

# Edit Folio: House Account

To Edit a House Account Folio, Click **Folio Setup** in House Accounts..

To edit the Folio name and Comments by clicking the **Edit** button to the right of the Folio.

To assign an Inventory Item to automatically charge to a Folio during **Night Audit**, use the radio buttons next to the Item.

To Add an Inventory Item to the Folio list, see [Inventory Items](#)

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## Folios

To edit the name or comments of a folio, click the Edit button to the right of the folio.

### Folio

\* Folio Name:

Comments:

## Folio Setup

The Folio Setup area gives option of creating default folios for Room Rent and the Inventory Items you have set up. Assign an Item to charge by default to a particular folio when a charge for payment is added.

## Folio Setup - HOUSE

### Folios

Folio Name	Comments	
Primary Folio	Primary Folio	<input type="button" value="Edit"/>
Johnson		<input type="button" value="Edit"/>
Spa Treatments		<input type="button" value="Edit"/>

### Folio Setup

	Primary Folio	Johnson	Spa Treatments
<b>Deposits CA Office</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
100% Deposit Paid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Miscellaneous Items</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brought Foward	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daily Breakfast	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comision withheld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deposit paid in California office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flowers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Miscellaneous Charge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service Charge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 Day Adult Ski Lift Ticket	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spa Treatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary Tax Removed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primary Tax Removed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAT Tax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Phone Calls</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone Calls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Room Rent</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
50% Deposit Paid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cancellation Fee	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
No Show Charge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Room Rent	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>