

	RESOURCE LIBRARY Inventory – Receiving – Cost Control Deposit on Containers	CODE: 05.02.013
		EDITION: 1
		PAGE 1 OF 1

PURPOSE 目的

When suppliers charge a deposit on certain food or beverage containers, these extra charges must be taken from the food or beverage invoices and recorded separately.

当供应商收取已确定的食品或酒水容器的一定定金时，这些额外的费用必须开具食品或酒水的发票并分别记录

POLICY 程序

At the end of every accounting period, a separate physical inventory will be taken of all:

在每个会计期结束时，将对所有物品进行单独的库存检查：

- Deposit containers for food.
食品存放的容器
- Deposit bottles and crates, both full and empty, in all outlets and storerooms.
存放的瓶子及包装箱，满的以及空的，存放在餐厅及在库房的

A Report of Charged Containers will be used to record the total inventory of all food containers and all used and unused beverage containers still being at the Hotel. This report will include:

一份已付费的容器报告将用来记录总的所有食品容器、所有在用的、未用的但仍存放在酒店内的容器。这份报告应包括：

- Beginning Inventory - from the final inventory of the previous accounting period.
期初存货——数据来源于以前会计期间的期末存货
- Net Purchases - from the Daily Receiving Report.
净购入额——数据来源于每日收货报告
- Total on Hand - line 1 plus line 2.
在手的总数——第一项加上第二项
- Less Final Inventory - from the current accounting period inventory.
期末存货减少——数据来源于当前会计期间存货
- Total Containers Not Returned - line 3 less line 4.
总的未退还的容器——第三项减去第四项