



FD Practice Exercises 3

1. Create reservations for Guests # 1- # 5
2. Change Folio Templates for Guests # 2 and # 3 to the SPLIT folio template
3. Post Room Charges to all guests
4. Check in all guests
5. Transfer the room charges from Guest # 1 to Guest # 2 using Batch Transfer
6. Post several charges to Guests # 3 - # 5
7. Transfer the charges from Guest # 3 to Guest # 1 using Folio Detail Transfer
8. Guest # 4 is now Tax Exempt. Exempt Guest # 4 from all taxes and use Posted Tax Exemptions to remove the posted taxes.
9. Use the Fast Folio Posting to post a Miscellaneous charge to all guests
10. Add an A/R account to Guest # 4
11. Add Credit Cards to Guest # 1, 2, 3, and 5's reservations
12. Check out Guest # 1 and split the payment between cash and credit card
13. Check out Guest # 2 and # 3 and pay using the credit card on file.
14. Check out Guest # 4 and settle the folio to the A/R account
15. Check out Guest #5 out of the room but leave the folio unsettled.

Guest List

1. Booth, Tracey
2. Donnelly, Vincent
3. Hopkins, Taryn
4. Murray, James
5. Scarborough, Andrew