

Add Charge: House Accounts

To Add a Charge or apply a payment to any of the House Folios.

- Click on the Tab of the Folio to add a transaction.
- Go to Add Charge and Add Payment

Items in the Add Charge drop-down list have already been added as [Inventory Items](#) and given a description and/or a price. IF you have added this information to the Inventory item, it will auto fill when the item is chosen. These fields can also be manually entered or edited before the charge is applied. Note: The red asterisk * indicates a required field.

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Add a charge:

- **Add Charge:** Choose a charge from the "Add Charge" drop-down list. If you do not see the item you need, choose miscellaneous.
- **Description:** If you chose an item from the "Add Charge" list, the description will auto fill. You can also enter a new description..
- **Quantity:** Enter Quantity: this number will be used to automatically calculate the total amount based on the Unit Price.
- **Unit Price:** If you chose an item from the "Add Charge" list, the Unit Price will auto fill. You can also enter a new price.
- **Amount:** The Total Amount will automatically be calculated.
- **Date:** Choose the date. This feature allows you to choose a date in the future to create an "advanced charge". Use this to enter a charge that should be charged to the folio as a transaction on a date in the future.
- **Apply Charge:** Click "Apply Charge": The charge will be directed to the appropriate folio based on rules set up for the folio. See [Folio Setup](#)

House Accounts

[Edit Folio Setup](#) | [Add New Charge](#) | [Add Payment](#)

Primary Folio/\$0.00

Johnson/\$0.00

Spa Treatments/\$0.00

[Add New Folio](#)

[Search Folio](#)

Folio #: 2662203 Primary Folio

[Print Folio](#) | [Folio to Excel](#)

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐	25-MAR-2014	08-MAR-2014	BC	Miscellaneous Charge	Miscellaneous Charge	1	\$20.00			
☐	25-MAR-2014	08-MAR-2014	BC	Miscellaneous Charge	Miscellaneous Charge	1	\$100.00			
☐	25-MAR-2014	08-MAR-2014	BC	Phone Calls	Phone Calls	1	\$50.00			
☐	25-MAR-2014	08-MAR-2014	BC	No Show Charge	No Show Charge	1	\$25.00			
☐	25-MAR-2014	08-MAR-2014	BC	Write Off	Write Off	1		\$195.00		
Transfer checked items to						Select From List		Total:	\$195.00	\$195.00
Print checked items to POS Printer						Select		Balance:	\$0.00	

Close this Folio

Add Charge

* Add Charge:

Description:

* Quantity:

* Unit Price: \$

* Amount: \$

* Date:

Add Payment

[Manage Credit Cards](#)

* Type:

Description:

* Amount: \$

* Folio: