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 Receipt Types

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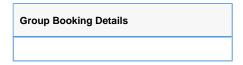
A Group Booking makes a deposit of $1,000. The payment is applied to the Group Master Folio, but needs to be divided and applied to two individual bookings in the Group. The Guests will each pay the balance of their bookings.
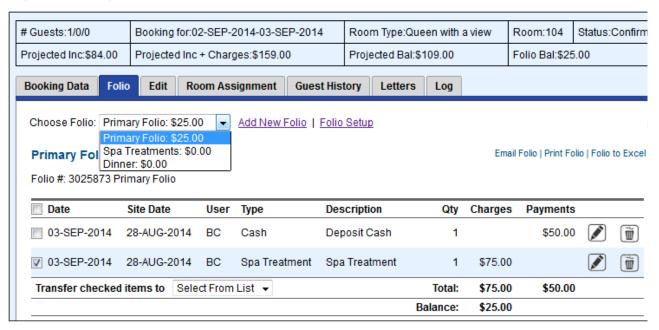
First, go to the Group Master Folio :

- 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

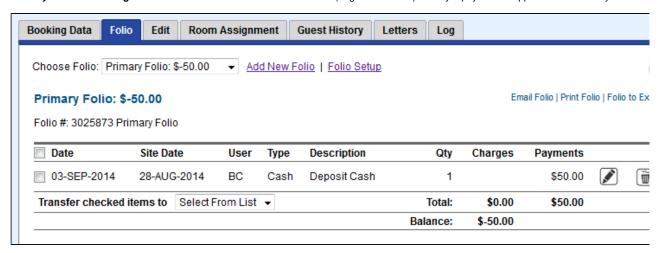
Step 1: Choose Group Master Folio

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:02-SEP-2014-03-SEP-2014	Room Type:Queen with a view	Room:104	Status:Confirm
Projected Inc:$84.00	Projected Inc + Charges:$159.00	Projected Bal:$109.00	Folio Bal:$25.00	

Booking Data | **Folio** | **Edit** | **Room Assignment** | **Guest History** | **Letters** | **Log**

Choose Folio: Primary Folio: $25.00 ▾ Add New Folio | Folio Setup

Primary Folio: $25.00   Email Folio | Print Folio | Folio to Exce

Folio #: 3025873 Primary Folio

☐ Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐ 03-SEP-2014	28-AUG-2014	BC	Cash	Deposit Cash	1		$50.00	✏	🗑
☑ 03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatment	1	$75.00		✏	🗑
Transfer checked items to	Select From List ▾					Total:	$75.00	$50.00	
	Select From List					Balance:	$25.00		
	Spa Treatments								
	Dinner								

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.

Booking Data | **Folio** | **Edit** | **Room Assignment** | **Guest History** | **Letters** | **Log**

Choose Folio: Primary Folio: $-50.00 ▾ Add New Folio | Folio Setup

Primary Folio: $-50.00   Email Folio | Print Folio | Folio to Ex

Folio #: 3025873 Primary Folio

☐ Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐ 03-SEP-2014	28-AUG-2014	BC	Cash	Deposit Cash	1		$50.00	✏	🗑
Transfer checked items to	Select From List ▾					Total:	$0.00	$50.00	
						Balance:	$-50.00		

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-2014-03-SEP-2014 | Room Type:Queen with a view | Room:104 | Status:Confirme |
| Projected Inc:$84.00 | Projected Inc + Charges:$159.00 | Projected Bal:$109.00 | Folio Bal:$25.00 | |

Booking Data | **Folio** | **Edit** | **Room Assignment** | **Guest History** | **Letters** | **Log**

Choose Folio: Spa Treatments: $75.00 ▼ Add New Folio | Folio Setup

Spa Treatments: $75.00

Email Folio | Print Folio | Folio to Exc

Folio #: 3026802

	Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐	03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatment	1	$75.00		✏️	🗑️
Transfer checked items to	Select From List ▼					**Total:**	$75.00	$0.00		
						Balance:	$75.00			