Group Folio | Transfer Deposits

There many be times when a payment or deposit needs to be divided up and applied to each of the guest bookings.or charges moved to another folio in the Group. To move a Payment from one booking to another booking, there must be a transaction created in Group Master Folio and a corresponding transaction created in the Guest folio. See example below.

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 <u>Receipt Types</u>

To transfer Room Rent or other charges, see

There are several scenarios which may involve the transfer of a payment or credit between Bookings like a deposit made for the Group Booking which then needs to be applied to several individual bookings.

Example: Transfer a Payment from the Group Master Folio to Individual Guest Folios

A Group Booking makes a deposit of \$1,000. The payment is applied to the Group Master Folio, but needs to be divided and applied to two individual bookings in the Group. The Guests will each pay the balance of their bookings.

First, go to the Group Master 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.

Then, choose the Guest Folio to transfer the payment to, in the "Choose Folio" drop-down list.

- · 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.

Group Booking Details

Step 1: Choose Group Master Folio

# Guests:1/0/0	Booking fo	or:02-SEP-2	2014-03-SEP-20	14 Room	Type:Queen with	a view	Room:104	Status:	Confirm
Projected Inc:\$84.00	Projected	Inc + Charg	harges:\$159.00 Projected Ba				Folio Bal:\$25.00		
Booking Data Fo	lio Edit	Room Ass	signment Gue	est History	Letters Log				
Choose Folio: Prir Primary Fol Folio #: 3025873 P	nary Folio: \$2 nary Folio: \$2 a Treatments: ner: \$0.00 rimary Folio	5.00 ▼ 5.00 \$0.00	Add New Folio	<u>Folio Setup</u>		Ema	iil Folio Print Fo	lio Folio	to Excel
Date	Site Date	User	Туре	Descriptio	n Qty	Charges	Payments		
03-SEP-2014	28-AUG-201	14 BC	Cash	Deposit Ca	sh 1		\$50.00		Ĩ
				0 T		¢75.00			
03-SEP-2014	28-AUG-201	14 BC	Spa Treatment	Spa Treath	ient 1	φ/ 0.00	·		
Transfer checked	28-AUG-201	elect From	List -	Spa Treath	Total:	\$75.00	\$50.00		
Transfer checked	28-AUG-201	Belect From	List -	Spa Treath	Total: Balance:	\$75.00 \$75.00 \$25.00	\$50.00	<u>s</u>	

Step 2: Go to Add Payment

Then, choose the Folio to Transfer items *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.

# Guests:1/0/0	Booking for:0)2-SEP-2	014-03-SEP-2014	Room	Type:Que	en with a	a view	Room:104	Status:	Confirm
Projected Inc:\$84.00	Projected Inc	: + Charg	es:\$159.00	Projec	ted Bal:\$1	09.00		Folio Bal:\$25	.00	
Booking Data Fol	io Edit R	oom Ass	ignment Guest	t History	Letters	Log				
Choose Folio: Prin	nary Folio: \$25.0	• 00	Add New Folio F	Folio Setup						
Primary Folio: \$	25.00						Ema	il Folio Print Fo	lio Folio	to Exce
Folio #: 3025873 P	rimary Folio									
Date	Site Date	User	Туре	Description	ı	Qty	Charges	Payments		
03-SEP-2014	28-AUG-2014	BC	Cash	Deposit Ca	sh	1		\$50.00		Ì
V 03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatm	ient	1	\$75.00	1		Ì
Transfer checked	items to Sele	ect From	List 💌			Total:	\$75.00	\$50.00		
	Sele	ect From	List		Ba	alance:	\$25.00			

Step 3: Confirm transfer

Primary Folio after charge is transferred. The Balance is now a Credit (negative number) as only a payment is applied to the Primary Folio.

		Assignment	duest history	ellers Log				
Choose Folio: Prim	ary Folio: \$-50.00	✓ Add New	Folio Folio Setup					
Primary Folio: \$	-50.00				Em	ail Folio Print Fo	lio Folio	to E
Folio #: 3025873 Pr	imary Folio							
Folio #: 3025873 Pr	imary Folio Site Date	User Type	Description	Qty	Charges	Payments		
Folio #: 3025873 Pr	imary Folio Site Date 28-AUG-2014	User Type BC Casi	Description Deposit Cash	Qty 1	Charges	Payments \$50.00		[
Folio #: 3025873 Pr Date O3-SEP-2014 Transfer checked	imary Folio Site Date 28-AUG-2014 items to Select F	User Type BC Casi rom List 🗸	Description Deposit Cash	Qty 1 Total:	Charges	Payments \$50.00 \$50.00		ĺ

Spa Treatments Folio after charge is transferred. Notice Folio Bal: of \$25.00 in the Booking Header. This reflects the Balance due for the total folios for the Guest. Notice Folio Bal: of \$25.00 in the Booking Header. This reflects the Balance due for the total folios for the Guest.

# Guests:1/0/0	Booking	for:02-SEP-2	2014-03-SEP-2014	Ro	om Type:Qu	een with a v	view Ro	om:104	Status:Co	onfirme
Projected Inc:\$84.00	Projecte	d Inc + Charg	ges:\$159.00	Pro	jected Bal:\$	109.00	Fol	io Bal:\$25.	00	
Booking Data Fo	io Edit	Room Ass	signment Guest	t History	Letters	Log				
Choose Folio: Spa	Treatments	s: \$75.00 🔻	Add New Folio	Folio Se	etup					(
Spa Treatment Folio #: 3026802	s: \$75.00						Emai	il Folio Print	Folio Folio	to Exc
Spa Treatment: Folio #: 3026802	s: \$75.00 Site Date	User	Туре	Descr	iption	Qty	Emai Charges	I Folio Print Paymen	Folio Folio	to Exc
Spa Treatment: Folio #: 3026802 Date 03-SEP-2014	Site Date 28-AUG-2	User 014 BC	Type Spa Treatment	Descr Spa Tr	iption reatment	Qty 1	Emai Charges \$75.00	il Folio Print Paymen	Folio Folio Its	to Exc
Spa Treatment: Folio #: 3026802	s: \$75.00 Site Date 28-AUG-2 items to	User 014 BC Select From	Type Spa Treatment List ▼	Descr Spa Ti	iption reatment	Qty 1 Total:	Emai Charges \$75.00 \$75.00	I Folio Print Paymen \$0.0	Folio Folio	to Exc