



# Charge Routing Flow Sheet

Scenario	Group Res	Individual Res	Rules	Notes
All individuals on own all charges	N	N	--	No charge posting or charge routing needed.
One individual room & tax to group	N	R	Charge Posting	Use if planner gives names of just a few people who will be room & tax paid by group ('R') and remainder are on own for all charges ('N'). Additional individuals on call in basis will default to 'N'.
One individual room, tax & incidentals to group	N	Y	Charge Posting	Use if planner gives names of just a few people who will have all charges paid by group ('Y') & remainder are on own ('N'). Additional individuals on call in basis will default to 'N'.
All individuals all charges to master	Y	Y	Charge Posting	Use if all charges for all guests will be paid for by the group.
All individuals all charges to master	Y	N	Charge Posting	Use if all charges for all guests will be paid for by the group. <b>**Important</b> – Although Individual Reservation is set to an 'N' all charges will still go to the Group Reservations as the Group Post flag overrides.
All individuals room & tax to group	P	P	Charge Routing	Charge routing rules will be used, as defined from 'Window>Charge Routing Rules' on the Group Master. All new reservations on the rooming list will default Post to Group = 'P'
All individuals room & tax to group but one or two exceptions are on own	P	P or N	Charge Routing	Set up routing rules as above. Change the ones on their own to a 'N' on their individual reservation
All individuals' room & tax to group, some additional individuals have incidentals also to group.	P	P	Charge Routing	Go to individual res. Copy group routing rules & define additional to be charged to group.

**\*\*\*Please note that when using Charge Routing rules (i.e. a 'P' on the group master), the individual reservations should never have an 'R' or a 'Y' in the Post to group field.\*\*\***

Charge routing:

'P' on the group master-gives Maestro permission to post to the group master. Charge routing rules also must be established to tell Maestro what to do. 'P' also has to be in each individual reservation. 'N' on group master does not allow any charges to be **routed** to the group no matter what the individual reservations are set up for. \*If you make changes to an individual's routing rules (last example in previous chart) by copying group rules and then making additions or deletions any future changes to the **group** charge routing rules must be made manually on that individual reservation (it does not update automatically)



#### Charge posting:

Post code on group reservation can remain 'N' which would be the default to additional individual reservations added to the block.

'R' within the individual reservation sends room & tax to group

'Y' within the individual reservation sends **all charges** to group