Group Folios | Transfer Charges

Groups often want to manage charges between the group folio and individual folios. For example, Room Rent was initially charged to the Group Master Folio, but now the Guests want to pay charges individually.

By default all 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.

To automatically post charges to certain folios in a Group, use the "Charge To" setting before adding the bookings to the Group. This setting is located in the Booking Data tab of the Group Booking and in the Group Booking Wizard. See Charge To - Group Bookings

There are several scenarios which may involve the transfer of a charge between Bookings like Room Rent or incidentals posting to the Group Master Folio which the guests then decide to pay individually.

Group Booki	ng Details

To transfer charges between Group Master Folio and Guest Folios, follow these steps.

Step 1: Choose the Folio to transfer the charge from. In this example, we will transfer charges from the Group Master Folio

75503 - Inte	rnational Trave	I - Meeting							
Group Bookin	g for:18-JUL-2016-	22-JUL-201	6 Status:	Active Group Revenue:\$1	832.60				
Booking Data Folio Edit Room List Guest History Letters Log									
Choose Folio: Group Master Folio: \$357.00									
	Group Master Folio: \$357.00 Use the drop-down list to move between folios Print Folio Folio t Folio #: 4384220 Group Master Folio Print Folio Folio t Print Folio Folio t								to E
Date	Site Date	User	Туре	Description	(Qty	Charges	Payments	
🗌 24-JUL-	2016 18-JUL-201	6 NtAudit BC	Room Rent	Room Rent 108		1	\$75.00	>	Ì
🗌 24-JUL-	2016 18-JUL-201	6 NtAudit BC	Room Rent	Room Rent 108 Occupancy Tax		1	\$14.25	Ū	
🗌 24-JUL-	2016 18-JUL-201	6 NtAudit BC	Room Rent	Room Rent 120		1	\$75.00	Ø (
🗌 24-JUL-	2016 18-JUL-201	6 NtAudit BC	Room Rent	Room Rent 120 Occupancy Tax		1	\$14.25	Ū	
24-JUL-	2016 19-JUL-201	6 NtAudit	Room	Room Rent 108		1	\$75.00	(Ì

Step 2: Choose Transactions and Folio to Transfer To. In this example, we will transfer Room Rent and Tax for Room 220 to Kim Williams Folio. Put a check mark next to the Folio items to move. Scroll to the bottom of the Folio and choose the folio to transfer 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.

5503 - International					40070.00					
Group Booking for:18-JUL				Group Revenue						
Booking Data Folio	Edit Roo	m List Guest	Histor	y Letters	Log					
Choose Folio: Group Ma	aster Folio: \$-	541.85 🔻	Add N	ew Folio Folio	o Setup					
Group Master Folio	: \$-541.85							Print F	olio Fo	olio to E
Folio #: 4384220 Group	Master Folio									
🗌 03-AUG-2016 21-JU	JL-2016 NtA BC	udit Room Ren		om Rent 203 cupancy Tax		1	\$16.15			Ì
🕑 03-AUG-2016 22-JU	JL-2016 NtA BC	udit Room Ren	t Ro	om Rent 220		1	\$300.00			Ì
🕑 03-AUG-2016 22-JU	UL-2016 NtA BC	^{udit} Room Ren	1	om Rent 220 cupancy Tax		1	\$57.00			Ĩ
🔲 03-AUG-2016 20-JU	JL-2016 BC	Check Payment	Ch	eck Payment		1		\$1000.00		Ì
Transfer checked item		From List	۲		Т	otal:	\$458.15	\$1000.00		
	Select Guest	From List Folio	$\setminus \downarrow$		Balai	nce:	\$-541.85			
		lliams Primary Fol								
Add Charge		illis Primary Folio ith Primary Folio	-0	Add Pa	iyment					
* Add Charge: Select		nes Primary Folio Inson Primary Foli		Manage	e Credit Car	ds				
Description:	006001	inson i ninary i or		* Type:	Sele	ct Fro	om List			•
* Quantity: 1				Descrip	tion:					
* Unit Price: \$				* Amou	nt: \$-54	1.85				
* Amount: \$]	* Folio:	Grou	ір Ма	aster Folio			•
* Date: 24-JUL	-2016	-	1		Appl	y Pay	/ment			
Apply	Charge									
Cancel Group Booking										

Step 3: Confirm transfer of charge

Go to the Guest Folio by choosing it from the "Choose Folio" drop down list.

Group Booking	for:18-J	UL-2016-2	2-JUL-201	6 Status:	Active G	roup Revenu	ie:\$1832.60				
Booking Data	Folic	Edit	Room Lis	st Gues	t History	Letters	Log				
Choose Folio: Group Mas	Group Guest	Master Fo Folio: \$0.0	lio: \$357.00	,	Add Nev	<u>w Folio</u> <u>Fol</u>	lio Setup			Print Folio F	⁼ olio to
Folio #: 4384	2 BradV	Villis Prima	ry Folio: \$1	78 178 50							
24-JUL-20	BethJ	ones Prima	y Folio: \$20 iry Folio: \$0 hary Folio: \$.00	Room R	lent 108		1	\$75.00		Ĩ
	BethJ JoeJo	ones Prima	ry Folio: \$0	.00		Rent 108		1	\$75.00 \$14.25		_
24-JUL-20	BethJ JoeJo 16 19	ones Prima hnson Prin	ny Folio: \$0 nary Folio: \$ NtAudit	0.00 0.00 Room	Room R Occupa	Rent 108		1 1 1	•••••		Ĩ
24-JUL-20	BethJ JoeJo 16 19	ones Prima hnson Prin -JUL-2016	ny Folio: \$0 nary Folio: \$ NtAudit BC NtAudit	0.00 60.00 Room Rent Room	Room R Occupa Room R	Rent 108 ncy Tax Rent 120 Rent 120		1 1 1	\$14.25		

The charge has been transferred to the Primary Folio of the Guest.

75503 - International Travel - Meeting	3								
Group Booking for:18-JUL-2016-22-JUL-201	6 Status:Activ	ve Group Re	venue:\$207	0.60					
Booking Data Folio Edit Room Lis	st Guest Hi	story Lette	ers Log						
Choose Folice KimWilliams Primary Folio: \$	535 50 V A	dd New Folio	L Folio Setur	0				0	
KimWilliams Primary Folio: \$535.50)					Print F	0110 F0	NO TO EXC	
Folio #: 4384223									
24-JUL-2016 19-JUL-2016 NtAudit BC	Room Rent	Room Rent 1 Occupancy T		1	\$14.25			1	
03-AUG-2016 22-JUL-2016 BC	Check Payment	Check Paym	ent	1		\$178.50		Ì	
03-AUG-2016 22-JUL-2016 NtAudit BC	Room Rent	Room Rent 2	20	1	\$300.00 •			Ĩ	
03-AUG-2016 22-JUL-2016 NtAudit BC	Room Rent	Room Rent 2 Occupancy T		1	\$57.00 •			Ì	
Transfer checked items to Select From	List	T		Total:	\$714.00	\$178.50			
				Balance:	\$535.50			Ŧ	
Add Charge			ld Paymer	*					
			iu raymei						
* Add Charge: Select From List		· <u>N</u>	anage Cred	it Cards					
Description:		*	Туре:	Select Fro	m List			•	
*Quantity: 1		D	escription:						
* Unit Price: \$		•	Amount:	\$535.50					
* Amount: \$		*	Folio:	Group Ma	ster Folio			T	
* Date: 24-JUL-2016	·			Apply Pay	ment				
Apply Charge									
<u></u>									
Cancel Group Booking									
Cancer Group Booking									