

## Welcome

This training module deals with

## Accounting – Day End



Execute your Day-end to create a **daily position** of your business. This is an option process for your control purposes only.  
(The accommodation will only be effective after 12.00am)

**Verify Transactions** will check that all bookings have a charge for each day generated.

Once all transactions have been verified the Day End can be run.

The Day end can also be **exported to Pastel**.

To **re-print** a previous day end, click on the day end in the list and select **"Day End Report"**.

Day End Process

Previous Day-Ends
1 - 2011/09/21 11:06:02 AM

This action will generate all accommodation transactions for all reservations where the arrival date is equal or smaller than 30 January 2012

Check for absent or zero accommodation transactions.

Execute your Day-End to create a daily position of your business.

Generate Transactions

Verify Reservations

Day End

Day End Report

Export to Pastel

Close

If your Venue generates your transactions on a **Daily Basis** – Select on Generate transactions to generate all transactions for the coming day.

## This section is very important for all venues that use a day-end

You are now able to ensure all cash ups have been completed before the day-end is performed .

The daily control must be done in sequence as follows:

first cash-up your POS system (if you have one)

- then cash up all users of your Semper system
- perform the day-end

## Payment transactions

You now have a choice to include them in the day-end based on the capture date and not the bank date

The **bank date** must be set to the date the money gets banked (to enable you to balance your bank statement to Semper)

The **capture date** is when you receive the money and must then be included in the next day-end

Venue Info

Venue Details Company & Bank Details Invoices Images **Enforced Fields** Custom Fields Deposits & Accounting System

**Accommodation Deposits**

Deposit Percentage : 50  
Deposit Days : -7

From Reservation arrival date   
From Reservation creation date   
From generation of Transaction date   
Accommodation Only

**Conference Deposits**

Deposit Percentage : 15  
Deposit Days : -30

Deposit Days from Start Date :   
Deposit Days from Reserved Date :   
Accommodation & Conference Venues Only

**Deposit Settings**

Include Commission   
Deposit always required   
Force Deposit to Confirm

**Accounting System Settings**

Pastel Category : 0  
Pastel Path : C:\Semper\Pastel\  
Primary Tax code number : 1  
Long Stay code number : 2  
GDC Character : G

**Protected Values**

Lock Protected Values

Force all cash-ups before performing day-end   
Day-end payments included using capture date   
Day-end payments included using bank date

OK Cancel

# Added ability to balance day-end and cash-ups

Payments	Qty	Amount	Adjustment	Total									
Cash Rands	3	R -800.00	R 0.00	R -800.00									
Credit Card	1	R -500.00	R 0.00	R -500.00									
Bank Transfer	2	R -500.00	R 0.00	R -500.00									
Internet CC	1	R -10.00	R 0.00	R -10.00									
		<b>Total Payments</b>		<b>R -1 810.00</b>									

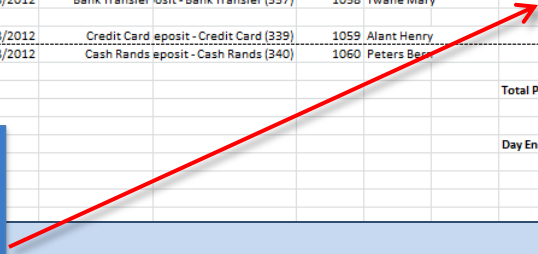
  

Payments	TransactionID	Created	Bank Date	Code	Comment	Folio	Guest	Group	Account	Tax	Amount	rex Amount	Created By
	41674 3/2012 03:29:13 PM		15/08/2012	Internet CC	eposit - Internet CC (334)	1054	Visagie Jan			R 0.00	R -10.00	0.00	Potgieter Bernhard
	41696 3/2012 08:37:55 AM		16/08/2012	Cash Rands	Cash Rands (338)	1056	Stiller Ben			R 0.00	R -100.00	0.00	Potgieter Bernhard
	41682 3/2012 08:36:26 AM		16/08/2012	Bank Transfer	osit - Bank Transfer (335)	1056	Stiller Ben			R 0.00	R -250.00	0.00	Potgieter Bernhard
	41689 3/2012 08:36:59 AM		16/08/2012	Cash Rands	eposit - Cash Rands (336)	1057	Slabbert Henri			R 0.00	R -300.00	0.00	Potgieter Bernhard
	41695 3/2012 08:37:30 AM		16/08/2012	Bank Transfer	osit - Bank Transfer (337)	1058	Twane Mary			R 0.00	R -250.00	0.00	Potgieter Bernhard
										<b>R 0.00</b>	<b>R -910.00</b>		<b>Potgieter Bernhard</b>
	41702 3/2012 08:39:04 AM		16/08/2012	Credit Card	eposit - Credit Card (339)	1059	Alant Henry			R 0.00	R -500.00	0.00	Mhango Daniel
	41711 3/2012 08:39:35 AM		16/08/2012	Cash Rands	eposit - Cash Rands (340)	1060	Peters Ben			R 0.00	R -400.00	0.00	Mhango Daniel
										<b>R 0.00</b>	<b>R -900.00</b>		<b>Mhango Daniel</b>
											<b>Total Payments</b>	<b>R -1 810.00</b>	
											<b>Day End Total</b>	<b>R -810.00</b>	

Once the day-end is performed, you can then balance the total of all cash-ups (semper only) to your day-end report.

Under the **detail payment** section of the day-end report, each employee is separated with a **total per employee** as well as a grand total which is the total of all moneys collected.

The total per employee should balance to you cash up for that employee.



End of training module

Accounting – Day End