

# 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](#)
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- [POS Receipt Function](#)
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- [Print/Email Folio: House Accounts](#)

**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' search interface. At the top, there are navigation links: 'Edit Folio Setup', 'Add New Charge', and 'Add Payment'. Below these are tabs for 'Primary Folio/\$195.00', 'Johnson/\$0.00', 'Spa Treatments/\$0.00', 'Add New Folio', and 'Search Folio'. The search form includes fields for 'Folio #', 'Folio Name' (containing 'Spa Treatments'), and 'Status' (set to 'All'). A 'Search' button is present. The results table below has columns for 'Folio #', 'Name', 'Status', and 'Balance Amount'. One result is shown: Folio # 3058128, Name Spa Treatments, Status OPEN, Balance Amount \$0.00. There is a 'Highlight Box' label above the table and a pencil icon next to the result.

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' search interface. At the top, there are navigation links: 'Edit Folio Setup', 'Add New Charge', and 'Add Payment'. Below these are tabs for 'Primary Folio/\$195.00', 'Johnson/\$0.00', 'Spa Treatments/\$0.00', 'Add New Folio', and 'Search Folio'. The search form includes fields for 'Folio #' (containing '266'), 'Folio Name', and 'Status' (set to 'All'). A 'Search' button is present. The results table below has columns for 'Folio #', 'Name', 'Status', and 'Balance Amount'. Two results are shown: Folio # 2662201, Name Gift Shop, Status CLOSED, Balance Amount \$0.00; and Folio # 2662203, Name Primary Folio, Status OPEN, Balance Amount \$195.00. There are pencil icons next to both results.

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