

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](#)
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Customized Receipt Function: See, [Customized Receipt Function](#) Note: you must have the POS Module enabled to use these function

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

The screenshot shows the 'House Accounts' interface. At the top, there are tabs: 'Primary Folio/\$195.00', 'Johnson/\$0.00', 'Spa Treatments/\$0.00', 'Add New Folio', and 'Search Folio'. Below the tabs, there is a search bar with 'Folio #' and 'Folio Name: Spa Treatments' entered. The 'Status' dropdown is set to 'All'. A 'Search' button is to the right. Below the search bar, a table displays the results:

Folio #	Name	Status	Balance Amount
3058128	Spa Treatments	OPEN	\$0.00

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

The screenshot shows the 'House Accounts' interface. At the top, there are tabs: 'Primary Folio/\$195.00', 'Johnson/\$0.00', 'Spa Treatments/\$0.00', 'Add New Folio', and 'Search Folio'. Below the tabs, there is a search bar with 'Folio #: 266' entered. The 'Folio Name' field is empty. The 'Status' dropdown is set to 'All'. A 'Search' button is to the right. Below the search bar, a table displays the results:

Folio #	Name	Status	Balance Amount
2662201	Gift Shop	CLOSED	\$0.00
2662203	Primary Folio	OPEN	\$195.00