

Question Sr. No.	Question Text	Option - 1	Option - 2	Option - 3	Option - 4	Correct Answer
1	Separate billing account should be created for _____ ?	Service provider	Each customer	Vendor and contractual staff	Option 1, Option 2 and Option 3	4
2	Which of the following is not a relevant information for purchase order?	Date of order	Discount terms	Quantity	Address of buyer and seller	4
3	Which of the following step should be taken if payment is not clearing?	Implement tracing procedure	Wait for clearance	Ask your colleagues	Avoid tracing procedure	1
4	Which of the following information is required to compile in order to calculate bills receivable in the hotel industry?	Number of beds in each room	Rate of occupancy during a given period	Number of bathrooms in each room	Type of mattress in each room	2
5	Which of the following steps is necessary to tally the bill and calculate if any discounts or special rates apply in the hotel industry?	Count the number of towels provided to each guest	Check the color of the guest's hair	Determine the guest's favorite color	Verify if the guest is eligible for any discounts or special rates	4
6	What is the process of verifying data input in the accounting system to ensure the accuracy of the final bill in the hotel industry?	Point of Sale (POS) System	Auditing	Reconciliation	Inventory Control	1
7	Invoice can be sent to the customers through _____	handwritten note	friends	email	voice message	3
8	Which of the following payment modes used for collecting payments?	cash	credit or debit cards	online payments	Option 1, Option 2 and Option 3	4
9	What is the first step in checking the credibility of payments received in the hotel industry?	Verifying the source of the payment	Issuing a receipt for the payment	Counting the cash received	Depositing the payment in the bank	1
10	What is the best way to investigate payment discrepancies in the hotel industry and take remedial action?	Ignore the discrepancy as it is a common occurrence in the hotel industry	Conduct a thorough investigation into the discrepancy to identify the root cause	Immediately contact the guest to inform them of the error and request payment	Write off the discrepancy as a loss for the hotel	2
11	What is the best way to track the status of invoices/bills?	Use a paper-based system to manually track invoice/bill status	Use an automated system to track the status of invoices/bills	Ask the client to inform you of the status of the invoice/bill	Assume that the invoice/bill has been paid unless informed otherwise	2
12	What are the ways to check bills / invoices from vendors, service providers etc	Manually	automated system	Option 1 and Option 2	avoid checking bills	3
13	What type of information should be obtained when contacting responsible parties for the status of their accounts?	Contact information	Credit limit	Payment history	Option 1, Option 2 and Option 3	4
14	Why is it important to ensure all stakeholders remain informed on their	To ensure timely payment of outstanding balances	To track inventory levels	To increase employee productivity	To improve customer satisfaction	1
15	What is the process of performing daily/monthly closing and balancing at the	End-of-Day Accounting	Balancing Procedures	Financial Audit	Closing and Reconciliation	4