

Group Folio Setup

The Folio Setup feature on a Group is different than one on a Booking. By choosing 'Group Master' the Group manager can define which charges at Night Audit and via the automated processes (such as call accounting postings, POS, or COMTROL Charge Items) post to the Master Folio or the individual Booking Folio.

Choosing the Master equals the 'Group' and choosing the 'Guest' equals the individual Booking Folio. In the below example all Roomarebeing billed to the Group Master Folio and all Food, Phone andAlcohol relatedcharges are billed directly to the Guest Folio.

By defaultall charges go to the Group Master Folio and individual bookings inherit Group Folio settings at the time of the individual bookings creation. This is important to note because custom folio management **must** be done prior to making individual bookings if you wish for the folio settings to inherit to all individual bookings.See [Charge To - Group Bookings](#)

You may also go to individual bookings that are part of the group and manage that bookings settings via Folio Setup at the individual booking level. This allows you the flexibility of changing folio policies for a single booking withoutaffectingthe rest of the group.

Group Booking Details

By default all charges go to the Group Master Folio so please adjust accordingly prior to adding individual bookings.

Folio Setup - GROUP

Folios

Folio Name	Comments	
Group Master Folio	Group Master Folio	<button>Edit</button>
Guest Folio	Guest Folio	<button>Edit</button>

Folio Setup

	→ Group Master Folio	Guest Folio
Deposits	<input type="radio"/>	<input type="radio"/>
100% Deposit Paid	<input type="radio"/>	<input type="radio"/>
Activities	<input type="radio"/>	<input type="radio"/>
Daily Dive Package	<input type="radio"/>	<input type="radio"/>
1 Day Adult Ski Lift Ticket	<input type="radio"/>	<input type="radio"/>
Gift Store	<input type="radio"/>	<input type="radio"/>
Flowers	<input type="radio"/>	<input type="radio"/>
Gift Certificates	<input type="radio"/>	<input type="radio"/>
Gift Certificate Accomodation	<input type="radio"/>	<input type="radio"/>
Spa Gift Certificate	<input type="radio"/>	<input type="radio"/>
Miscellaneous Items	<input type="radio"/>	<input type="radio"/>
Brought Foward	<input type="radio"/>	<input type="radio"/>
Comision witheld	<input type="radio"/>	<input type="radio"/>
Deposit paid in California office	<input type="radio"/>	<input type="radio"/>
Miscellaneous Charge	<input type="radio"/>	<input type="radio"/>
Service Charge	<input type="radio"/>	<input type="radio"/>
Spa Treatment ←	<input type="radio"/>	<input checked="" type="radio"/>
Secondary Tax Removed	<input type="radio"/>	<input type="radio"/>
Primary Tax Removed	<input type="radio"/>	<input type="radio"/>
VAT Tax	<input type="radio"/>	<input type="radio"/>
Phone Calls	<input type="radio"/>	<input type="radio"/>
Phone Calls	<input type="radio"/>	<input type="radio"/>
Room Rent	<input type="radio"/>	<input type="radio"/>
50% Deposit Paid	<input type="radio"/>	<input type="radio"/>
Cancellation Fee	<input type="radio"/>	<input type="radio"/>
No Show Charge	<input type="radio"/>	<input type="radio"/>
Room Rent	<input type="radio"/>	<input type="radio"/>
Restaurant Charges ←	<input type="radio"/>	<input checked="" type="radio"/>
Daily Breakfast	<input type="radio"/>	<input checked="" type="radio"/>
Drinks	<input type="radio"/>	<input checked="" type="radio"/>
3 Meals per day	<input type="radio"/>	<input checked="" type="radio"/>

Save

Discard and Go to Frontdesk