

# How to Transfer a Holiday Booking from One Property to Another

## Overview

You may have a guest that is transferring from one property to another. This document will assist you to transfer the existing booking to another property prior to the stay with deposit and or sundries paid in the current or previous period.

This document will cover:

- How to Transfer a Booking with Deposit Only - Current Period or Previous Period
- How to Transfer a Booking with Deposit and Sundries - Current Period
- How to Transfer a Booking with a Deposit and Sundries - Previous Period

## How to Transfer a Booking with Deposit Only - Current Period or Previous Period

1. Go to **Holiday Bookings > Booking Maintenance**
2. Enter the alpha index of the booking and press **Enter**
3. In the Property Field, backspace to remove the existing property alpha index and type the first few letters of the new property address and press **Enter**
4. Click **OK-F12** to save changes

The booking will now show against the new property required and the deposit remains attached to the booking now on the new property.

**NOTE:** If using YESBOOKIT you would be best to cancel receipt if in current period, or manually reverse the receipt if in previous period. For more information on how to reverse receipts from a previous period please see document [Reversing a receipt from a previous period \(Invoices and/or Rent\)](#)

## How to Transfer a Booking with Deposit and Sundries - Current Period

1. Go to **Transactions > Cancel Transactions > Receipt Reversal**
2. Enter the receipt number and press **Enter**
3. A prompt will appear “Are you sure you want to cancel this transaction” say **Yes** to the message
4. A second prompt asking for a reason for cancelling the receipt. Enter a reason, for example “Deposit transferred to new booking” and click **OK**
5. You can now receipt the deposit and/or sundries to the new booking ensuring you select the payment method of **Direct Deposit** and enter the **Banked date** as the original date the funds were banked and click on **OK-F12**

## How to Transfer a Booking with Deposit and Sundries - Previous Period

Because the receipt was processed in a previous period it will need to be disbursed (i.e. manual reversal) rather than the receipt being reversed.

1. Go to **Holiday Bookings > Sundry Disbursement**
2. Enter the alpha index of the guest and press **Enter**
3. Click on **Advanced Deposit** so that it is highlighted
4. **NOTE:**The **Disburse to** on the left hand side of the screen should reflect how the funds will be disbursed

The image displays two screenshots of the 'Holiday Booking Sundry Disbursement' software interface.

**Left Screenshot:** Shows the 'Disburse to' table and the 'Choose a sundry payment to disburse' list.

Disburse to:	
Creditor	0.00
Owner	0.00
Tenant	1,200.00
Mgt Fee	0.00
<b>Total</b>	<b>1,200.00</b>

  

Choose a sundry payment to disburse:	
Advance Deposit	\$1,200.00
Bond	\$200.00
Booking Fee	\$35.00

**Right Screenshot:** Shows the 'Edit Disbursement of Remaining Deposit' form.

Disbursement to creditor:  Incl GST \$0.00 GST  Excl GST \$0.00

Other disbursements:

Owner	\$0.00	Tenant	\$1,200.00	M.Fee	\$0.00
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Amount paid \$1,200.00

5. To change (if required) click on **Edit Sundry-F6** and enter the amount to be disbursed to the tenant, click **OK** once completed
6. Click **OK-F12**
7. This will now have created the tenant as a temporary creditor in REST
8. Go to **Reports > Creditor > Remittance and payments**, a prompt may appear "WARNING - Outstanding disbursement have not been processed - Do you wish to do so now?" click **No**
9. Click on **Select** and select the Creditor (Booking) and click **OK**. Follow the prompts, ensuring you change the cheque number to **999999**.
10. Repeat the process for any sundries in the same way by disbursing through Sundry Disbursement  
  
**NOTE:** Each transaction will need to be paid out separately through creditor remittance as each payment will be setup against a new creditor and the 999999 cheque number to be used for each transaction
11. The funds can now be receipted to the new booking ensuring the payment method of **Direct**
12. **Deposit** and enter the **Banked date** as the original date the funds were banked and click **OK-F12**

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