

Edit Folios

Once you have added a folio, click the Folio Setup button on the folio Tab. Here you will be able to name the folio, add Folio Notes, and assign specific charges to specific folios.

All automated charges (room rent or phone calls) and charges that come in through the Quick Charge function on the Front Desk will be routed to the designated folio.

# Guests:1/0/0	Booking for:02-SEP-2014-03-SEP-2014	Room Type:Queen with a view	Room:104	Status:Confirmed
Projected Inc:\$84.00	Projected Inc + Charges:\$159.00	Projected Bal:\$109.00	Folio Bal:\$25.00	

Booking Data

Folio

Edit

Room Assignment

Guest History

Letters

Log

Choose Folio: Spa Treatments: \$75.00 [Add New Folio](#) | [Folio Setup](#) 

Spa Treatments: \$75.00 [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3026802

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments	
☐	03-SEP-2014	28-AUG-2014	BC	Spa Treatment	Spa Treatment	1	\$75.00		 
Transfer checked items to Select From List						Total:	\$75.00	\$0.00	
						Balance:	\$75.00		

Folio

There are two ways to assign charges:

The first is to assign by a **category** and the second is by selecting **charge types** within a category.

In this example , the entire category of Room charges is designated to the Primary folio. However, the guest wanted a second folio for just his phone calls and miscellaneous charges, so all other charges were left on the Primary folio and just the charge type of Phone and Miscellaneous were moved to the second folio.

To add a **Folio Note/Comment**, click the Edit button next to the Folio (while in Folio Setup) and in the 'Comment' field, write what you want to show on the Folio as a 'Folio Note'. This can be useful for showing Folio info to your staff, such as what to allow charging on a Guest Folio and what to 'Direct Bill' to a [Company account](#).

Folio Setup - GUEST

Folios

Folio Name	Comments	
Main Folio	Charge Guest Folio	<button>Edit</button>
Wife Personal Chanrges		<button>Edit</button>

Folio Setup

	Main Folio	Wife Personal Chanrges
Admin	☐	☐
Trip Insurance	☒	☐
Boutique	☐	☐
Autres articles boutique	☐	☒
CD	☐	☒
Livre	☐	☒
Group	☐	☐
Crédit responsable groupe	☒	☐
Groupe2	☒	☐
Groupe	☒	☐
Divers	☐	☐
Daily Adventure	☒	☐
Art Work	☒	☐
Brought Foward	☒	☐
Elephant ride ling	☐	☒
Dinner for 2	☒	☐
DSL	☒	☐
Eco Seminar	☒	☐
Fishing	☒	☐
Fishing Rods	☒	☐
GAS 91	☒	☐
Present	☒	☐
gratuity	☒	☐
Horseback Riding	☒	☐
Holding Account	☒	☐