Transfer Folio Items

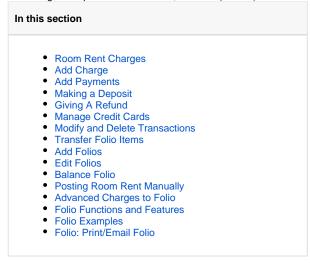
To automatically transfer a transaction to another folio, there must be more than one folio set up. Click on Add New Folio to set up a new folio. Both charges and payments can be transferred between folios.

The folios set up will be accessible through the "Choose Folio" drop-down list in the Folio Tab.Click on the folio to see the transactions in that folio. .

Note: The Folio Balance in the Booking Header reflects the total balance of all folios.

To Transfer a transaction to a folio in a different guest booking, see Transfer Payments Between Bookings

To manage Group Folio Transactions, see Group Folio | Transfer Deposits and Group Folios | Transfer Charges



Step 1: Choose the Folio to transfer items from



Click to enlarge image

Step 2: Choose Transaction and Folio

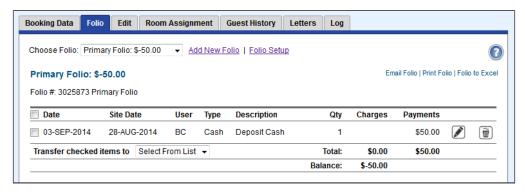
Then, choose the Folio to Transfer items *TO* in the **Transfer checked items to** drop-down list. This will automatically transfer the item. Any taxes or service charges associated with that line item will also automatically be transferred to the selected folio.



Click to enlarge image

Step 3: Confirm transfer

Primary Folio after charge is transferred. The Balance is now a Credit (negative number) as only a payment is applied to the Primary Folio.



Click to enlarge image

Spa Treatments Folio after charge is transferred. Notice Folio Bal: of \$25.00 in the Booking Header. This reflects the Balance due for the total folios for the Guest. Notice Folio Bal: of \$25.00 in the Booking Header. This reflects the Balance due for the total folios for the Guest.

