

# Meeting Report: Hotel IT Systems Discussion

**Date:** 26th June 2024

**Location:** Two Friends Hotel

**Attendees:**

- **Gavin** (IT Officer)
- **Patrick** (Hotel Staff)
- **Nigel** (Hotel Staff)

## Summary of Discussion Points:

### 1. Credit Note Issue:

- **Concern:** There is a problem with the reflection of credit notes in the Uganda Revenue Authority (URA) system. The komosoft side does not have an option to send the note to URA.
- **Action Item:** Add action buttons to allow credit notes to be posted through Komusoft Portal.

### 2. Cash Customer Designation:

- **Concern:** The term "cash customer" is currently being used by default; it was suggested to use "resident guest" instead for clarity.
- **Action Item:** Update the terminology in the Komusoft Portal to replace "cash customer" with "resident guest."

### 3. Fiscalization and Decimal Handling:

- **Concern:** During fiscalization of bills, amounts are sometimes rounded to a whole figure. However, when checked after fiscalization, the decimals are still present in Efris.
- **Action Item:** Review the fiscalization process to ensure consistency in how decimals are handled and reflected on bills.

### 4. User Account Creation:

- **Concern:** There is a requirement to create user accounts for hotel staff.
- **Action Item:** Set up user accounts with appropriate access levels for hotel staff, ensuring secure and efficient system use.

### 5. Reflection of Zero Balance:

- **Concern:** The system should accurately reflect zero balances where bills are settled, the two friends account is back to having the same figure even after clearing.
- **Action Item:** Verify and adjust the Komosoft portal to ensure zero balances are properly displayed.

#### 6. **Payment for SAAS:**

- **Concern:** Naijo argued that they will pay as of the date when they signed the contract.
- **Action Item:** create an invoice for payment for licence.

#### **Next Steps:**

- Schedule a follow-up meeting in two weeks to review the progress on the above action items.
- Ensure all changes are documented and communicated to relevant hotel staff for smooth implementation.

#### **Prepared by:**

Gavin

IT Officer