## 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 <u>cannot</u> 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

I	Room	310	Master Gue	est	Ε	dwards, Ke	evin								
Γ	Folio	Folio Owner		Sł	nare	RCH	Oth Chg	Taxes	F	РМТ	Balance	Print	Post pmt here		^
Þ	1	Kevin Edward	ds			\$250.00	\$198.9	9 \$62	.35	\$0.00	\$511.34		<	-	
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L						\$250.00	\$198.9	9   \$62.	35	\$0.00	\$511.34				~
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		Room Charge	s		\$2	50.00		Code	VIS	ζΔ 🔍	Disab	le on-l	ine processing		
		Other Charge	s		\$1	98.99		Poforonoo	H				into processing		
		Taxe	s		\$	62.35		helelerice	H						
		Tota	əl		\$5	11.34		Number	****	**********2257	′ /	Authori	ization		
		Cradit	. ——			¢0.00	E	xpiry date	052	20	S	elect f	rom Extra Cards	-	
		Credit	°			φ0.00			mm	<u> </u>					
		Balance	9		\$51	1.34		ard holder	Kev	vin Edwards	1				
								Print maste	er foli	ios	C	heck	Out Clos	se	

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).

F	Room	310 Master Gue	est E	dwards, Ke	evin							
Γ	Folio	Folio Owner	Share	RCH	Oth Chg	Taxes	PMT	Balance	Print	Post pmt here		^
Þ	1	Kevin Edwards		\$250.00	\$198.99	\$62.35	\$0.00	\$511.34		-	✓	

 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 P	ost pmt here	^		
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\$250.00 \$198.99 \$62.35 \$0.00 \$511.34										
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Other Charges	\$198.99	D.	forence							
Taxes	\$62.35	ne								
Total	\$511.34		Number ***	***************2257	7Α	Authoriza	tion			
Credits	\$0.00	Exp	piry date 05 mr	520 n yy	Se	elect fron	n Extra Cards	:		
Balance	\$511.34	Car	d holder Ke	evin Edward:	\$					
		P	rint master fo	blios	C	heck Ou	it Clos	se		

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	<b>4</b> 🗸 🗸
		Payment method	
Room Charges	\$250.00		ble on-line processing
Other Charges	\$198.99		
Taxes	\$62.35	Reference	
Total	\$511.34	Number ******2257	Authorization
Contin		Expiry date 0520	Select from Extra Cards
Liealis	\$0.00	mm yy	
Balance	\$511.34	Card holder Kevin Edwards	
		Print master folios	Check Out Close

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

Room       310       Master Guest       Edwards, Kevin         Folio       Folio       Share       RCH       Oth Chg       Taxes       PMT       Balance       Print       Post pmt here <ul> <li>I Kevin Edwards</li> <li>\$250.00</li> <li>\$198.99</li> <li>\$62.35</li> <li>\$0.00</li> <li>\$511.34</li> <li>Image: State of the state of t</li></ul>																
	Folio	Folio Owner		Share	RCH	Oth Chg	Taxes	PMT	Balance	Print	Post pmt here		^			
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		Taxe	s	\$	62.35	יח   יי										
		Tota	al	\$5	11.34		Number	*******************225	7 4	uthor	ization					
Code     VISA     Disable on-line processing       Other Charges     \$198.99       Taxes     \$62.35       Total     \$511.34       Credits     \$0.00       Balance     \$511.34       Card holder     Kevin Edwards						3										
Hoom       310       Master Guest       Edwards, Kevin         Folio       Folio       Folio       Owner       Share       RCH       Oth Chg       Taxes       PMT       Balance       Point       Post pmt here         I       Kevin Edwards       \$250.00       \$138.99       \$62.35       \$0.00       \$511.34       Image: Constraint of the constraint of t																
						F	rint master	folios	C	heck	Out Clo	se				

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	
	Ok Cancel

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.

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