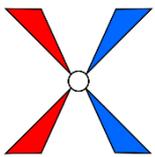


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bncdoc.id	EA9
bncdoc.author	Paige, Jane
bncdoc.year	1992
bncdoc.title	The hotel receptionist.
bncdoc.info	The hotel receptionist. Sample containing about 40601 words from a book (domain: commerce)
Text availability	Worldwide rights cleared
Publication date	1985-1993
Text type	Written books and periodicals
David Lee's classification	W_commerce

<p><724/c></p>  <p>Key: Footprint ConEn1 Footprint ConEn2 Footprint ConEn3</p>	<p>by Fig. 5.1. The ledger is a book of accounts. Accounts As previously mentioned, each account is divided into two sides, the left hand side known as the debit and the right hand side known as the credit (see Fig. 5.2). Separate accounts are made for each person and for each class of asset, liability, profit or loss. Accounts are classified into two main divisions. Personal accounts These record transactions with persons, e.g. debtors or creditors, and also include the bank account and the capital account. Impersonal accounts These are divided into two classes: Nominal accounts - these accounts deal with the profits and losses of the business and include the sales account, purchases account and all expense accounts. Real accounts - these are the accounts that deal with the assets or property of the business, e.g. fixtures and fittings; kitchen equipment; office equipment; freehold premises. Types of ledger In most large organisations today ledgers are of either the 'card' or 'loose leaf' type. This allows for the entries to be made by machine accounting whereby several operations can be carried out at the same time. The accounts can also be kept in strict alphabetical order and up to date. These ledgers can be easily subdivided, enabling several clerks to work on them at the same time and it is also easier to withdraw old accounts and insert new ones in their place. See Fig. 5.2 for the rulings of each type of ledger. An example of posting direct to the ledger follows, illustrating the rules of the double-entry system (Fig. 5.3): (a) On 1 Jan. 19 - B. Jones started in business with capital in cash of £10 000. (b) 2 Jan. Purchased furniture on credit from Mitre Furnishings Co. Ltd £1500. (c) 3 Jan. Purchased provisions for cash £250. (d) 4 Jan. Paid rent by cheque £500. (e) 5 Jan. Sold meals for cash £200. (f) 6 Jan. Paid wages in cash £55. Each entry is made twice and cross-reference is assured by entering in each account the name and reference (folio) number of the other. Examples of posting to an account Example 1 On 1 March 19 - A. Debtor, who has an account with the Atlas Hotel, owed the hotel £23.50. On 7 March he entertained at the hotel - the bill No. 216 amounting to £16.50 was posted to his account. On 8 March an allowance due to an overcharge on wine was posted to A. Debtor's account. On 31 March a cheque was received from A. Debtor in settlement of his account less</p> <p><u>an agreed discount of five per cent</u></p> <p>. Example 2 On 1 September 19 - A. Creditor, who is a supplier to the Atlas Hotel, was owed by the hotel the amount of £85.00. On 3 September he supplied goods to the hotel valued £35.00. On 5 September a credit note No. 19 was received from A. Creditor in respect of damaged goods valued £5.00 returned by the hotel. On 30 September the hotel sent A. Creditor a cheque in settlement of the amount owing on 5 September less the agreed five per cent cash discount. BUSINESS DOCUMENTS (SOURCES OF ENTRY - SEE FIG. 5.1) Order form Whenever a purchase is made an order (using an official order form) should be sent to the supplier. Orders should be in duplicate and numbered and should state exactly the goods</p>
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	<p>required, quoting catalogue numbers when possible. Orders should always be signed by a responsible official. Delivery note (Fig. 5.6(b)) When goods are delivered they are usually accompanied by a delivery note showing details of items supplied. This delivery note should be used for checking purposes against the goods, and any damage or shortages should be noted. Invoice (Fig. 5.6(c)) An invoice is a detailed account of goods purchased. It is numbered and shows quantities, quality, prices, packing charges and details of terms and discounts. It is sent by the seller to the customer. Invoices received should be checked for prices and calculations and passed if correct for entry into the appropriate columns of the purchases day book. Credit note (Fig. 5.6(d)) This document is sent by the seller to the customer when goods have been returned or an overcharge has been made. It is numbered and usually printed in red. It shows the customers that their account has been credited with the amount involved. It is entered in the returns day book. Debit note This document is sent by the customer to the seller when goods are returned. It shows that the customer has debited the seller's account with the value of the goods returned. Statement (Fig. 5.6(e)) This is a summarised account usually sent to the customer at the end of each month. It shows the amount owing at the beginning of the period plus the amounts on invoices issued, and deducting any discounts, returns or cash payments. It shows the balance due and is notice that payment is due. Petty cash voucher (Fig. 5.6(f)) These are numbered, showing details of cash handed out by petty (minor) cashiers. They must be duly authorised and signed by the person receiving the cash. They are entered in the petty cash book. SUBSIDIARY BOOKS It would be possible to record every business transaction directly into the ledger, but</p>
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