click on **"All"** at the top of the screen. The invoice will show zero and the payment will show all allocations.

If you double click on a **guest debtors**, the reservation will open and the payment can be added under the **transaction** screen.



Debtor Name	Folio	Invoices	Guest Name	Group Name	Balance	Arrival	Comments	Contact Details
Semper Central Office	n/a	n/a	n/a	n/a	0.00	n/a	n/a	n/a
Test Test	77	n/a	Test Test		300.00	27/08/2013		Test Test

Payment Expenses Select a Company Reports All Companies Guests Total : 300.00

Statement All Statements Email Display Email Display Close

= Company Debtor = Guest Debtor Auto reflect changes

The booking can now be **check-out with or without** making an **invoice** – this will depend on the **venue setting** of your establishment. This booking will **no longer** be on your **debtors** screen.

Transaction Details - Folio #77 - Test Test

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
 Summary Detailed
 As Invoice Entire Group All Accounts

Billing Accounts
Test Test

Deposit Details
Due Date : 28 August 13
Deposit Due : 0.00 Perc. : 0.00
Received : 0.00 Owing : 0.00

 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
27 August 20...	8	test	test 2 @ R150.00	Not Inv...	77	Test Test	2	150.00	36.84	300.00	llor
27 August 20...	8	Bank Tra...	Bank Transfer (23)	Not Inv...	77	Test Test	1	-300.00	0.00	-300.00	llor

Test Test
Pro-formas

 Email Display

Invoices

 Email Display

Invoices: Guest=0 Company=0

Balances
Test Test : 0.00
All Guests : 0.00
All Companies : 0.00
Total (All Accounts) : 0.00

Active Out

If you want to see the details of a **company** that does **not have** an outstanding balance, click on **“Select a Company”**, click on the company you want.

The screenshot displays the 'Debtors' application window. It features a table with the following data:

Debtor Name	Folio	Invoices	Guest Name	Group Name	Bala
Semper Central Office	n/a	n/a	n/a	n/a	

Below the table are several buttons: 'Payment', 'Expenses', 'Select a Company', and 'Reports'. A red arrow points from the 'Select a Company' button to a modal window titled 'All companies'. This modal window has two sections: 'Select an existing company' and 'Select an existing contact'. The 'Select an existing company' section contains a list of names: '<Guest>', 'DF Scott', 'Test Own Website', 'Test Own Website', 'Test Own Website', 'Test Supplier', and 'Travel Agent Test'. A red arrow points from the text box to the first 'Test Own Website' entry in this list. The 'Select an existing contact' section is currently empty. At the bottom of the modal window are 'OK' and 'Close' buttons. The main window also includes a legend at the bottom: a green square for '= Company Debtor', a red square for '= Guest Debtor', and a checked checkbox for 'Auto reflect changes'. There are also radio buttons for 'All' and 'Compan' and a 'Statement' dropdown menu.

Debtors

Once the Debtor Details Opens you can select the "All" option to show all previous activities or you can select "Custom" to show a date selected history. A Custom Statement can be generated, using these functions.

Debtor Details for Travel Agent Test

Travel Agent Test

Start Date : 29 July 2013

End Date : 29 August 2013

Contact Person: Bob, Bill

Custom All Current Future

Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Total	Amval	
Outstanding Invoices											
15 August 2013	2	Folio: 4 -test test	4			500.00	-550.00	50.00	0.00	13 Aug...	
15 August 2013	5	Folio: 2 - Buks Kruger	2			1000.00	-1000.00	0.00	0.00	15 Aug...	
19 August 2013	6	Folio: 18 -test test	18			700.00	-700.00	0.00	0.00	15 Aug...	
Un-Invoiced Active Out											
Un-Invoiced Checked Out											
Charges											
						Amount					Balance
Payments											
						Amount	Allocated			Balance	
19 August 2013	6			169	Credit Card (8)	-700.00				0.00	
28 August 2013	5			942	Bank Transfer (13)	-200.00				0.00	
28 August 2013	5			942	Bank Transfer (13) (Alloc...		200.00				
28 August 2013	5			944	Bank Transfer (14)	-50.00				0.00	
28 August 2013	5			944	Bank Transfer (14) (Alloc...		50.00				
Expenses											
						Amount	Allocated			Balance	
15 August 2013	2			62	Payment Refund	50.00				0.00	
15 August 2013	2			62	Payment Refund (Allocat...		-50.00				
Total Due:										0.00	

Transactions: Charges, Payments, Reverse, Expenses, Refund, Allocate, Statement, Email, Display, Commission Management

Invoices: New, Cancel, Change Date, Transactions, Re-Produce Invoice, Email, Display

Comment :

Update Comments, Notes

Provisional (4) 450.00
Confirmed (0) 0.00
Inhouse (0) 0.00
Active Out (0) 0.00
Deposits Held
Reports, Close

If transactions have been **generated** to a debtor account they **must be invoiced first** before they will appear on a **statement**. Select **"New"** to generate the invoice.

Debtor Details for Semper Central Office

Semper Central Office

Contact Person: More

Start Date: 29 July 2013

End Date: 29 August 2013 Custom All Current Future

Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Total	Arrival
		<u>Outstanding Invoices</u>								
		<u>Un-Invoiced Active Out</u>								
		<u>Un-Invoiced Checked Out</u>								
		<u>Charges</u>				<u>Amount</u>			<u>Balance</u>	
29 August 2013				957	Transport	120.00			120.00	
29 August 2013				958	Laundry	100.00			100.00	
		<u>Payments</u>				<u>Amount</u>	<u>Allocated</u>		<u>Balance</u>	
		<u>Expenses</u>				<u>Amount</u>	<u>Allocated</u>		<u>Balance</u>	
		<u>Total Due:</u>							<u>220.00</u>	

Transactions

Email Display

Email Display

Comment:

(0) 0.00

(0) 0.00

(0) 0.00

(0) 0.00

Select **which transactions** must **be invoiced**. Add a Invoice Title under “Invoice Comments”. Select Pro-Forma or Invoice to **generate the document**.

The screenshot displays the Semper software interface for managing debtors. The main window is titled "Debtor Details for Semper Central Office". It shows the debtor's name, start and end dates, and a list of transactions categorized into Outstanding Invoices, Un-Invoiced Accounts, Charges, Payments, Expenses, and Total Due. A "New Invoice" dialog box is open, showing a list of transactions to be invoiced. The "Invoice Comments" field contains the text "Invoice for venue". The "Pro-Forma" and "Invoice" buttons are visible at the bottom of the dialog box. A red arrow points from the text box to the "Invoice" button, and another red arrow points from the text box to the "Invoice Comments" field.

Debtor Details for Semper Central Office

Semper Central Office
Start Date : 29 July 2013
End Date : 29 August 2013

Date	Invoice	Details
		Outstanding Invoices
		Un-Invoiced Accounts
		Un-Invoiced Charges
		Charges
29 August 2013		
29 August 2013		
		Payments
		Expenses
		Total Due:

New Invoice

Account Number : - Semper Central Office

Transactions

Select All Show Commission on Invoice

Invoice	Date	Product	Amount
<input type="checkbox"/>	13 Augu...	Garlic - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Muchrooms - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Onions - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Potatoes - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Chicken wings - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Cream - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Fish - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Milk - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Steak - Stock Variance	0.0
<input type="checkbox"/>	13 Augu...	Sheets - Stock Variance	0.0
<input checked="" type="checkbox"/>	29 Augu...	Transport - Transport	120.0
<input checked="" type="checkbox"/>	29 Augu...	Laundry - Laundry	100.0

Invoice Comments

Invoice for venue

Pro-Forma Invoice

Email Display

Email Display

End of training module
Accounting – Debtors