

# Add Folio: House Accounts

Additional folios are useful when you have items other than Room related charges such as meals, point of sale items. This can be for an existing guest or for daily charges in a gift shop or restaurant. You can create as many folios as you need and each folio will function independently using the basic folio operations. See [Folio](#).

Remember each folio must be balanced in order to complete night audit, so be sure to make charges and take payments in the correct folios. If you are using a daily folio or have a one-time charge, you can close the folio after it is balanced. The transactions will be recorded and viewable in the [Transactions Report](#).

When Setting up a new folio, you have the ability to indicate which charges should automatically be charged to that folio. In the example below, Dinner is set to automatically charge to the Restaurant folio and the gift items to the Boutique folio. This can be changed manually at time of charge, but this is a convenient way to ensure the charge goes to the correct folio.

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## To add a new folio:

- Click on Add New Folio
- Enter a Folio Name
- Add any comments: Optional
- Then, use the radio buttons to assign specific items to automatically charge to that folio by default. The items appearing in this list are created at [Inventory Items](#)

House Accounts

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

Primary Folio/\$195.00

Johnson/\$0.00

Spa Treatments/\$0.00

Add New Folio

Search Folio

Folio Name:

Comments:

Folio Setup

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

Save

Discard and Go to Frontdesk