



HOSTED SOFTWARE SOLUTIONS
FOR THE HOSPITALITY INDUSTRY

Hotel Accounting

AccKnowledge

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

AccKnowledge Journal Entry Task Example Part 3

Assignment Objectives:

After completing this assignment, you will be able to:

- Explain and demonstrate the difference between journalizing and posting of an accounting transaction.
- Explain the rules of debits and credits and their use as applied to double-entry accounting by increasing or decreasing an account balance of the five basic accounts: Assets, Liabilities, Ownership Equity, Sales Revenue, and Expenses.
- Explain the operating activities that involves the exchange of goods and services that produce sales revenue inflows for cash or on credit.

In this assignment, you will learn how to enter journal entries into the accounting system in a Hotel environment.

You are working as a Paymaster in the accounting department of College Hotel in Sarasota, FL. It is a 100-room property with a restaurant and a lounge also has 75 employees. Hotel is currently using CompuPay as a payroll service. As a paymaster, you are responsible for monitoring the payroll system and making the manual adjustments. Please do the following journal entries for payroll. You will find the related account numbers in the questions.



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In order to do this assignment, you need to be in property level. Then, chose General Ledger and start the assignment. Please enter the following items in Journal for today's date.

1. Please post the following Payroll expenses in the related accounts and close the total with the Operating Account (Operating Acc#1005).

Payroll-Housekeeping: \$18,000.00 (Payroll-Housekeeping Expense Acc#4130)

Payroll-Kitchen: \$13,000.00 (Payroll-Kitchen Expense Acc#5210)

Payroll-Front Desk: \$30,000.00 (Payroll-Front Desk Expense Acc#4100)

Payroll-Restaurant: \$15,000.00 (Payroll-Restaurant Expense Acc#5200)

Payroll-Lounge: \$7,000.00 (Payroll-Lounge Expense Acc#5205)

Payroll-Administrative: \$45,000.00 (Payroll-Administrative Expense Acc#8105)

Vacation, Sick, Holiday-Housekeeping: \$1,800.00 (Vacation, Sick, Holiday-Housekeeping Acc#4170)

Vacation, Sick, Holiday-Front Desk: \$1,760.00 (Vacation, Sick, Holiday-Front Desk Acc#4180)

Vacation, Sick, Holiday-Restaurant: \$1,560.00 (Vacation, Sick, Holiday-Restaurant Acc#4190)

Vacation, Sick, Holiday-Lounge: \$1,456.00 (Vacation, Sick, Holiday-Lounge Acc#4200)

Vacation, Sick, Holiday-Administrative: \$1,567.00 (Vacation, Sick, Holiday-Administrative Acc#4210)

2. Save and post your Journal Entry



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3. Export your Journal Entry 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.

Good Luck!