

MAINTANING MASTER FOLIO AND MANAGING PROBLEMS THERIN

Sunday, August 06, 2017

Gautam Kumar



Scope

Miscellaneous charges voucher

Allowances

Advance

Discount



Miscellaneous charges voucher

ROOM	DATE	AMOUNT	MISCELLANEOUS CHARGE	
			P	12345
DO NOT WRITE IN ABOVE SPACE			DATE	
NAME	ROOM OR ASST. NO.			
DATE	SYMBOL	AMOUNT		
DO NOT WRITE IN ABOVE SPACE				
EXPLANATION				
FORM NO. 18-01	SIGNATURE _____			



Miscellaneous charges voucher

What comes under
miscellaneous charge
voucher ?





Miscellaneous charges voucher

What kind of charges shall comes under Miscellaneous charges voucher?





Allowances

What actually allowances means ?

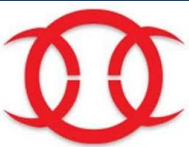




Allowances

What kind of allowances does people gets in hotels ?





Advance

How and from where someone can get advance and under what conditions?



Advance voucher format

• Vr _____ dt _____
• _____ ADVACE VOUCHER

DATA.....

NAME OF THE PAYEE :
DESIGNATION :
PURPOS :
AMOUNT REQURD : RS

AMOUNT PASSED FOR RS.
AFO DFO FINANCE OFFICER

RSCEIVED RS.
SIGNATURE
SIGNATURE
PAIN ON.....



Advance

Why in hotel people need advance & who are the people generally seek advance ?

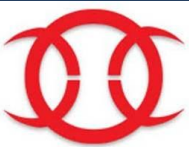




Discount

Does hotel provides discount also?
How can one avail discount in hotel ?





Use of Voucher

Miscellaneous
charges voucher

Allowances

Advance

Discount



Home Work

- Collect samples of different formats and paste it on chart paper for display in next class
- Make a sample format of each type on A4 paper for Hotel ABC and display in class .
- Send the scanned reports on tp@teamhiht.com before next class ?

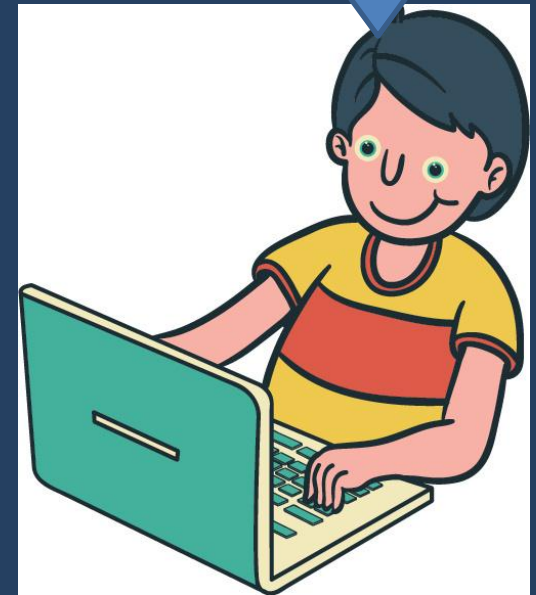




Next Class

Computerized Systems Problems handling

Yeah, I will
keep myself
prepared for
next topic !





You can put on you questions now



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