



Accounting Core Daily Report Task Example Part 1

Step-by-Step Instructions

- 1) Download Citrix from here: <https://www.citrix.com/downloads/workspace-app/>

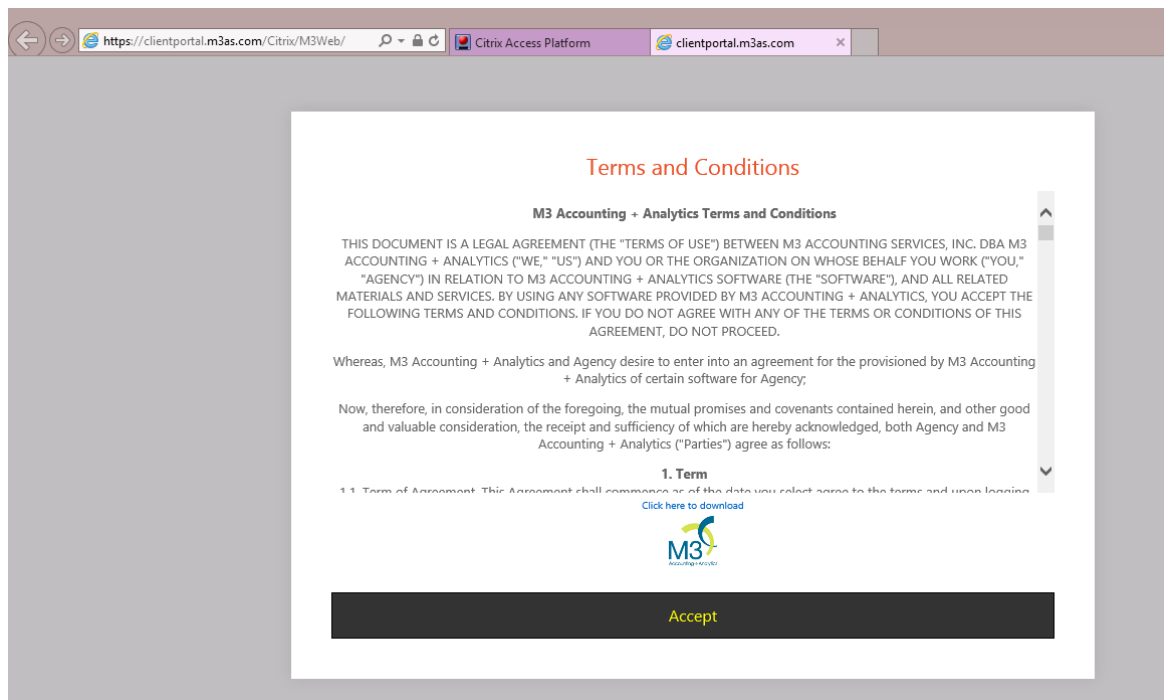


Figure 1: M3 Accounting + Analytics Terms and Conditions

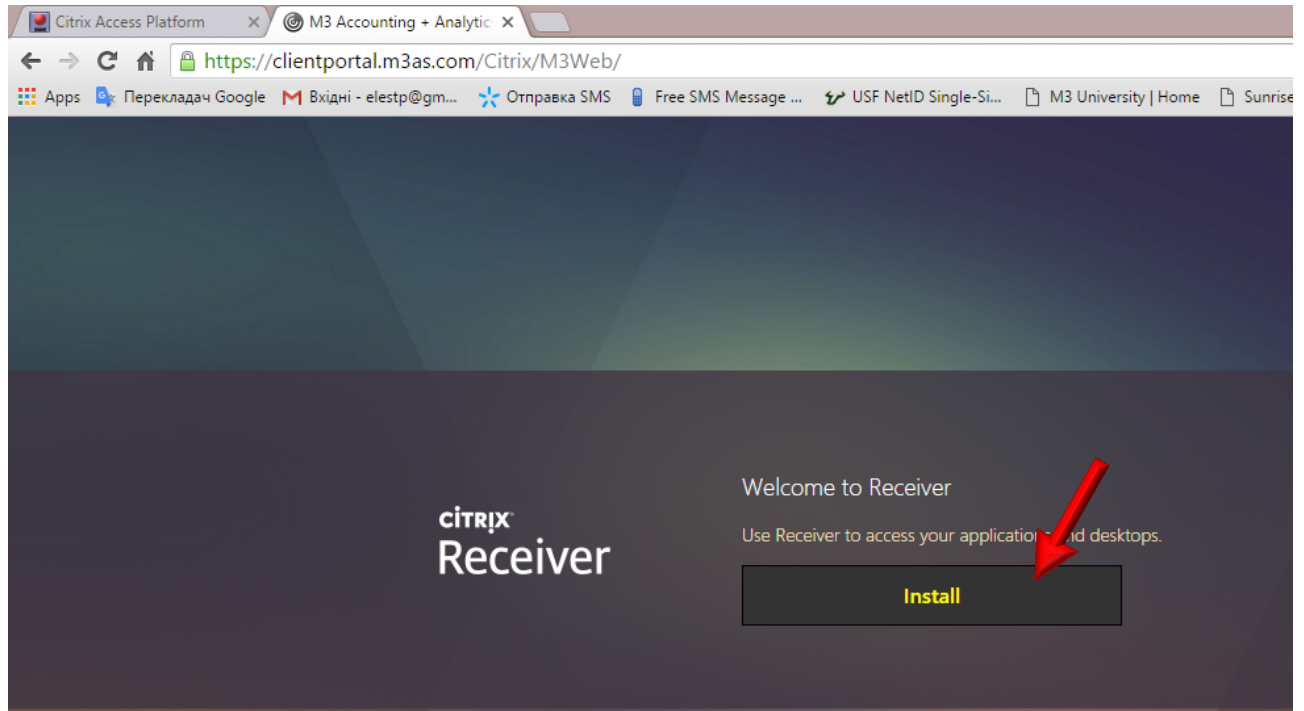


Figure 2: Citrix Receiver

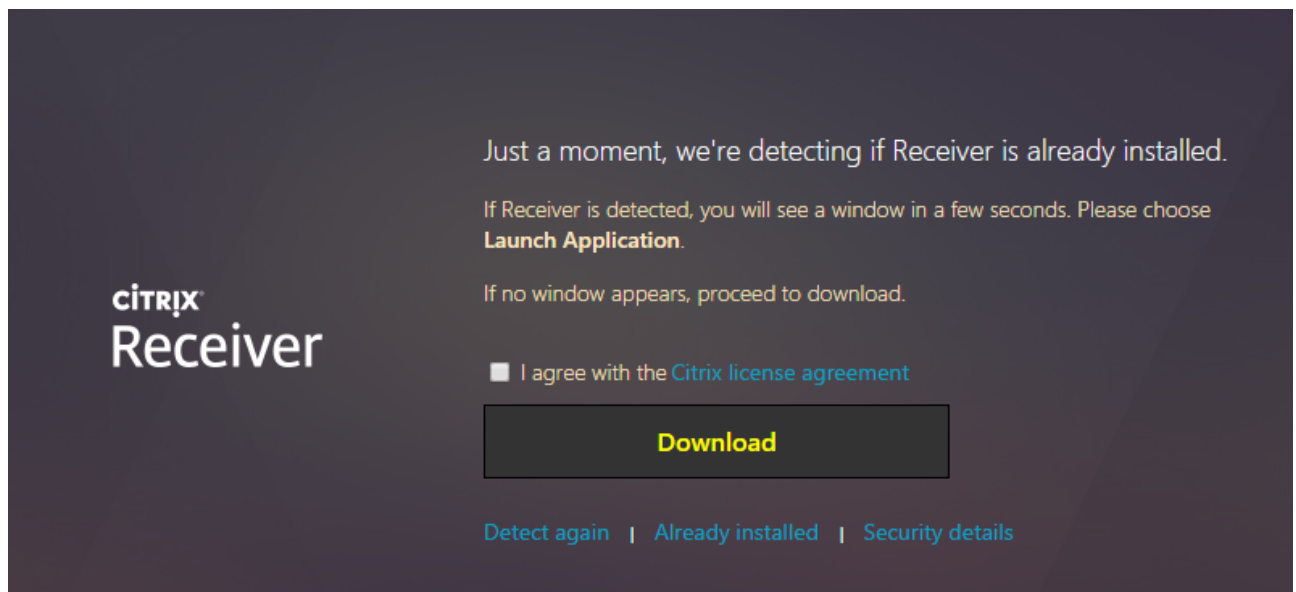


Figure 3: Citrix Receiver

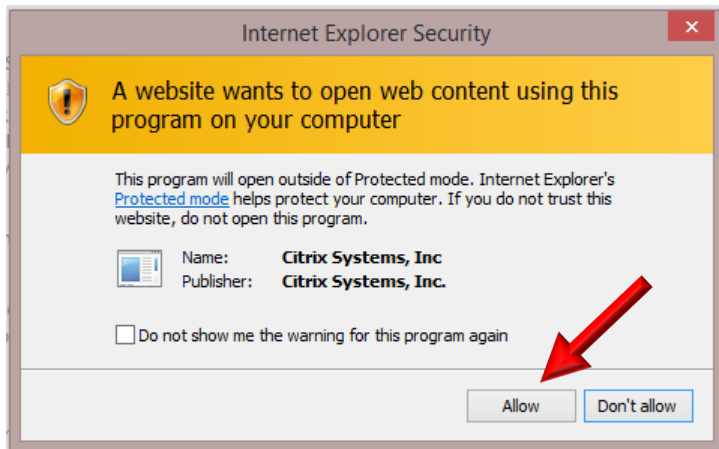


Figure 4: Web browser Security Window (this is example for Internet Explorer)

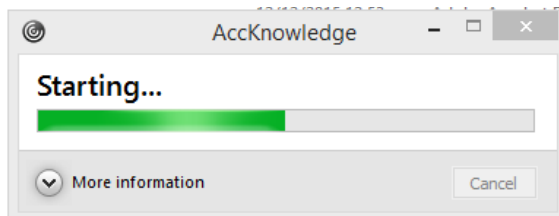


Figure 5: Accounting Core Starting window.

2) Set up Citrix and log on to the M3 Accounting Core from:
<https://connects.m3as.com/logon/LogonPoint/tmindex.html> (See Figure 6-8).

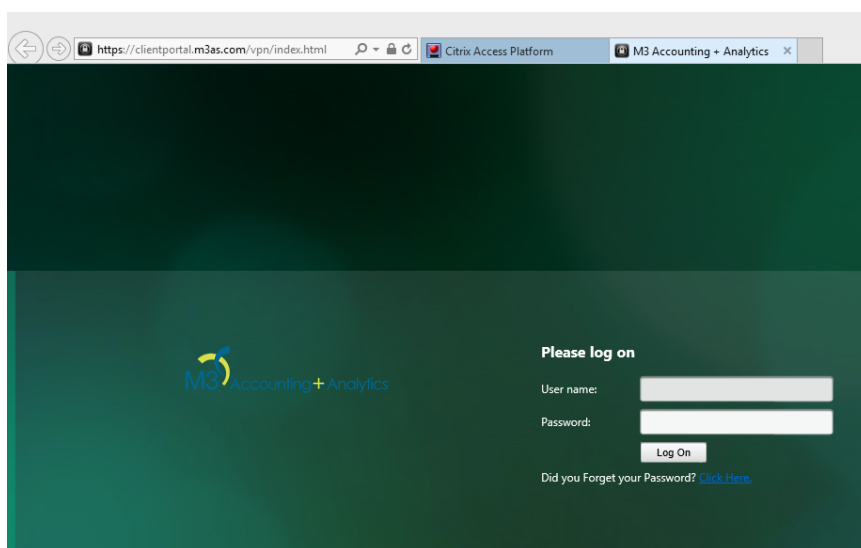


Figure 6: Log in

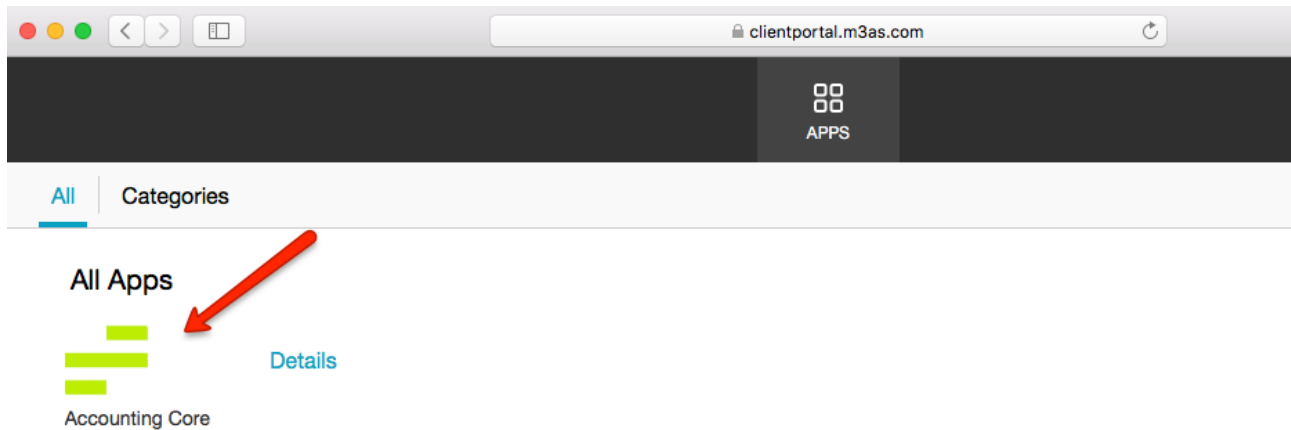


Figure 7: Log on to the M3 Accounting + Analytics with Citrix

After you log in, you will see the following screen (Figure 8).

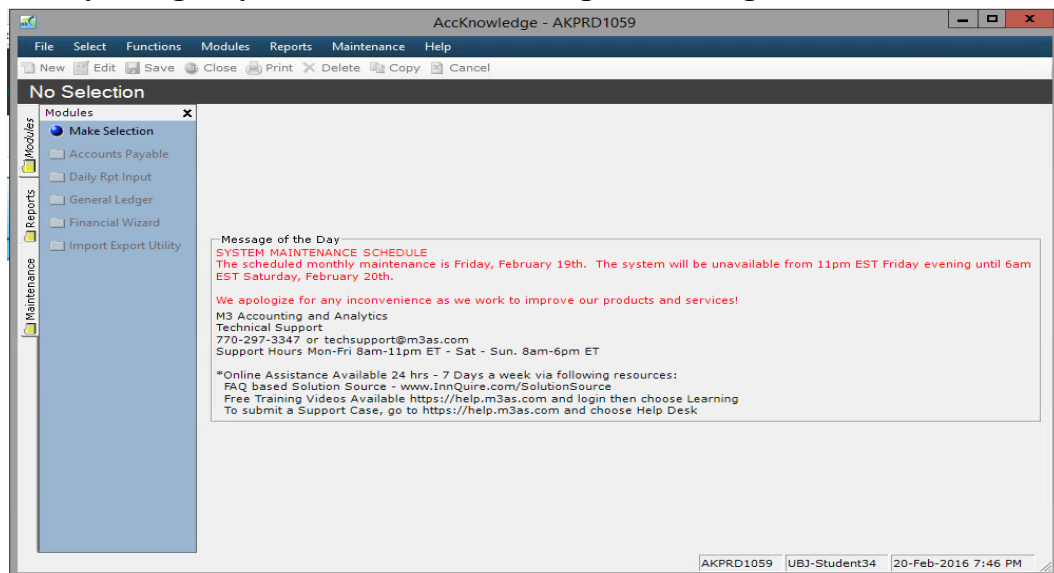


Figure 8: M3 Accounting Core window

- 3) You will see the following screen (Figure 9), click Select and follow Figure 12: Select your property.

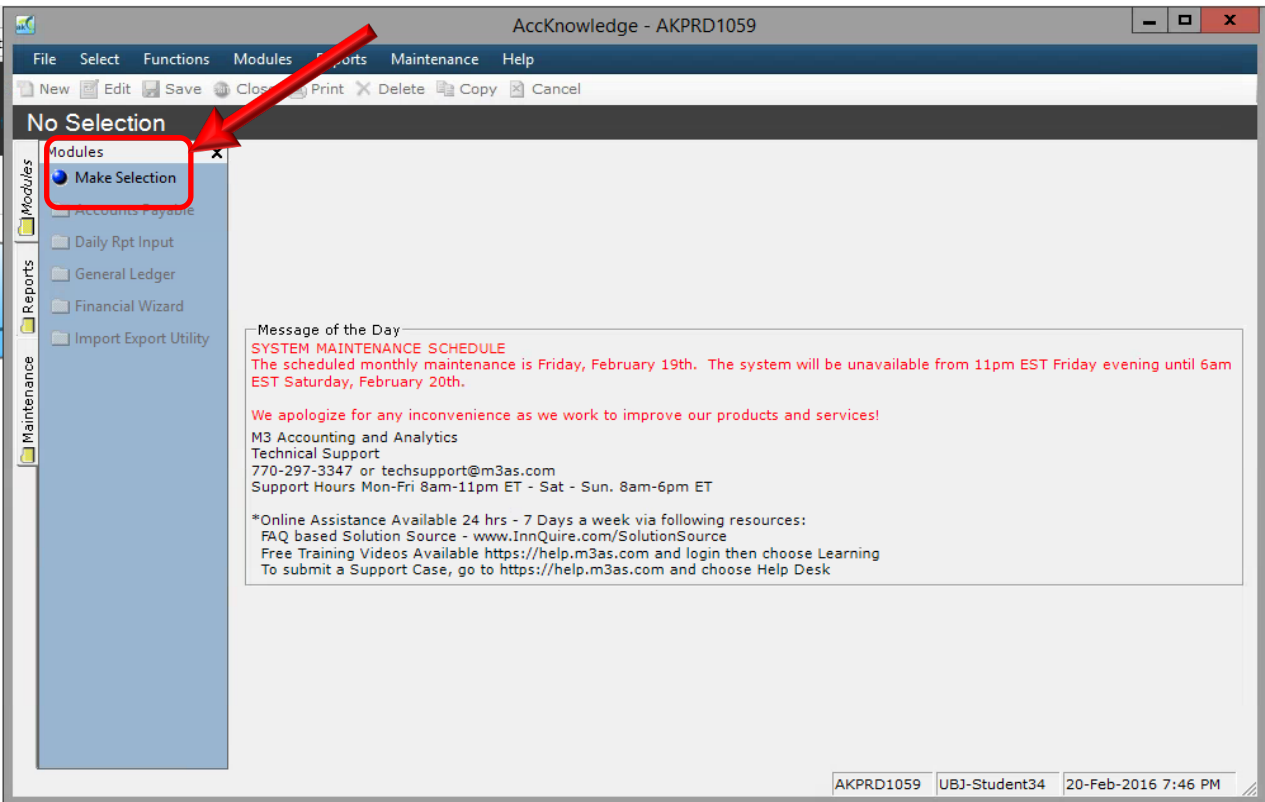


Figure 9: Window M3 Accounting Core

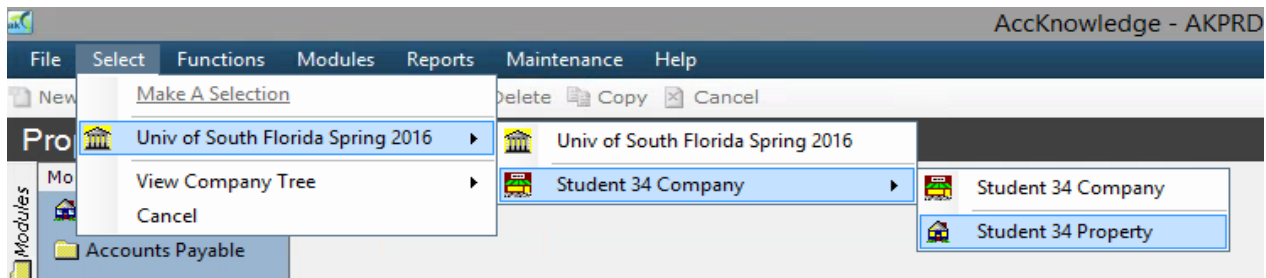


Figure 10: Select your property

4) In this assignment, we will do a daily report entry. In order to do this, we need to go to our Daily report module (See Figure 11: Going to Daily report module).

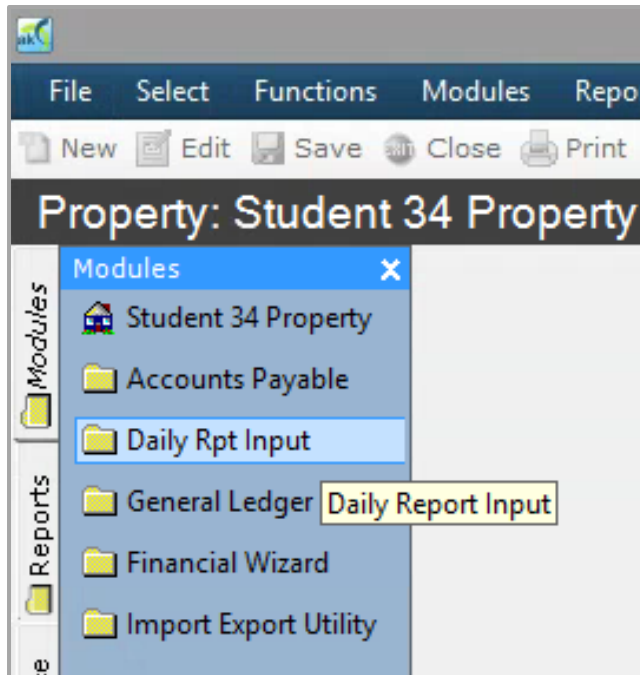


Figure 11: Going to Daily report module

5) In the following screen, you will see another way of choosing daily report. (See Figure 12: Daily Report).

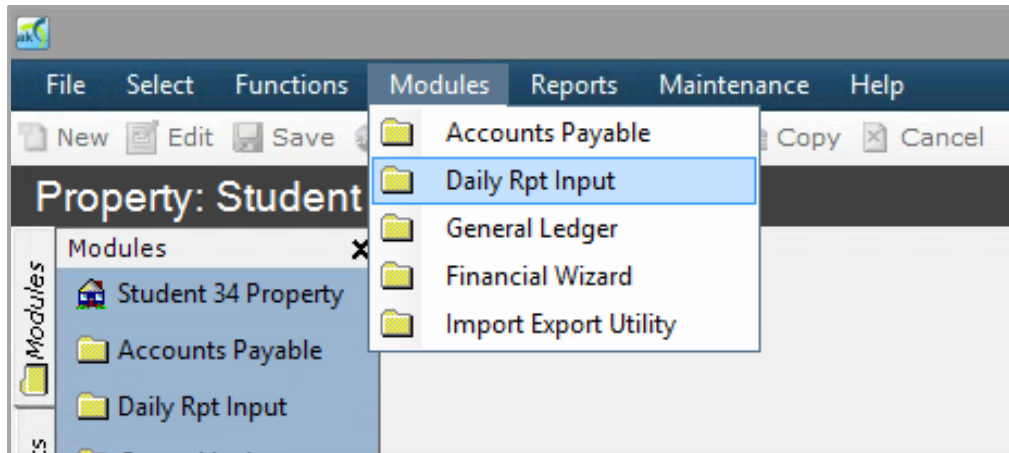


Figure 12: Daily Report



6) In order to post something on the daily report, you need to click on Edit button in the horizontal menu at the top of the screen (See Figure 13: Starting to post).

Description	Today's Amount	PTD	PTD Budget	PTD Last Year	Same Day Last Year
Daily Report					
Statistics					
Occupancy %					
ADR					
RevPAR					
Room Revenue					
Transient Room Revenue	0.00				
Group Room Revenue	0.00				

Figure 13: Starting to post

7) Now, we are ready to post numbers in our daily report. In this exercise, you have \$1,250 Transient room revenue. In order to post the number all you need to do is put the number in the correct box (See Figure 14: Posting Transient room revenue). The software will automatically put the comas, just click on the box and enter the number then use arrows to go down.

Description	Today's Amount	PTD	PTD Budget	PTD Last Year	Same Day Last Year
Daily Report					
Statistics					
Occupancy %					
ADR					
RevPAR					
Room Revenue					
Transient Room Revenue	1,250.00				
Group Room Revenue	0.00				
Contract Room Revenue	0.00				
Government Room Revenue	0.00				

Figure 14: Posting Transient room revenue



8) The second question in the exercise is posting \$2,000 revenue as a Government group revenue (See Figure 15: Posting Government Room Revenue).

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File Select Functions Modules Reports Maintenance Help

New Edit Save Close Print Delete Copy Cancel

Property: Student 34 Property

Modules x Daily Rpt Input x

Student 34 Property

Accounts Payable

Daily Rpt Input

General Ledger

Financial Wizard

Import Export Utility

Daily Activity Report Friday 1/1/2016

Calculate Rollover Restore Comment Clear

Description	Today's Amount	PTD	PTD Budget	PTD Last Year	Same Day Last Year
Daily Report					
Statistics					
Occupancy %					
ADR					
RevPAR					
Room Revenue					
Transient Room Revenue	1,250.00				
Group Room Revenue	0.00				
Contract Room Revenue	0.00				
Government Room Revenue	2,000.00				
Other Room Revenue	0.00				
Room Allowances	0.00				

Figure 15: Posting Government Room Revenue

9) The third question requires you to calculate the 7% room sales tax over the revenue that you posted. We post \$3,250 revenue for both transient and government group. 7% of \$3,250 is \$227.50. After the calculation all you need to do is to post the number in its place, you need to scroll down to find the room sales tax (See Figure 16: Posting Room Sales Tax).

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File Select Functions Modules Reports Maintenance Help

New Edit Save Close Print Delete Copy Cancel

Property: Student 34 Property

Modules x Daily Rpt Input x

Student 34 Property

Accounts Payable

Daily Rpt Input

General Ledger

Financial Wizard

Import Export Utility

Daily Activity Report Friday 1/1/2016

Calculate Rollover Restore Comment

Description	Today's Amount	PTD
Total Revenue		
Tax Collection		
Rooms Sales Tax	227.50	
F & B Sales Tax	0.00	

Figure 16: Posting Room Sales Tax



10) The fourth question requires you to post the cash receipts amounts that you have get from the guests. The amount of cash receipts is \$522.50 (See Figure 17: Posting Cash receipts).

Description	Today's Amount	PTD
Page 2 of 3		
Cash Receipts		
▶ Cash/Checks	522.50	
EFT/Wire Payments	0.00	

Figure 17: Posting Cash receipts

11) The fifth question requires you to post the same amount of cash receipts into your actual bank deposit. We post \$522.50 as a cash receipts earlier, now we will post the same amount as an actual bank deposit (See Figure 18: Posting Actual bank deposit).

Description	Today's Amount	PTD
Total Cash Receipts		
▶ Actual Bank Deposit	522.50	
Over/Short		

Figure 18: Posting Actual bank deposit



12) The sixth question requires you to post \$1000 into your Visa Credit card account. In order to post the revenue as a visa card, please see Figure 20: Posting Visa Card, Figure 19: Posting Visa Card Batch).

Description	Today's Amount	PTD
Credit Card Receipts		
▶ Visa/MC/Discover - Rooms	0.00	...
Visa/MC/Discover - F & B	0.00	
AMEX - Rooms	0.00	
AMEX - F & B	0.00	

Figure 19: Posting Visa Card

Description	Today's Amount	Batch Amount	Batch Date	Batch Reference
Credit Card Receipts				
▶ Visa/MC/Discover - Rooms	0.00	1000	1/1/2016	Visa Card
Visa/MC/Discover - F & B	0.00			
AMEX - Rooms	0.00			
AMEX - F & B	0.00			

Figure 20: Posting Visa Card Batch



13) The seventh question requires you to post \$1,955 into your City Ledger increases account (See Figure 21: Posting City Ledger Increases).

The screenshot shows the M3 software interface. The title bar reads 'Property: Student 34 Property'. The menu bar includes File, Select, Functions, Modules, Reports, Maintenance, and Help. The toolbar contains icons for New, Edit, Save, Close, Print, Delete, Copy, and Cancel. The left sidebar has a 'Modules' section with 'Student 34 Property' selected, and a 'Reports' section with 'Daily Rpt Input' selected. The main window displays the 'Daily Activity Report' for 'Student 34 Property'. The report table has columns for Description, Today's Amount, and PTD. The table contains the following data:

Description	Today's Amount	PTD
Beginning City Ledger	0.00	
City Ledger Increase	1,955.00	
City Ledger Decrease	0.00	

A red arrow points to the 'City Ledger Increase' row, specifically to the 'Today's Amount' column.

Figure 21: Posting City Ledger Increases



14) The eighth question requires you to post the room statistics (See Figure 22: Posting room statistics and Figure 23: Posting Room Statistics).

Property: Student 34 Property

Modules: Student 34 Property, Accounts Payable, **Daily Rpt Input**, General Ledger, Financial Wizard, Import Export Utility

Daily Activity Report

Calculate Rollover Restore Comment

Description	Today's Amount	PTD
Page 3 of 3		
Room Statistics		
Transient - Rack	10	
Transient - Local Negotiated Rate	0	
Transient - Corporate	0	
Transient - AAA/AARP	0	
Transient - Government	0	
Transient - Internet Rate	0	
Transient - Other	0	
Total Transient Rooms		
Group - Government	20	
Group - SMERF	0	

Figure 22: Posting room statistics

Property: Student 34 Property

Modules: Student 34 Property, Accounts Payable, **Daily Rpt Input**, General Ledger, Financial Wizard, Import Export Utility

Daily Activity Report

Calculate Rollover Restore Comment

Description	Today's Amount	PTD
Total Rooms Sold		
Out of Order Rooms	5	
Complimentary Rooms	0	
House Use Rooms	0	
Vacant Rooms	65	

Figure 23: Posting room statistics



15) The ninth question requires you to check the out of balance result. In order to do that you need to finish all your entries and then click on the Calculate button in the horizontal bar on the screen (See Figure 24: Checking out of Balance amount).

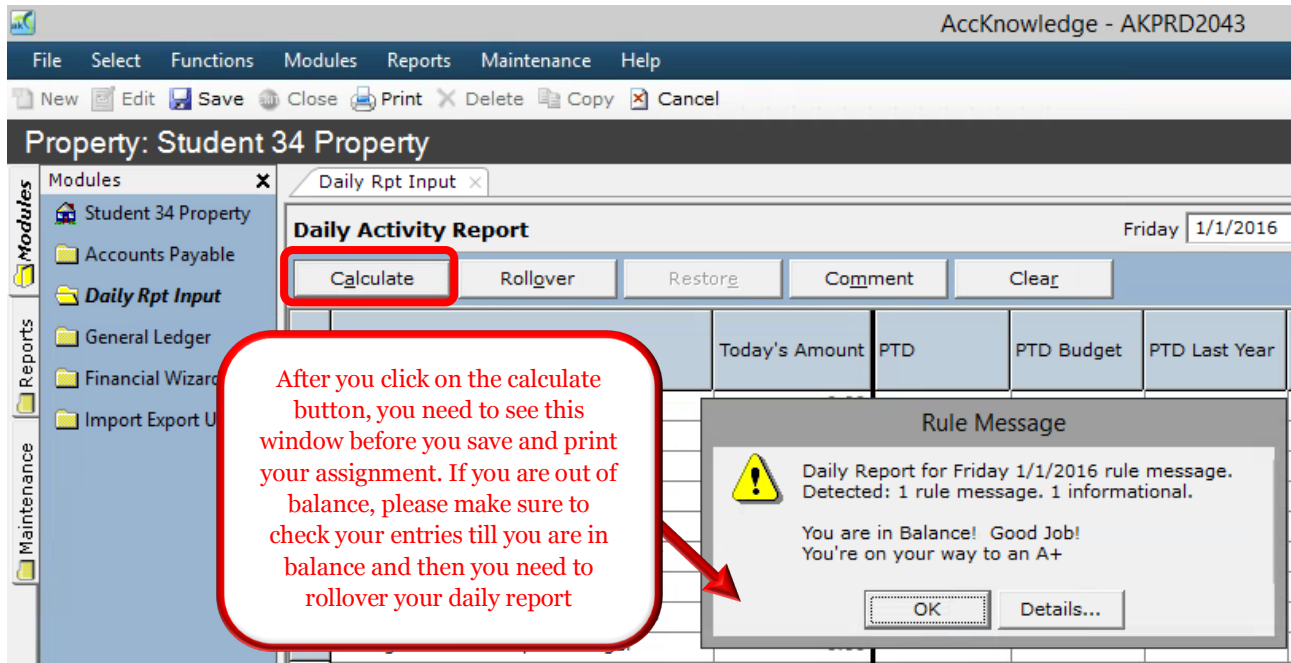


Figure 24: Checking out of Balance amount

16) After you save your Daily report, you can print, export or email it to yourself. Click Save button and then Print to export the daily report as a pdf file or email it to yourself. (See Figure 25: Saving Daily Report, Figure 26: Exporting Daily Report, Figure 27: Emailing Daily Report).

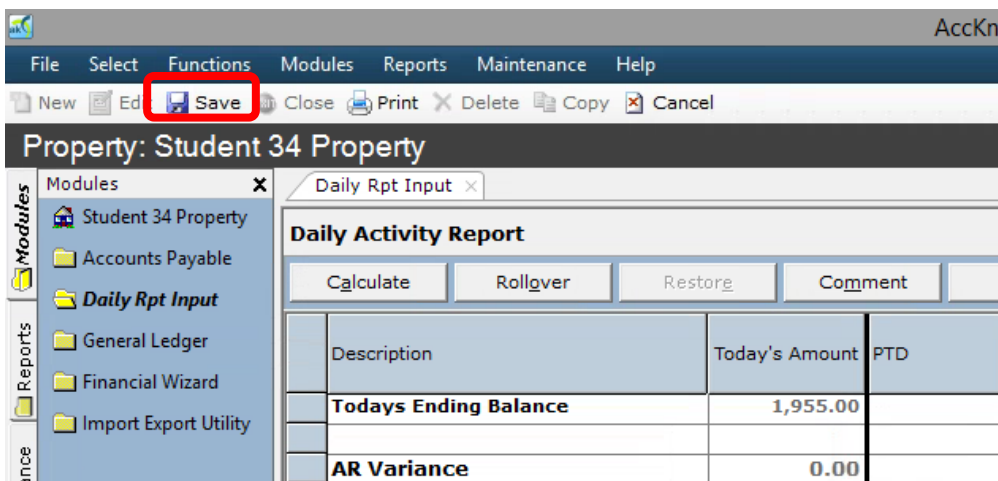


Figure 25: Saving Daily Report

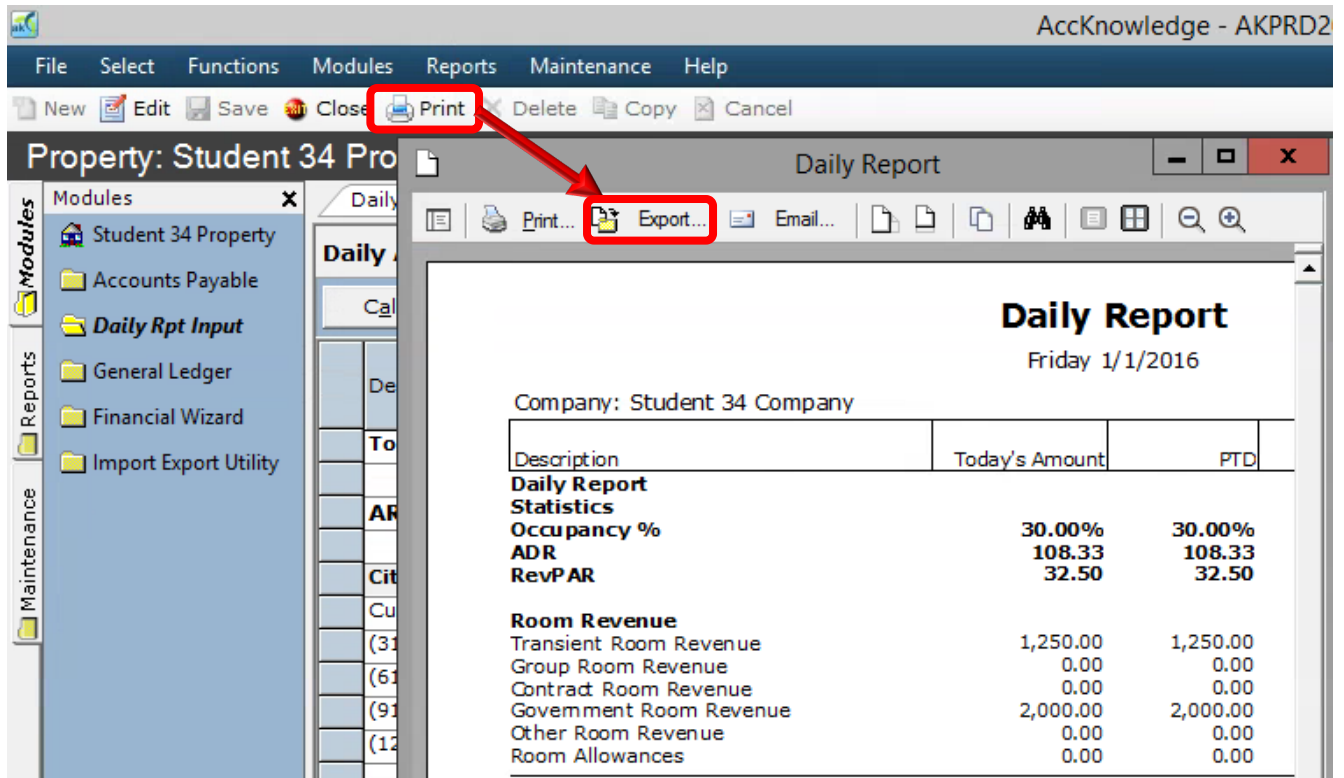


Figure 26: Exporting Daily Report

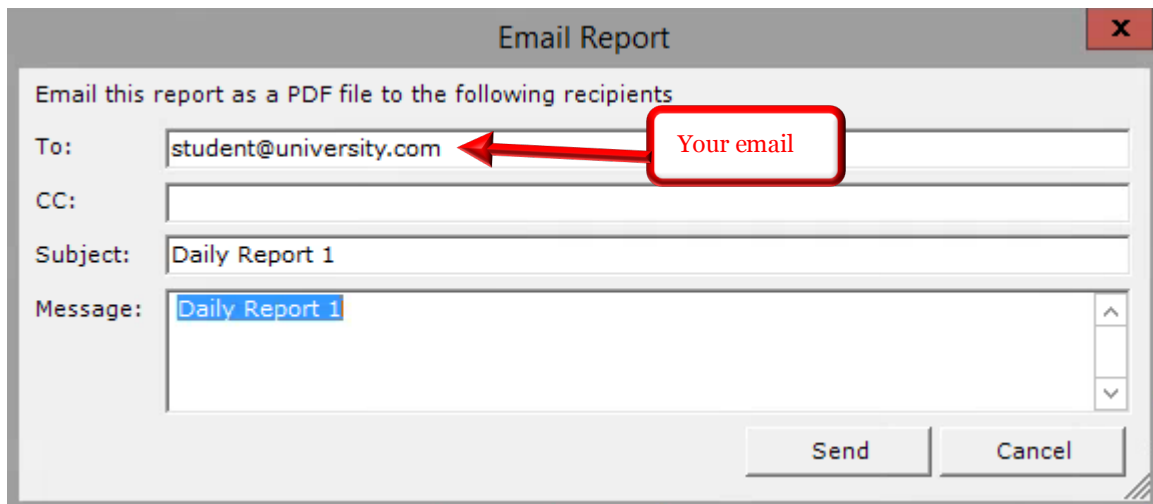
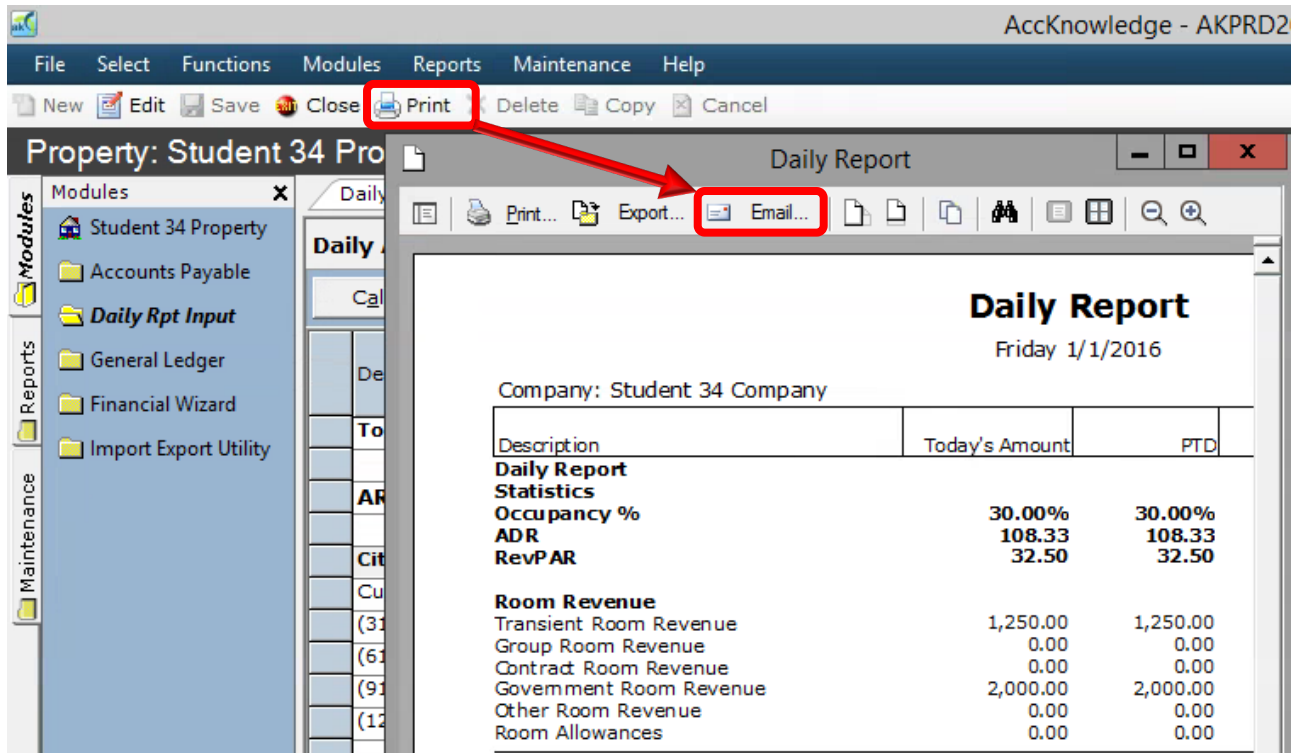


Figure 27: Emailing Daily Report

17) In order to rollover the Daily Report, you need to activate it by simply clicking Edit button in your horizontal menu and then click on the Rollover button (Figure 28: Rolling Over Daily Report, Figure 29: Rolling Over Daily Report).

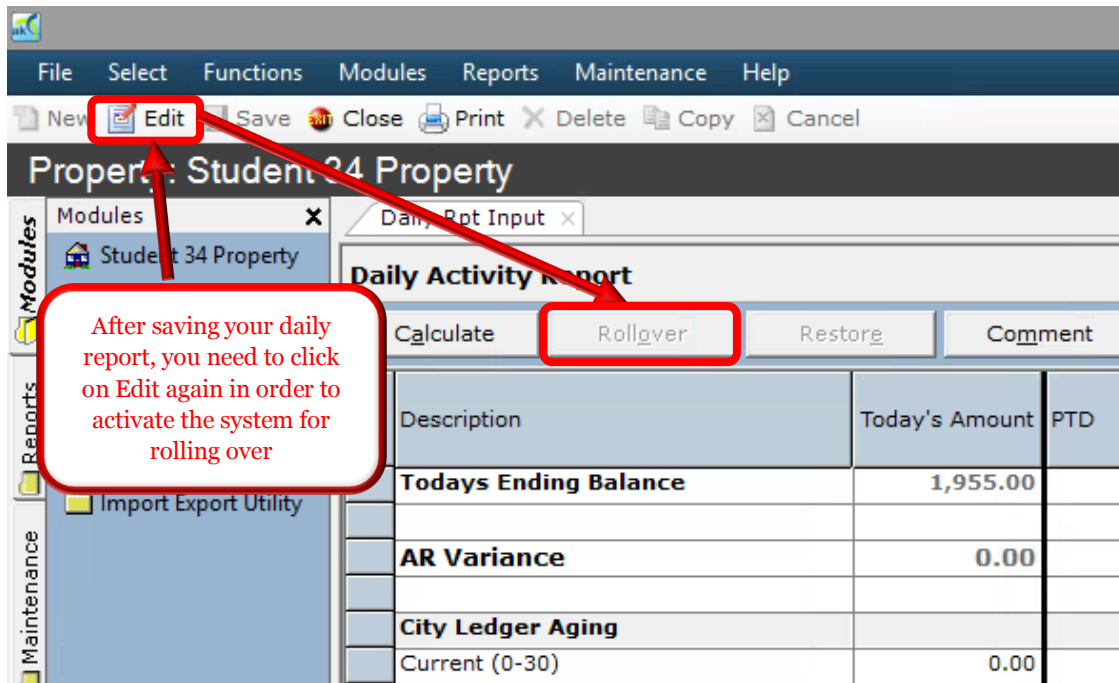


Figure 28: Rolling Over Daily Report

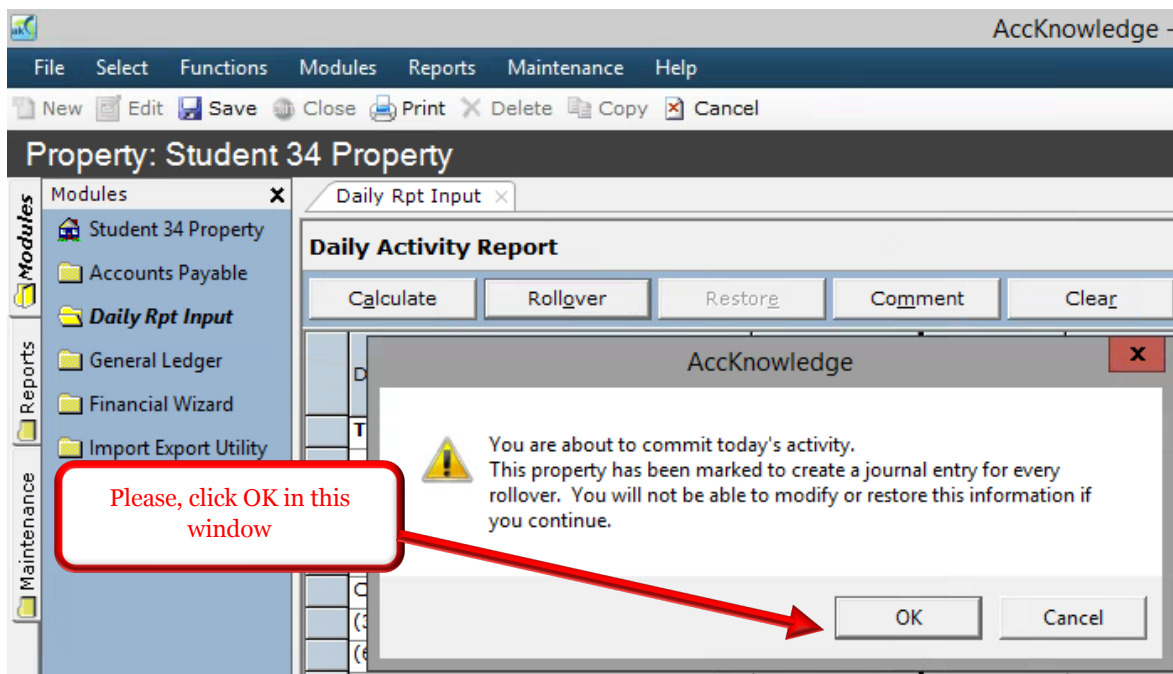


Figure 29: Rolling Over Daily Report



18) The last step in this exercise is to post your Daily Report from General Ledger Module. In order to do this, you have to go to General Ledger Module and click on Post button. (See Figure 30: Posting Daily Report form General Ledger Module).

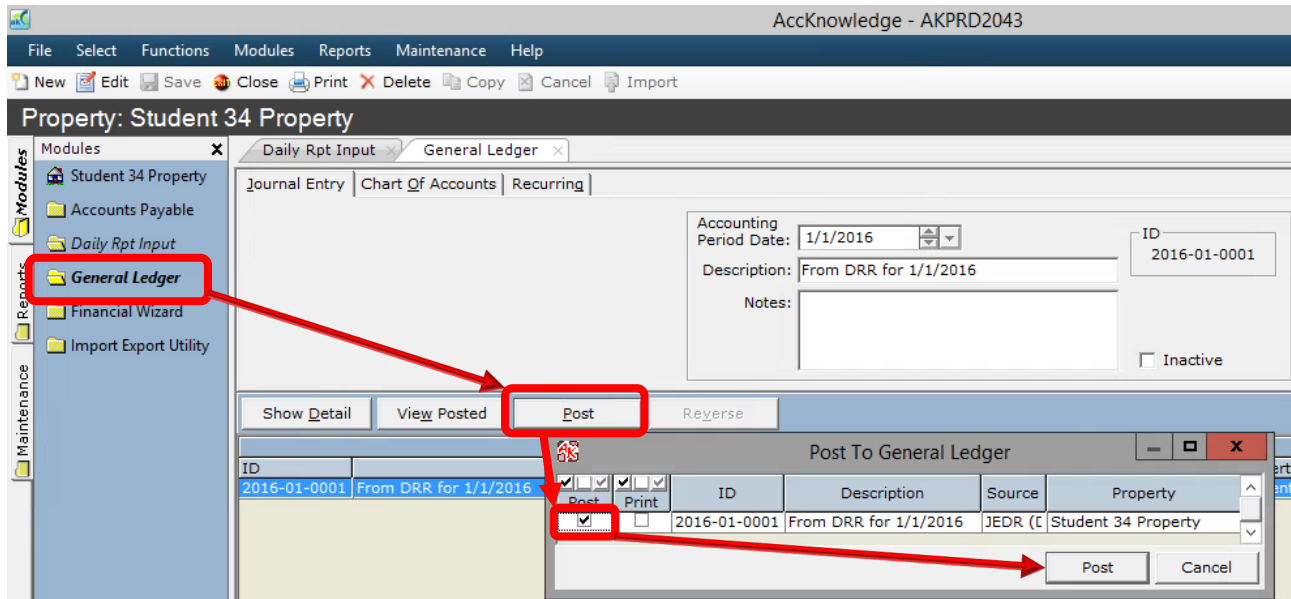


Figure 30: Posting Daily Report from General Ledger Module

WELL DONE!