

	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Undefined Payment</b>	<i>CODE:</i> 05.01.019 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
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## Objective 目的

Unidentified bank payments must be deposited immediately and a thorough investigation made to determine their proper disposition. These payments must not be held pending identification.  
 未定义的银行款项必须立即存入并彻底调查以确定它们的适当处置。这些款项在调查明确期间不可被持有

## Po程序

Upon receipt of unidentified bank payments, the responsible staff will:

一旦收到未定义的银行款项，相关责任员工需：

- Deposit the cheque immediately to the Hotel's Depository Bank Account.  
 立即将支票存入酒店存款账户
- Transfer the payment to City Ledger.  
 将该支付转账至挂账账户
- For overpayments and payments which cannot immediately be applied to an account, set up a City Ledger account labeled "Suspense Account-Undefined Payment" and post the payment.  
 多付的款项及那些不能马上适用于某个账户的款项，需建立一个名为“暂记账户——未定义款项”以便将该款项入账
- Immediately contact the drawer of the cheque or bank transfer, requesting information needed to properly apply the payment. Then apply/transfer the payment.  
 立即联系支票开票人或银行转账员，询问需要申请该款项的信息。然后申请或转账该款项
- Transfer unidentified income to Other Income after six (6) months, unless prohibited by local laws.  
 六个月后将未明确的收入转至其他收入，除非当地法律禁止该项操作