# Guest Rooms - Splitting Rooms

2018 - Fall Edition

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## Overview

When Members book a Guest Room, sometimes they will need the Room Charge to be split. This guide covers how Users can split the Room Charges between Members.

### Use Case(s)

User needs to split Room Charges between Members for an odd number of nights.

# Accessing Guest Rooms

Click on the CMA Icon.



Select the **Guest Rooms** module to open up the Guest Rooms Reservation grid.



## Accessing the Reservation

Select the **Folio** Button to open the Folios for the reservation.

C	Confirmatio	on #11963						_					_		Spo	nsorin
Sa	ave Save & Clos	E Cancel Fo	olio Add Roo	m Ad	d Adu	lt R	emove Adult App	rove Can	Cel Ro	om Waiting	g List Undo Ch	neck In Chec	k Out Send N	otification A	oudit Log	
R	oom	Arrive	Depart	AD	СН	N	R Status	\$	Ro	om Ame	nities Rates	Notes C	redit Card	lotifications		
Ξ	09	10/16/2018	10/19/2018	2	2	0	0 Checked In	\$			Deilu		Rate	Manhar Da		
	Name         T0/16/2018         T0/19/2018         Z         0           Name         Type         \$					\$	Enable Email			tay type;	Dally	_	category:	Member Ra		
	Bowen, Tommy	,	Guest			\$	$\checkmark$		D	ate	Base	Tax	Service	Total	Comment	Locked
	Crisp, David		Guest			\$	$\checkmark$		Đ	10/16/	\$209.00	\$29.26	\$0.00	\$238.26	Invoice #	
⊢						-			Ð	10/17/	\$209.00	\$29.26	\$0.00	\$238.26	Invoice #	
									Ŧ	10/18/	\$209.00	\$29.26	\$0.00	\$238.26	Invoice #	

<u>Please Note</u>: For the following guide we will be using an example where two people stay an odd number of nights and need to split the room charge.

The first step is to transfer one of the night's charges to an occupant's folio. In this case, transfer it to David Crisp.

	rth, Braden [U	3764]									_ 🗆 🗵
Close Print Fol	io 🚺 Tra	nsfer 🛄	Settle Fo	olio	Check Out						
Master Folio (6933)	Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
Room: 09 (6934)	10/16/2018	6934	632646	632646	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
-Bowen, Tommy (6935)	10/17/2018	6934	632647	632647	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Crisp, David (6936)	10/18/2018	6934	632648	632648	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26

Select one night's charges and then select 'Transfer'.

🔡 Folio: 6934, Sponsor: Sm	yth, Braden [03	3764]									
Close Print Fo	olio 🕓 Tran	ısfer	Settle Fr	olio	Check Out						
Master Folio (6933)	Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
Room: 09 (6934)	10/16/2018	6934	632646	632646	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Bowen, Tommy (6935)	10/17/2018	6934	632647	632647	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Crisp, David (6936)	10/18/2018	6934	632648	632648	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
						\$627.00	\$0.00	\$0.00	\$87.78	\$714.78	\$714.78

Next, select the **Destination Folio**. Select the Folio you want to transfer the transaction and select **OK**.

🖶 Folio: 6934, Sponsor: Smy	/th, Braden [0	3764]										_ 🗆 ×
Close Print Fol	lio 🕓 Tra	ansfer	Settle Fo	lio	Check Out							
Master Folio (6933)	Date	Folio	Ref	Ticket	Description	Sub Total	Sv	c Chg	Gratuity	Tax	Total	Folio Charge
Room: 09 (6934)	10/16/2018	6934	632646	Se Se	lect Destination Folio		X	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Bowen, Tommy (6935)	10/17/2018	6934	632647	Her Se	neer bescharton rone	,		\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Crisp, David (6936)	10/18/2018	6934	632648	Mas	ster Folio (6933)			\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
					Room: 09 (6934)							
					Bowen, Tommy (69)	35)						
					Crisp, David (6936)							
					OK	Cancel						
					OK	Cancer						
				-								
						\$62	7.00	\$0.00	\$0.00	\$87.78	\$714.78	\$714.78

Now the original folio only has two nights of charges. Next select 'Settle Folio'

ster Folio (\$933)	Date	Folo	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity.	Tax	Total	Folio Charge
Room: 09 (6934)	10/16/2018	6934	632646	632646	Guest Room (09) Charge	\$209.00	\$0.00	\$2.00	\$29.26	\$238.26	\$238
- Bowen, Taminy (6935) Crisp, David (6936)	10/17/2018	6934	632647	632647	Guest Room (09) Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.25	\$230



If you have the correct permissions, you can change the amount of the total in the window that will populate, and change the description for this transaction.

Cate	gory		Total
Rema	ining Balance		\$476.52
Settle Selecte	ed Charges To:		
Settle Selecte	ed Charges To: Quidk Settle	Cash / Credit	
Settle Selecte	ed Charges To: Quick Settle to Sponsoring	Cash / Credit Member Charge	Cance

You can now enter half of one night's charge to then settle to David Crisp's folio and change the description of the transaction. Then select **Cash/Credit/Member Charge/Other** to launch POS.

Fo	lio Se	ttlement		×
Γ		Category		Total
	•	Split Room Charge		\$119.13
	Settle	Selected Charges To:		
		Ouick Settle	Cash / Credit	
		to Sponsoring	Member Charge	Cancel
		Member	Other	

After selecting the Cash/Credit/Member Charge button the POS will open.



Smyth, Dr. Braden III	Area: Guest Rooms	s							X Ticket #249097
Member Info Bithday: 5/4 Credit Book: \$0.00	(Mair	1							$\odot$
History	Guest Room Rental - Member	Guest Room Rental - Non Hu Member	nt Tourney	Tickets	Flowers	Delivery Services			
UPC: Enter UPC									
1 Split Room Charge \$119.13									
									1
Move Up Subtotal: \$119.13 Service Charge: \$0.00									
Move Down Total: \$119.13									
Add Private Note									<u> </u>
Lookup Remove Delete Item Item Ticket	Change Qty	Discount Item	Comp Ite	m	Chan Mem	ge Up ber Ite	ocharge m	Quick Charge	Close Ticket

Select the corresponding '**Room Charge**' or '**Folio Charge**' settlement button to view active folios.

Smyth, Dr. I	Braden III	Area:	Guest Rooms	
Tender			\$0.00	Payments Type Amount Delete
7	8	9	Clear Tender	Delete Selected
4	5	6		
1	2	3	Not Exempt	Ticket Totals     Cover Count: 0
0	.00	\$10		Sub Total: \$119.13 Tax: \$0.00
\$20	\$50	\$100	Open Drawer	Gratuity: \$0.00 Service Charge: \$0.00
Settlements				Total: \$119.13 Paid: \$0.00
Member Cha	arge Credi	it Card		Balance Due: \$119.13
Cash C	i <b>ash</b> Credi	it Book (\$0.00)		Print Pay Receipt Print Receipt Print and Done
	Roon	n Charge		Cancel 🛞 ОК 📿

#### Settle the split amount to the folio.

Select	Room F	olio										
Folio	- Room	R	loom Occup	ant			Guest Of	Member			Arrival	Check Out
6932	8&9 Co	ombo D	uane, Betty				Duane, Be	etty			10/24/2018	10/26/2018
6935	09	В	owen, Tomm	у			Smyth, Br	aden			10/16/2018	10/30/2018
6936	09	C	risp, David				Smyth, Br	aden			10/16/2018	10/30/2018
1		2	3	4	5	6	7	8	9	0	Backspace	Lookup Folio
C	5	W	E	R	Т	Y	U	Ι	0	Р	Clear All	
	A	S	D	F	G	Н	J	К	L	1		
	Ζ	Х	C	: v	/ E	3 1	Ν	М	,			
	-				Spa	cebar				@	Cancel	

Smy	rth, Dr. E	Braden III	Area:	Guest Rooms		
Tend	der —			\$0.00	Payments Delete	
		_	_	\$0.00	Folio \$119.13 All	
	7	8	9	Tender	Delete Selected	
	4	5	6			
	1	2	3	Not Exempt	- Ticket Totals	
					Cover Count: Cover Count: Sub Total: \$119.13	3
	0	.00	\$10		Tax: \$0.00	5
	\$20	\$50	\$100	Open	Gratuity: \$0.00	)
	Ψ <b>2</b> 0	450	\$100	Drawer	Service Charge: \$0.00	)
Sett	lements				Iotai: 5119.13 Paid: \$119.13	3
					Change: \$0.00	,
	lember Cha	rge Creai	t Card		Navigation	
Cas	c 💦	ash Credi Room	t Book (\$0.00) n Charge		Print Pay Receipt Print Receipt Print and Done	
					Cancel 🛞 OK	)

#### We see that the ticket amount is settled to a folio. Select **'OK'** to close the ticket.

By double-clicking on the transaction row, you can **edit** the transaction description to present better on the folio. Both Folios now reflect 1.5 nights rates for the 3-night stay.

归 Folio: 6934, Sponsor: Sm	yth, Braden [0	03764]									_ 🗆 🗵
Close Print Fo	lio 🕓 Tra	ansfer 🚺	Settle F	olio	Check Out						
Master Folio (6933)	Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
Room: 09 (6934)	10/16/2018	6934	632646	632646	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Bowen, Tommy (6935)	10/17/2018	6934	632647	632647	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
Crisp, David (6936)	10/26/2018	6934	632650	632650	Settle Folio 6934	\$0.00	\$0.00	\$0.00	\$0.00	(\$119.13)	(\$119.13)
							1				
						\$418.00	\$0.00	\$0.00	\$58.52	\$357.39	\$357.39

aster Folio (6933)	Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
Room: 09 (6934)	10/18/2018	6936	632648	632648	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.2
Bowen, Tommy (6935)	10/26/2018	6936	632649	632649	Guest Rooms	\$119.13	\$0.00	\$0.00	\$0.00	\$119.13	\$119.1

Edit Invoice							_ <b>_</b> ×
Invoice Details							Settle Ticket
Batch:	SJ011411	View Batch Report	Edit Invoice In POS	Sub T	otal:	\$119.13	Grank Key Club
Invoice Date:	10/26/2018 -	Posted Date:	Ψ.	Disco	unts:	\$0.00	(800) 487-1612 grandkeyclub.com
Bill To:	[03764] Smyth 🔍	Charged By:	[03764] Smyth, Br 🔍	Service Cha	arge:	\$0.00	Tkt #: 249098 10/26/18 9:20 AM
Server:	Smyth, Garrett	Area:	Guest Rooms		Tax:	\$0.00	Guest Rooms Staff:Garrett S. (03764) Smyth. Dr. Braden III
Description:	Split Room Charge			Grat	tuity:	\$0.00	6936 6936
	Don't Display on Statement Total: \$119.13						1 Split Room Charge \$119.13
Ticket Details T	ax & Service Charge Details	Sub Total: \$119.13					
POS Item	Sub Total	Service Charge	Tax Amount	Discounts	Total		Sales Tax:\$0.00
Guest Room Folio Ti	ra \$119.13	3 \$0.0	0 \$0.00	\$0.00		\$119.13	Total: \$119.13
							Folio Charge: \$119.13 6936 (6936)
	\$119.13	\$0.00	\$0.00	\$0.00		\$119.13	Export as Image Print POS Ticket
Invoice ID: 632649							

Now, both folios can be settled as you normally would.