

Modify and Delete Transactions

Modifying or Removing an item from a folio will automatically update relevant taxes and service charges for that item.

You can manually remove a tax or service charge from the folio, however you cannot manually adjust the tax or service charge cost as it is calculated from the item cost.

When you modify or remove a line item from a folio the folio will update to reflect the changes and the change will be logged under the Log tab, the initial posting will be deducted on the Transactions Report, and the new amount posted on the Transactions Report.

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](#)

Modify Amount

Charges may be edited by clicking the "Modify Amount" button on the line item. A box will come up where you can input the new amount. When modifying an item on the folio change the amount to whatever you would like to see on the folio. DO NOT enter the a \$ figure to act a a correction amount.

9002 - Smith Jan

# Guests: 1/0/0	Booking for: 25-AUG-2014-29-AUG-2014	Room Type: Large Room with 1 King Bed	Room: 105	Status: Active
Projected Inc: \$448.00	Projected Inc + Charges: \$384.20	Projected Bal: \$-197.40	Folio Bal: \$384.20	

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

Choose Folio: Primary Folio: \$384.20 | [Add New Folio](#) | [Folio Setup](#)

Check In	Check Out	Room	Description	Rate	Amount	Action
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$45.50	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$20.80	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$76.70	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$420.30	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	Room Rent Room Rent 105	1	\$100.00	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	Room Room Rent	1	\$12.00	[Edit] [Trash]

Modify Amount

New Amount: \$

Delete Amount

If you need to remove an item from the folio simply click the Trash Can icon next to the transaction. A message will appear to confirm the deletion.

Charges: \$384.20 | Projected Bal: \$-197.40 | Folio Bal: \$384.20

Are you sure you want to remove this item?

Check In	Check Out	Room	Description	Rate	Amount	Action
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$45.50	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$20.80	[Edit] [Trash]
26-AUG-2014	25-AUG-2014	BC	treatment treatment	1	\$76.70	[Edit] [Trash]