

Advanced Charges to Folio

To add a charge (other than Room Rent) to a folio for a date in the future, use the Advanced Charge function. This function applies to charges applied for Inventory Items in the [Add Charge](#) drop down list. This is useful to keep track of transactions that you want to appear on [Transactions](#) and [Item Analysis Report](#) on the date of the booking instead of the date the booking is made.

For example, a guest makes a booking on Aug. 1 for Dec. 1-5 and wants to add a Spa charge for \$75 to their stay. If the charge is added on the date of the booking, Aug. 1, then the Spa Treatment transaction will appear on the Item Analysis and Transaction Reports on Aug. 1. To have the Spa Treatment appear on folio on Dec.1, it would be post-dated to Dec. 1 and appear on the Item Analysis Report for that day. This is useful for planning and scheduling purposes. If the Spa is post dated then an Item Analysis Report could be generated for Dec. 1 and would list all of the Spa Treatments needed for that day.

For online bookings where an item is added to the booking during the completion of the online booking, the item will import with the booking, on the folio, using the System Date of the arrival date of the booking. You will have to remove the item and manually put it back into the folio if this is not the desired behavior. When manually putting it back into the folio, you can date the item as you wish.

To view Advanced Charges go to [Advanced Charges Report \(ARC\)](#)

To add Inventory items to the Add Charge drop down list, go to [Inventory Items](#)

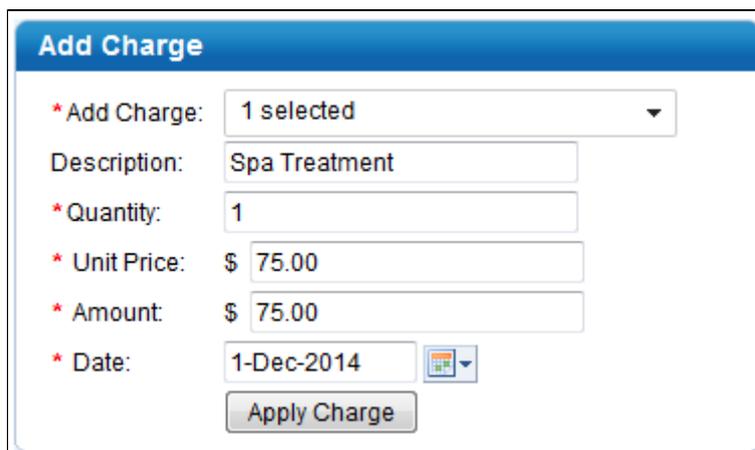
NOTE: The Advanced Charge date function is available upon request. Please submit a support ticket or call Support to request this feature be activated.

In this section

- [Room Rent Charges](#)
- [Add Charge](#)
- [Add Payments](#)
- [Making a Deposit](#)
- [Giving A Refund](#)
- [Manage Credit Cards](#)
- [Modify and Delete Transactions](#)
- [Transfer Folio Items](#)
- [Add Folios](#)
- [Edit Folios](#)
- [Balance Folio](#)
- [Posting Room Rent Manually](#)
- [Advanced Charges to Folio](#)
- [Folio Functions and Features](#)
- [Folio Examples](#)
- [Folio: Print/Email Folio](#)

To create an Advanced Charge:

1. Go to the [Booking Details](#).
2. Go to the [Folio Tab](#)
3. Go to [Add Charge](#) and select the Inventory Items from the drop down list, enter the quantity and price.
4. Choose the date to post the transaction in the Date field.
5. Click **Apply Charge**.



To remove an Advanced Charge, there are two options

1. Go to the [Booking Details](#).
2. Go to the [Folio Tab](#) and choose one of these options (screenshots below)
 - **Option 1:** Remove item. This will completely remove the item from the folio and reports.

- **Option 2:** Go to [Add Charge](#) and select the Inventory Items from the drop down list, enter the quantity and a NEGATIVE price. Then, choose the same date to post the transaction in the Date field. This will create a credit transaction for the Inventory Item on the same date and display on the Item Analysis and Transactions Reports.

3. Click **Apply Charge**.

Option 1: Remove Item using the Trash Can Icon

Booking Data | Folio | Edit | Room Assignment | Guest History | Letters | Log

Choose Folio: Primary Folio: \$222.40 | [Add New Folio](#) | [Folio Setup](#)

Primary Folio: \$222.40 [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3244402 Primary Folio

<input type="checkbox"/>	Date	Site Date	User	Type	Description	Qty	Charges	Payments
<input type="checkbox"/>	16-JAN-2015	15-JAN-2015	BC	Phone Calls	Phone Calls	1	\$10.00	
<input type="checkbox"/>	16-JAN-2015	15-JAN-2015	BC	Phone Calls	Phone Calls--Occupancy	1	\$1.20	
<input type="checkbox"/>	16-JAN-2015	08-JAN-2015	BC	Phone Calls	Phone Calls	1	\$10.00	

Option 2: Go to Add Charge and add a negative transaction

Add Charge

* Add Charge:

Description:

* Quantity:

* Unit Price: \$

* Amount: \$

* Date:

Transaction posts to folio as a negative amount

Booking Data **Folio** Edit Room Assignment Guest History Letters Log

Choose Folio: Primary Folio: \$222.40 [Add New Folio](#) | [Folio Setup](#) ?

<input type="checkbox"/>	16-JAN-2015	14-JAN-2015	BC	Flowers	Flowers	1	\$50.00		
<input type="checkbox"/>	16-JAN-2015	08-JAN-2015	BC	Spa Treatment	Spa Treatment	2	\$150.00		
<input type="checkbox"/>	16-JAN-2015	22-JAN-2015	BC	Spa Treatment	Spa Treatment	1	\$75.00		
<input type="checkbox"/>	16-JAN-2015	22-JAN-2015	BC	Spa Treatment	Spa Treatment	-1	-\$75.00		

Transfer checked items to Total: \$222.40 \$0.00

Balance: \$222.40

Add Charge

* Add Charge:

Description:

* Quantity:

* Unit Price: \$

* Amount: \$

* Date:

Add Payment

[Manage Credit Cards](#)

* Type:

Description:

* Amount:

* Folio:

Appears on Item Analysis Report as a negative transaction

Booking	Room	Folio	Item	Date	User	Qty	Ext
Miscellaneous Items							
Miscellaneous Items							
19001	N/A	3251229	Spa Treatment - Spa Treatment	06-JAN-2015	BC	1	\$75.00
18001	101	3244402	Spa Treatment - Spa Treatment	22-JAN-2015	BC	1	\$75.00
18001	101	3244402	Spa Treatment - Spa Treatment	22-JAN-2015	BC	-1	-\$75.00
18001	101	3244402	Spa Treatment - Spa Treatment	08-JAN-2015	BC	2	\$150.00
						Subtotal:	3 \$225.00
						Total:	3 \$225.00