

	RESOURCE LIBRARY – ACCOUNTING Back Office Adjustment	<i>CODE:</i> 05.01.017
		<i>EDITION:</i> 1
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Objective 目的

Errors in account balances will occur; also foreign currency payments and credit card remittances will occasionally require adjustments, even when the balance invoiced is correct.

在结平的账户中误差仍可能发生；同样，外币兑换支付及信用卡汇款偶尔也需要调账，尽管收支发票是正确的

Policy 程序

- The Financial Controller and Director of Finance & Controlling must personally approve all adjustments to City Ledger account balances, before the completion of the adjustment in the A/R System.
在在应收系统中做出费用调整前，财务运营副总监和财务总监必须亲自审批所有在挂账账户中的调账处理
- The adjustment voucher must contain:
调账凭证必须包含以下内容：
 - Guest name and folio number or credit card master and date.
客人姓名及账单号或信用卡持有人及日期
 - Amount and date.
金额及日期
 - Reason for adjustment, with supporting documents.
调账的原因，附加支持文件
 - Signature of preparer.
填表人签字
 - Signature of Chief Accountant.
总会计师签字
 - Signature of Financial Controller.
财务运营副总监签字
 - Signature of Director of Finance & Controlling
财务总监签字
- A copy of the voucher must be filed with the Finance Department, accompanied by any documents supporting the adjustment.
调账凭证及其所有相关支持文件必须由财务部备案