Accounting Core Daily Report Task Example Part 2

Step-by-Step Instructions

1) Download Citrix from here: https://www.citrix.com/downloads/workspace-app/
2) Set up Citrix.

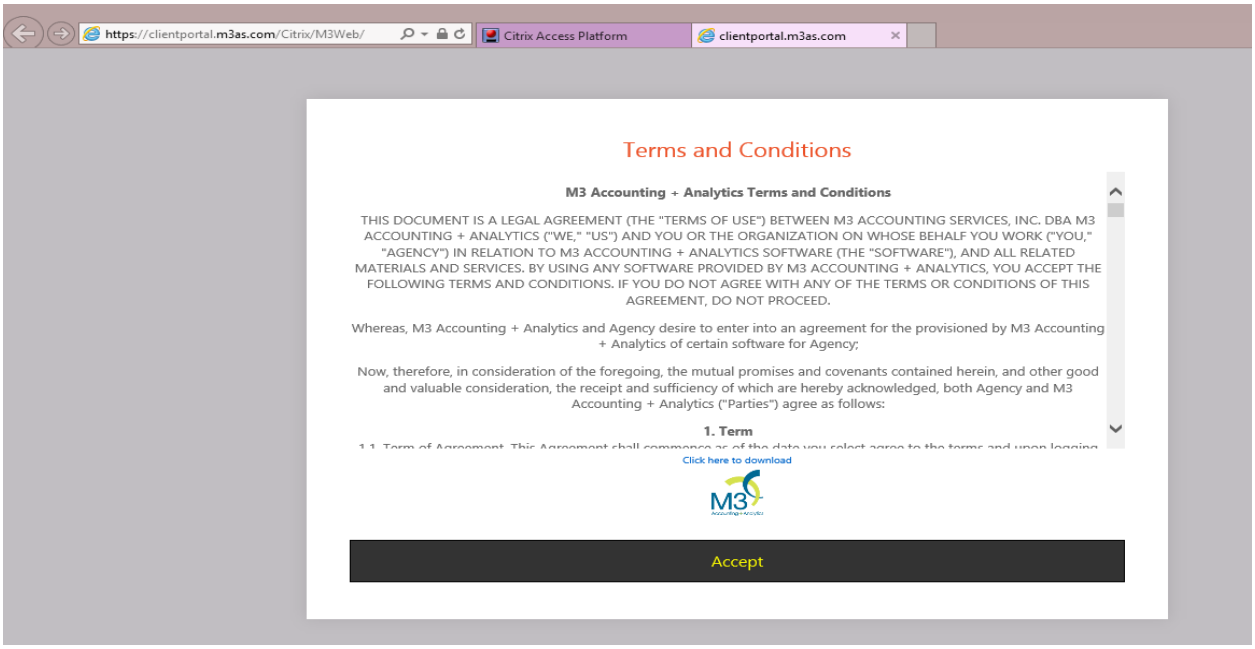

Figure 1: M3 Accounting + Analytics Terms and Conditions

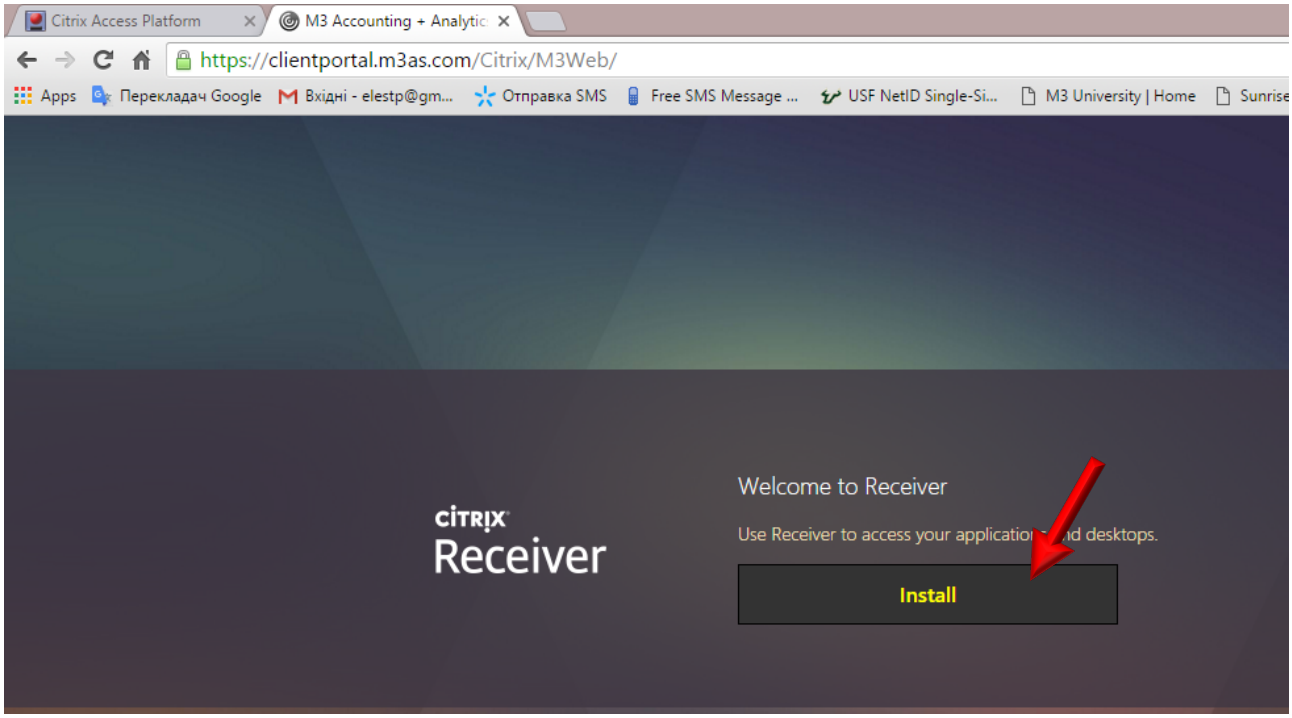

Figure 2: Citrix Receiver

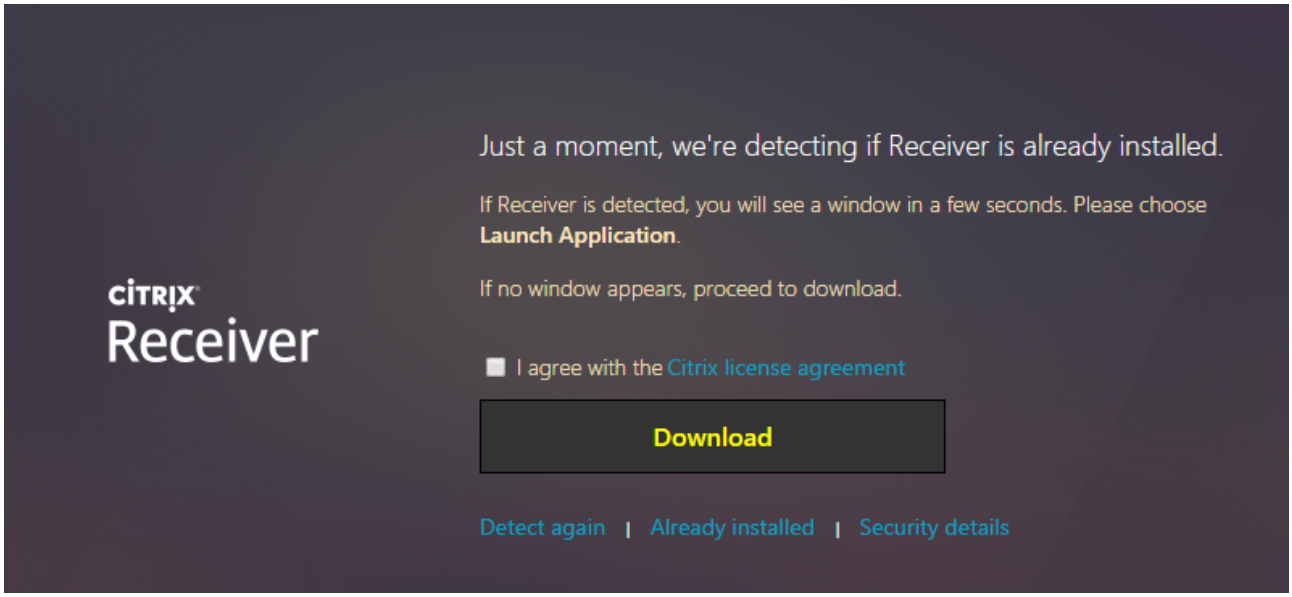

Figure 3: Citrix Receiver

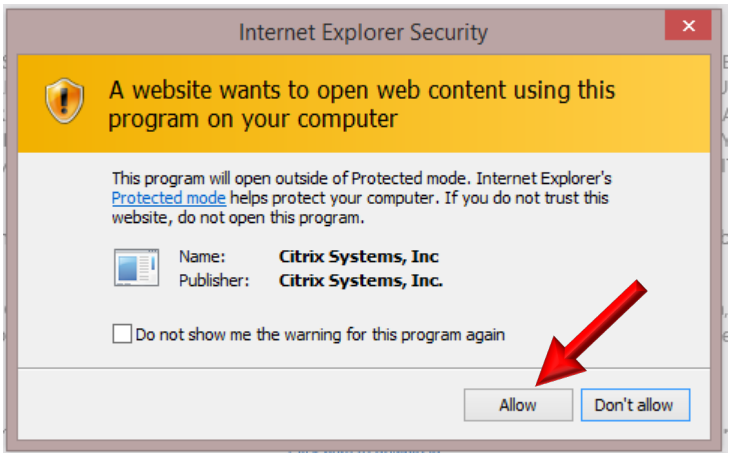

Figure 4: Web browser Security Window (this is example for Internet Explorer)

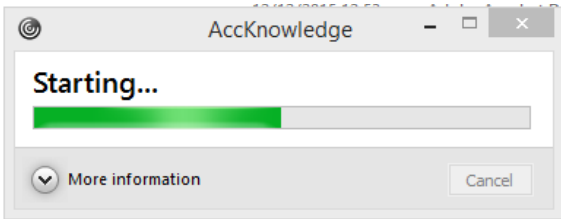

Figure 5: Accounting Core Starting window

3) Set up Citrix and log on to the M3 Accounting Core from: https://connects.m3as.com/logon/LogonPoint/tmindex.html

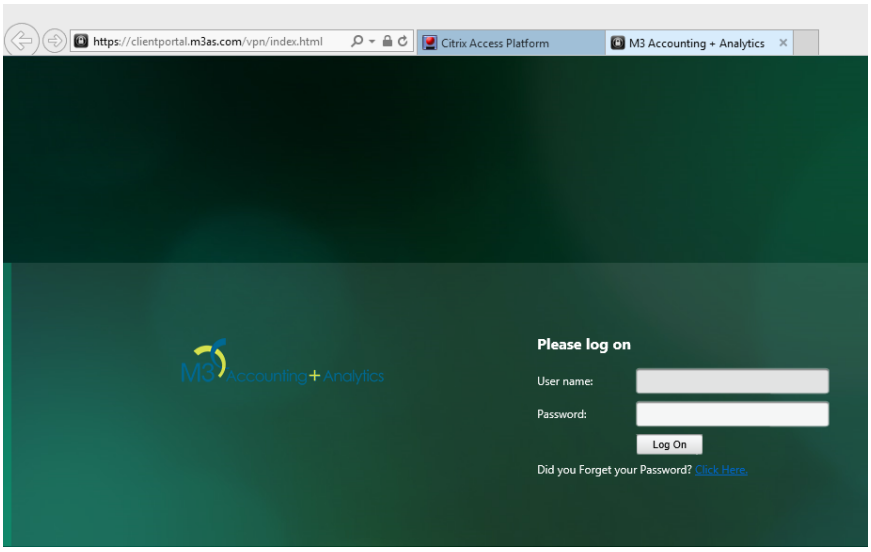

Figure 6: Log in

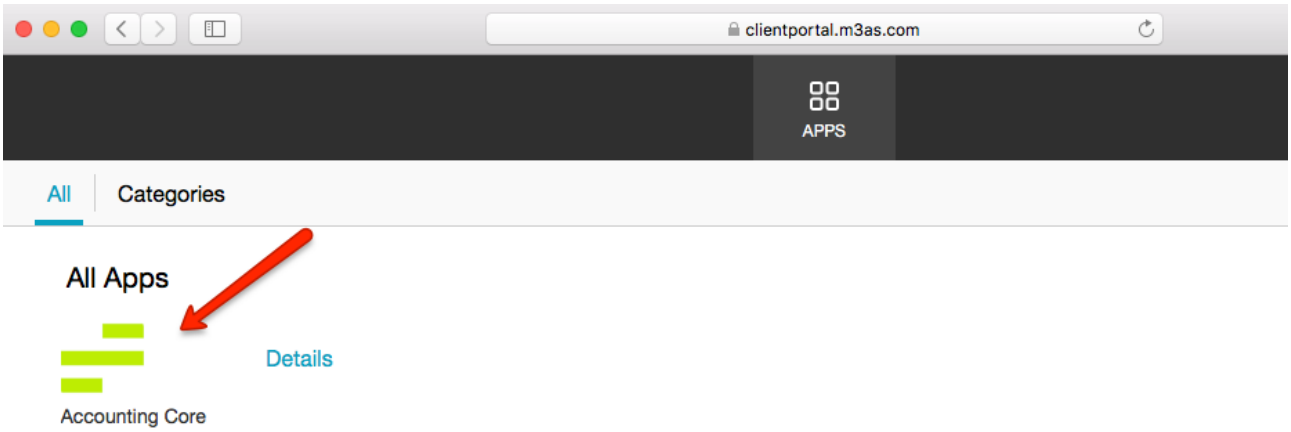

Figure 7: Log on to the M3 Accounting + Analytics with Citrix

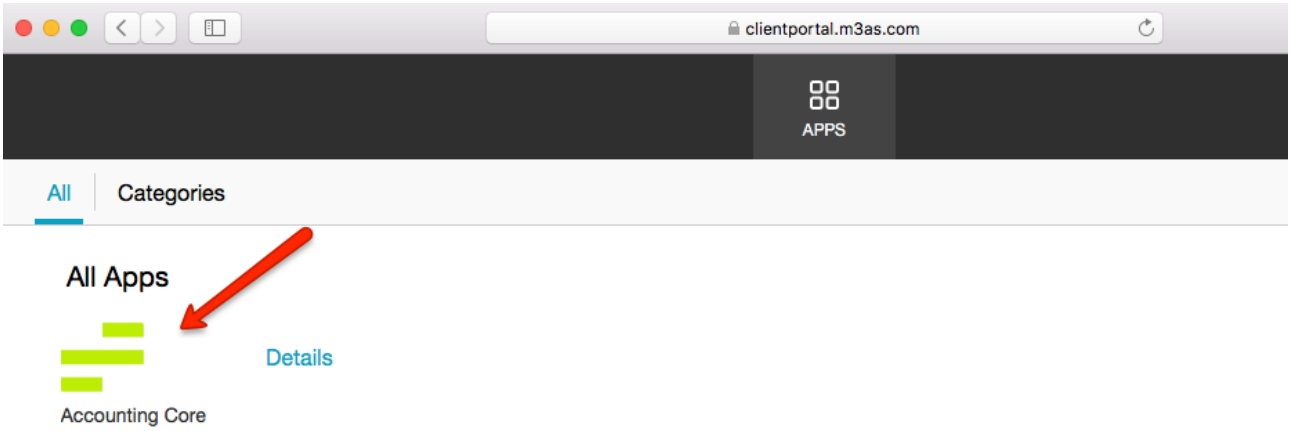

Figure 8: Citrix ica launch file (Google Chrome)

4) After you log in, you will see the following screen.

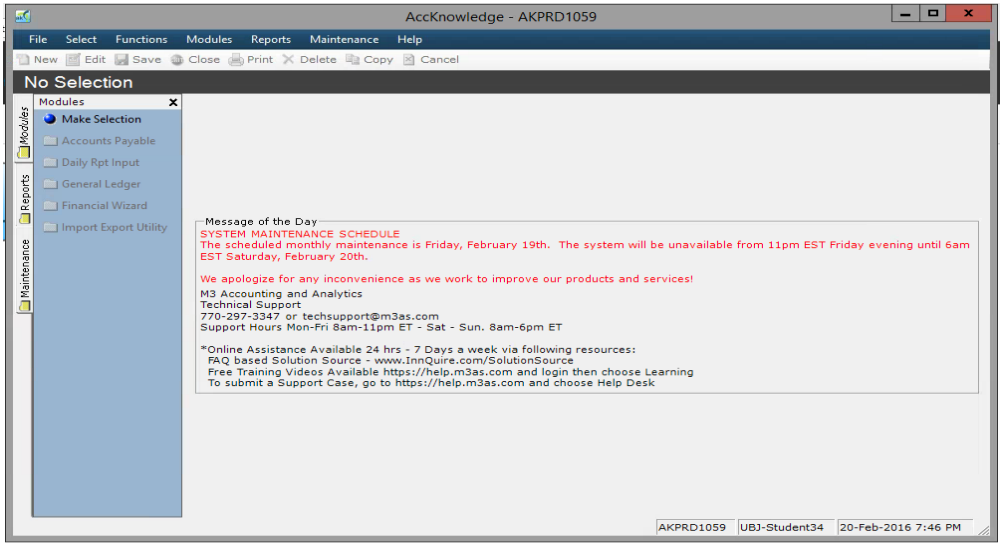

Figure 9: M3 Accounting Core window

4) You will see the following screen , click Select and select your property.

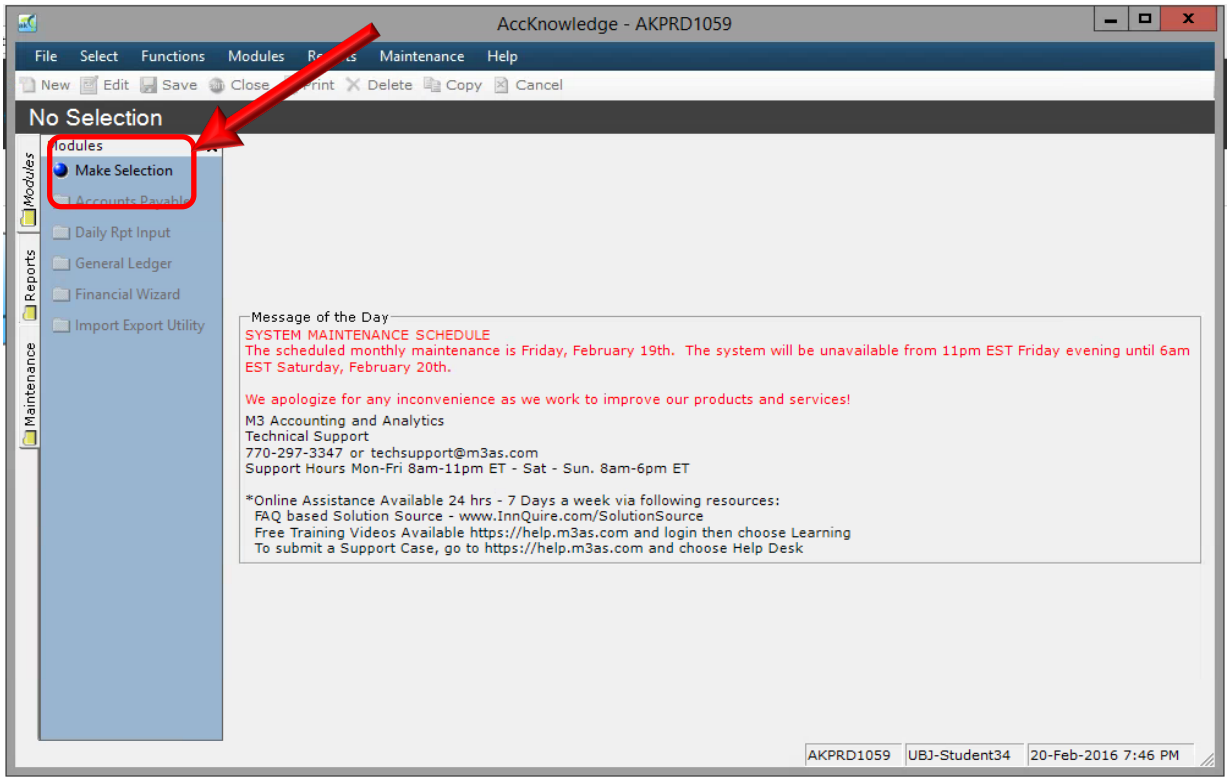

Figure 10: Window M3 Accounting Core

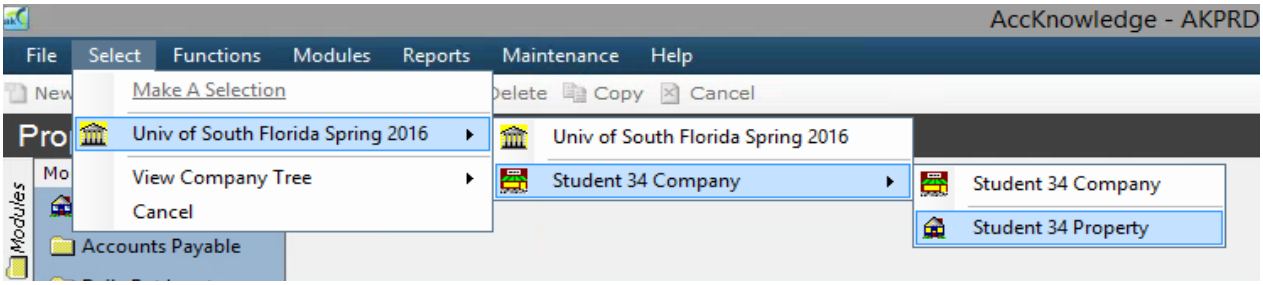

Figure 11: Select your property

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.

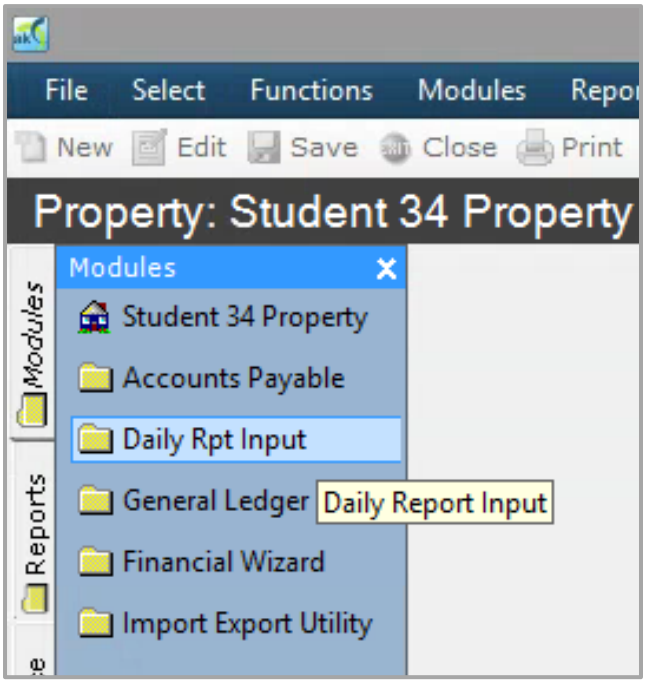

Figure 12: Going to Daily report module

5) In the following screen, you will see another way of choosing daily report.

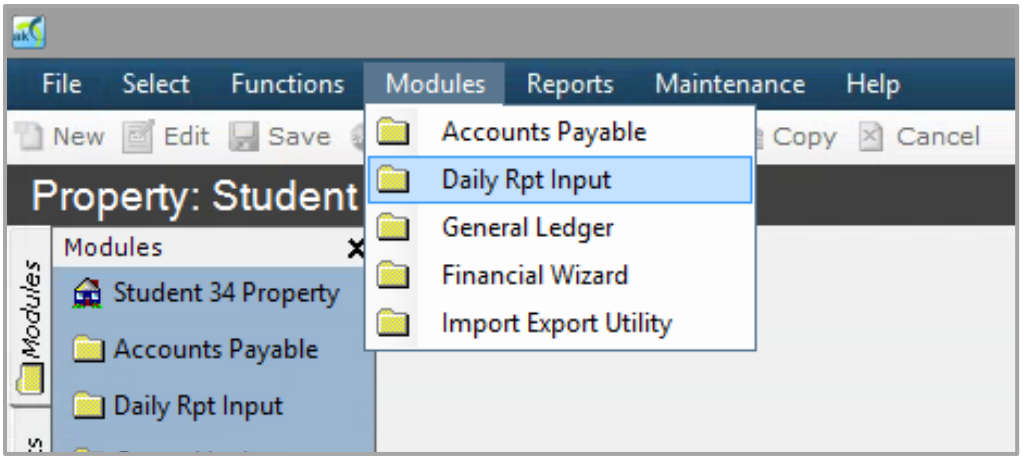

Figure 13: Daily Report

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.

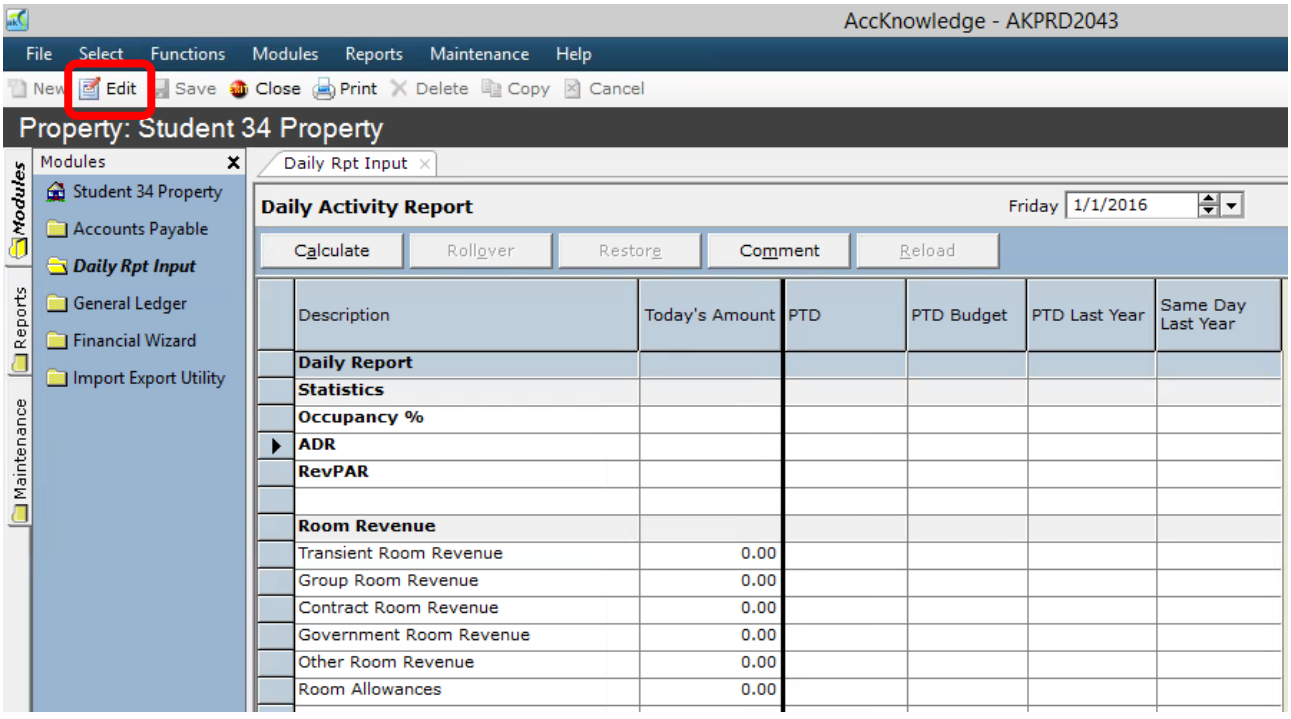

Figure 14: Starting to post

7) Now, we are ready to post numbers in our daily report. In this exercise, you have $11,450.10 Transient room revenue that corresponds to $381.67 per room. In order to post the number, all you need to do is put the number in the correct box. The software will automatically put the comas, just click on the box and enter the number then use arrows to go down.

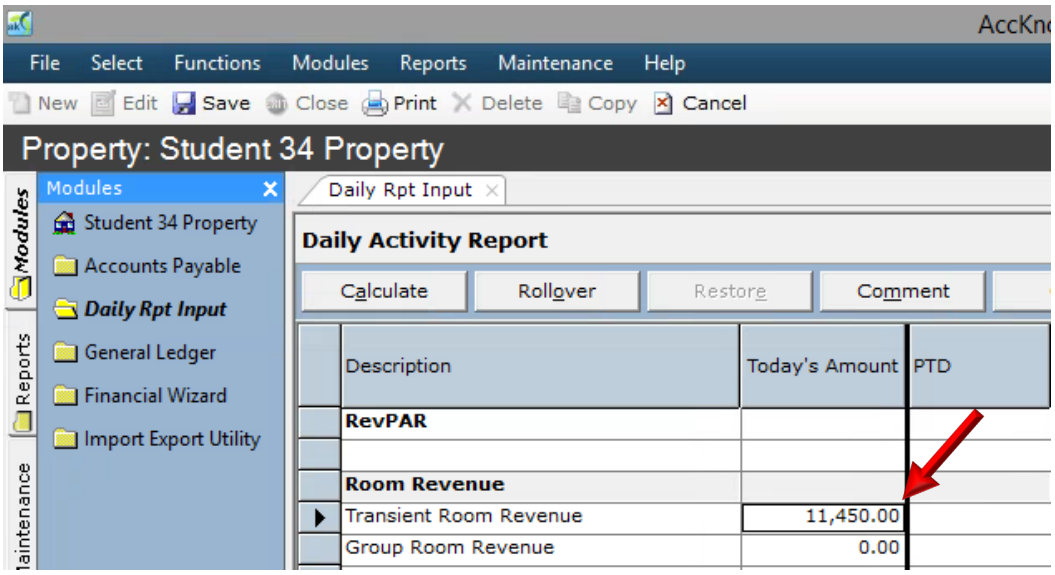

Figure 15: Posting Transient room revenue

8) The second question in the exercise is posting $15,000 revenue for 50 rooms as a SMERF (It is a market segment in tourism that includes; Social, Military, Educational, Religious, Fraternal oriented guests) group revenue.

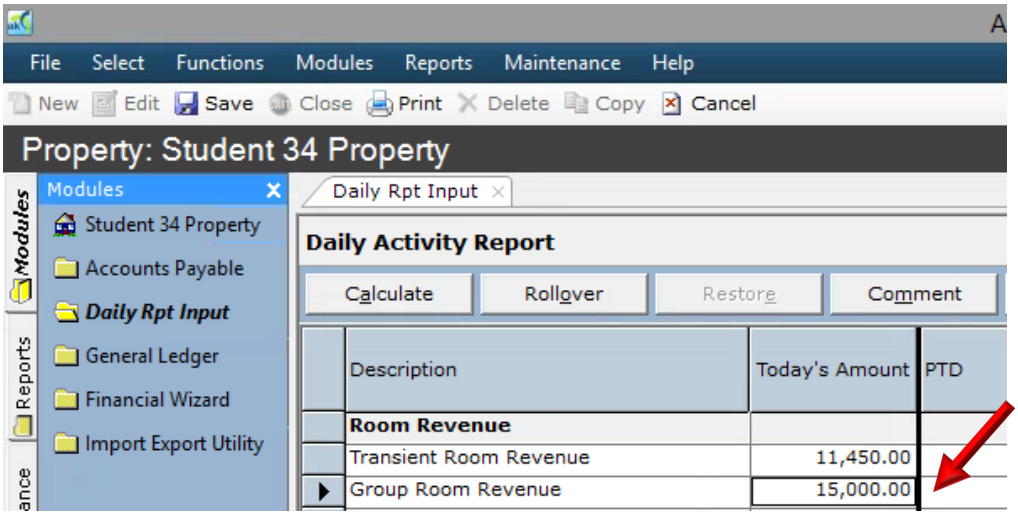

Figure 16: Posting SMERF Room Revenue

9) The third question requires you to post the Breakfast, Lunch, and Dinner revenue for SMERF group. Breakfast costs $15 per person, lunch costs $25 per person, and dinner costs $40 per person for a group of 50 people.

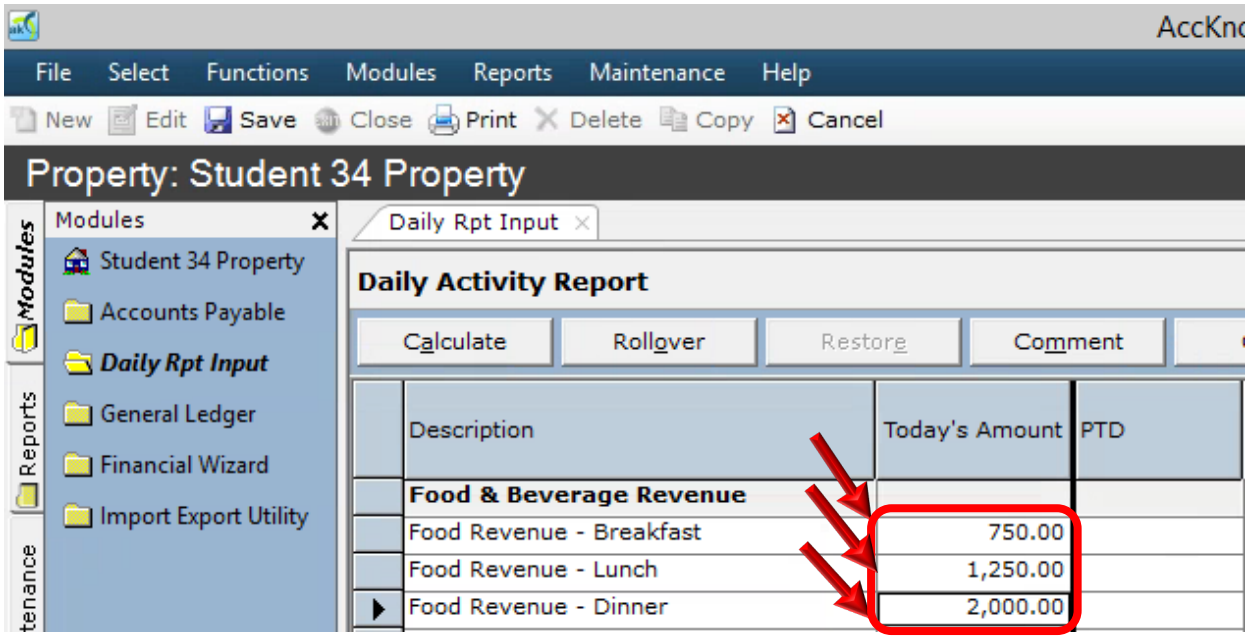

Figure 17: Posting Breakfast, Lunch, and Dinner Revenue

10) The fourth question requires you to post lobby bar revenue of $729.54.

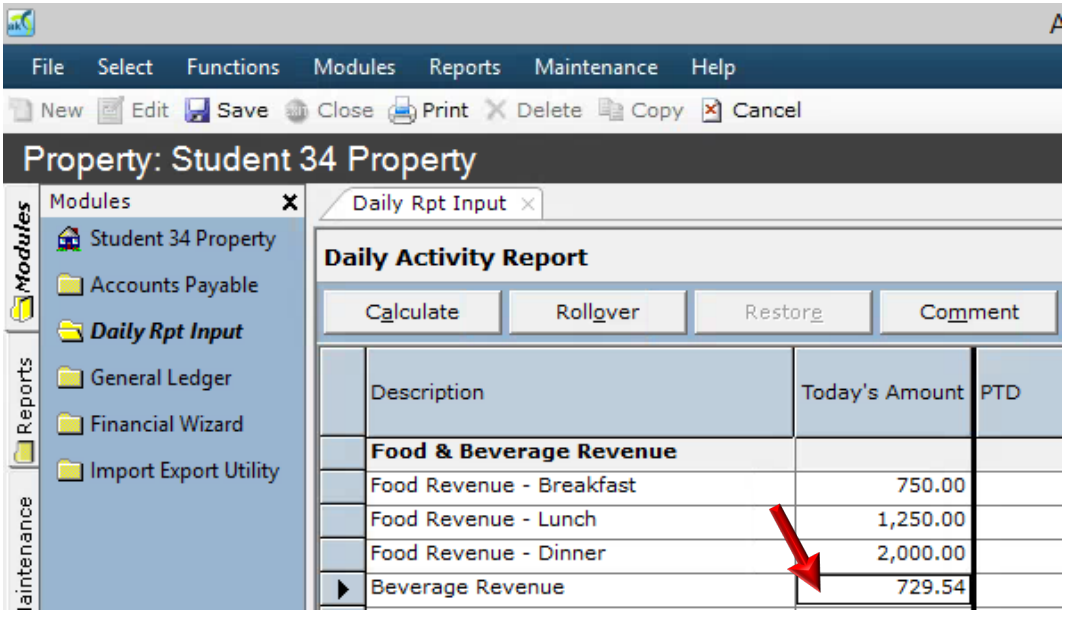

Figure 18: Posting Lobby bar revenue

11) The fifth question requires you to post $49.50 telephone revenue.

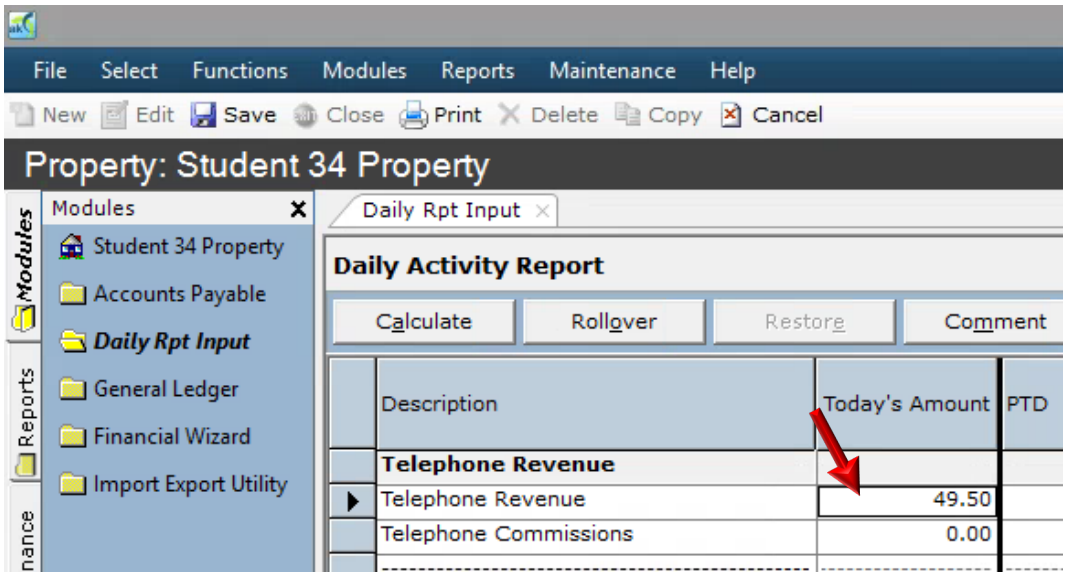

Figure 19: Posting telephone revenue

12) The sixth question requires you to post the meeting room rental revenue for a group of 20 people, $16 per person.

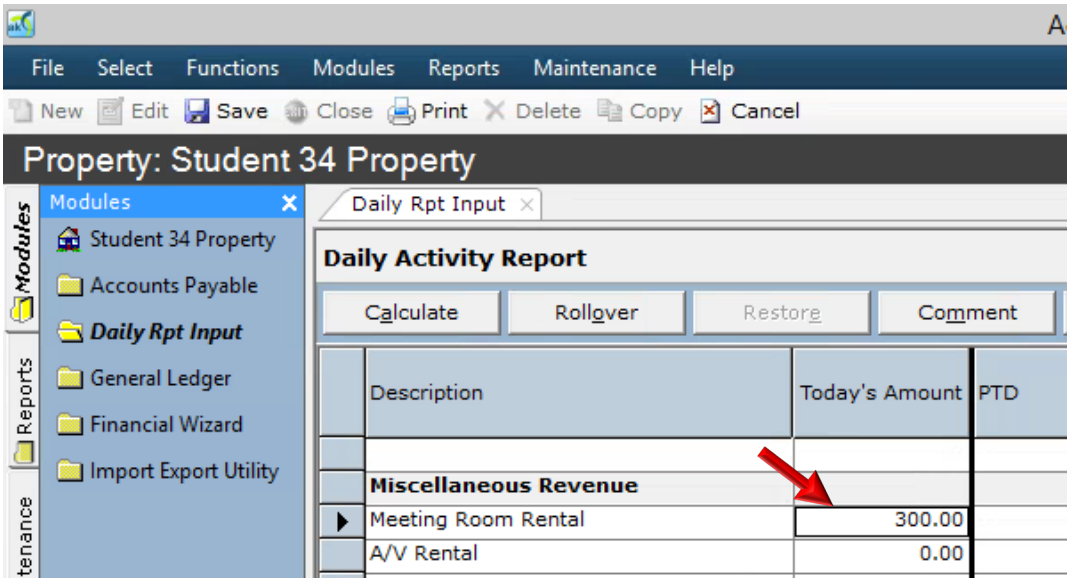

Figure 20: Posting meeting room rental revenue

13) The seventh question requires you to post the $400 of parking.

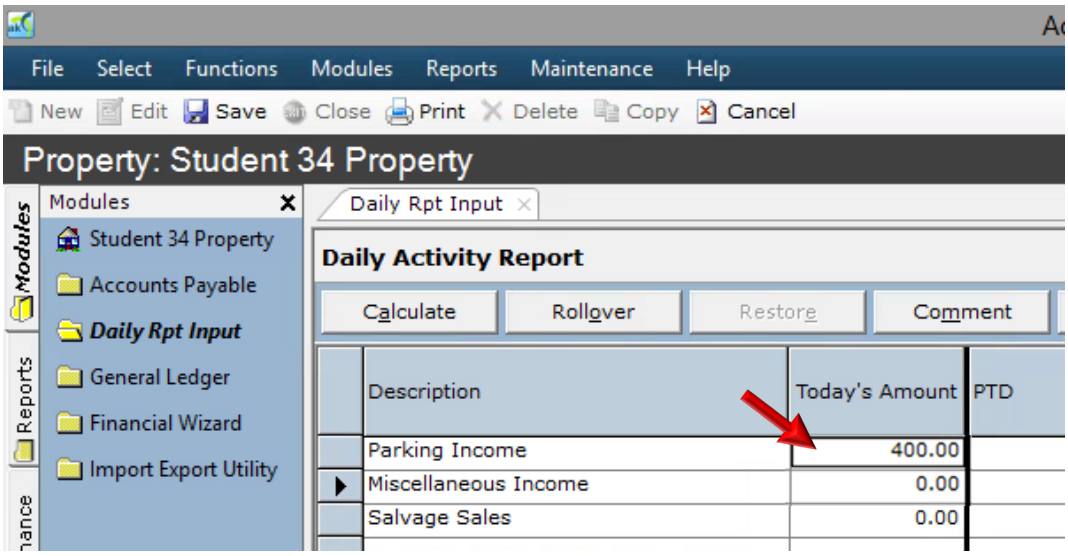

Figure 21: Posting spa revenue

14) The eighth question requires you to post 7% of F&B tax which is $331.07.

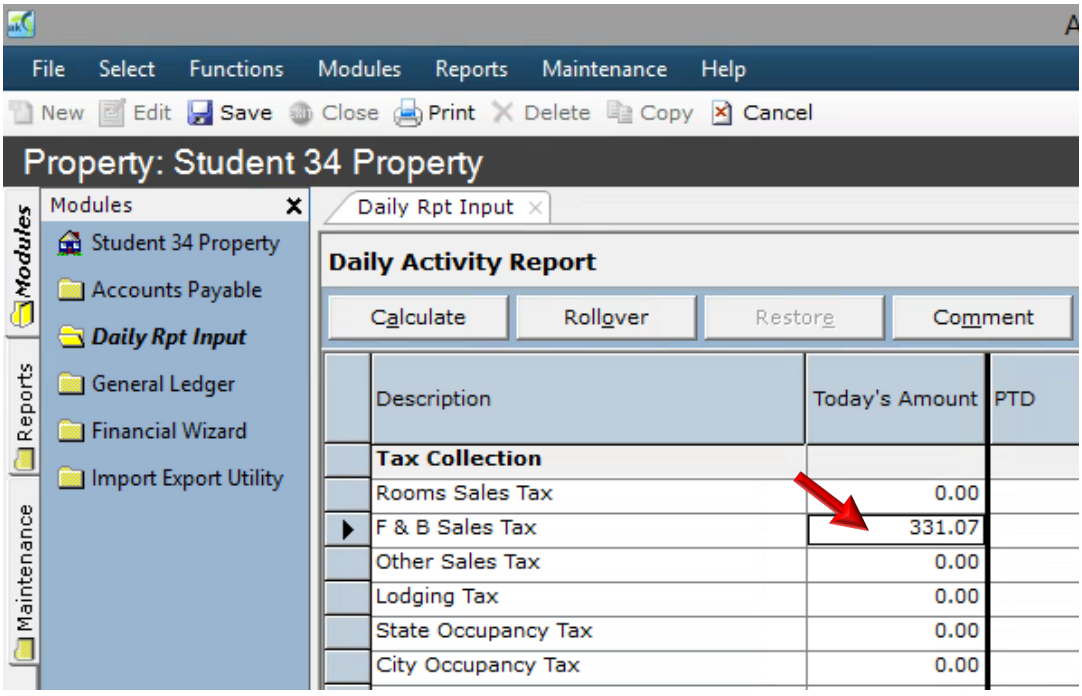

Figure 22: Posting F&B tax

15) The ninth question requires you to post 7% other sales tax which is $52.47.

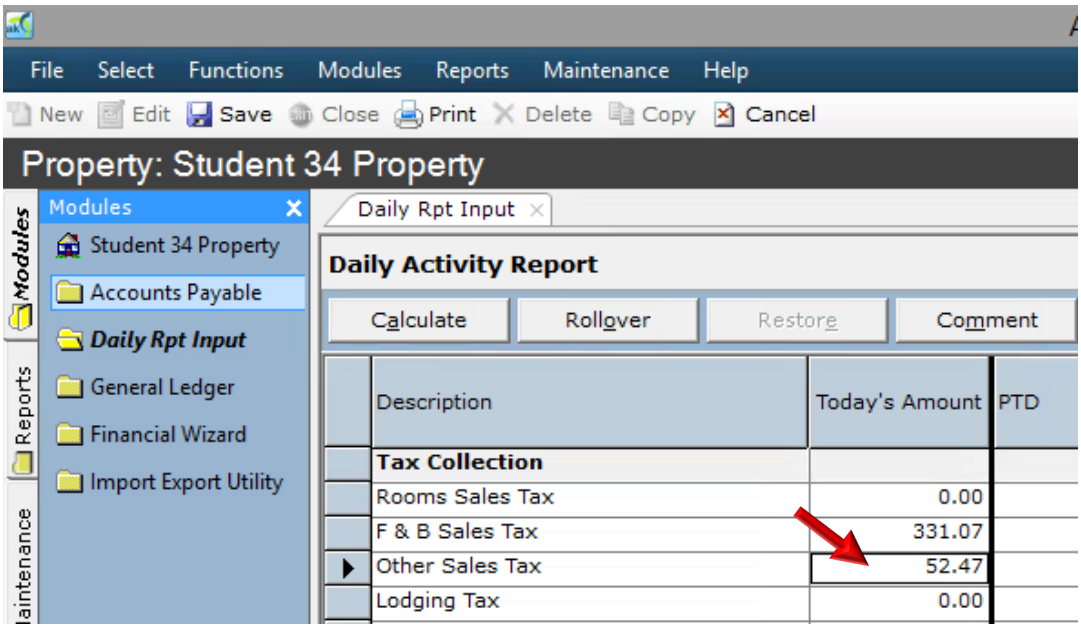

Figure 23: Posting other sales tax

16) The tenth question requires you to post %7 state occupancy tax which is $1,851.50.

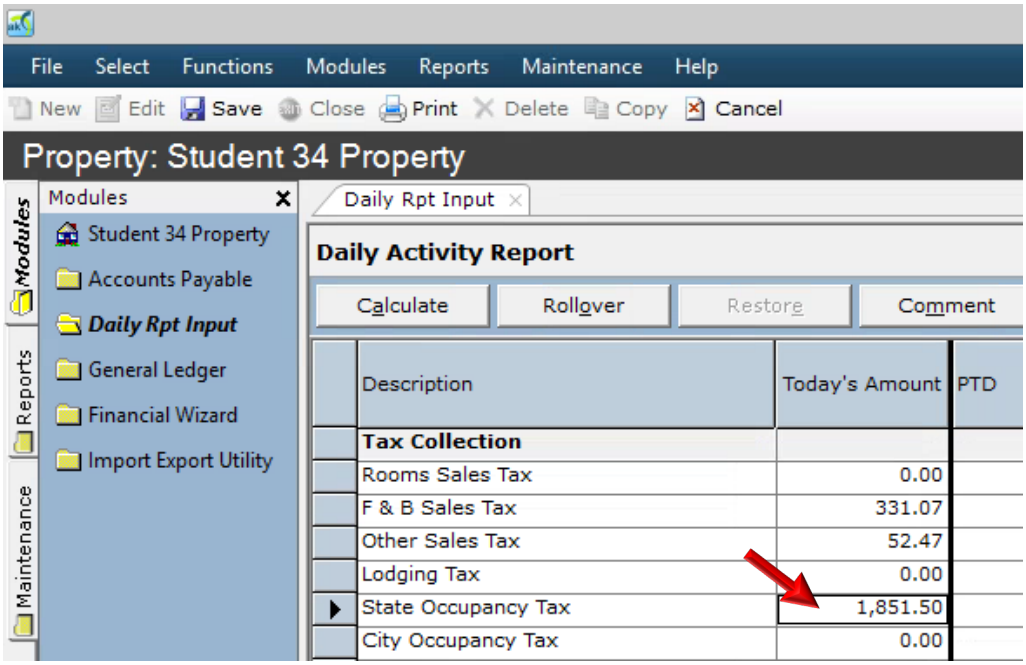

Figure 24: Posting state occupancy tax

17) The eleventh question requires you to post %5 city occupancy tax which is $1,322.50.

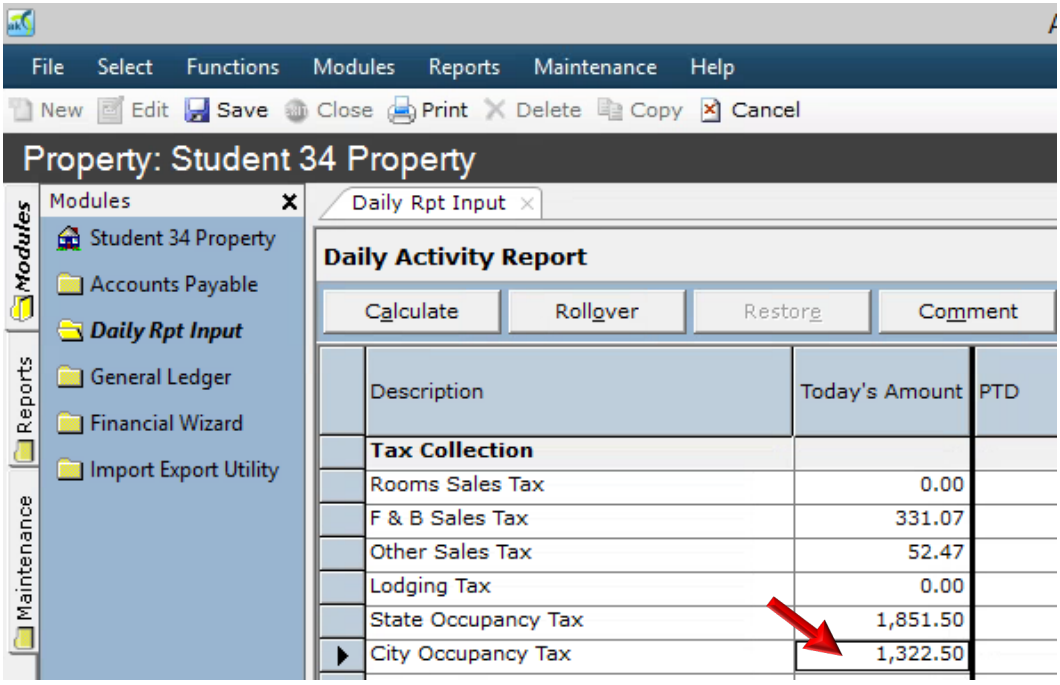

Figure 25: Posting City occupancy tax

18) The twelfth question requires you to post the $6,450 cash receipts that you get from the guests.

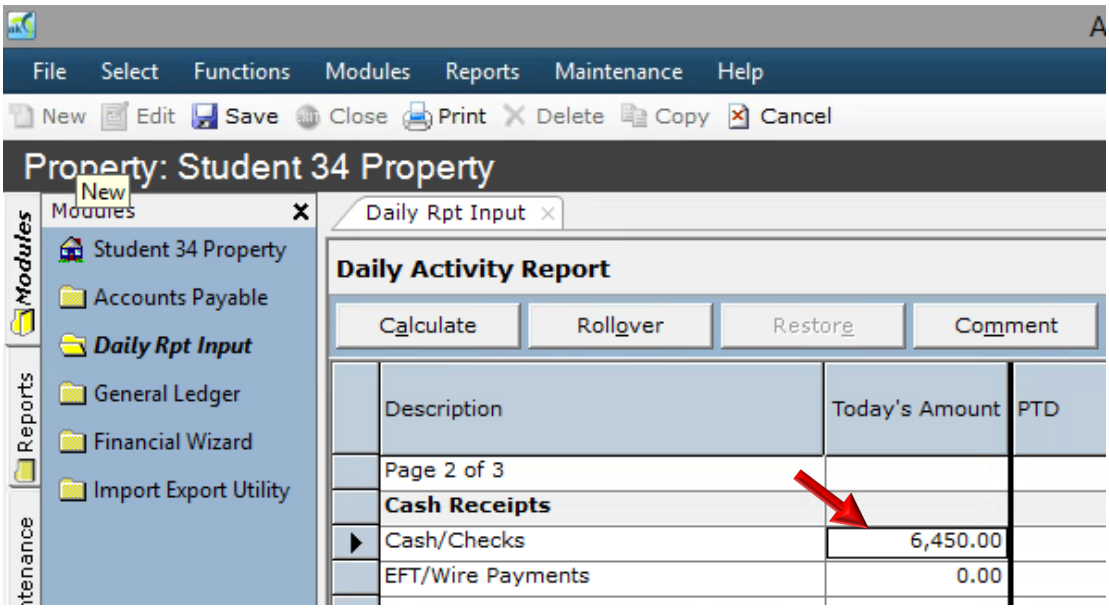

Figure 26: Posting the Cash receipts

19) The thirteenth question requires you to post the same amount of cash as an actual bank deposit.

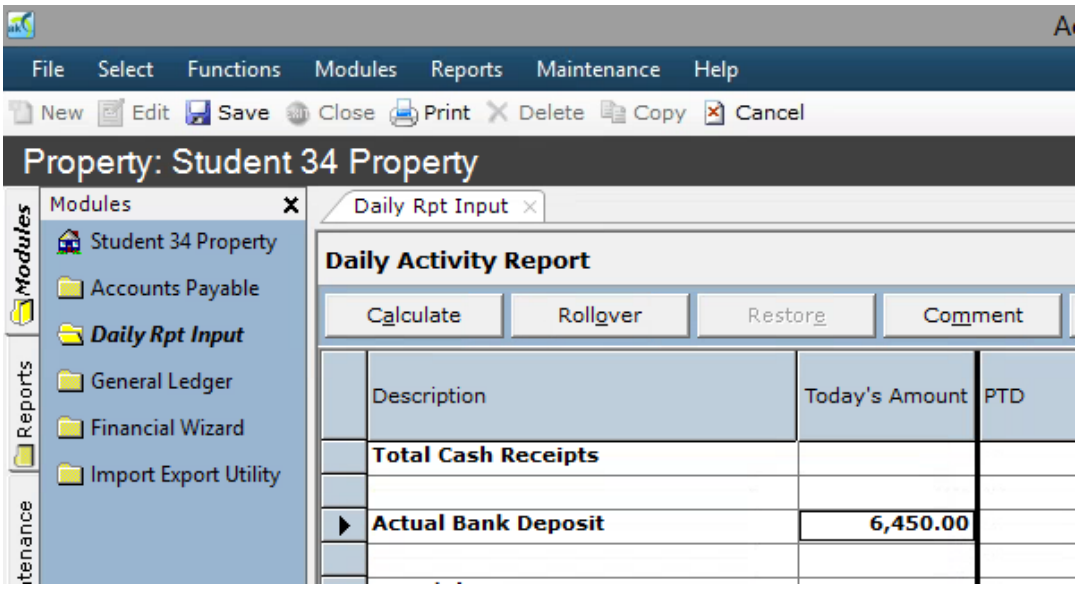

Figure 27: Posting Actual Bank Deposit

20) The fourteenth question requires you to post the Visa Card and Master Card charges. We have $19,036.58 Master Card and $10,000 Visa Card revenue.

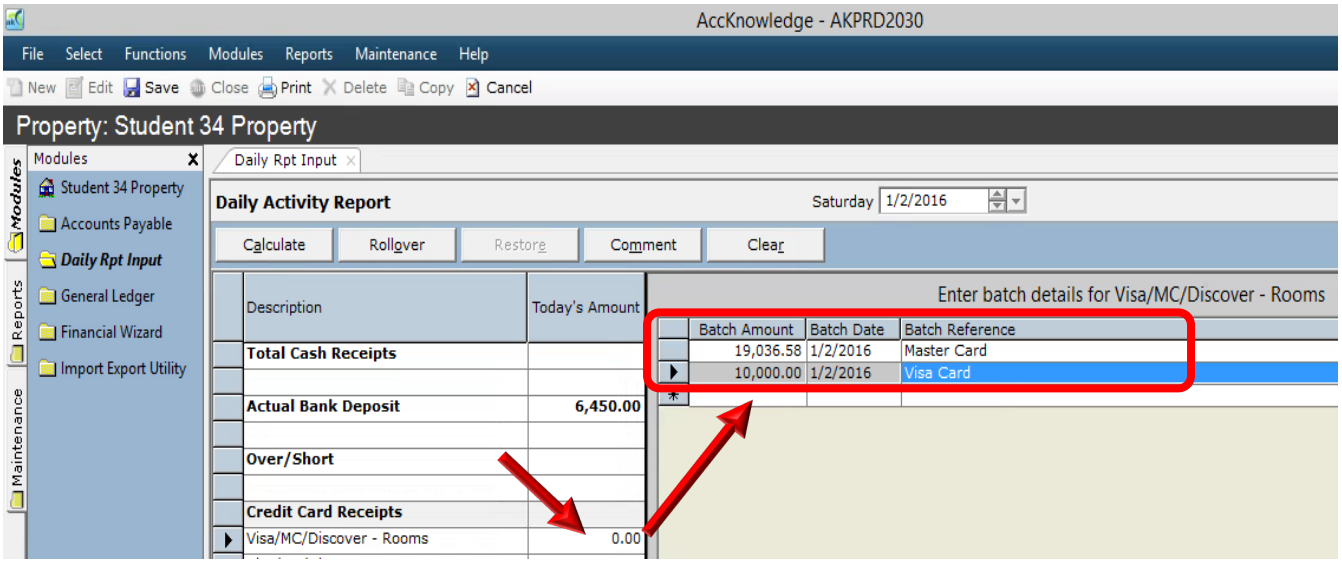

Figure 28: Posting Master card and Visa card charges

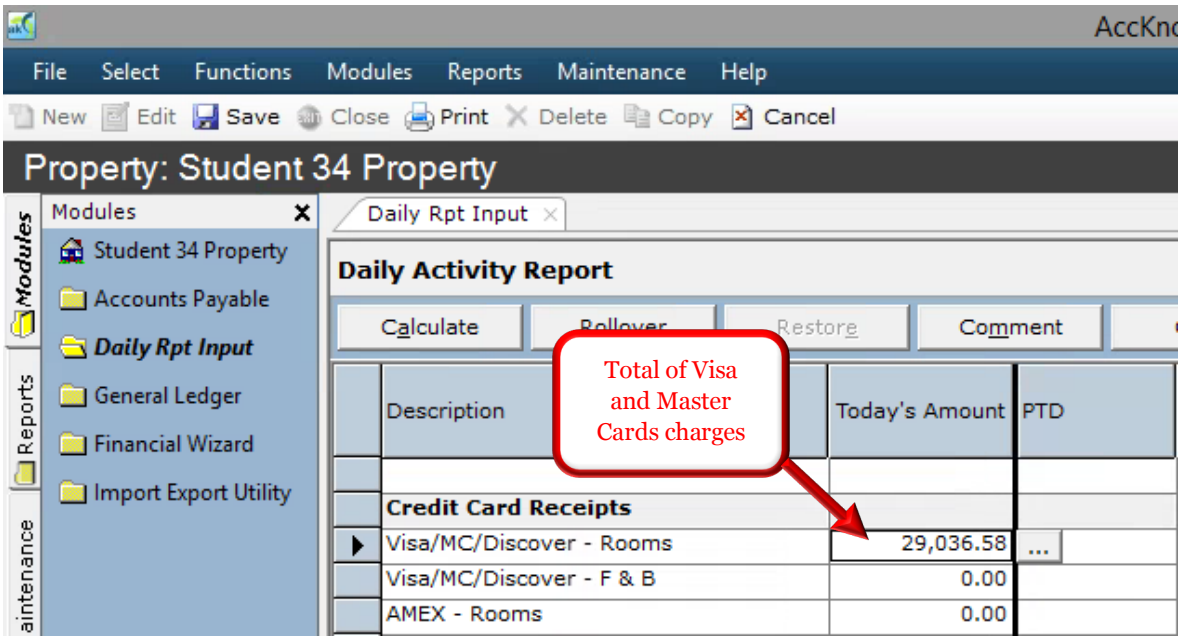

Figure 29: Posting Master card and Visa card charges

21) The fifteenth question requires you to post the room statistics: 30 rooms for transient with the daily rack rate, 50 rooms for SMERF group, 3 out of order rooms, 80 rooms sold, and 17 unsold rooms (please remember that it is a 100-room hotel).

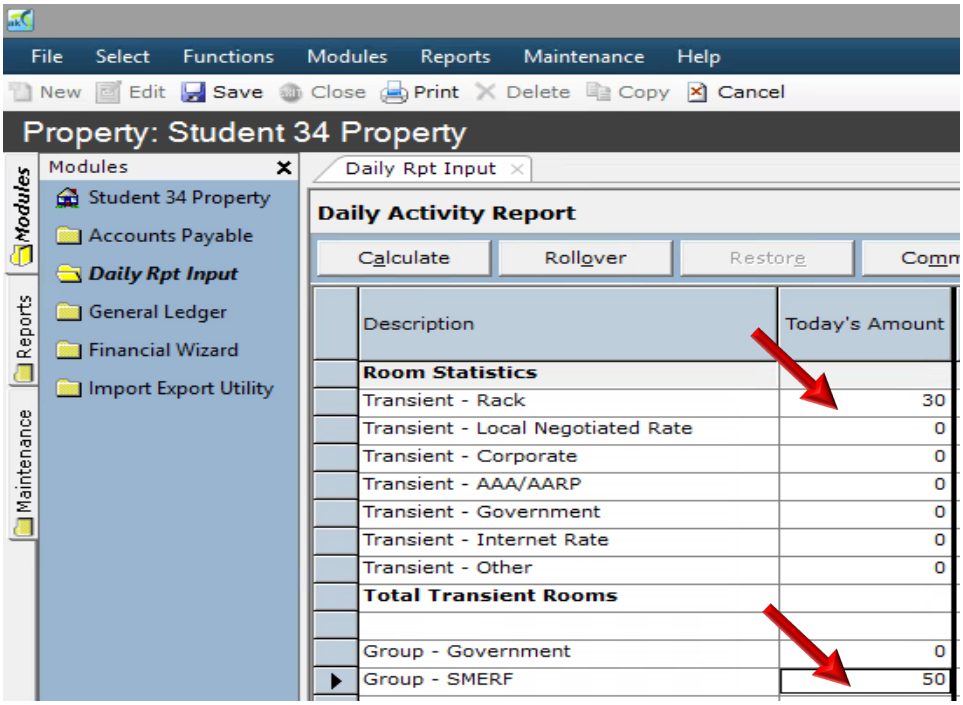

Figure 30: Posting room statistics

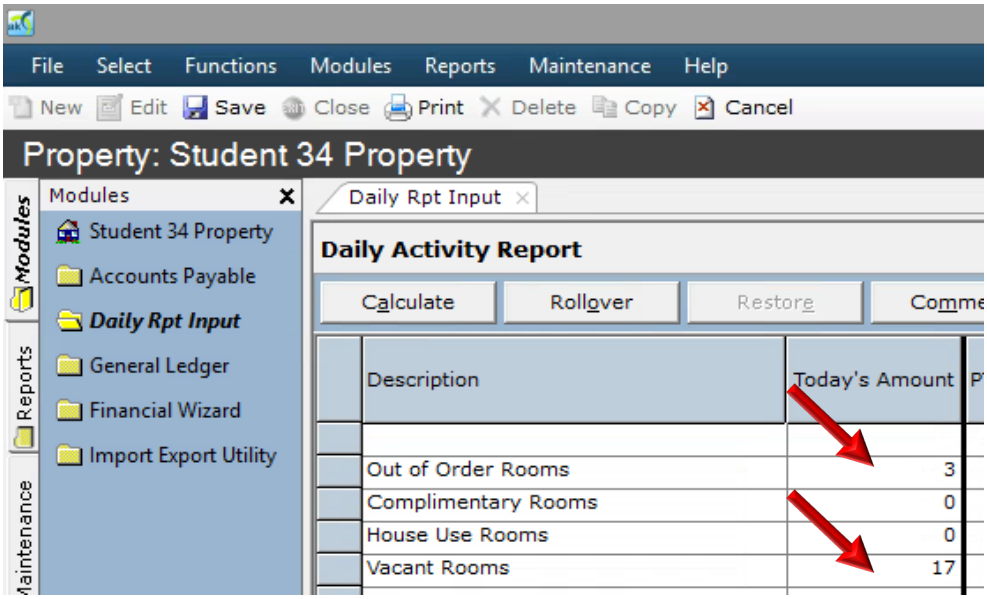

Figure 31: Posting room statistics

22) Normally, the next step would be posting the Guest Ledger and City Ledger accounts but, for this exercise we do not have anything to post because all the guest already checked out, so we can immediately post it as revenue. Since, we sold breakfast, lunch, and dinner, now, we need to enter the F&B statistics.

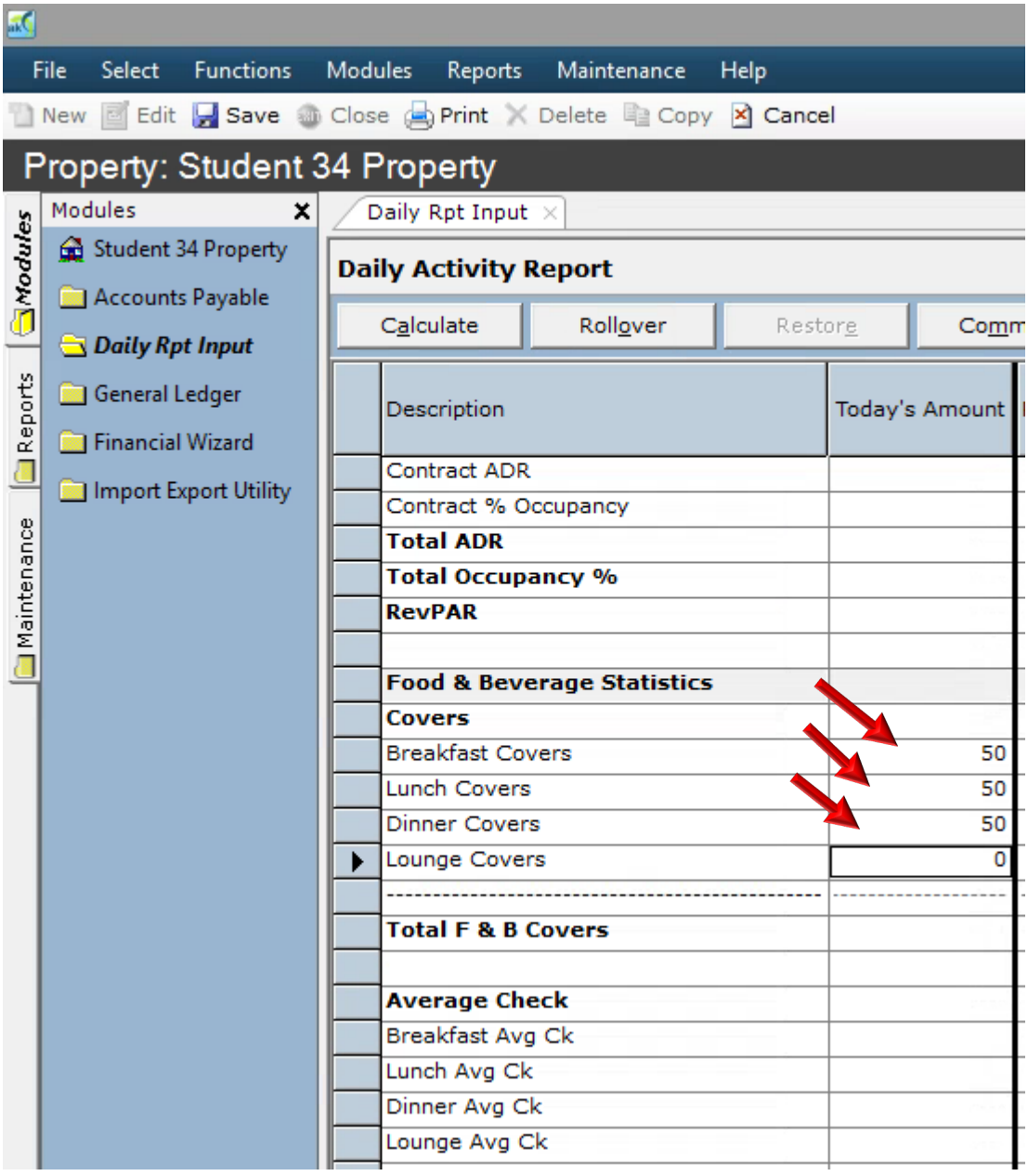

Figure 32: Posting F&B statistics

23) The seventeenth 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.

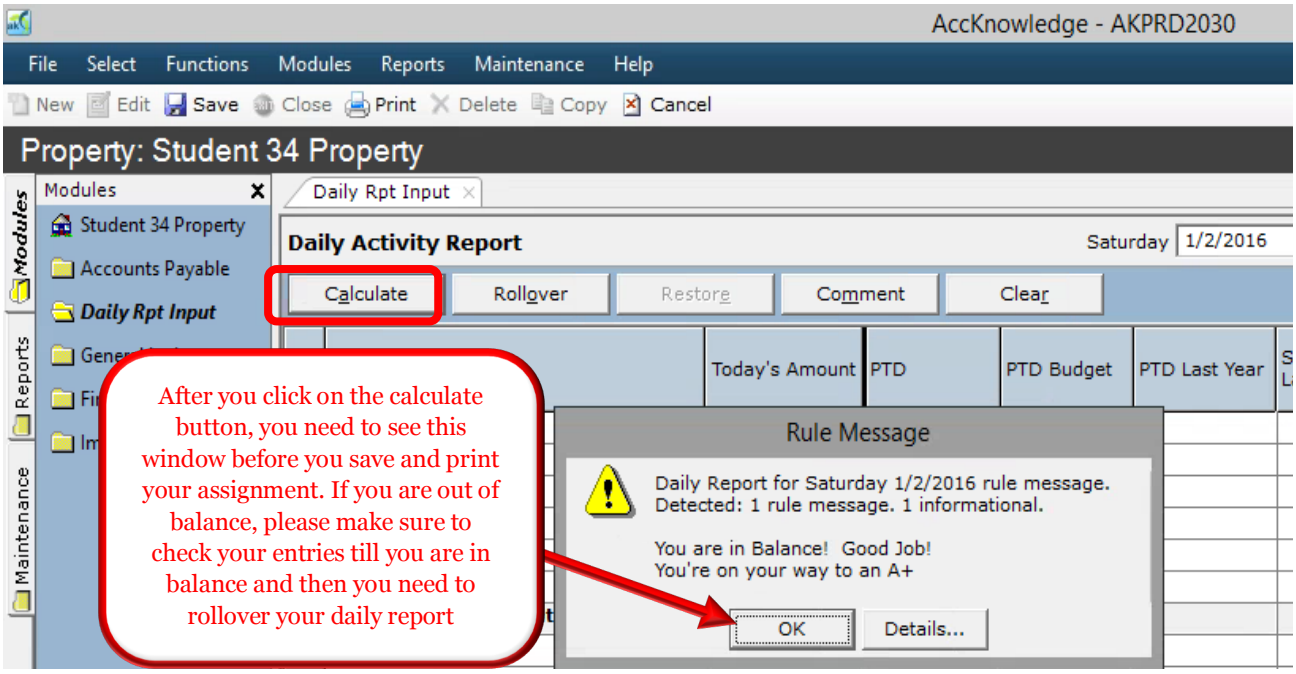

Figure 33: Checking out of Balance amount

24) 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.

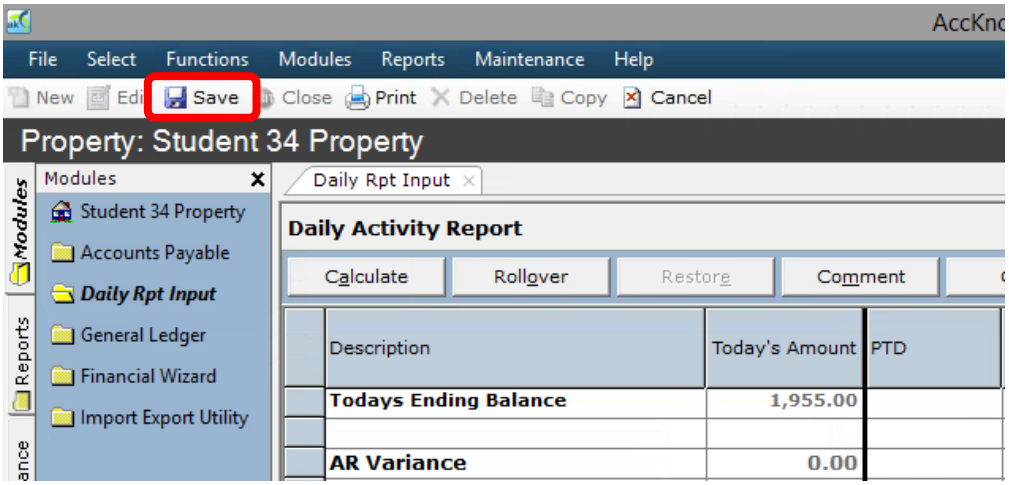

Figure 34: Saving Daily Report

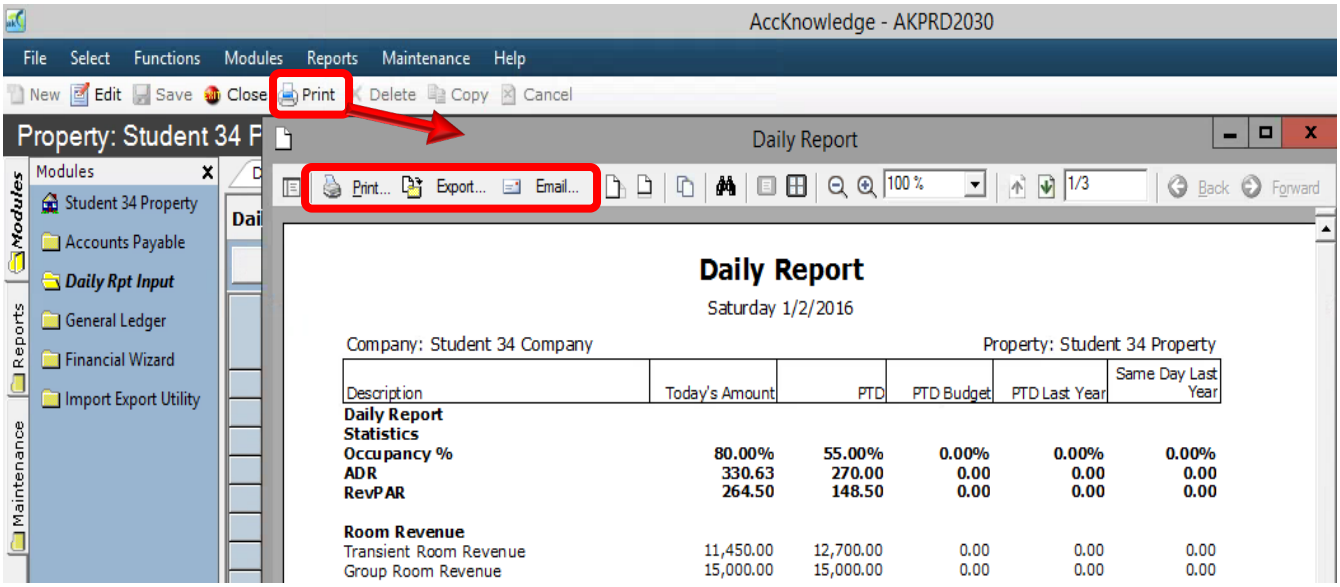

Figure 35: Printing Daily Report

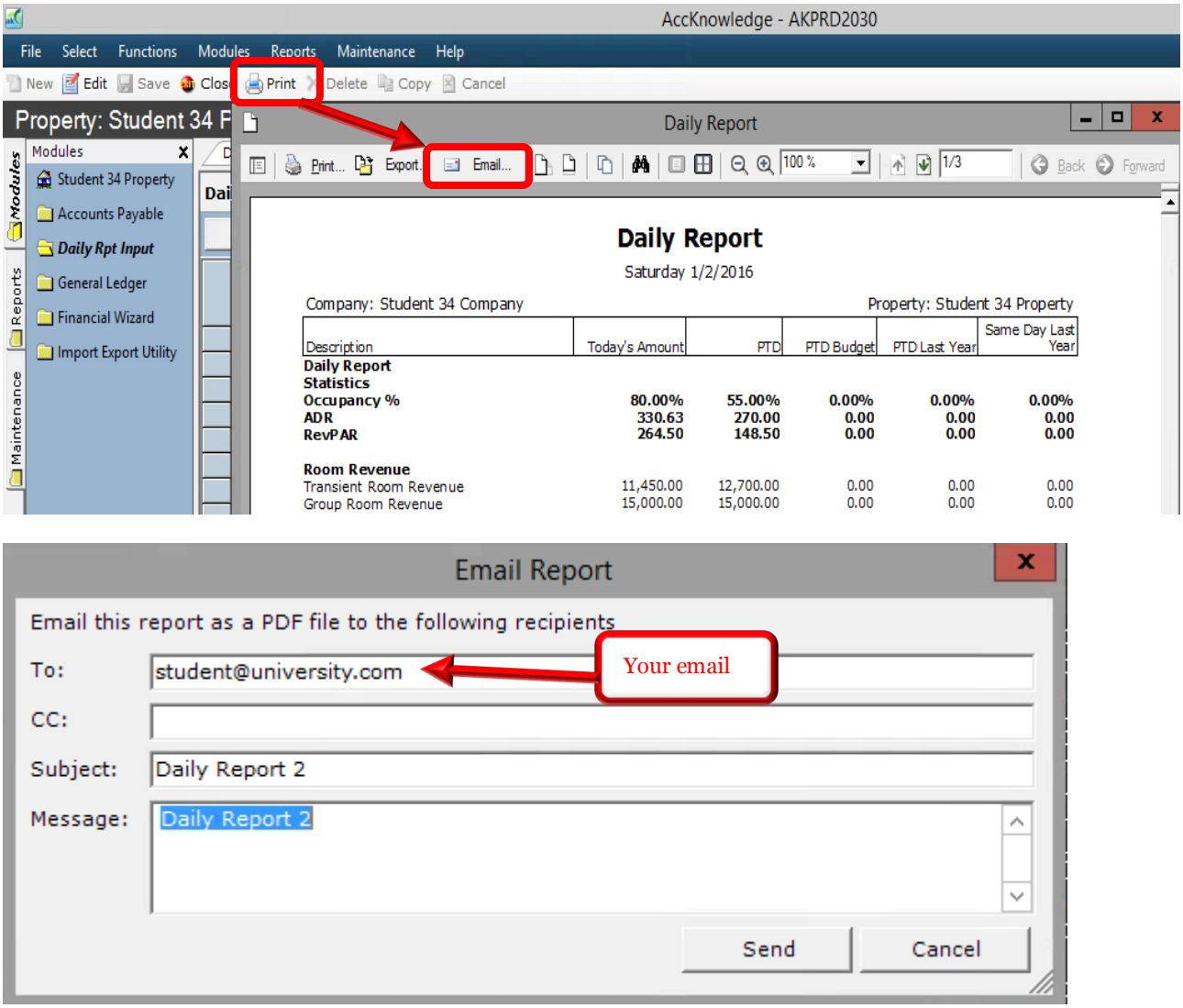

Figure 36: Emailing Daily Report

25) In order to rollover your Daily Report, you need to activate it by simply clicking Edit button in your horizontal menu and then click on the Rollover button.

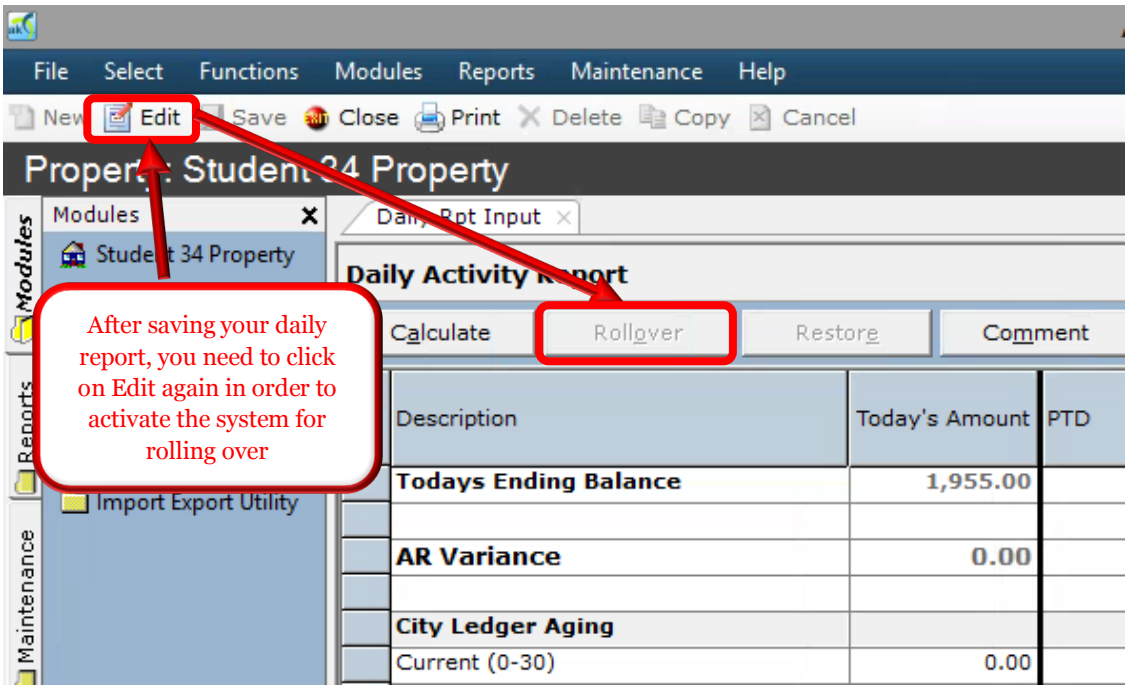

Figure 37: Rolling Over Daily Report

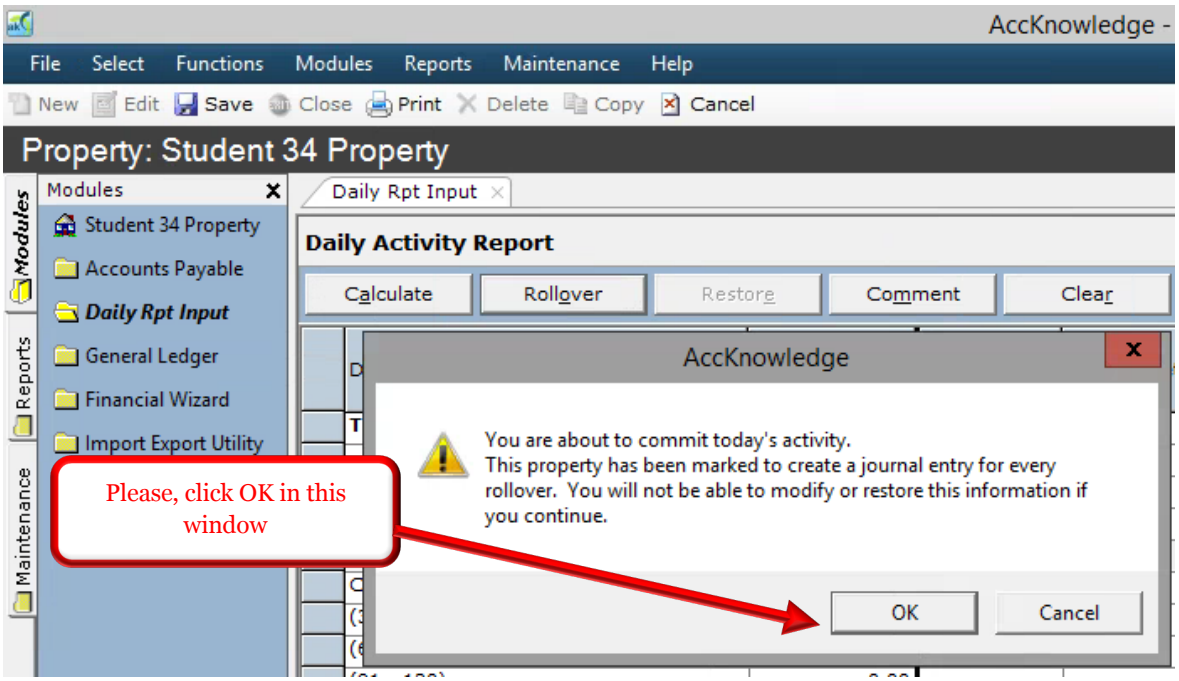

Figure 38: Rolling Over Daily Report

26) 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.

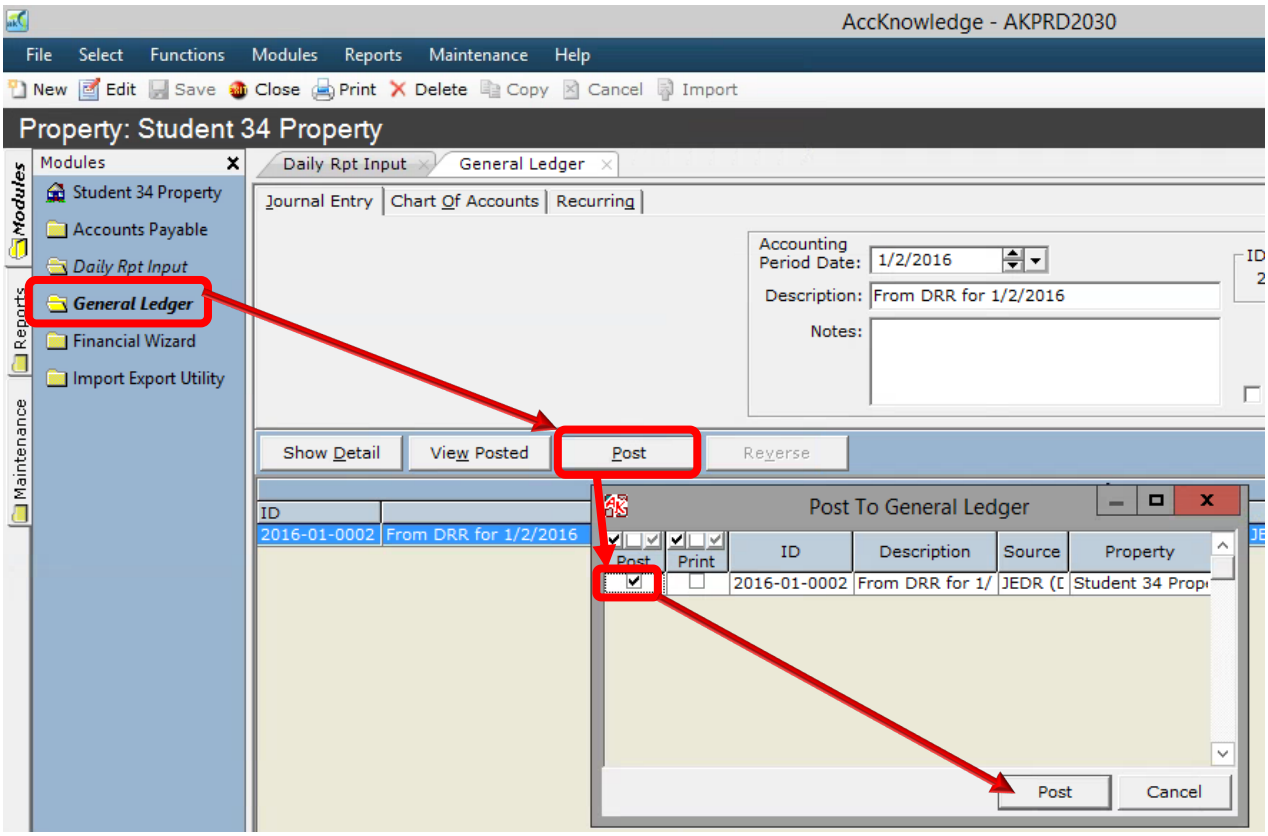

Figure 39: Posting Daily Report form General Ledger Module

WELL DONE!