

Module Title: Hospitality Accounting**Module Code: B1187****Level: BAIHTM – 3rd Semester...Lesson Plan**

S. No.	Unit	Topic/Activities
1	An Introduction to Accounting	<ul style="list-style-type: none">• Meaning and Importance of Hospitality Accounting• Business Accounting and Uniform System of Accounting in Lodging Industry• Management & Other Positions in the Corporate Accounting Department• Difference between Financial and Management Accounting• Accounting Terminologies and Developing Accounting Equation• Accounting Income and Taxable Income• Private and Public Accounting• Generally Accepted Accounting Principles and Their Purpose
2	Starting a Business	<ul style="list-style-type: none">• Feasibility Study and its Purpose & Contents• Form of Business Organization• Franchise and International Business
3	Book Keeping Process	<ul style="list-style-type: none">• Book Keeping and Double Entry System• Debit and Credit Rules• Journal Entries, Ledgers and Trial Balance
4	Hospitality Industry Financial Statements	<ul style="list-style-type: none">• Meaning of Financial Statements• Purpose & Contents of Financial Statements
5	Financial Statement Analysis	<ul style="list-style-type: none">• Income Statement, Depreciation and Amortization• Statement of Retained Earnings• Balance Sheet• Cash Flow Statement
6	Restaurant Accounting & Financial Analysis	<ul style="list-style-type: none">• Meaning and Significance of Restaurant Accounting• Components of a Restaurant Income Statement• Meaning of Food and Beverage Sales• Food and Beverage Ratio Analysis

7	Summary Operating Statements	<ul style="list-style-type: none"> • Meaning of Summary Operating Statement • Difference between Summary Operating Statement for Owners and Operators • Opening Section of Summary Operating Statement • Body of the Summary Operating Statement
8	Budgeting Expenses	<ul style="list-style-type: none"> • Categories of Expenses • Cost Segregation • BEP, CM and Profit Targets • Effect of Price on Cost
9	Forecasting of Sales	<ul style="list-style-type: none"> • Revenue Elements • CVP Analysis
10	Computerized System in Accounting	<ul style="list-style-type: none"> • Advantages and Disadvantages of Computerized System • Difference between General and Special Journal • Three Column Account Formats • Guest Ledger and City Ledger • Online Accounting System • Standard General Ledger Modules • Accounting Cycle • Difference between Cash and Accrual Basis of Accounting • Manual and Computerized System