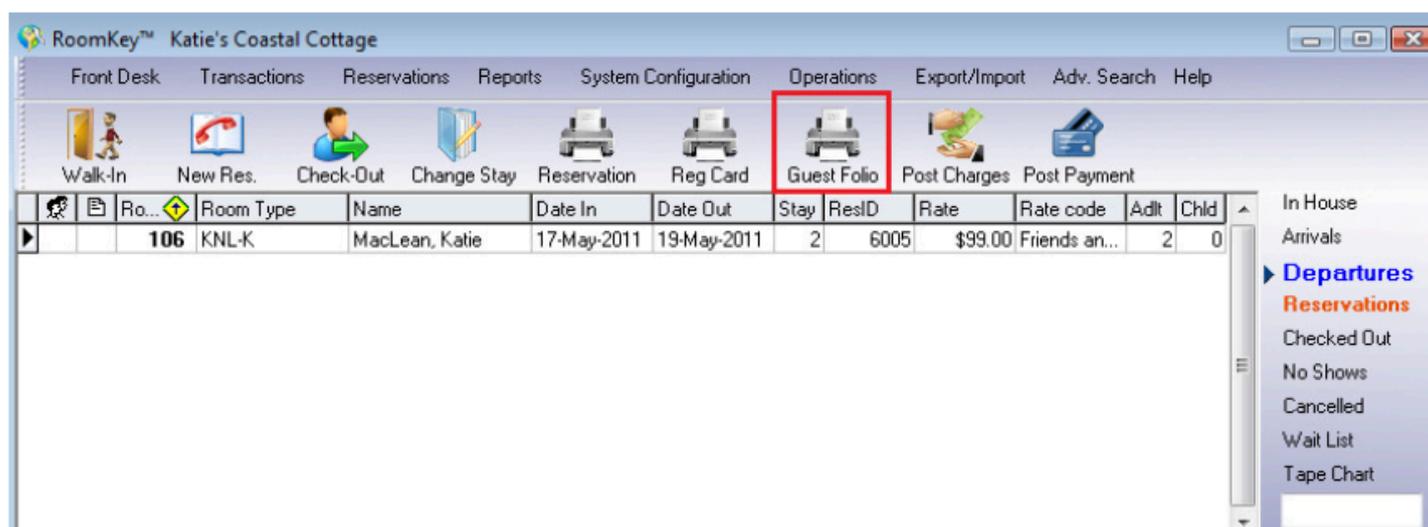


# Express Check-Out for Early Departures

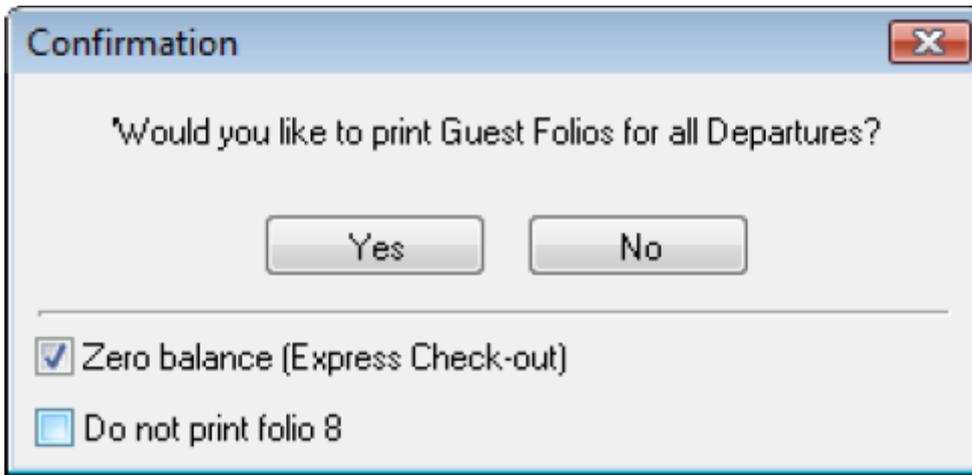
In this article we will show how The Zero Balance (Express Check-Out) feature in RoomKey can be used by properties who wish to slip a copy of a guest's bill under their door the morning of departure. The Express Check-Out feature displays a "fake" payment on the Guest Folio using the Payment Method located on the Guest Profile. If the guest agrees with the bill, they can simply sign the bill and leave it at the Front Desk as confirmation to place all their charges on the Credit Card on File.

To print an Express Check-Out bill, first, in the Departures View Screen, ensure that you are pointing towards the guest who's Folio you would like to print. Next, select the "Guest Folio" print button located at the top of the screen (or go to Reports -> Guest Folio).



A box will appear asking if you would like to print Guest Folios for all departures. Select "YES" to print Guest Folios for all departures, or select "NO" to print the Guest Folio for this guest only.

- **Zero balance (Express Check-out)** – checking this box will place a fake payment on the Guest Folio that covers all charges.
- **Do not print folio 8** – checking this box will ensure that any Guest Folios with charges to Folio 8 are not printed



When a copy of the Guest Folio prints, a “fake” payment will appear on the Guest Folio using the method of payment located on the Guest Profile. If everything appears correct to the guest, they can simply sign the Guest Folio to confirm that all their charges are to go to the Credit Card on file.

**Katie's Coastal Cottage**  
 3489 Homes Road  
 Albert Bridge, Nova Scotia  
 B1K 2Y8  
 Phone: 902-564-3333  
 Email: kmaclean@welcometorsi.com

**Guest Folio**  
 Arrival Date: 17 May 2011  
 Departure Date: 19 May 2011  
 Room Type: KNL-K  
 Folio: 6005-0  
 Room: 106  
 CC Number: \*\*\*\*\*2222

**Katie MacLean**  
 6390 Homes Road  
 Albert Bridge, NS  
 B1K 2Y8  
 Canada

Date	Folio	Reference	Amount	Tax	Total
17 May 2011	1	Room Charge	\$99.00	\$9.90	\$108.90
18 May 2011	1	Room Charge	\$99.00	\$9.90	\$108.90
19 May 2011	1	Check-Out Payment ( VISA )	\$-217.80	\$0.00	\$-217.80
<b>Room Charges</b>			\$198.00	\$19.80	\$217.80
<b>Other Charges</b>			\$0.00	\$0.00	\$0.00
<b>Credits</b>			\$-217.80	\$0.00	\$-217.80
<b>Balance</b>					<b>\$0.00</b>
Hotel GST Tax		\$6.00 % \$198.00	\$11.88		
Tourism Levy		\$4.00 % \$198.00	\$7.92		

Signature \_\_\_\_\_

**NOTE:** Remember, the Express Check-Out feature places a fake payment on the Guest Folio, after the guest has confirmed the method of payment you still need to proceed with checking out the room as normal.

0 - All Folios Refresh Select Move

#	Date	TCode	Description	Amount	Tax	Total	Voucher
1	17-May-2011	RCH	Room Charge	\$99.00	\$9.90	\$108.90	
1	18-May-2011	RCH	Room Charge	\$99.00	\$9.90	\$108.90	
				\$198.00	\$19.80	\$217.80	

Summary

Room Charge: **\$198.00**

Other Charge: **\$0.00**

Tax: **\$19.80**

---

Total: **\$217.80**

---

Credits: **\$0.00**

---

Balance: **\$217.80**

Credit Limit: **\$532.00**

Available Credit: **\$314.20**

Now     Stay

Guest Info    Folio    ADMIN, RSI    19-May-2011 01:42 PM