



## Accounting Core Invoice Entry Task Example

### Assignment Objectives:

After completing this assignment, you will be able to:

- Explain the inflows and outflows occurring during an operating period of an enterprise.
  - Explain the difference between the invoice dating and the actual accounting period.
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In this assignment, you will learn how to set up the vendors and enter an invoice into the accounting system in a Hotel environment.

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You are working as a General Manager in College Hotel in Sarasota, FL. It is a 100-room property with a bistro lounge and has 15 employees. As a General Manager, you are responsible for making the payments to the vendors. Please do the following monthly invoice payments. You will find the related account numbers in the question. In order to do this assignment, you need to be in property level. Then, go to Modules and choose Accounts Payable.

After you enter your vendors, please enter the following items with the today's date.

1. Before you enter the invoices, please go head and enter the Vendors into your system. For the Default Invoice part, in the terms part, please choose Invoice+ 7.



- a. The first Vendor is American Hotel Register Company:  
100 S. Milwaukee Avenue, Vernon Hills, IL, 60061
  - b. Island Coast Lawn & Landscaping:  
1880 Pine Wood Court, Fort Myers, FL, 33905
  - c. American Classic Carpet Care:  
2655 Matthews, NC, 28106
  - d. All Florida Test & Balance:  
30737 Elam Road, Wesley Chapel, FL, 33544
2. Hotel bought \$3,395.83 worth bath soap, conditioner, facial soap, shampoo, laundry bag, toothbrushes, waterglass bag, duster with extension handle, replacement lint & dust roller, magic eraser, bathroom cleaner, trigger spray, laundry detergent, distrainer, bath tissue, facial tissue, and exam glove from American Hotel Register Company. Invoice date is today's date, invoice number is 3108929. Please put the description and choose today's date as the accounting period and chose regular as a payment method. Please use 1225-Guest Supplies Inventory as a General Ledger account in order to record this payment.
  3. Save your Invoice # 3108929 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.
  4. Post your Invoice # 3108929.
  5. Hotel got the monthly service of Lawn & Landscape Maintenance from Island Coast with the cost of \$1,185.19. Invoice date is today's date, invoice number is



0813173. Please put the description and choose today's date as the accounting period and chose regular as a payment method. Please use 8345-Landscaping as a General Ledger account in order to record this payment.

6. Save your Invoice # 0813173 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.
7. Post your Invoice # 0813173.
8. Hotel bought steam clean, deodorize guest room carpet, and public area carpet from American Classic Carpet Care with the price of \$1,829.48. Invoice date is today's date, invoice number is 57394. Please put the description and choose today's date as the accounting period and chose regular as a payment method. Please use 5310-Contract Services as a General Ledger account in order to record this payment.
9. Save your Invoice # 57394 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.
10. Post your Invoice # 57394.
11. Hotel installed Johnson master controller and space humidity and temperature sensor from All Florida Test & Balance with the price of \$3,047.00. Invoice date is today's date, invoice number is 4736. Please put the description and choose today's date as the accounting period and chose regular as a payment method.



Please use 5310-Contract Services as a General Ledger account in order to record this payment.

12. Save your Invoice #4736 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.
13. Post your Invoice #4736.

**Good Luck!**