



Guest Rooms - Splitting Rooms

2018 - Fall Edition

User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Accessing Guest Rooms](#)

[Accessing the Reservation](#)

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.

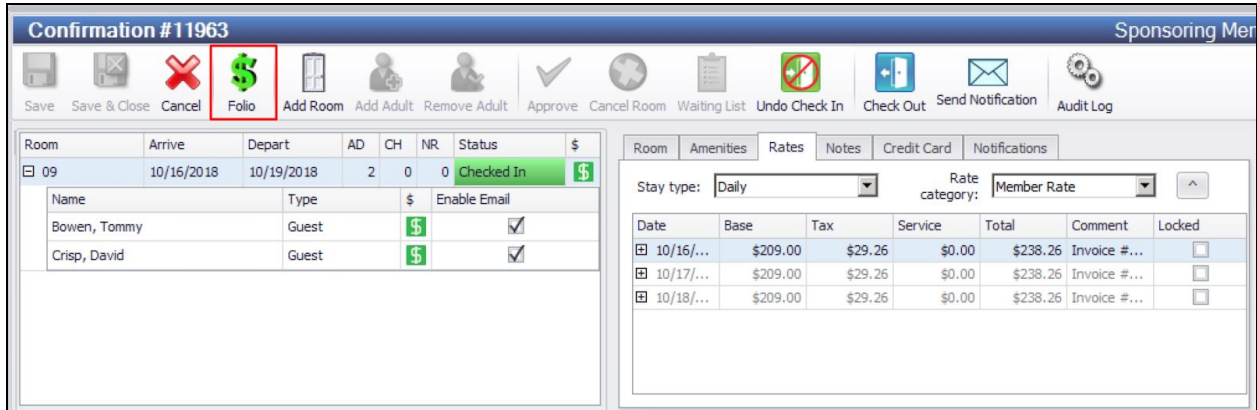


Select the **Guest Rooms** module to open up the Guest Rooms Reservation grid.



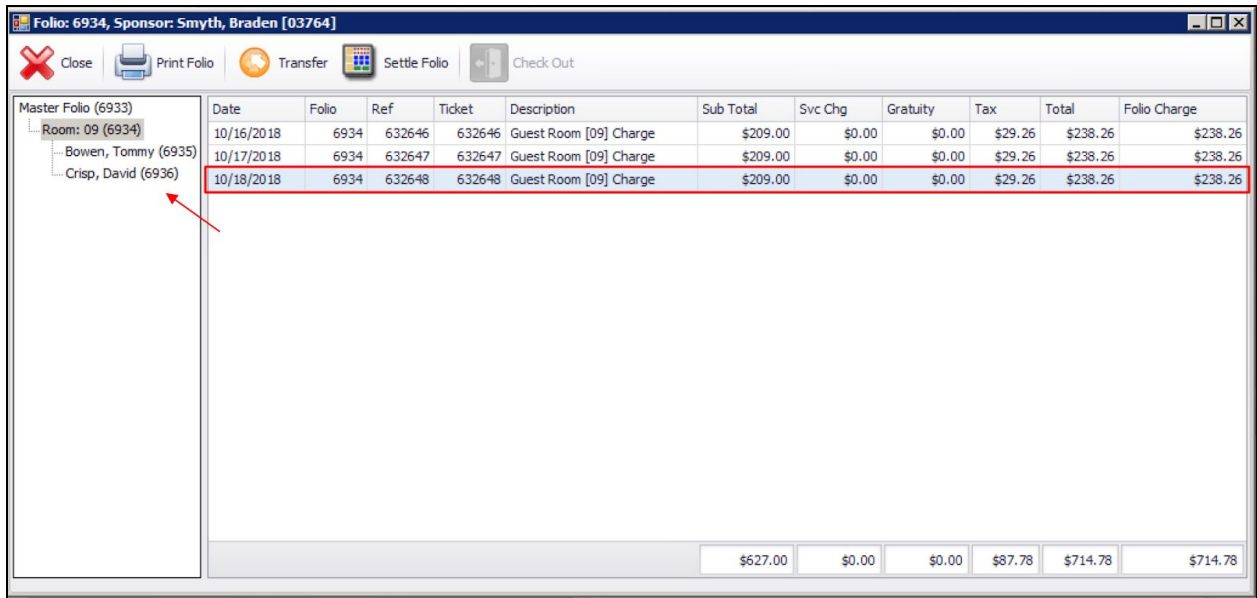
Accessing the Reservation

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



Please Note: 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.



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

Folio: 6934, Sponsor: Smyth, Braden [03764]

Close Print Folio **Transfer** Settle Folio Check Out

Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
10/16/2018	6934	632646	632646	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/17/2018	6934	632647	632647	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/18/2018	6934	632648	632648	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26

Master Folio (6933)
 Room: 09 (6934)
 Bowen, Tommy (6935)
 Crisp, David (6936)

\$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: Smyth, Braden [03764]

Close Print Folio **Transfer** Settle Folio Check Out

Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
10/16/2018	6934	632646				\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/17/2018	6934	632647				\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/18/2018	6934	632648				\$0.00	\$0.00	\$29.26	\$238.26	\$238.26

Master Folio (6933)
 Room: 09 (6934)
 Bowen, Tommy (6935)
 Crisp, David (6936)

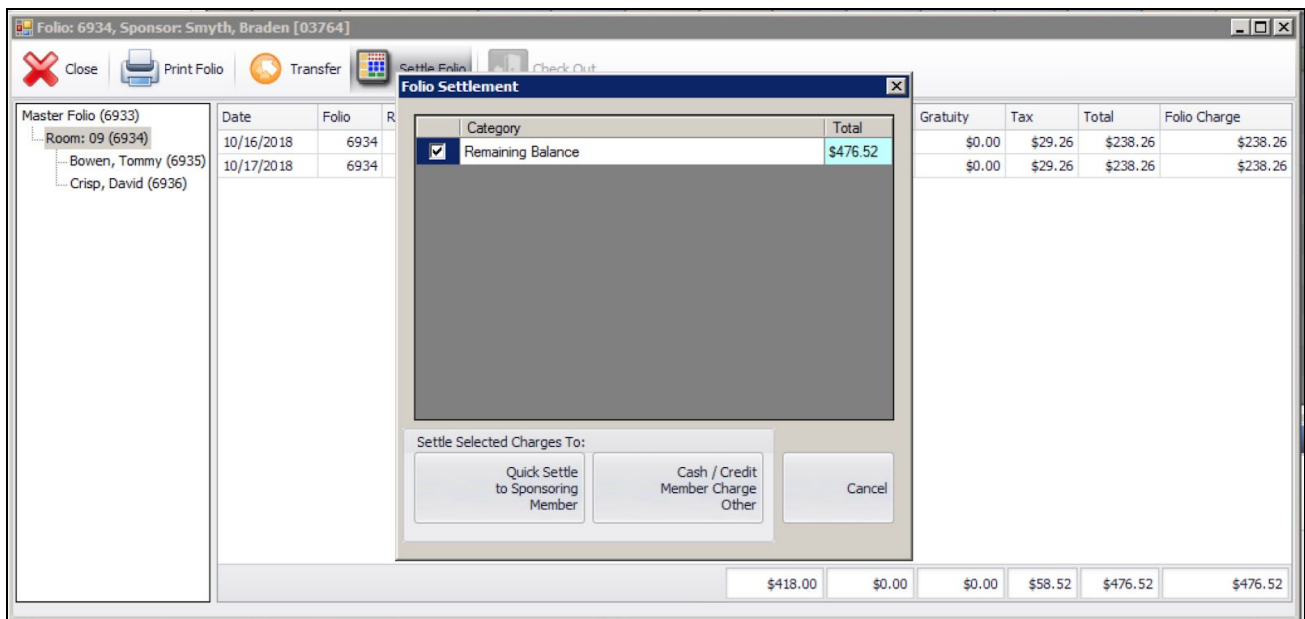
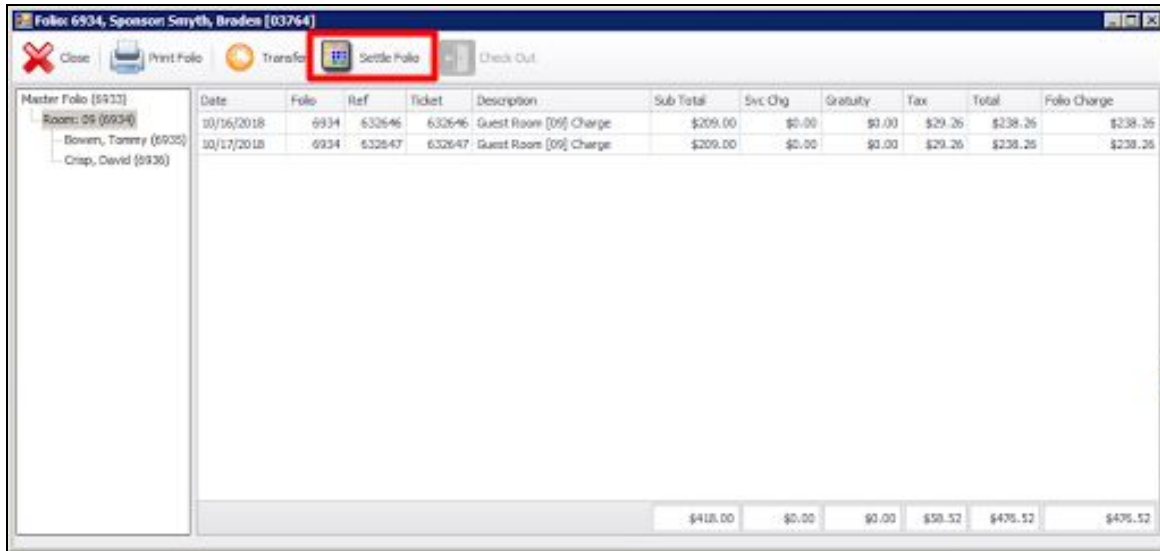
Select Destination Folio

Master Folio (6933)
 Room: 09 (6934)
 Bowen, Tommy (6935)
 Crisp, David (6936)

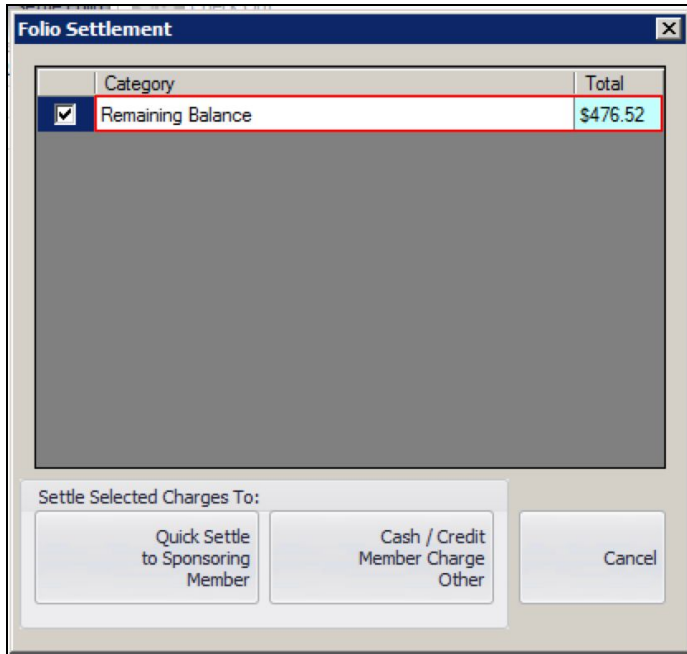
OK Cancel

\$627.00 \$0.00 \$0.00 \$87.78 \$714.78 \$714.78

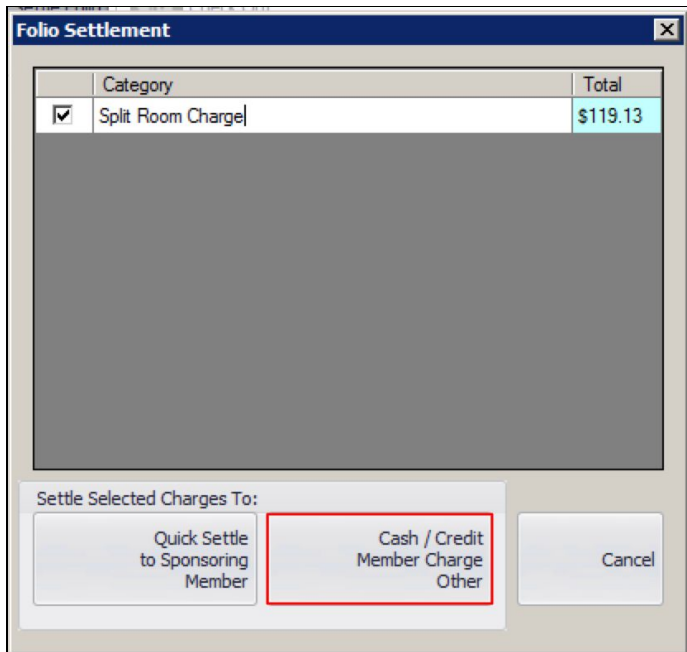
Now the original folio only has two nights of charges. Next select **'Settle Folio'**



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.



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.



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

Smyth, Dr. Braden III Area: Guest Rooms Ticket #249097


Member Info
ID: 03764
Type: Seasonal Membership
Birthday: 5/4
Credit Book: \$0.00

History

UPC:

Q	Name	Price
1	Split Room Charge	\$119.13

Subtotal: \$119.13
Service Charge: \$0.00
Tax: \$0.00
Total: \$119.13




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

Smyth, Dr. Braden III Area: Guest Rooms

Tender

			\$0.00
7	8	9	Clear Tender
4	5	6	
1	2	3	Not Exempt ▼
0	.00	\$10	
\$20	\$50	\$100	Open Drawer

Settlements

Member Charge	Credit Card
 Cash	Credit Book (\$0.00)
	Room Charge



Payments

Type	Amount	Delete
		All
		Selected

Ticket Totals

Cover Count:	0
Sub Total:	\$119.13
Tax:	\$0.00
Gratuity:	\$0.00
Service Charge:	\$0.00
Total:	\$119.13
Paid:	\$0.00
Balance Due:	\$119.13



Navigation

Print Pay Receipt	Print Receipt	Print and Done
Cancel 	OK 	

Settle the split amount to the folio.

Select Room Folio

Folio	Room	Room Occupant	Guest Of Member	Arrival	Check Out
6932	8&9 Combo	Duane, Betty	Duane, Betty	10/24/2018	10/26/2018
6935	09	Bowen, Tommy	Smyth, Braden	10/16/2018	10/30/2018
6936	09	Crisp, David	Smyth, Braden	10/16/2018	10/30/2018

1	2	3	4	5	6	7	8	9	0	Backspace	Lookup Folio
Q	W	E	R	T	Y	U	I	O	P	Clear All	
A	S	D	F	G	H	J	K	L	'	OK 	
Z	X	C	V	B	N	M	,	.			
-	Spacebar								@	Cancel 	

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

Smyth, Dr. Braden III Area: Guest Rooms

Tender

\$0.00

7	8	9	Clear Tender
4	5	6	
1	2	3	Not Exempt ▼
0	.00	\$10	
\$20	\$50	\$100	Open Drawer

Settlements

Member Charge	Credit Card
Cash	Credit Book (\$0.00)
Room Charge	

Payments

Type	Amount	Delete
Folio	\$119.13	All
Delete Selected		

Ticket Totals

Cover Count: 0
 Sub Total: \$119.13
 Tax: \$0.00
 Gratuity: \$0.00
 Service Charge: \$0.00
 Total: \$119.13
 Paid: \$119.13
 Change: \$0.00

Navigation

Print Pay Receipt	Print Receipt	Print and Done
Cancel	OK	

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.

Folio: 6934, Sponsor: Smyth, Braden [03764]

Close Print Folio Transfer Settle Folio Check Out

Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
10/16/2018	6934	632646	632646	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/17/2018	6934	632647	632647	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/26/2018	6934	632650	632650	Settle Folio 6934	\$0.00	\$0.00	\$0.00	\$0.00	(\$119.13)	(\$119.13)

\$418.00 \$0.00 \$0.00 \$58.52 \$357.39 \$357.39

Folio: 6936, Sponsor: Smyth, Braden [03764]

Close Print Folio Transfer Settle Folio

Date	Folio	Ref	Ticket	Description	Sub Total	Svc Chg	Gratuity	Tax	Total	Folio Charge
10/18/2018	6936	632648	632648	Guest Room [09] Charge	\$209.00	\$0.00	\$0.00	\$29.26	\$238.26	\$238.26
10/26/2018	6936	632649	632649	Guest Rooms	\$119.13	\$0.00	\$0.00	\$0.00	\$119.13	\$119.13

Master Folio (6933)
 Room: 09 (6934)
 Bowen, Tommy (6935)
 Crisp, David (6936)

\$328.13 \$0.00 \$0.00 \$29.26 \$357.39 \$357.39

Edit Invoice

Invoice Details

Batch: SJ011411 View Batch Report Edit Invoice In POS Sub Total: \$119.13

Invoice Date: 10/26/2018 Posted Date: Discounts: \$0.00

Bill To: [03764] Smyth... Charged By: [03764] Smyth, Br... Service Charge: \$0.00

Server: Smyth, Garrett Area: Guest Rooms Tax: \$0.00

Description: Split Room Charge Gratuity: \$0.00 Total: \$119.13

Don't Display on Statement

POS Item	Sub Total	Service Charge	Tax Amount	Discounts	Total
Guest Room Folio Tra...	\$119.13	\$0.00	\$0.00	\$0.00	\$119.13

Settle Ticket

```

-----
Grank Key Club
(800) 487-1612
grandkeyclub.com
-----
Tkt #: 249098      10/26/18 9:20 AM
Guest Rooms      Staff:Garrett S.
(03764) Smyth, Dr. Braden III
6936      6936
-----
1 Split Room Charge      $119.13

Sub Total: $119.13
Gratuity: $0.00
Sales Tax:$0.00

Total: $119.13

Folio Charge: $119.13
-----
6936 (6936)
    
```

Export as Image Print POS Ticket

Invoice ID: 632649

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