



# Folio Detail Transfer

## Quick Reference Guide

### Overview

**Maestro** allows the user to transfer a charge or a settlement entry from one folio to another. The transfer could be between two folios for the same guest or to a folio belonging to another guest, a group, or an A/R account.

The original folio maintains a record of the charge and its transfer by adding an offsetting entry and a text message with the destination folio number. Since the charge (or settlement) originally shows as positive on the folio, the offsetting value displays as negative and effectively zeroes out the charge on this guest's folio. The user can display or hide these entries on the screen and on printed reports.

The charge and its offset do not alter the **Current Balance** for the original reservation. No trace of the original charge or settlement is printed on this guest's folio. The Front Desk user can view both the charge and its offset by setting the **Display All** toggle switch.

The original charge then appears on the destination folio with an **X** next to the **Seq** and a viewable text message indicating the folio from which the charge was transferred. When printed, the destination folio does not show that the charge originated on another folio.

### Notes:

- This Quick Reference Guide describes how to transfer a charge or a settlement. For additional information about Folio Management, see the **Maestro Accounts Receivable User Guide**.
- The next two pages describe how to transfer a folio entry (detail). For an example, see section **0 Detailed Example** on page - 3 -.
- The property can also transfer a **settlement** entry to another folio. In these cases, the user follows the same procedure as for transferring charge details.
  - This feature is currently being revised and will be subject to further enhancements in a future release.

### Transfer a Charge to Another Folio

#### Transfer the Charge from the Originating Guest

Start at the **Guest Reservation** that has the initial charge:

1. Select **Window > Folio Entry/View**
2. Select the charge to be transferred

**Note:** The user can transfer the charges for:

- A specific detail (set **From Sequence = To Sequence** for that detail)
- A range of Folio Details by keying the **From Seq** (sequence) and **To Seq** numbers
- A range of business dates (key **From Date** and **To Date**)
- A specific **Posting Code** (key the **Posting Code** or select one from the **F8 Lookup** list) and press Enter

The user can select combinations of the above to transfer. The user decides whether the taxes should also be transferred. (Set **Plus Taxes** = Y/N)



3. Key the destination **Folio Number** and press Enter. Or **Lookup** the folio number when you know the recipient's **Client Code**, Name, Phone, and/or ZIP/Postal code.

**Maestro** warns you before transferring the entry to another guest's folio.

4. Select **OK** to confirm the transfer.

The charge is now the destination folio. By default, **Maestro** totals the original and the offsetting charges and displays only the net effect on the originating folio.

To view both detail entries for the transfer, select **Info > Toggle Display All Flag. Maestro** then displays both the original charge and its offset (as a negative entry) for that amount.

#### **View the Transferred Charge on the Destination Folio**

1. The next sequence number on the destination folio now shows the transferred charge.
2. The **X** next to the **Sequence Number** shows that this charge did not originate on this folio
3. To view the text about this **Folio Detail, F5 Drilldown** on the **Text** field

#### Reports

When running the **Shift Report**, the user can choose whether or not to view the offsetting entries. The options are:

- To not display the transfers on the report -- key **Y** in the **Suppress Transfers** field and select **OK**

OR

- To display the transfers in the report -- key **N** in the **Suppress Transfers** field and select **OK**

## Detailed Example

### Transfer the Charge from the Originating Folio

Start at the **Guest Reservation** that has the initial charge.

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		02/08/2006	AMAS	LDG		120.00		N
2		02/08/2006	SNAN	LDG		40.00		N
3		02/08/2006	SPET	LDG		50.00		N

1. Right click (**Drilldown**) on the **Current Balance** field or select **Window > Folios Entry/View**

This takes you to the **Folio Detail Entry/View** screen.

2. Select charge to be transferred  
To transfer this charge to folio number 1669, select **Window > Folio Detail Transfer**.

This takes you to the **Folio Detail Transfer** screen.

Folio From: 1672 Ortiz, Ms. Elizabeth STANDARD FOLIO

From Seq: 1 To Seq: 2

From Date: To Date:

Posting Code:

Plus Taxes?  Y

Folio To: 1673 Brack, Mrs. Suzanne STANDARD FOLIO

OK Cancel

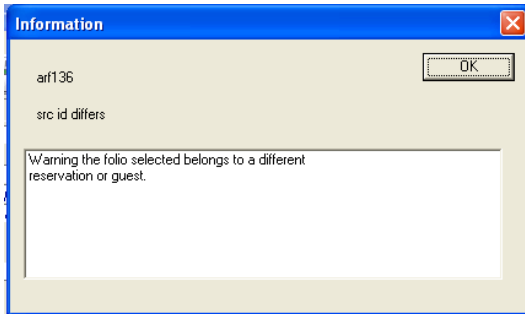
3. The **Folio Detail Transfer** screen is also a way of searching for and selecting the charge to be transferred. In this example, the user is transferring a range of **Folio Detail Sequence** numbers, numbers 1 through 2. To do this, the user sets:

**From Seq = 1** and  
**To Seq = 2**

To transfer a single detail, set **From Seq = To Seq**

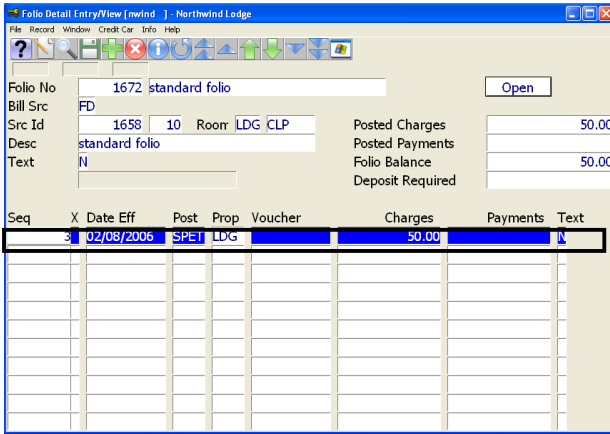
This Maestro screen also allows the user to transfer all details within a range of business dates and/or all postings to a specific **Posting Code**.

4. Indicate whether the taxes are being transferred (set **Plus Taxes = Y/N**)
5. Select **OK**



**Maestro** warns you before transferring the entry to another guest's folio.

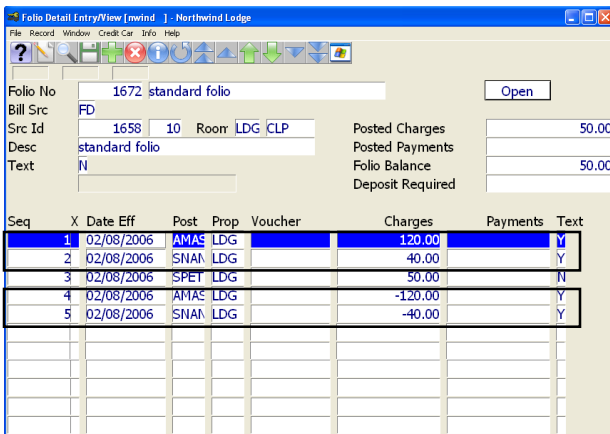
6. Select **OK** to confirm the transfer



Sequence numbers 1 and 2 appear to be deleted from the originating folio.

(**Maestro** summed each **Seq** with its offsetting entry.)

Only **Seq** 3 remains on this folio.



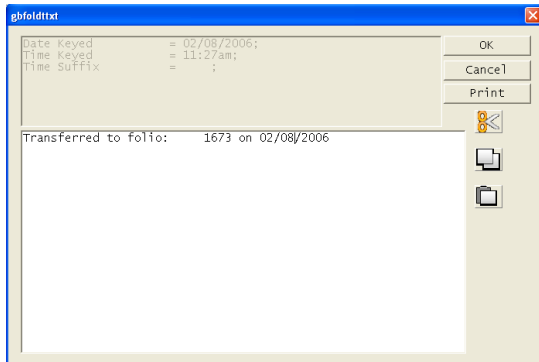
7. To view the original and offsetting entries on the originating folio, select **Info > Toggle Display All**.

**Sequence** numbers 1 and 2 have offsetting values, which subtract the original amounts from the folio. The offsets display as **Seq** 4 and 5.

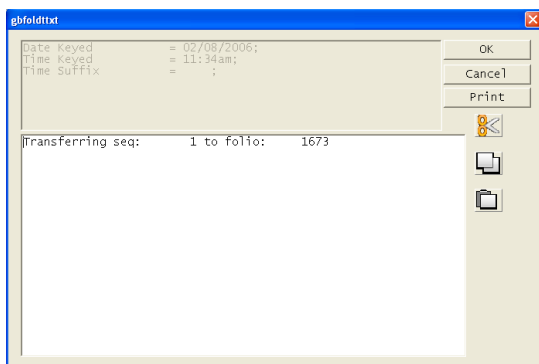
**Seq** 1, 2, 4, and 5 have a Y in the Text field showing that there are messages explaining these details.

8.

Original details  
Offsetting entries



- To view any of these messages, **F5 Drilldown** on the Text field. The text message says that **Seq 1** was transferred to folio **1673** on **02/08/2006**



- The Text message for **Seq 4** tells the user that this detail, the offsetting entry, was used to balance the folio so that **Seq 1** could be transferred to folio **1673**.

### View the Transferred Charge on the Destination Folio

Folio Detail EntryView [mwind] - Northwind Lodge

Folio No: 1673 standard folio

Bill Src: FD

Src Id: 1659 10 Room LDG BDF

Desc: standard folio

Text: N

Posted Charges: 160.00

Posted Payments:

Folio Balance: 160.00

Deposit Required:

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1	X	02/08/2006	AMAS	LDG		120.00		Y
2	X	02/08/2006	SNAN	LDG		40.00		Y

- Seq** numbers 1 and 2 on the destination folio now show the charge that was transferred there. These new entries are placed after any existing details on that client's folio.
- The **X** next to the **Seq** number shows that this charge did not originate on this folio.
- To view the text about this **Folio Detail**, **F5 Drilldown** on the **Text** field