

Welcome

This training module deals with

Accounting – Gratuities Management

RES - Semper Central Office - Version 6.1.3.2509

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Doubles	1	1	2	3	4	5	6	7	8	9	10	Test					15	16	17	18	19	20	21	22	23	24	25	26	27	August 2013			te	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
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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				
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Twins	6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	8	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	8	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				Test	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 manage the gratuities posted in Semper, go to Accounting, "Gratuities Management".

A new **Expense Type -Gratuity** has been added.

You can add gratuity to a reservation, a company or a conference.

At the time of adding the Gratuity, select the **employee** recipient of the Gratuity.

The gratuity gets **included as income** to your venue.

Transaction Details - Folio #658 - Pieter Visage

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions: Summary Detailed | As Invoice | | Entire Group All Accounts |

Billing Accounts: Pieter Visage

Deposit Details: Due Date: 15 February 11 | Deposit Due: 1250.00 | Perc.: 50.00 | Received: 0.00 | Owing: 1250.00 | | Email Display

Expenses allocated to: Mr Pieter Visage

Expense Type: Gratuity | Date: 22 February 2011 | Description: Gratuity | Amount: 120 | Gratuity Allocated To: Heather Hunter |

Effective Date	Room	Product	Unit Price	Tax	Amount	Use
22 February ...	12	Bed and...	173.00	424.88	3460.00	Ber

Pieter Visage

Pro-formas: | Email Display |

Invoices: | Email Display |

Correspondence Documents | Invoices: Guest=0 Company=0 | | |

Charge (Sale) | Payment (Receipt) | **Expense (C.O.S)** | | Balances: Guest/s: 3460.00 | Company/s: 0.00 | Total Due: 3460.00 | **Provisional** |

Tips (gratuities) management

Within your **Accounting** system, a new button for **Gratuities Management** has been added.

Gratuities recorded would automatically appear in this list.

This includes reservations, company accounts, conferences and any gratuities posted through from Pilot.

Gratuities recorded would **inflate your income** and needs **to be processed** to balance the books.

This is done here.

At least once a month this needs to be done to ensure accurate monthly figures.

Open each to process.

The screenshot shows the Semper Accounting software interface. At the top, there is a menu bar with 'Accounting', 'View', 'Setup & Admin', and 'Log Off'. Below the menu bar is a toolbar with several icons and labels: 'No Show', 'Refunds', 'Gratuities Management', 'Commission Management', 'Debtors', 'Map GL Codes', 'Day End', 'Month End', and 'Reports'. A red arrow points from the 'Gratuities Management' button in the toolbar to the 'Gratuities Management' window.

The 'Gratuities Management' window is a table with the following data:

Date	Staff Member	POS Terminal	Amount
05 February 2011	Bernhard Potgieter		100.00
09 February 2011	Heather Hunter		100.00
09 February 2011	Name Surname		500.00
09 February 2011	Bernhard Potgieter		122.00

At the bottom of the window, there are two buttons: 'Open' and 'Close'. There is also a checkbox labeled 'View Gratuities Paid' which is currently unchecked.

Processing Gratuities

As new products have been added to your system, you need to define GL Mapping codes for these new products

The screenshot displays two overlapping windows from the Semper software. The top window, titled "Gratuities Management", shows a table with the following data:

Date	Staff Member	POS Terminal	Amount
<input checked="" type="checkbox"/> 27 January 2012	Semper Sales		250.00

The bottom window, titled "GL Account Codes", contains a table with columns: Semper Product Code, GL Account Code, GL Account Description, Enforced Account, and Generate Reversal. A red arrow points to the "Gratuity Paid - Bank Transfe" row, which has a blue selection icon in the "Generate Reversal" column.

Semper Product Code	GL Account Code	GL Account Description	Enforced Account	Generate Reversal
Commissions Paid	0010011			<input type="checkbox"/>
Refund	0010012			<input type="checkbox"/>
Cancellation Fee	0010014			<input type="checkbox"/>
Payment Refund	0010015			<input type="checkbox"/>
Refund - Cash	0010015			<input type="checkbox"/>
Refund - Credit Card	0010015			<input type="checkbox"/>
Refund - Bank Transfer	0010015			<input type="checkbox"/>
Credit Note	0010016			<input type="checkbox"/>
Write Off - Credit	0010017			<input type="checkbox"/>
Write Off - Debit	0010017			<input type="checkbox"/>
Gratuity	??			<input type="checkbox"/>
Gratuity Paid - Cash	??			<input type="checkbox"/>
Gratuity Paid - Credit Card	??			<input type="checkbox"/>
▶ Gratuity Paid - Bank Transfe	??			<input checked="" type="checkbox"/>
Barter				<input type="checkbox"/>
Salary Deduction				<input type="checkbox"/>
Laundry				<input type="checkbox"/>

Below the table, the "Guest Account #" is 0010001 and "Debtor Control Account #" is 999999. Checkboxes for "Accommodation", "Payments and Expenses", and "Other Products" are checked. Buttons for "Copy", "OK", and "Cancel" are present.

The bottom window shows buttons for "Open", "Retain Gratuity", "View Gratuities Paid", "Pay Gratuity to Staff", "Gratuity Report", and "Close". A dropdown menu is currently set to "Gratuity Paid - Cash".

Processing Gratuities

You can select to either retain the gratuity or pay it to a staff member. You can select multiple gratuities and process as a batch payment.

If it is **Retained**, no further action is taken and the gratuity will form part of your income.

If Paid to an employee then a new transaction is generated to reflect this payment.

This will also be reflected in your daily cash up.

Date	Staff Member	POS Terminal	Amount
<input checked="" type="checkbox"/> 27 January 2012	Semper Sales		250.00
<input type="checkbox"/> 27 January 2012	Semper Sales		150.00

Gratuities Report

Gratuities Paid

Start Date : 27 January 2012

End Date : 27 January 2012

Generate Close

Open Retain Gratuity View Gratuities Paid

Gratuity Paid - Cash Pay Gratuity to Staff Gratuity Report Close

You can generate a **Gratuities Report** when processing Gratuities on a monthly basis or when wanting to see what Gratuities have been paid.

End of training module

Accounting – Gratuities Management