

Welcome

To the training module that deals with  
Venue settings

RES - Semper Central Office - Version 6.1.3.2509



General Reservations Front Desk Accounting View **Setup & Admin** Stock Control Log Off

Venue Settings Rooms Products Room Rates Product Rates Packages Data Tables Employees & Security Settings Employee Activity Log Internet Real - Time Key Card Interface

People Contacts Travel Agents & Companies CRM Conference Backup Database Database Activities Support Semper Support 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	13	14	15	16	17	18	19						
		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	F	S	S	M	T	W	T						
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			28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	September 2013			14	15	16	17	18	19
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	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
Doubles	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	as	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
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	test		bo	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							
Twins	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	AS	22	23	24	25	26	27	28	29	30	31	test		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
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	13	14	15	16	17	18	19							
Singles	7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	as	23	24	25	Te	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
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	13	14	15	16	17	18	19						
Suites	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	as	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						
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	13	14	15	16	17	18	19						
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	13	14	15	16	17	18	19						

The first tab under Setup and Admin is the Venue Settings.

All info for the establishment must be filled in here – some info will be pulled through to the HTML/PDF documents.

Venue Info

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

Venue Name : Semper Central Office L05

**Physical Address**

Country : South Africa  
Province / State : Western Cape  
City / Town : Somerset West  
Address : Fairway Office Park  
Somerset West  
Code / Zip : 7130

**Postal Address**

Country : South Africa  
Province / State : Western Cape  
City / Town : Somerset West  
Address : Fairway Office Park  
Somerset West  
Code / Zip : 7130

**Contact Details**

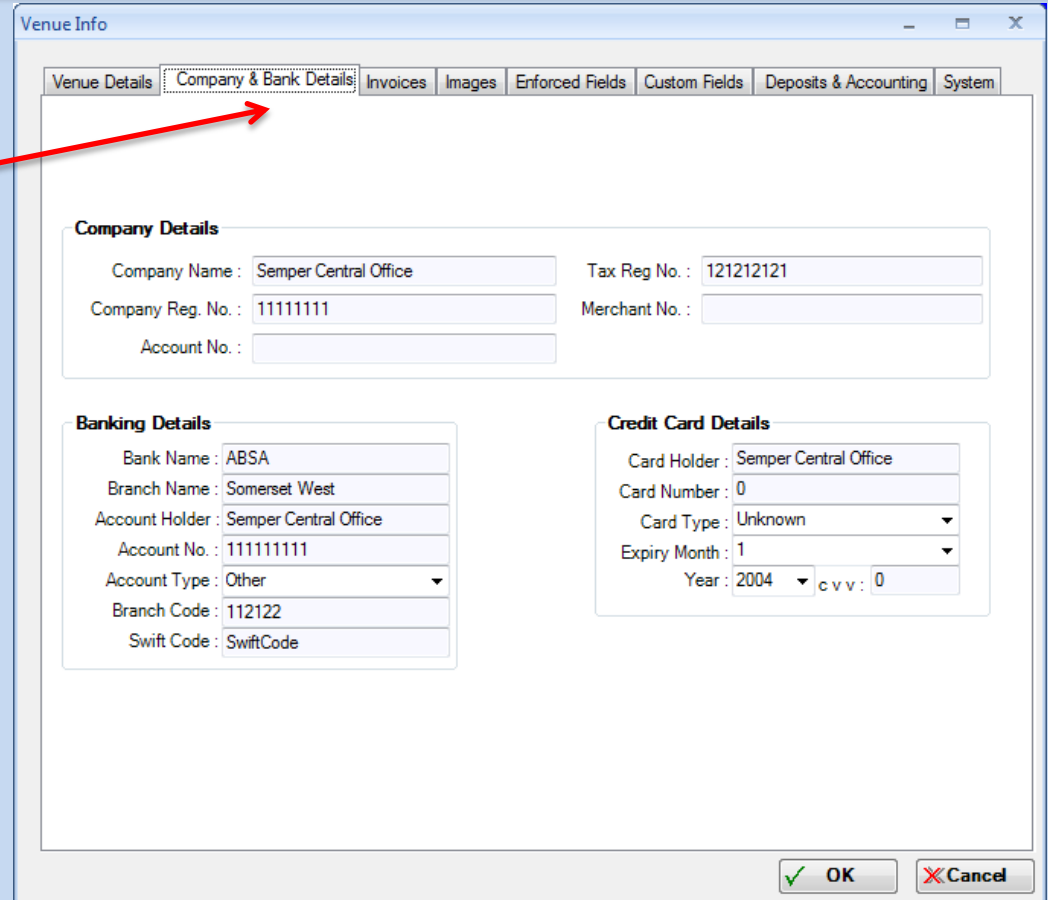
Telephone (business hours) : 086 173 6737  
After hours / Mobile : 082 3368043  
Fax Number :  
Email : ilona@semper.co.za  
Web Site : www.semper.co.za

Type of Venue : B&B

Lat : 0 Long : 0

OK Cancel

All info for the establishment must be filled in here – some info will be pulled through to the HTML/PDF documents.



The screenshot shows a software window titled "Venue Info" with a tabbed interface. The "Company & Bank Details" tab is selected and highlighted with a red arrow. The window contains three main sections: "Company Details", "Banking Details", and "Credit Card Details".

**Company Details**

Company Name :	Semper Central Office	Tax Reg No. :	121212121
Company Reg. No. :	11111111	Merchant No. :	
Account No. :			

**Banking Details**

Bank Name :	ABSA
Branch Name :	Somerset West
Account Holder :	Semper Central Office
Account No. :	111111111
Account Type :	Other
Branch Code :	112122
Swift Code :	SwiftCode

**Credit Card Details**

Card Holder :	Semper Central Office
Card Number :	0
Card Type :	Unknown
Expiry Month :	1
Year :	2004
c v v :	0

At the bottom of the window, there are "OK" and "Cancel" buttons.

The **type of documents** and the format of these documents can be customized here. Select if you want to use **word, PDF or HTML** for your document formats.

The **headings** for each document can be changed here.

Each document can also have a **customized message** which can be added here.

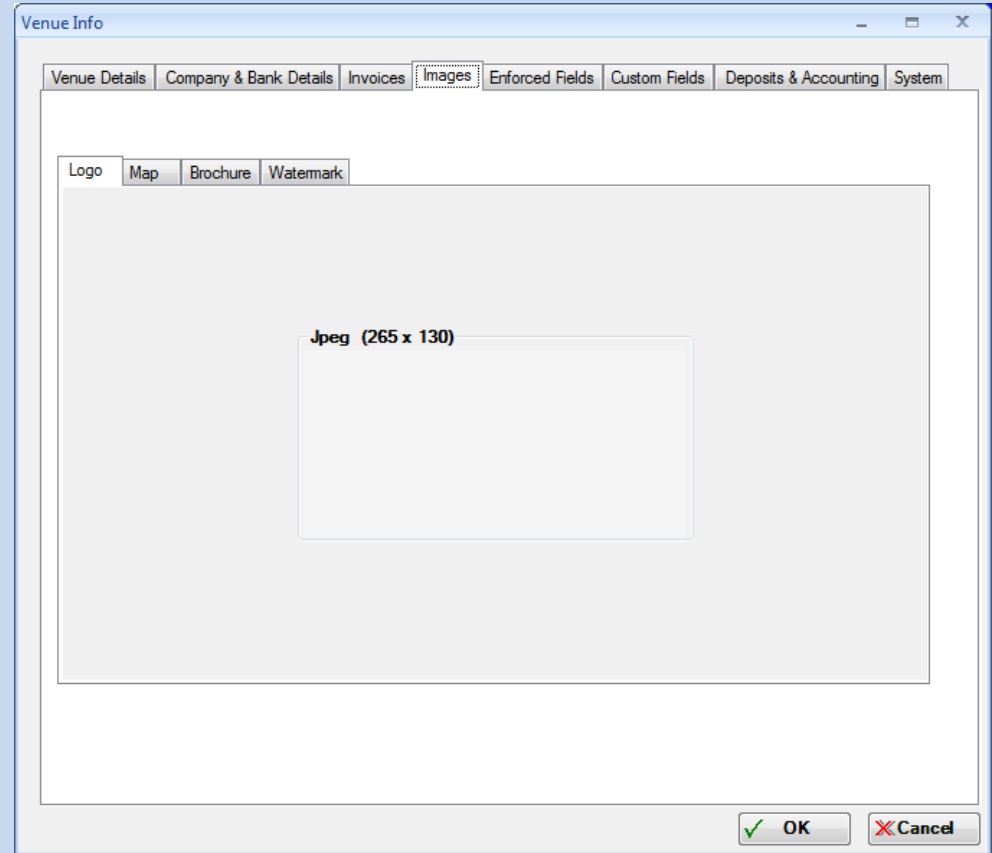
You can also select on what documents your **banking details** must be inserted, as well as the **cancellation policy**.

The screenshot shows the 'Venue Info' dialog box with the 'Invoices' tab selected. The dialog is divided into several sections:

- Venue Details:** Levy Heading (PDF Only) is set to 'Levy'.
- Company & Bank Details:** Invoice Heading is 'TAX INVOICE', Pro forma Heading is 'PRO-FORMA INVOICE', and Deposit Heading is 'DEPOSIT INVOICE'.
- Invoices:** Invoice Format is 'MS Word', Word Template is 'Template 1', Waitlist Heading is 'WAITLIST', and Quotation Heading is 'QUOTATION'.
- Enforced Fields:** Deposit Message (enter #amount# for amount - #date# for date) is 'To secure your reservation, please ensure your deposit of #amount# is paid by #date#'. Waitlist Message is 'Your reservation has been waitlisted. We will contact you when space becomes available'. Quotation Message is 'Test message 3'.
- Images:** Invoice Message is 'Test Message 1', Pro forma Message is 'Test Message 2', and Cancellation Policy is 'In the event of cancellation, the following rules shall apply: More than 30 days prior to arrival : 0% cancellation fee'.
- Deposits & Accounting:** Insert banking details on: Invoice, Waitlist, Pro forma, Quotation, and Deposit are all checked.
- System:** Insert cancellation policy on: Invoice, Waitlist, Pro forma, Quotation, and Deposit are all checked.
- PDF Settings:** Show summary is checked, Show subtotals is unchecked, and Show custom header is unchecked.

At the bottom right, there are 'OK' and 'Cancel' buttons.

If the **HTML or PDF** format is being used for the documents, the logo must be added here under logo. Just right click **and Insert Image**.



If there are fields that you want to **be filled in** before a booking can be saved, it can be setup here. Just select the fields that need to be filled in.

The enforced fields can either be enforced when **saving** a booking or making a booking In-house. Select or unselect the tick box.

Venue Info

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

Enforced fields applies only once guest checks in

Reservation

Business Source  test1

Voucher Number  ReservationText2

Reason  ReservationText3

ReservationText4

Guest

First Name  Nationality

Last Name  Province / State

Email  Car Reg1. No.

Tel No (w)  ContactText1

Mobile No  ContactText2

Fax No (w)

OK Cancel

There are some fields in Semper that can be customized by each venue.

The text of the child can be changed, tentative reservation text, responsible user text and the reservation text 1 – 4.

A default country can be specified as well as a title for guest.

Venue Info

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

Tentative Reser Text:

Responsible User Text:

Reservation Text 1:

Reservation Text 2:

Reservation Text 3:

Reservation Text 4:

Child 1 Text:

Child 2 Text:

Child 3 Text:

Contact Text 1:

Contact Text 2:

Default Country:

Default Title:

Survey Employee Email Address:

OK Cancel



Under the Deposit & Accounting tab, the **deposit details** for the venue can be set-up. The **deposit tracking** will look at these settings.

If you are exporting the Month Ends or Day Ends to pastel, you need to set-up the path and all other Pastel info here.

Here you must select whether the Day-end must display the **payments by capture date or bank date**. A cash-up can also be forced before a Day-end is done.

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

**Protected Values**

Edit Protected Values

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

**Accounting System Settings**

Pastel Category : 0  
Pastel Path :  
Primary Tax code number : 1  
Long Stay code number : 2  
GDC Character : D

OK Cancel

All other settings that will influence the system can be set-up here.

Venue Info

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

### System Settings

**Protected values**

Permit transactions to be reversed

Permit transactions to be edited

Permit cancellation of reservations after payment recorded

Permit Invoices to be cancelled

Permit "Check-Out" if balance = 0 and transactions not invoiced

Permit "Check Out" if balance > 0 and transactions invoiced

Draw stock items from main storage only

Single Guest / Company DB Name :

**Transaction Management**

Automate  Generate at Day End  Generate Manually

Generate for Single Day at a time

**SMS Interface**

Activate SMS account - SMS's are charged at a fixed price per SMS. Please consult your Semper Representative for pricing.

Currency Symbol :

Year End :

Interface User :

Days before Allocations reset :

Force Accommodation Tax Selection

Calculate Commission on Accom only

Include Active Out Reservations in POS

Protect MS Word Invoices

Protect Reports (min Excel 2002)

Prompt for Cashup on Logout

Use Notepad to print in POS (Win98)

Show BOS functions in CMS

Always ask for Rate on Reservations

Reset status colour on Check-out

Block from Point of Sale

Start CMS calendar on Monday

When accommodation transactions not present, use rate table to generate Proforma

**Default Arrival & Departure Times**

PMS Arrival :  CMS Arrival :

PMS Departure :  CMS Departure :

End training module that deals with  
Venue settings