Name: Date:

Front Office Accounting

Instructions: Read the description in column A and match it to the correct word in column B.
[1 point each]

Column A

1. Short form for debit
2. Also referred to as house or city accounts.
3. Letter that resembles an account
4. A form on which financial data is gathered, summarized and brought to its ending balance
5. Debit shows _____
6. An account that shows all charges and payments of guest who are already registered at the hotel
7. Entries on the left-hand side
8. Credit shows_____
9. Entries on the right-hand side
10. Short form for credit

Column B

Payments

Debits

Account

Non-Guest Accouts

dr

Guest Accounts

Charges

Credits

cr

T