

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 Booking 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 - International Travel - Meeting

Group Booking for:18-JUL-2016-22-JUL-2016 Status:Active Group Revenue:\$1832.60

Booking Data Folio Edit Room List Guest History Letters Log

Choose Folio: Group Master Folio: \$357.00 Add New Folio Folio Setup

Group Master Folio: \$357.00

Folio #: 4384220 Group Master Folio

Print Folio | Folio to E

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments
☐	24-JUL-2016	18-JUL-2016	NtAudit BC	Room Rent	Room Rent 108	1	\$75.00	
☐	24-JUL-2016	18-JUL-2016	NtAudit BC	Room Rent	Room Rent 108-- Occupancy Tax	1	\$14.25	
☐	24-JUL-2016	18-JUL-2016	NtAudit BC	Room Rent	Room Rent 120	1	\$75.00	
☐	24-JUL-2016	18-JUL-2016	NtAudit BC	Room Rent	Room Rent 120-- Occupancy Tax	1	\$14.25	
☐	24-JUL-2016	19-JUL-2016	NtAudit BC	Room Rent	Room Rent 108	1	\$75.00	

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.

75503 - International Travel - Meeting

Group Booking for: **18-JUL-2016-22-JUL-2016** Status: **Active** Group Revenue: **\$2070.60**

Booking Data **Folio** **Edit** **Room List** **Guest History** **Letters** **Log**

Choose Folio: **Group Master Folio: \$-541.85** [Add New Folio](#) [Folio Setup](#)

Group Master Folio: \$-541.85

[Print Folio](#) | [Folio to Excel](#)

Folio #: **4384220** Group Master Folio

☐	03-AUG-2016	21-JUL-2016	NtAudit BC	Room Rent	Room Rent 203--Occupancy Tax	1	\$16.15	
☒	03-AUG-2016	22-JUL-2016	NtAudit BC	Room Rent	Room Rent 220	1	\$300.00	
☒	03-AUG-2016	22-JUL-2016	NtAudit BC	Room Rent	Room Rent 220--Occupancy Tax	1	\$57.00	
☐	03-AUG-2016	20-JUL-2016	BC	Check Payment	Check Payment	1	\$1000.00	

Transfer checked items to **Select From List** **Total: \$458.15 \$1000.00**
Balance: \$-541.85

Add Charge

* Add Charge: **Select From**
 Description:
 * Quantity:
 * Unit Price: \$
 * Amount: \$
 * Date:

Select From List
 Select From List
 Guest Folio
KimWilliams Primary Folio
 BradWillis Primary Folio
 JoeSmith Primary Folio
 BethJones Primary Folio
 JoeJohnson Primary Folio

Add Payment

[Manage Credit Cards](#)
 * Type: **Select From List**
 Description:
 * Amount: \$
 * Folio: **Group Master Folio**

Step 3: Confirm transfer of charge

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

75503 - International Travel - Meeting

Group Booking for:18-JUL-2016-22-JUL-2016
Status:Active
Group Revenue:\$1832.60

Booking Data
Folio
Edit
Room List
Guest History
Letters
Log

Choose Folio:

Group Master Folio: \$357.00
Group Master Folio: \$357.00
Guest Folio: \$0.00
KimWilliams Primary Folio: \$178.50
BradWillis Primary Folio: \$178.50
JoeSmith Primary Folio: \$202.50
BethJones Primary Folio: \$0.00
JoeJohnson Primary Folio: \$0.00

Add New Folio | Folio Setup

Group Master Folio: \$357.00
Folio #: 43842

☐ 24-JUL-2016
☐ 24-JUL-2016 19-JUL-2016
☐ 24-JUL-2016 19-JUL-2016
☐ 24-JUL-2016 19-JUL-2016

Room Rent 108
Room Rent 108--Occupancy Tax
Room Rent 120
Room Rent 120--Occupancy Tax

1
1
1
1

\$75.00
\$14.25
\$75.00
\$14.25

Transfer checked items to
Select From List

Total: \$357.00 \$0.00
Balance: \$357.00

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

75503 - International Travel - Meeting

Group Booking for: 18-JUL-2016-22-JUL-2016 Status: Active Group Revenue: \$2070.60

Booking Data Folio Edit Room List Guest History Letters Log

Choose Folio: KimWilliams Primary Folio: \$535.50 Add New Folio Folio Setup

KimWilliams Primary Folio: \$535.50

Print Folio | Folio to Excel

Folio #: 4384223

☐	24-JUL-2016	19-JUL-2016	NtAudit BC	Room Rent	Room Rent 108--Occupancy Tax	1	\$14.25		
☐	03-AUG-2016	22-JUL-2016	BC	Check Payment	Check Payment	1	\$178.50		
☐	03-AUG-2016	22-JUL-2016	NtAudit BC	Room Rent	Room Rent 220	1	\$300.00		
☐	03-AUG-2016	22-JUL-2016	NtAudit BC	Room Rent	Room Rent 220--Occupancy Tax	1	\$57.00		
Transfer checked items to						Select From List			
						Total:	\$714.00	\$178.50	
						Balance:	\$535.50		

Add Charge

* Add Charge: Select From List

Description:

* Quantity:

* Unit Price: \$

* Amount: \$

* Date:

Apply Charge

Add Payment

Manage Credit Cards

* Type: Select From List

Description:

* Amount: \$

* Folio: Group Master Folio

Apply Payment

Cancel Group Booking