

How to Move a Posting to Another Reservation while In House

The following article explains the steps required to move a posting from one folio to another on the same reservation, as well as from one reservation to another.

Note: This feature can only be used between In House Guests. Please see [How to Reverse/Adjust/Transfer a Posting](#) for options with other reservation statuses.

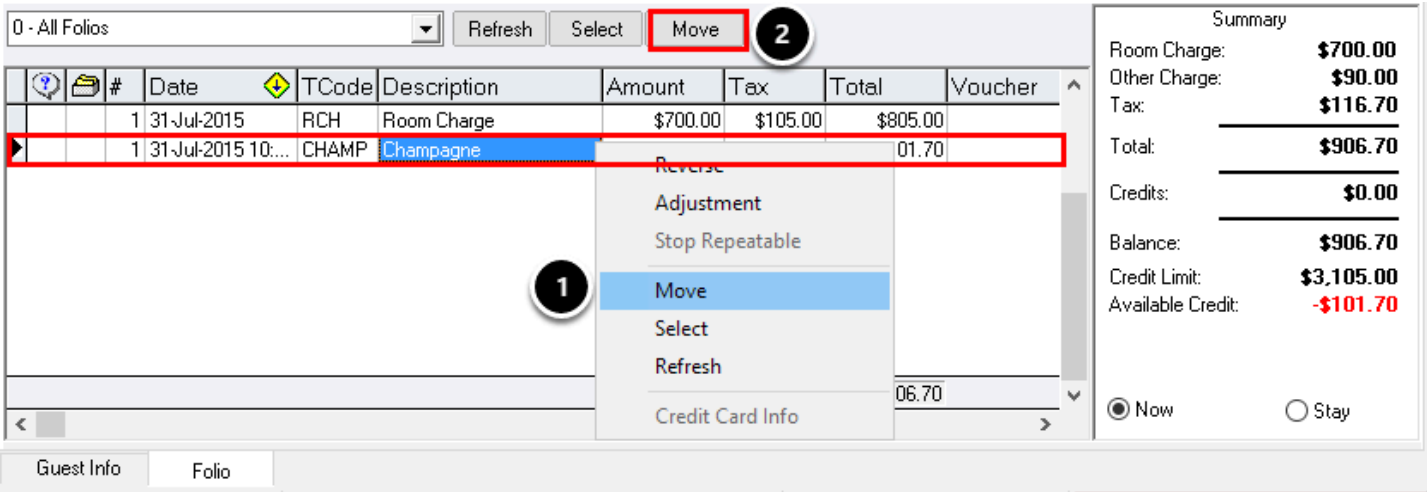
Moving a single Transaction

To transfer a single posting (ie: charge or payment) to another guest reservation you can:

- 1. Right click on the transaction and select “Move”

OR

- 2. click on the transaction line so that the black arrow is pointing towards the transactions and then select the “Move” button at the top of the folio screen.



Moving multiple Transactions

To move more than one transaction at a time, the “Select” button located at the top of the folio screen can be used. Simply click on the transaction line below and then click the “Select” button to highlight the line in blue. Continue these steps until all desired transactions have been highlighted. You may now use the “Move” button to move all the transactions at once.

0 - All Folios									
<input type="button" value="Refresh"/> <input type="button" value="Select"/> <input type="button" value="Move"/>									
#	Date	TCode	Description	Amount	Tax	Total	Voucher		
1	15-Jul-2015	RCH	Room Charge	\$300.00	\$45.00	\$345.00			
2	15-Jul-2015	RAB	RAB	\$30.00	\$0.00	\$30.00			
1	16-Jul-2015	RCH	Room Charge	\$300.00	\$45.00	\$345.00			
2	16-Jul-2015	RAB	RAB	\$30.00	\$0.00	\$30.00			
1	17-Jul-2015	RCH	Room Charge	\$350.00	\$52.50	\$402.50			
1	18-Jul-2015	RCH	Room Charge	\$350.00	\$52.50	\$402.50			
1	19-Jul-2015	RCH	Room Charge	\$400.00	\$60.00	\$460.00			
1	20-Jul-2015	RCH	Room Charge	\$400.00	\$60.00	\$460.00			
1	24-Jul-2015	RCH	Room Charge	\$400.00	\$60.00	\$460.00			
				\$4,610.00	\$682.50	\$5,292.50			

Summary

Room Charge: **\$4,550.00**

Other Charge: **\$60.00**

Tax: **\$682.50**

Total: **\$5,292.50**

Credits: **\$0.00**

Balance: **\$5,292.50**

Credit Limit: **\$6,776.00**

Available Credit: **\$1,483.50**

☒ Now ☐ Stay

After the "Move" button is selected, a box will appear allowing you to select where you would like to transfer the transaction.

Select the following fields to transfer the charge to another Guest Reservation:

- **Destination Room** – use the drop down menu to select the Room Number of the Guest Reservation where you would like to transfer the charge. **NOTE:** This list will only contain IN HOUSE guestrooms.
- **Destination Folio** – use the drop down menu to select which Folio would like the charge to transfer onto
- **Note** – this area allows you to add any additional notes regarding the transfer.

Move Selected Transactions ✕

Current Room **502** **Greene, Shelley**

Destination Room 502 **Greene, Shelley**

Destination Folio 2 - New Folio

Note

Select "**Post**" to transfer the transaction.

Move Selected Transactions X

Current Room **502** **Greene, Shelley**

Destination Room **101** **Rhodes, Matthew**

Destination Folio **2 - New Folio**

Note

Post
Cancel

On the original guest reservation, you see the original posting and then the corresponding transfer. Notice how both have a red arrow next to them to signify that the transaction was moved off of the guest folio.

0 - All Folios									
Refresh Select Move									
		#	Date	TCode	Description	Amount	Tax	Total	Voucher
		1	31-Jul-2015	RCH	Room Charge	\$700.00	\$105.00	\$805.00	
		1	31-Jul-2015 10:...	CHAMP	Champagne	\$90.00	\$11.70	\$101.70	
		1	31-Jul-2015 11:...	CHAMP	Trnsf. to 1366/2 Champa...	-\$90.00	-\$11.70	-\$101.70	
						\$790.00	\$116.70	\$906.70	







On the reservation where the transaction was transferred to, you will now see the transaction appear with a blue arrow pointing towards it to show that it was transferred onto the guest folio.

0 - All Folios

Refresh

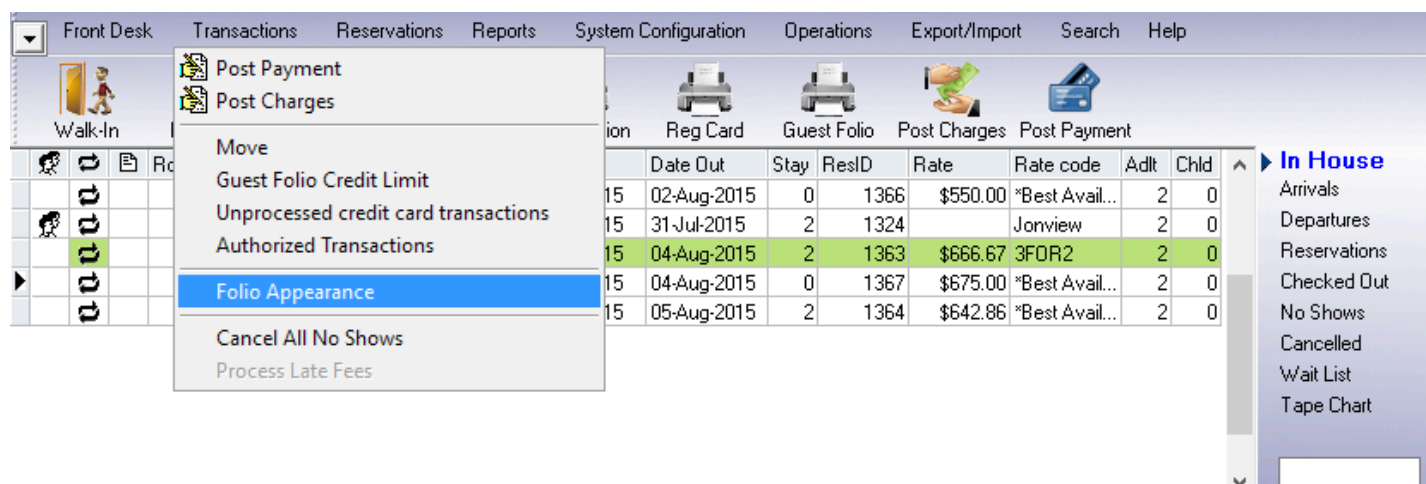
Select

Move

			#	Date		TCode	Description	Amount	Tax	Total	
			8	27-Jul-2015		RCH	Room Charge	\$360.00	\$54.00	\$	
			8	28-Jul-2015		RCH	Room Charge	\$360.00	\$54.00	\$	
			1	29-Jul-2015 12:...		CHAMP	Trnsf. from 1324/1 Trnsf. from 1364/2 Trnsf. fr...	\$90.00	\$11.70	\$	
								\$810.00	\$119.70	\$	

Folio Appearance

When printing the Guest Folio for the guest, if you do not want the transfer to display on the Guest Folio go to Transactions Menu -> Folio Appearance.



Check the box next to **"Do Not Show Transferred Transactions"** and then select **"OK"**

Folio Appearance Settings
✕

Do Not Show Transferred Transactions ☒

Do Not Show Reversed Transactions ☐

Do Not Show Adjustments ☐

Ok

Cancel

Select the **"Refresh"** button at the top of your Guest Folio screen.

0 - All Folios
Refresh
Select
Move

#	Date	TCode	Description	Amount	Tax	Total	Voucher
1	31-Jul-2015	RCH	Room Charge	\$700.00	\$105.00	\$805.00	
1	31-Jul-2015 10:...	CHAMP	Champagne	\$90.00	\$11.70	\$101.70	
1	31-Jul-2015 11:...	CHAMP	Trnsf. to 1366/2 Champa...	-\$90.00	-\$11.70	-\$101.70	
				\$790.00	\$116.70	\$906.70	

Summary
Room Charge: **\$700.00**
Other Charge: **\$90.00**
Tax: **\$116.70**

Total: **\$906.70**

Credits: **\$0.00**

Balance: **\$906.70**
Credit Limit: **\$3,105.00**
Available Credit: **-\$101.70**

☒ Now
☐ Stay

Guest Info
Folio

The Transferred transactions will no longer appear on the Guest Folio. This method can be used to create a cleaner looking bill for the guest.

Follow the link to read more about [Folio Appearance Settings](#)

0 - All Folios
Refresh
Select
Move

#	Date	TCode	Description	Amount	Tax	Total	Voucher
1	31-Jul-2015	RCH	Room Charge	\$700.00	\$105.00	\$805.00	
				\$700.00	\$105.00	\$805.00	

Summary
Room Charge: **\$700.00**
Other Charge: **\$0.00**
Tax: **\$105.00**

Total: **\$805.00**

Credits: **\$0.00**

Balance: **\$805.00**
Credit Limit: **\$3,105.00**
Available Credit: **\$0.00**

☒ Now
☐ Stay

Guest Info
Folio