

Chapter 5 Outline

Accounting Control Procedures
 Inventory Control
 Payroll Procedures and Concerns
 Sequential Numbering Systems
 Bank Deposits
Physical Protection of the Accounting Function
Cashiering Procedures
Establishing Credit Policies and Procedures
 Credit Cards
 Checks
 Denying Credit to a Guest
 Guest Registration and Check-out
Computer Security
 Accountability
 Auditability
 System Integrity
 Cost Effectiveness
 Ease of Implementation
 Policy Compliance
An Internal Audit Program

Competencies

1. Describe control procedures and physical protection for the accounting function. (pp. 261–264)
2. Identify security considerations for handling credit cards and checks. (pp. 265–271)
3. Demonstrate appropriate steps for denying credit to guests. (pp. 271–272)
4. Describe security concerns when handling reservations, registration, and check-out. (pp. 272–274)
5. Explain key issues affecting computer security in a hospitality environment. (pp. 274–280)
6. Describe the benefits and objectives of establishing an internal audit program. (pp. 280–283)