Search Folio: House Accounts

Manage House Accounts with Search, Print and Email functions. To learn more on House Accounts and managing folios see, House Accounts Folios.

Go to **FRONT DESK | HOUSE ACCOUNTS**

- **Search Folio:** Use the Search function in House Accounts, located in the last Tab to search and display House Account folios by name or folio number for historical review. A highlight is that House Account folios can be closed, yet still searchable and reprinted at a later date.
  - Choose the Search Folio Tab available in folio tab list across the top.
  - Choose your search criteria by Name, Folio # or Status. Use partial numbers or letters to get a list of folios with those characters.
  - Select the status of the folio search: Open or Closed. If you leave it at Select all and click search, it will return a list of all folios.

In this section
 - Add Folio: House Accounts - Edit Folio: House Account - Add Charge: House Accounts - Close Folio: House Accounts - POS Receipt Function - Search Folio: House Accounts - Add Payment: House Accounts - Print/Email Folio: House Accounts (POS System Overview)

Customized Receipt Function: See, Customized Receipt Function Note: you must have the POS Module enabled to use these function

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Figure 1: Search Folio by Folio Name returns all folios with name.

Figure 2: Search Folio by Folio # returns all folios with those numbers.