



HOSTED SOFTWARE SOLUTIONS  
FOR THE HOSPITALITY INDUSTRY

Hotel Accounting

**AccKnowledge**

*The most popular and powerful  
hotel-specific accounting software.*

## **AccKnowledge Daily Report Assignment Part 1**

### **Assignment Objectives:**

After completing this assignment, you will be able to:

- Explain the difference between the cash and accrual methods of accounting.
  - Explain and demonstrate posting of an accounting transaction.
  - Demonstrate the room sales recording in accounting purposes.
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You are working as the Front Desk Clerk of College Hotel in Sarasota, FL. College Hotel is an individual 100-room property. You receive the daily sales from the Property Management System and you need to enter the sales on the system. In order to do this assignment you will need to be in property level. Then go to Modules and chose Daily Report Input.

Please post the following items in your Daily Report for January 1<sup>st</sup> .

1. Property sold 15 rooms to walk-in (also called transient guests who do not have a reservation) guests with the daily rack rate of \$95. Please post the revenue.
2. There was a government group of 10 people (5 double rooms) from Ottawa, Canada who are attending the Hospitabull Evening at University of South Florida, Sarasota Campus, check-in on January 1<sup>st</sup> for 1 night. The group made the reservation a month ago with the rate of \$80 per room.



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- Please post the revenue for 5 rooms, \$80 per room to Government room revenue.
3. Please calculate the 7% room sales tax over the total room sales and post it.
  4. Please post \$317.75 to the Cash Receipts.
  5. Please post the same amount of Cash receipts into the actual bank deposit.
  6. Please post \$1,235 as Visa card revenue under credit cards receipts.
  7. Please post \$400 of the revenue to the City Ledger Increases account.
  8. Please post the room counts for the College Hotel in room statistics part:
    - sold rooms (15 transient, 5 government group),
    - out of order rooms (the hotel had 2 rooms out of order) and,
    - unsold rooms (please remember that it is a 100-room hotel).
  9. Please make sure the Out of Balance amount is zero and then save your daily report and print it for your records and rollover it.
  10. Save your Daily Report and export it to pdf. Or you can email it to yourself from the system and take pdf file to send it to your instructor as an email attachment or upload to your learning management system.
  11. Post your Daily Report from General Ledger Module.

**Good Luck!**