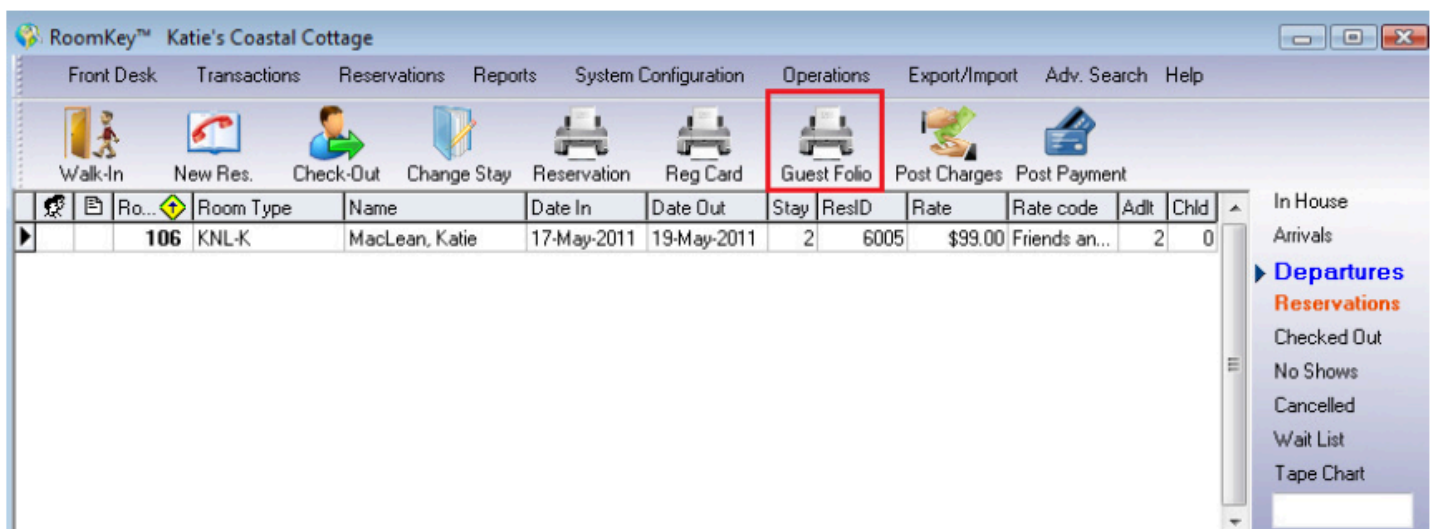


Express Check-Out for Early Departures

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

Confirmation

Would you like to print Guest Folios for all Departures?

Yes

No

☒ Zero balance (Express Check-out)

☐ Do not print folio 8

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 Hornes 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 Hornes 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
Room Charges			\$198.00	\$19.80	\$217.80
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-217.80	\$0.00	\$-217.80
Balance					\$0.00
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