## Transfer Payments Between Bookings

There are times when you need to transfer payments between guest folios such as a deposit that is made on one booking, but then needs to be split and applied to two bookings.

Since guest folio records are completely independent, you must actually create a set of transactions.
To transfer a transaction to a folio in another Guest Booking, there must be a transaction created in the original folio and a corresponding transaction created in the new folio.

For better record keeping, we recommend creating a Receipt Type called Transfer Payment.
All of the transactions using this Receipt Type will be grouped together on your reports
By using Transfer Payment in both transactions, there will be corresponding negative and positive transactions in the same Payment Type. These two amounts balance each other out and you have effectively moved a payment between bookings.

To set up a new Receipt Type, go to SETUP | PARAMETERS | RECEIPT TYPES.
See Receipt Types

## Managing the Folio

There are several scenarios which may involve the transfer of a payment or credit between Bookings.
Here are some common examples:
Example 1: Transfer an Over Payment from Booking A to Booking B.
For example, Booking A has a deposit of $\$ 500$, but half of the deposit, $\$ 250$, needs to be applied to Booking B.
First, go to Booking A:

- Go to the Folio
- Go to Add Payment.
- Choose the Transfer Payment in the Payment Type drop down menu.
- Use the Description to reference Booking B and the transfer.
- Enter a NEGATIVE PAYMENT in the amount that needs to be transferred. For example, to transfer \$250, enter -\$250.
- Click Apply Payment and the transaction will appear in the Folio.
- The Folio Balance will be $\$ 250$ ( $\$ 500-\$ 250$ )

Then, go to Booking B:

- Go to the Folio
- Go to Add Payment.
- Choose the Transfer Payment in the Payment Type drop down menu.
- Use the Description to reference Booking A and the transfer.
- Enter a POSITIVE PAYMENT in the amount that needs to be transferred. For example, to transfer \$250, enter \$250.
- Click Apply Payment and the transaction will appear in the Folio.
- The Folio Balance will now be $\$ 250$

Example 2: Transfer an Over Payment from Booking A to multiple bookings B, C, D.
For example, Booking A has a deposit of $\$ 1000$, but $\$ 250$ needs to be applied to each Booking B, C, D.
First, go to Booking A:

- Go to the Folio
- Go to Add Payment.
- Choose the Transfer Payment in the Payment Type drop down menu.
- Use the Description to reference Booking B and the transfer.
- Enter a NEGATIVE PAYMENT in the amount that needs to be transferred. For example, to transfer \$250, enter -\$250.
- Click Apply Payment and the transaction will appear in the Folio
- Repeat the Add Payment for each of the other bookings. For example, $-\$ 250$ to Booking B, $-\$ 250$ to Booking C, $-\$ 250$ to Booking D.
- The Folio Balance will now be $\$ 250$ ( $\$ 1000-\$ 250-\$ 250-\$ 250$ )

Then, go to each Booking B, C, D and follow these steps for EACH of the Bookings.

- Go to the Folio
- Go to Add Payment.
- Choose the Transfer Payment in the Payment Type drop down menu.
- Use the Description to reference Booking A and the transfer.
- Enter a POSITIVE PAYMENT in the amount that needs to be transferred. For example, to transfer the $\$ 250$, enter $\$ 250$.
- Click Apply Payment and the transaction will appear in the Folio.
- The Folio Balance will now be $\$ 250$
- Go to the next Booking and repeat these steps.


## Example 3: Transfer an Over Payment from Booking A to a New Booking.

For example, Booking A paid in full, $\$ 1200$, but cancelled after the cancellation period. Therefore, a cancellation fee of one night stay, $\$ 200$, needs to be applied. They then want the remainder of the payment (\$1000) applied to a new future booking.

First, go to Booking A:

- Go to the Folio
- Go to Add Charge
- Choose the Cancellation Fee in the Item Type drop down menu.
- Use the Description to reference cancellation.
- Enter a POSITIVE CHARGE in the amount that needs to be charged. For example, to charge the $\$ 200$, enter $\$ 200$.
- Click Apply Charge and the transaction will appear in the Folio
- The Folio Balance will now be $\$ 1000(\$ 1200-\$ 200)$
- Go to Add Payment.
- Choose the Transfer Payment in the Payment Type drop down menu.
- Use the Description to reference Booking A and the transfer.
- Enter a NEGATIVE PAYMENT in the amount that needs to be transferred. For example, to transfer \$1000, enter -\$1000.
- Click Apply Payment and the transaction will appear in the Folio
- The Folio Balance will now be $\$ 0$ ( $\$ 1000-\$ 1000$ )

Then, go to the New Booking

- Go to the Folio
- Go to Add Payment.
- Choose the Transfer Payment in the Payment Type drop down menu.
- Use the Description to reference Booking A and the transfer.
- Enter a POSITIVE PAYMENT in the amount that needs to be transferred. For example, to transfer the $\$ 1000$, enter $\$ 1000$.
- Click Apply Payment and the transaction will appear in the Folio.
- The Folio Balance will now be $\$ 1000$

