

# Folio: Print/Email Folio

All guest folios can be printed, emailed or export to Excel.

The email and excel formats CAN be edited after it is generated, but the HTML version is a non-writable version and CANNOT be edited.

You can also put an optional logo on the print or email folio options.

The Folio format is standardized and can not be changed, however you edit or add the following information:

- **Hotel Details:** The Folio printout displays the hotel details in the top, left header. This information is pulled directly from the property information in **SETUP | PMS | SITE DETAILS**. To change any of this information, go to [Site Details](#)
- **Hotel Logo:** There is an option to add your hotel Logo to the Folio printout which will appear above the hotel details on the top left of the page. To add your logo, see [Setup](#)

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To Email, Print or Open in Excel, follow these steps:

- Locate and open the Guest or Group Booking
- Go to the Folio Tab in the Booking.
- Choose the format of the folio printout in by clicking on the **Print Folio**, **Email Folio** or **Folio to Excel** links above the folio on the top right. A new window will open with the folio print out. The email and excel formats CAN be edited after it is generated, but the version is a non-writable version and CANNOT be edited.
- If you choose to the Email Folio function, then you can add and edit any information in the email. You can also add a "CC" email

## 61002 - Johnson Erica

# Guests:1/0/0	Booking for:21-JAN-2016-23-JAN-2016	Room Type:Large Room with 1 King Bed	Room:106	Status:Active
Projected Inc:\$220.00	Projected Inc + Charges:\$220.00	Projected Bal:\$220.00	Folio Bal:\$110.00	

[Booking Data](#) [Folio](#) [Edit](#) [Room Assignment](#) [Guest History](#) [Letters](#) [Log](#)

Choose Folio: Primary Folio: \$110.00 [Add New Folio](#) | [Folio Setup](#)



### Primary Folio: \$110.00

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

Folio #: 3992778 Primary Folio

<input type="checkbox"/>	Date	Site Date	User	Type	Description	Qty	Charges	Payments	
<input type="checkbox"/>	01-JUN-2016	21-JAN-2016	NtAudit BC	Room Rent	Room Rent 106	1	\$100.00		
<input type="checkbox"/>	01-JUN-2016	21-JAN-2016	NtAudit BC	Room Rent	Room Rent 106--City	1	\$2.00		
<input type="checkbox"/>	01-JUN-2016	21-JAN-2016	NtAudit BC	Room Rent	Room Rent 106--Hotel	1	\$8.00		
Transfer checked items to <input type="text" value="Select From List"/>						Total:	\$110.00	\$0.00	
						Balance:	\$110.00		