

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](#)

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

Primary Folio

Spa Treatments: \$0.00
Dinner: \$0.00

Folio #: 3025873 Primary Folio

Email Folio | Print Folio | Folio to Excel

☐	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			
							Total:	\$75.00	\$50.00	
							Balance:	\$25.00		

Transfer checked items to

Select From List

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	

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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.

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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	

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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