

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