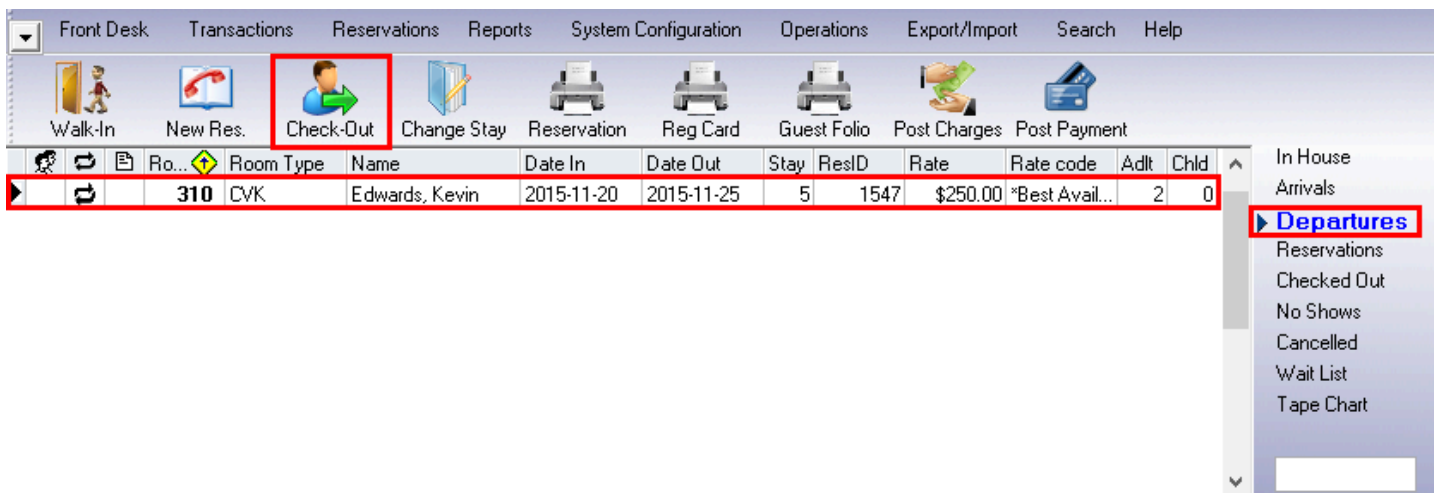


# How to Check Out a Group with Individual Billing

Checking out a Group guest with Individual Billing is the same as checking out a Transient Guest, since the guest will personally be paying all charges on their bill.

**NOTE:** The **Check-Out** tab of the Group Wizard cannot be used to check out guests with individual billing.

To check out a reservation you must be either on the **In House**, or **Departures** screens. Locate the guest you wish to check-out and click on the reservation (ensure the black arrow is pointing towards the correct guest reservation). Select the **Check-Out** button located at the top of the screen (or select the **F6** Function Key).



The Check-Out screen will appear with a list of folios and their balances located within the reservation that you are checking out. For this reservation there is only one folio, **Folio #1**.

This Folio has:

- Room Charges (**RCH**) totaling \$250.00
- Other Charges (**OthChg**) totaling \$198.99
- **Taxes** totaling \$62.35
- There are no prior Payments (**PMT**) made on the folio, as the amount displayed is \$0.00
- The total **Balance** of the folio is \$511.34

Room **310** Master Guest **Edwards, Kevin**

Folio	Folio Owner	Share	RCH	Oth Chg	Taxes	PMT	Balance	Print	Post pmt here
▶ 1	Kevin Edwards	<input type="checkbox"/>	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34
--	----------	----------	---------	--------	----------

Room Charges	\$250.00
Other Charges	\$198.99
Taxes	\$62.35
<b>Total</b>	<b>\$511.34</b>
Credits	\$0.00
<b>Balance</b>	<b>\$511.34</b>

Payment method

Code  ☐ Disable on-line processing  
Reference   
Number  Authorization   
Expiry date    
mm yy  
Card holder

☐ Print master folios

There are three check-boxes in each Folio row:

- **Print** – check this box to print the folio upon checkout
- **Post Pmt Here** – When dealing with a single folio check-out, this box will be automatically checked. When dealing with multiple folio check-outs, check this box to choose which folio to place the payment on (*in multiple folio scenarios, the check-box can only be placed next to one folio at a time*).

Room **310** Master Guest **Edwards, Kevin**

Folio	Folio Owner	Share	RCH	Oth Chg	Taxes	PMT	Balance	Print	Post pmt here
▶ 1	Kevin Edwards	<input type="checkbox"/>	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- **The Last Check-box** – When dealing with a single folio check-out, this box will be checked automatically. When dealing with multiple folio check-outs, check this box to indicate which folios to pay. Based on which folios are selected, the **Balance** will be adjusted to display the new total payment required.

Room **310** Master Guest **Edwards, Kevin**

Folio	Folio Owner	Share	RCH	Oth Chg	Taxes	PMT	Balance	Print	Post pmt here
▶ 1	Kevin Edwards	<input type="checkbox"/>	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34
--	----------	----------	---------	--------	----------

Room Charges	\$250.00
Other Charges	\$198.99
Taxes	\$62.35
<b>Total</b>	<b>\$511.34</b>
Credits	\$0.00
<b>Balance</b>	<b>\$511.34</b>

Payment method  
 Code VISA ☐ Disable on-line processing  
 Reference   
 Number  Authorization   
 Expiry date    
 mm yy  
 Card holder

☐ Print master folios

For reservations with a Credit Card on file, the card information will automatically populate here as default.

If the Payment Method is being changed at check-out, use the **Code** drop-down menu to select the proper method of payment.

	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34
--	----------	----------	---------	--------	----------

Room Charges	\$250.00
Other Charges	\$198.99
Taxes	\$62.35
<b>Total</b>	<b>\$511.34</b>
Credits	\$0.00
<b>Balance</b>	<b>\$511.34</b>

Payment method  
 Code VISA ☐ Disable on-line processing  
 Reference   
 Number  Authorization   
 Expiry date    
 mm yy  
 Card holder

☐ Print master folios

Once the Payment Method is correct, proceed by clicking **Check Out**.

Room **310** Master Guest **Edwards, Kevin**

Folio	Folio Owner	Share	RCH	Oth Chg	Taxes	PMT	Balance	Print	Post pmt here
▶ 1	Kevin Edwards	<input type="checkbox"/>	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	\$250.00	\$198.99	\$62.35	\$0.00	\$511.34
--	----------	----------	---------	--------	----------

Room Charges	\$250.00
Other Charges	\$198.99
Taxes	\$62.35
<b>Total</b>	<b>\$511.34</b>
Credits	\$0.00
<b>Balance</b>	<b>\$511.34</b>

Payment method  
 Code  ☐ Disable on-line processing  
 Reference   
 Number  Authorization   
 Expiry date    
mm yy  
 Card holder

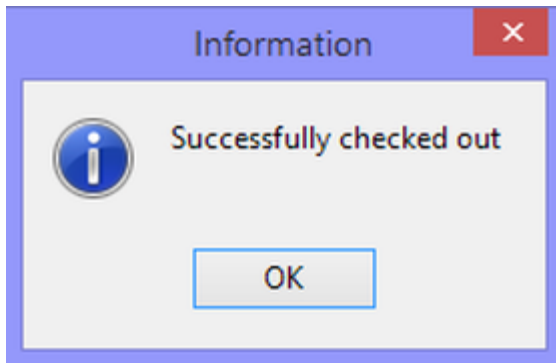
☐ Print master folios

If the reservation is an Early Departure, the following box will appear asking you to select a reason for the early departure from the drop down menu provided. Once a reason has been selected, select "OK" to continue with the checkout.

Earlier Check-Out

Please enter the reason why leaving

Once the reservation is checked out, a message will appear to let you know the checkout was successful.



The reservation will now be moved to the **Checked Out** screen.

Here we can see that Mr. Edwards' reservation is now checked out and that the Visa Payment has been applied to his folio. The balance on his folio is now 0.

Front Desk
Transactions
Reservations
Reports
System Configuration
Operations
Export/Import
Search
Help

Walk-In
New Res.
Reinstate
Reservation
Reg Card
Guest Folio
Post Charges
Post Payment

	Room	Room Type	Name	Date In	Date Out	Stay	ResID	Rate	Rate code	Adlt	Child	
	310	CVK	Edwards, Kevin	2015-11-20	2015-11-25 ...	5	1547	\$250.00	*Best Avail...	2	0	In House Arrivals Departures Reservations <b>Checked Out</b> No Shows Cancelled Wait List Tape Chart 20-11-15
	309	CVK	Epperson, Steve	2015-11-20	2015-11-25 ...	5	1546	\$250.00	*Best Avail...	2	0	
	307	CVK	Ewing, Janice	2015-11-20	2015-11-25 ...	5	1544	\$250.00	*Best Avail...	2	0	
	211	OVQQ	Norris, Rob	2015-11-20	2015-11-25 ...	5	1562	\$245.00	Group Rate	2	0	
	208	CVK	Ellis, Jason	2015-11-20	2015-11-25 ...	5	1543	\$250.00	*Best Avail...	2	0	
	207	CVK	Scott, William	2015-11-20	2015-11-25 ...	5	1542	\$250.00	*Best Avail...	2	0	
	206	CVK	Sanchez, Amanda	2015-11-20	2015-11-25 ...	5	1541	\$200.00	*Best Avail...	2	0	
	115	OVQQ	Gergich, Garry	2015-11-18	2015-11-25 ...	7	1519		BB Test	2	0	
	108	CVK	Wallace, Keith	2015-11-18	2015-11-25 ...	7	1515		*Best Avail...	2	0	
	107	CVK	Sierra, Timothy	2015-11-18	2015-11-25 ...	7	1513		*Best Avail...	2	0	

0 - All Folios
Refresh
Select
Move

#	Date	TCode	Description	Amount	Tax	Total	Voucher
1	2015-11-20	RCH	Room Charge	\$250.00	\$37.50	\$287.50	
1	2015-11-25 3:2...	HORSE	Horseback Rides	\$48.99	\$7.35	\$56.34	
1	2015-11-25 3:2...	GFEE	Golf Green Fees	\$100.00	\$15.00	\$115.00	
1	2015-11-25 3:2...	BREA...	Breakfast Package	\$50.00	\$2.50	\$52.50	
1	2015-11-25 4:1...	VISA	Check-Out (Payment: VI...	-\$511.34	\$0.00	-\$511.34	
				-\$62.35	\$62.35	\$0.00	

Summary
Room Charge: **\$250.00**  
Other Charge: **\$198.99**  
Tax: **\$62.35**  
Total: **\$511.34**  
Credits: **-\$511.34**  
Balance: **\$0.00**  
Credit Limit: **\$387.50**  
Available Credit: **\$387.50**

☒ Now
☐ Stay

Guest Info
Folio
ADMIN, RSI
25-Nov-2015 04:11 PM
SmartBackup not available