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.

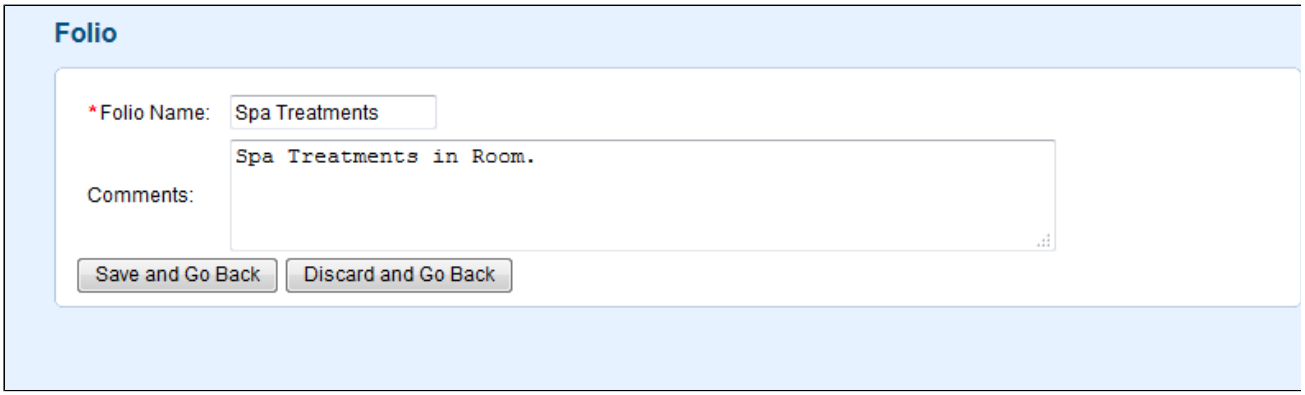
To Add an Inventory Item to the Folio list, see Inventory Items

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)

Folios

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



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	Edit
Johnson		Edit
Spa Treatments		Edit

Folio Setup

	Primary Folio	Johnson	Spa Treatments
Deposits CA Office	○	○	○
100% Deposit Paid	○	○	○
Miscellaneous Items	○	○	○
Brought Foward	●	○	○
Daily Breakfast	○	○	○
Comision witheld	○	○	○
Deposit paid in California office	○	○	○
Flowers	○	○	○
Miscellaneous Charge	●	○	○
Service Charge	●	○	○
1 Day Adult Ski Lift Ticket	○	○	○
Spa Treatment	○	○	○
Secondary Tax Removed	●	○	○
Primary Tax Removed	●	○	○
VAT Tax	○	○	○
Phone Calls	○	○	○
Phone Calls	●	○	○
Room Rent	○	○	○
50% Deposit Paid	○	○	○
Cancellation Fee	●	○	○
No Show Charge	●	○	○
Room Rent	●	○	○

Save | Discard and Go to Frontdesk