

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](#)

In this section

- [Room Rent Charges](#)
- [Add Charge](#)
- [Add Payments](#)
- [Making a Deposit](#)
- [Giving A Refund](#)
- [Manage Credit Cards](#)
- [Modify and Delete Transactions](#)
- [Transfer Folio Items](#)
- [Add Folios](#)
- [Edit Folios](#)
- [Balance Folio](#)
- [Posting Room Rent Manually](#)
- [Advanced Charges to Folio](#)
- [Folio Functions and Features](#)
- [Folio Examples](#)
- [Folio: Print/Email Folio](#)

Step 1: Choose the Folio to transfer items from

# Guests:1/0/0	Booking for:02-SEP-2014-03-SEP-2014	Room Type:Queen with a view	Room:104	Status:Confirmed
Projected Inc:\$84.00	Projected Inc + Charges:\$159.00	Projected Bal:\$109.00	Folio Bal:\$25.00	

Booking Data	Folio	Edit	Room Assignment	Guest History	Letters	Log
--------------	-------	------	-----------------	---------------	---------	-----

Choose Folio: Primary Folio: \$25.00 [Add New Folio](#) [Folio Setup](#)

Primary Folio

Spa Treatments: \$0.00
Dinner: \$0.00

Folio #: 3025873 Primary Folio

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐	03-SEP-2014	28-AUG-2014	BC	Cash	Deposit Cash	1		\$50.00		
☒	03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatment	1	\$75.00			

Transfer checked items to

Total: \$75.00 \$50.00

Balance: \$25.00

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.

# Guests: 1/0/0	Booking for: 02-SEP-2014-03-SEP-2014	Room Type: Queen with a view	Room: 104	Status: Confirmed
Projected Inc: \$84.00	Projected Inc + Charges: \$159.00	Projected Bal: \$109.00	Folio Bal: \$25.00	

[Booking Data](#)
[Folio](#)
[Edit](#)
[Room Assignment](#)
[Guest History](#)
[Letters](#)
[Log](#)

Choose Folio: Primary Folio: \$25.00 [Add New Folio](#) | [Folio Setup](#)

Primary Folio: \$25.00 [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3025873 Primary Folio

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments	
☐	03-SEP-2014	28-AUG-2014	BC	Cash	Deposit Cash	1		\$50.00	
☒	03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatment	1	\$75.00		

Transfer checked items to: Total: **\$75.00** **\$50.00**

Balance: **\$25.00**

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.

[Booking Data](#)
[Folio](#)
[Edit](#)
[Room Assignment](#)
[Guest History](#)
[Letters](#)
[Log](#)

Choose Folio: Primary Folio: \$-50.00 [Add New Folio](#) | [Folio Setup](#)

Primary Folio: \$-50.00 [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3025873 Primary Folio

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments	
☐	03-SEP-2014	28-AUG-2014	BC	Cash	Deposit Cash	1		\$50.00	

Transfer checked items to: Total: **\$0.00** **\$50.00**

Balance: **\$-50.00**

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.

# Guests: 1/0/0	Booking for: 02-SEP-2014-03-SEP-2014	Room Type: Queen with a view	Room: 104	Status: Confirmed
Projected Inc: \$84.00	Projected Inc + Charges: \$159.00	Projected Bal: \$109.00	Folio Bal: \$25.00	

[Booking Data](#)
[Folio](#)
[Edit](#)
[Room Assignment](#)
[Guest History](#)
[Letters](#)
[Log](#)

Choose Folio: Spa Treatments: \$75.00 [Add New Folio](#) | [Folio Setup](#)

Spa Treatments: \$75.00 [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3026802

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments	
☐	03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatment	1	\$75.00		

Transfer checked items to: Total: **\$75.00** **\$0.00**

Balance: **\$75.00**