

# Folio Functions and Features

The Folio is a powerful and flexible tool for applying charges and payments to a customer's bill. Each Individual and Group booking has a Folio Tab in the Booking Screen. All Charges and Payments will appear in the Primary Folio and can be modified easily.

**Please take a moment to review these important Folio Functions**

- Room Rent Charges automatically charge to Guest Folios during [Night Audit](#).
- A Folio must be balanced in order to check out a Guest. See [Balance Folio](#)
- [Additional Folios](#) can be created in the same Guest Booking
- Charges and Payments can be [transferred between Folios](#).
- Total Payments and Charges are shown in the [Booking Header](#) information.
- The transactions shown in the Folio can also be viewed in the [Transactions Report](#)
- Folio history can be viewed in the [Log Tab](#) of the Booking Details

**There is a two column reporting system for payments and charges in Folios.** Next to each transaction you will see two icons: Modify (change \$ amount of transaction) and Delete (deletes transaction from folio)

The screenshot shows the 'Folio' tab for a booking. At the top, there's a header with booking details like 'Guest: 1606', 'Booking for: 24-AUG-2014 to 05-AUG-2014', and 'Room Type: Queen with a view'. Below this is a table of transactions. The table has columns for 'Date', 'No', 'Date', 'User', 'Type', 'Description', 'Qty', 'Charges', and 'Payments'. There are three transactions listed: 'Room Rent 104' for \$75.00, 'Room Rent 104-Guestroom' for \$9.00, and 'Ocm' for \$84.00. At the bottom, there's a 'Total' of \$84.00 and a 'Balance' of \$84.00. On the left, there's a 'Choose Folio' dropdown set to 'Primary Folio: \$0.00'. Below the table, there are two panels: 'Add Charge' and 'Add Payment'. The 'Add Charge' panel has fields for 'Description', 'Quantity', 'Unit Price', 'Amount', and 'Date'. The 'Add Payment' panel has fields for 'Type', 'Description', 'Amount', and 'Paid'. At the bottom of the interface, there are buttons for 'Check In', 'Check Out', 'Cancel Booking', and 'Clone Booking'.

**Charges and Payments:** The two column format allows you to see each charge or payment as a line item with a corresponding \$ amount in the Charges or Payments columns. The total of each column is shown at the end with the Customer balance shown at the end of the Folio. A positive balance indicates an \$ amount due. A negative balance indicates a credit balance due to a prepayment or deposit.

**Modify and Delete Icons:** Click on each icon to either Modify (change \$ amount of transaction) or Delete (deletes transaction from folio)

**The following are the main functions of the Folio:**

<b>Choose Folio</b>	If multiple folios have been setup additional folios are selected via this drop down box. By default the primary folio is always shown on the folio screen.
<b>Add New Folio</b>	The system supports multiple folios and allows the user to split charges by inventory type across multiple folios if desired.
<b>Folio Setup</b>	Allows editing of folio name(s) and comments as well as managing which inventory items are assigned to folios.
<b>Print Folios</b>	Opens the current Folio in a new window formatted for printing.
<b>Folio to Excel</b>	Allows exporting and saving of the folio to Excel.
<b>Check in</b>	Checks the guest in. This button will only be visible able to be checked in and the arrival date on or prior to (for late check in) the system date.
<b>Check-out</b>	Checks the guest out. This button will only be visible if the guest is currently checked in and the folio has a zero balance.
<b>Check back in</b>	This button is present only after the guest has checked out and may be used to check the guest back in. This can only be used if today's date falls between the reservation check-in and check-out dates.
<b>Check-out</b>	Checks the guest out. This button will only be visible if the guest is currently checked in.
<b>Cancel Booking</b>	Cancels the booking.
<b>Clone Booking</b>	Clones all booking information from the Guest Detail to create a duplicate booking in with the same booking details. Click Reset Guest I.D. to change Guest Information