

Modify and Delete Transactions

Modifying or Removing an item from a folio will automatically update relevant taxes and service charges for that item.

You can manually remove a tax or service charge from the folio, however you cannot manually adjust the tax or service charge cost as it is calculated from the item cost.

When you modify or remove a line item from a folio the folio will update to reflect the changes and the change will be logged under the Log tab, the initial posting will be deducted on the Transactions Report, and the new amount posted on the Transactions Report.

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Modify Amount

Charges may be edited by clicking the "Modify Amount" button on the line item. A box will come up where you can input the new amount. When modifying an item on the folio change the amount to whatever you would like to see on the folio. DO NOT enter the a \$ figure to act a a correction amount.

# Guests	Booking for	Room Type	Room	Status
1/0/0	25-AUG-2014-29-AUG-2014	Large Room with 1 King Bed	105	Active

Choose Folio	Primary Folio	Charges	Projected Bal	Folio Bal
Primary Folio	\$384.20	\$384.20	-\$197.40	\$384.20

Date	Room	Description	Rate	Amount
26-AUG-2014	25-AUG-2014	BC treatment treatment	1 \$45.50	
26-AUG-2014	25-AUG-2014	BC treatment treatment	1 \$20.80	
26-AUG-2014	25-AUG-2014	BC treatment treatment	1 \$76.70	
26-AUG-2014	25-AUG-2014	BC treatment treatment	1 \$420.30	
26-AUG-2014	25-AUG-2014	BC Room Rent Room Rent 105	1 \$100.00	
26-AUG-2014	25-AUG-2014	BC Room Room	1 \$12.00	

Delete Amount

If you need to remove an item from the folio simply click the Trash Can icon next to the transaction. A message will appear to confirm the deletion.

Are you sure you want to remove this item?

OK Cancel