Global Horizon
TRAINING CENTER

Training Course:
Basic Hotel Restaurant Accounting

19 - 23 April 2027
Venice (Italy)

Training Course:
Basic Hotel Restaurant Accounting

Training Course code: FI234708 From: 19 - 23 April 2027 Venue: Venice (Italy) - Training Course Fees: 6050 Euro

Introduction

The Basic Hotel and Restaurant Accounting course provides a basis for understanding hospitality accounting concepts and procedures. Students learn about the processing of hospitality financial data, and the flow of financial information in the accounting cycle that result in the production of financial statements. In this course, students recognize that accounting operations in today's hotels and restaurants require specialized knowledge and skills by examining the most up to date industry information. Students gain insight into merchant accounts, forecasting and budgeting, and the effect of the SEC and Sarbanes- Oxley Act on financial reporting. They also learn about setting up an Internet store, and meeting today's methods of doing business.

Objectives

- Understand the fundamentals of hospitality accounting and financial reporting.
- Learn how financial data flows through the accounting cycle in hotels and restaurants.
- Develop the ability to prepare and interpret basic financial statements Income Statement, Balance Sheet, Cash Flow, Equity Statement.
- Gain knowledge of GAAP and business structures relevant to hospitality organizations.
- Understand asset, liability, and equity classifications in hospitality accounting.
- Build skills in revenue and expense recognition, cost of sales, and inventory management.
- Learn bookkeeping basics including debits, credits, and transaction analysis.
- Understand the use of computerized accounting systems and accounting software in hospitality.
- Develop the ability to analyze restaurant and hotel financial performance using ratios and statistics.
- Strengthen understanding of internal and external financial reporting in the hospitality industry.

Target Audience

- Hotel and restaurant accountants and finance staff
- Hospitality managers and supervisors involved in financial decision-making
- Restaurant owners and operations managers
- Students and graduates in hospitality management or accounting
- Individuals new to hospitality accounting and financial reporting
- Professionals transitioning into hospitality finance roles
- Anyone interested in understanding hotel and restaurant financial systems and statements

Outlines

Day 1:

- Generally Accepted Accounting Principles;
- Business Transactions;
- Accounting Income vs. Taxable Income; The Accounting Equation; Financial Statements

- Legal Business Structure; Taxation of Business Income
- Basic Financial Statements
- Statement of Income;
- Equity Statements;
- Balance Sheet;
- Statement of Cash Flows

Day 2

- Preparation of the Balance Sheet;
- Asset Classification;
- Current Asset Accounts;
- Noncurrent Asset Accounts ;
- Liability Classification;
- Current Liability Accounts;
- Long- Term Liability Accounts; Bonds;
- Equity Classification;
- Proprietorship Equity Accounts;
- Partnership Equity Accounts;
- Corporation Equity Accounts;
- Limited Liability Company Equity Accounts

Day 3

- Preparation of the Income Statement;
- Revenue Classification;
- Sales Accounting;
- Expense Classification;
- Cost of Sales Expense;

- Inventory Systems;
- Other Business Expenses;
- Depreciation
- Origins of Bookkeeping;
- Bookkeeping Accounts;
- Learning Debits and Credits;
- Analyzing Business Transactions;
- The Nature of Debits and Credits;
- Contra Accounts; Normal Account Balance

Day 4

- Advantages of Computerized Systems ;
- Input Forms; Output Forms;
- Online Accounting System;
- Features of Accounting Packages;
- Standard General Ledger Modules;
- Selecting General Ledger Accounting Software
- Accounting Cycle;
- Tower Restaurant:
- A Computerized Demonstration;
- Conversion from Manual to Computer System;
- Journalizing the Monthly Business Transaction;
- Computerized Posting of the Special Journals; End-of- Month Accounting;
- Computation of Net Income or Loss;
- Computerized Financial Statements;
- Computerized General Ledger;
- Reversing Entries;

- Computerized Year- End Processing

Day 5

- Restaurant Income Statement;
- Significance of Restaurant Accounting;
- Food Sales Accounting;
- Beverage Sales Accounting;
- Cost of Sales;
- Operating Expenses;
- Restaurant Balance Sheet;
- Chart of Accounts for Restaurants;
- Food and Beverage Ratio Analysis;
- Food Sales Statistics and Analysis;
- Beverage Sales Statistics
- Hotel Financial Statements for External Users;
- Hotel Income Statement for Internal Users;
- Departmental Statements; Revenue Accounting;
- Expense Accounting;
- Hotels with Casino Departments;
- Hotel Balance Sheet;
- Chart of Accounts for Hotels;
- Operating Ratios

Registration form on the Training Course: Basic Hotel Restaurant Accounting

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

Company Name: .....
Address: .....
City / Country: .....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.