



# Guest Rooms - Settling Folio Card

2018 - Spring Edition

## User Guide - Table of Contents

[Overview](#)

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

[Accessing the Tool](#)

[Settle Folio](#)

[Reservation Status](#)

## Overview

A **Folio** is the billing record for an individual currently staying in one of the guest rooms. This guide will discuss how to settle a Folio to a card already on file.

## Use Case(s)

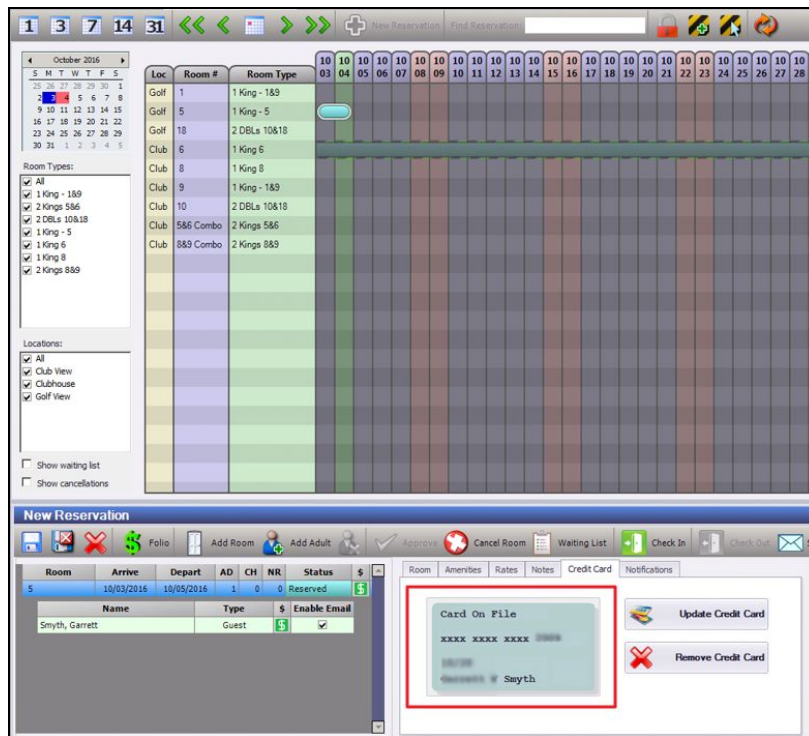
As a Club Admin, you would like to be able to settle a Guest Room Folio to a card already on file as opposed to a manual entry.

# Accessing the Tool

To access the Folio, you must first view the reservation; accessible through the CMA then Guest Rooms.

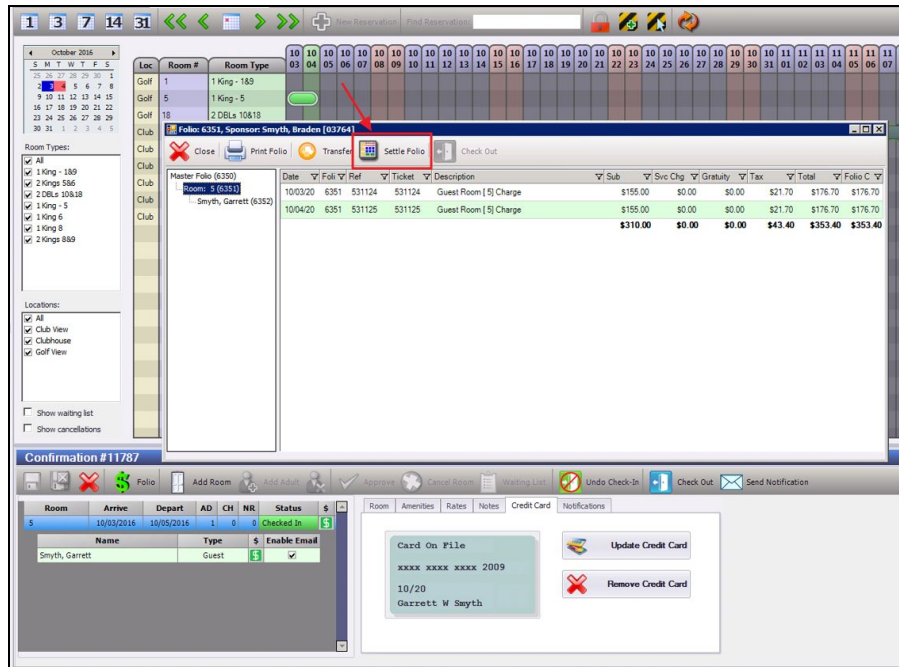


If you have captured a credit card for the room reservation, you will see the credit card on file under the **credit card tab**, as shown below, when the reservation is selected.

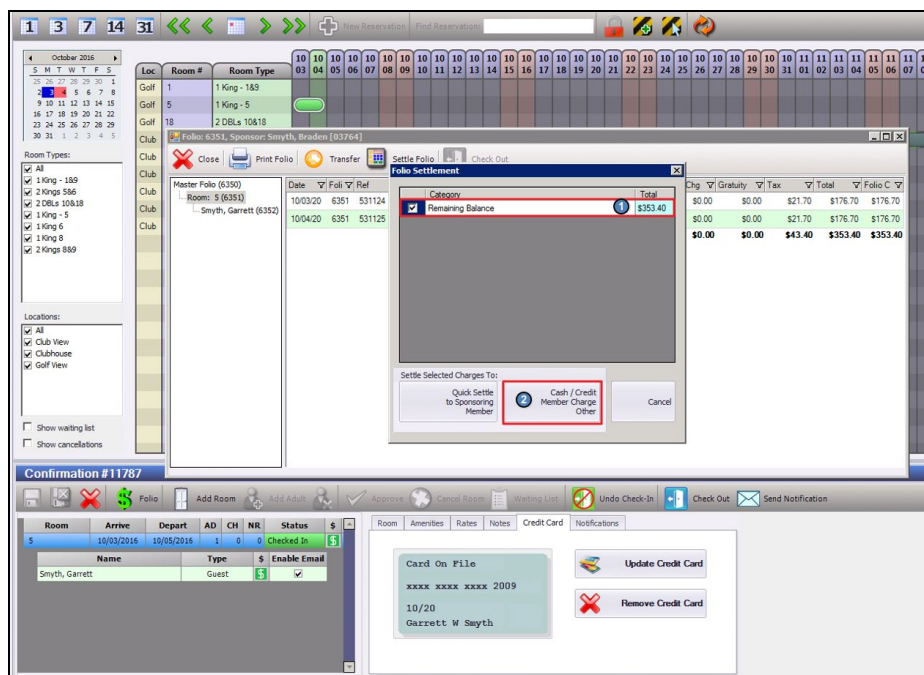


# Settle Folio

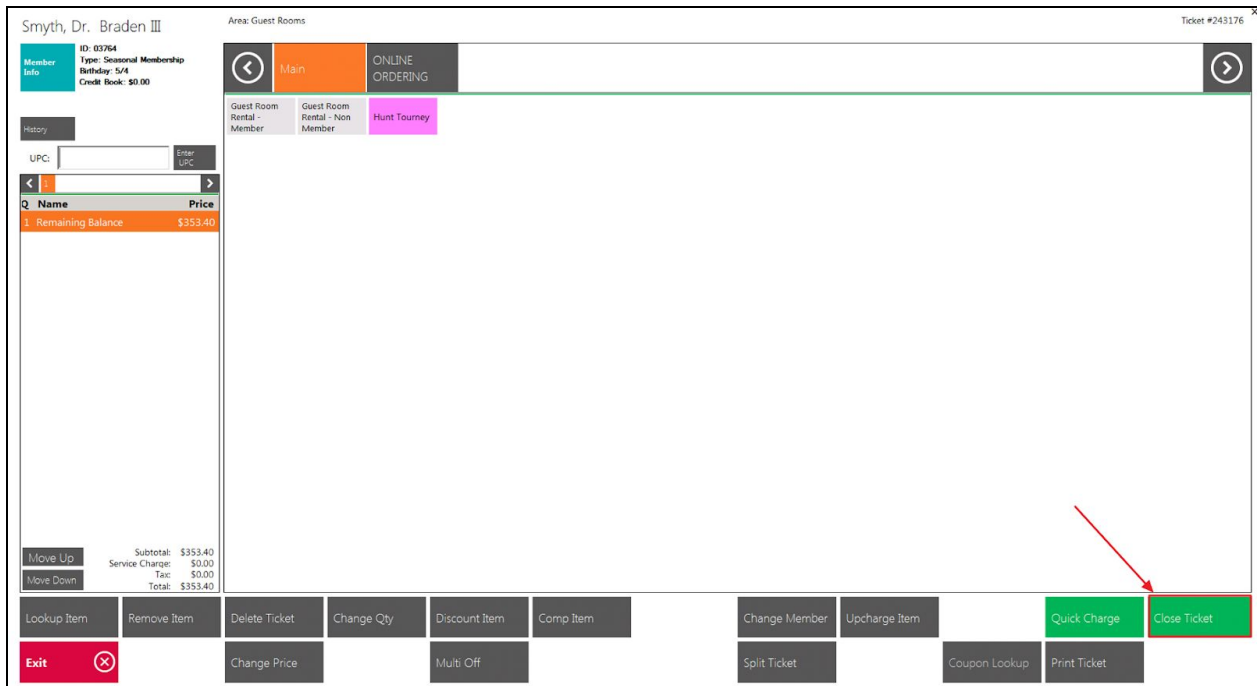
To settle a folio to the credit card on file, select **'Settle Folio'**.



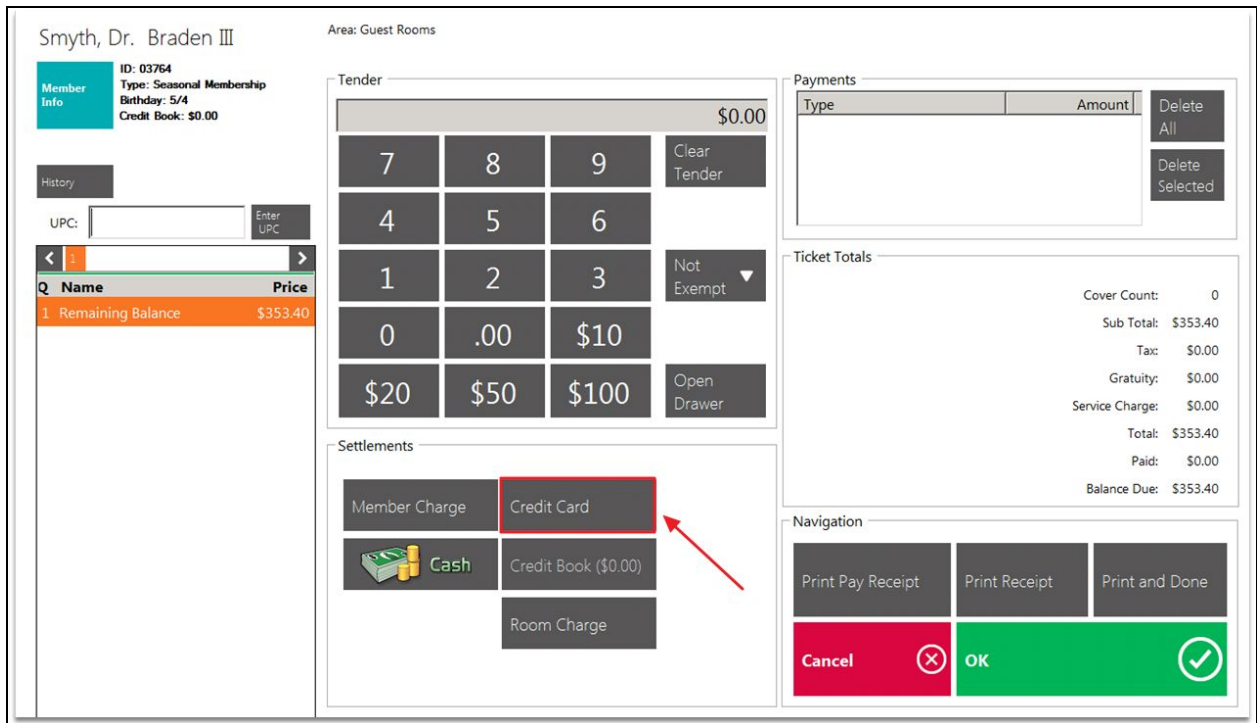
The Folio Settlement screen will launch which will show the balance that's to be settled. Next, select **'Cash/Credit Member Charge Other'** in order to launch the POS.



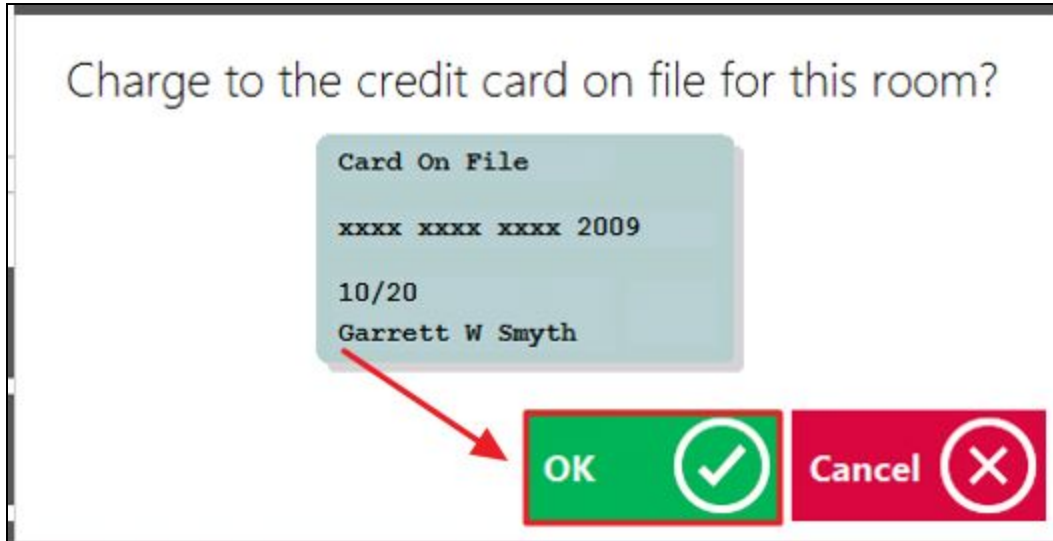
Select **'Close Ticket'** to bring up other settlement options.



From the settlement screen, select **'Credit Card'**.

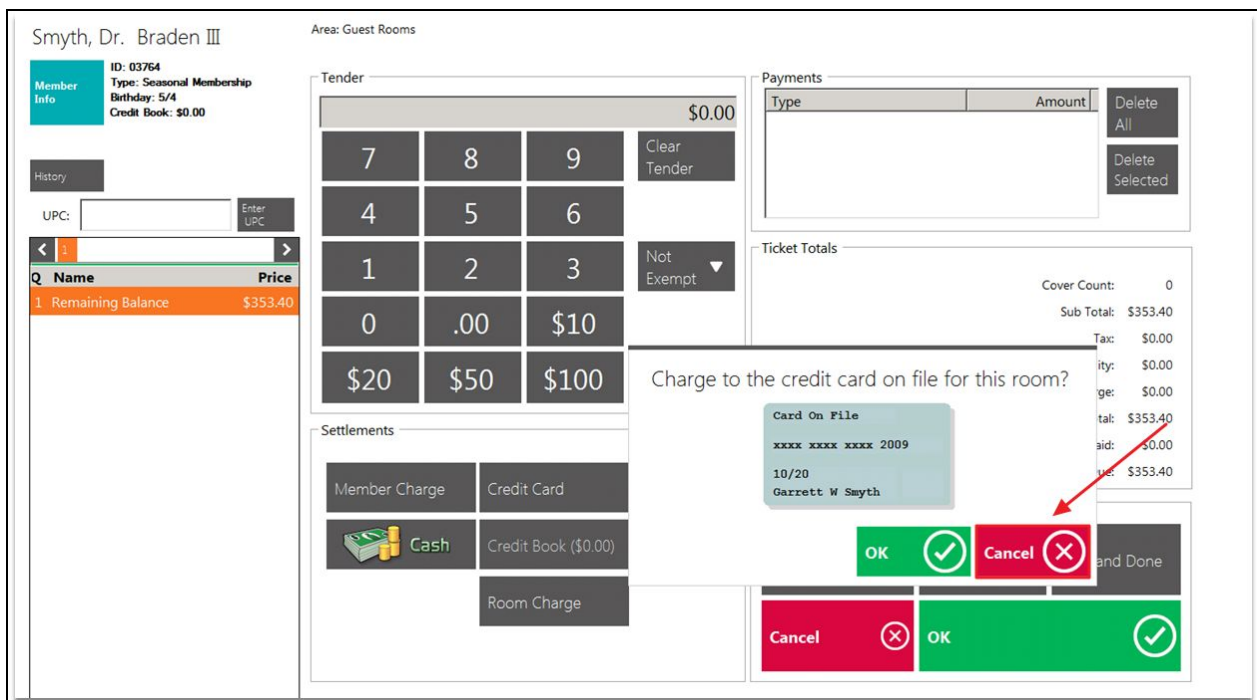


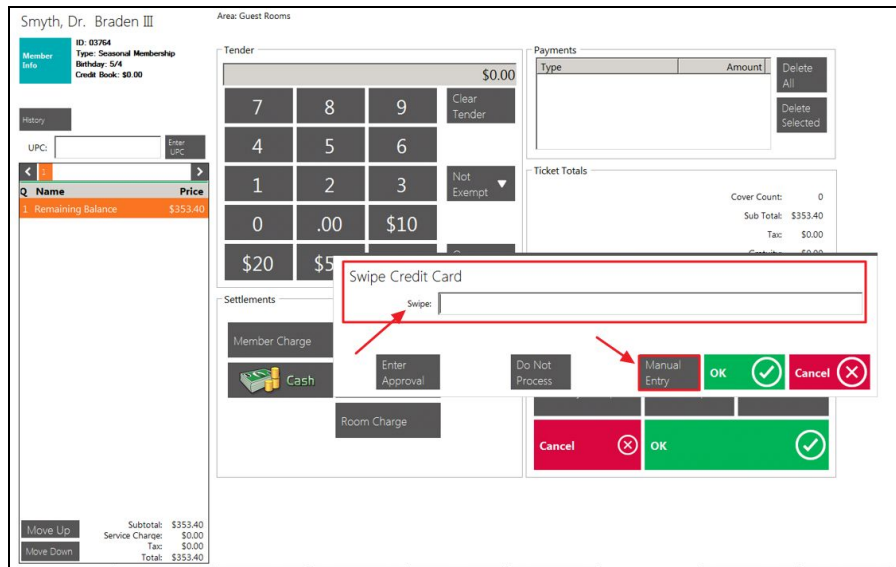
If a credit card is on file, the system will ask to charge to the credit card on file. Select 'OK' to use this credit card on file.



**Please Note:** In order to use your payment processor GW Visa Fil or Rpon Gof c you may need to select Settlements and then you select the card to be settled to the correct window

If you wish to use another credit card to settle this transaction, select 'Cancel' which will allow you to swipe or manually enter another credit card.





**Please Note:** only one card can be used to one room \ oua^not^tt^ag^arcblia^rb^ to only tgc^oap^nt^ Vo^ll^gc^oap^nt^ncbs^to^sett^l^g^s^gc^rd^l^b^to^ ^bl^l^br^nt^arcblia^rb^ tgc^t^ l^s^v^gn^y^o^u^o^u^b^OR^W^sc^tgc^arcblia^rb^o^nl^c^ ^rb^o^nt^r^tgc^l^m^b^r^m^t^l^o^n^w^l^g^tgc^sw^l^p^c^o^r^ m^nu^l^k^nt^y^

You will now be able to view the settled folio for the member.

