

MAINTANING MASTER FOLIO AND MANAGING PROBLEMS THERIN

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Gautam Kumar



Scope

Vertical Tabular Ledger

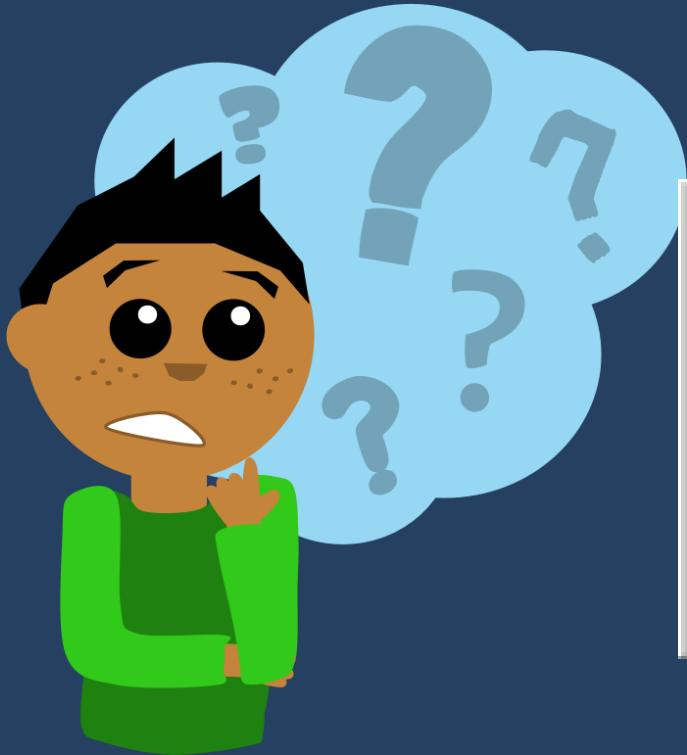
City Ledger

Departmental Bills

Paid-out vouchers



What is Vertical Tabular Ledger ?



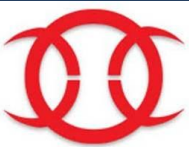
Vertical

ROOMS	101 D	102 D	103 S	104 S	105 S	106 D
ROOM						
BFEST						
PAPER						
LAUNDRY						
LUNCH						



Definition

Vertical Tabular Ledger is a report of front office department used for keeping details of charges for various services used by guest. It consists of room number and service details.



City Ledger

How can we define city ledger account ?

LEDGER ACCOUNT					CONTOSO, LTD
TIP: Quickly see whether your account is balanced or unbalanced here.					
THIS ACCOUNT IS CURRENTLY				UNBALANCED	
RUNNING BALANCE				(110.00)	
DATE	ACCOUNT	DEBIT (+)	CREDIT (-)	BALANCE	
1	1/31/2012	Payment from Fabrikam, Inc.	5000.00		
		Shipment to Fabrikam, Inc.	5000.00	0.00	
2	2/15/2012	Payment from Adventure Works	2890.00		
		Delivery to Adventure Works	3000.00	(110.00)	
3					
4					
5					
6					
7					
8					
9					





City Ledger

What are the circumstances under which a ledger can be transferred to “city ledger” ?





Departmental Bills



Which type of bills can be classified under departmental bills?



Departmental Bills

How departmental bills are used in hotel ?



Hotel Bill Receipt		
Name of the Hotel _____ Address: _____ Contact number: _____		
Bill No: [specify an unique number]		
Number of hotel rooms booked		
Room rate		
Room Number		
Check in Time and date:	[specify time in ____:____ pm/am and date in dd-mm-yy]	
Check out Time and date:	[specify time in ____:____ pm/am and date in dd-mm-yy]	
Room boarded by: _____ [name of the individual] Address: _____ [address of the same] Phone number: _____		
Name of the food services	Quantity per unit	Total amount
Miscellaneous or other hotel services	Rate of each services	Total amount



Paid-out vouchers

Which kind of voucher can be classified as paid out voucher ?



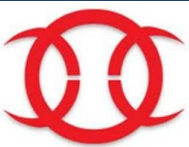


Paid-out vouchers

When can one use the paid out voucher in hotels ?



HOTEL ABC	
PAID OUT VOUCHER	
Date	Time
Guest's name	Account folio no.
Room no.	Detailed explanation
.....	
.....	
Rs.	(In words
.....)	
Prepared by	
Authorised by	
Audited by	Signature of the guest



Use of

Vertical Tabular
Ledger

City Ledger

Departmental Bills

Paid-out vouchers



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

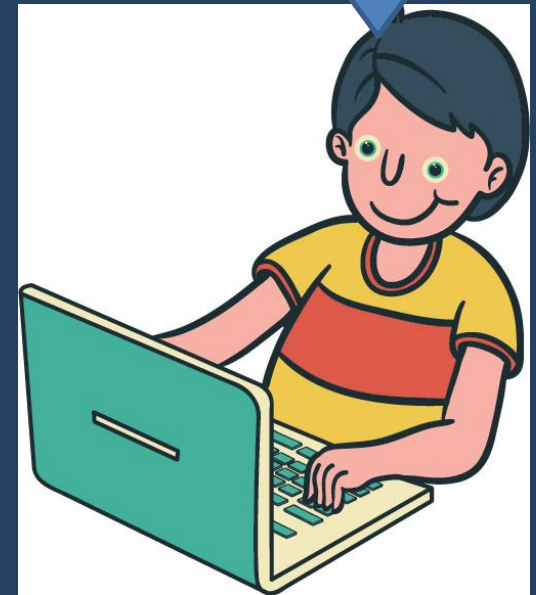
Miscellaneous charges voucher

Allowances

Advance

Discount

Yeah, I will
keep myself
prepared for
next topic !





You can put on you questions now



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