

**HOTEL ACCOUNTS**

**UNIT-I**

Meaning of Accounting – Meaning and Objectives of Book keeping – Account Concepts and Conventions – Principles of double entry, kinds of Accounts.

**UNIT-II**

Journal – Ledger – Meaning – Preparation of Ledger Accounts – Balancing of Ledger.

**UNIT-III**

Trial Balance – Definition- Objectives – Limitations – Preparation of Trial Balance.

**UNIT-IV**

Subsidiary Books – Purchase Book, Sales Book, Purchase – Returns Books, Sales – Returns Book.

**UNIT-V**

Final Accounts – Items to be posted in debit and Credit side of the Trading Account, Profit and Loss Account and Balance Sheet.

**REFERENCE BOOKS :**

1. Advanced Accountancy by Jain and Narang – Kalyani Publishers.
2. Advanced Accountancy by Shukla and Grewal - S. Chand & Sons.