

Gift Certificates | House Accounts

House Account Folios have the same functionality as the Guest folios, however they are NOT linked to a room number or Guest. Therefore, a House Account Folio can be set up for one transaction and closed, or kept open to record multiple transactions in the same Folio. To learn more about House Account Folios, see [House Accounts](#)

There are two ways to use the House Accounts to sell Gift Certificates. The option you choose depends on factors like how many gift certificates you sell and how you want to track the Transactions. See step-by-step instructions how to set up House Account folios for each option below.

- **Option 1: Use One Folio to Track Gift Certificates:** Use one House Accounts Folio to track all Gift Certificates purchased and redeemed.
- **Option 2: Setup a New Folio for each Gift Certificate purchased:** Add a new House Accounts folio for each gift certificate purchased. You can create as many folios as you need and each folio will function independently using the basic folio operations.

Gift Certificates

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To see step-by-step instructions on how to sell a Gift Certificate in House Accounts using either option, see [Gift Certificates | Sell](#)

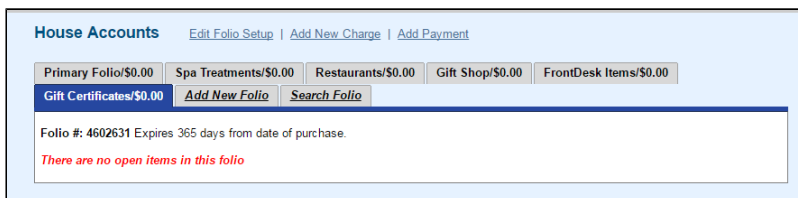
Option 1: Set up One Folio to Track Gift Certificates

Use one House Accounts Folio to track all Gift Certificates purchased and redeemed. If you use this method then the folio will remain open and all gift certificates purchased would be tracked in one folio. It is important to remember that although the folio remains open, each transaction needs to be balanced with a payment, allowing it to clear night audit. This option is convenient if you do not sell many gift certificates per year and you want an "at a glance" view of all of the gift certificates sold. TIP: If the folio becomes too long, you can create a new folio to archive older transactions. For example, create a folio called "GC Jan-June 2016" and use the "Transfer Checked Items" to move the past transactions in that date range and then close the folio.

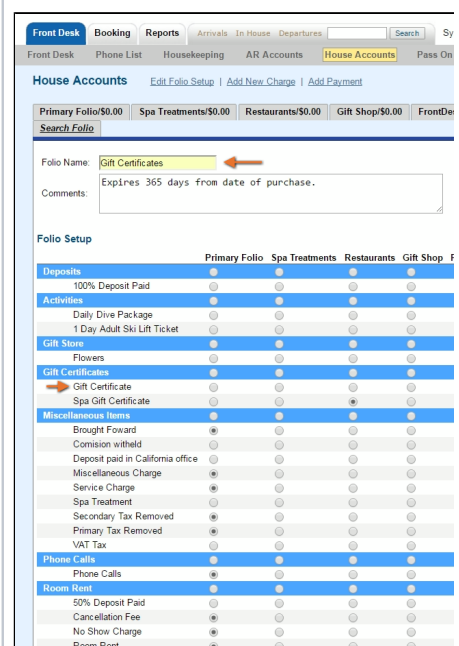
To Set up one House Account Folio for Gift Certificates, follow these steps:

- Click **Add New Folio**
- Name the Folio. Use something like "Gift Certificates Purchased"
- Select the Inventory Item you created to always charge to the Gift Certificate Folio. When Setting up a new folio, you have the ability to indicate which charges should automatically be charged to that 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. When you Add a Charge, it will automatically post to the Primary Folio unless have created another folio and chosen it when applying the transactions.
- Click **Save**.

The new "Gift Certificates" Folio now appears in the House Accounts Folios.



Add New Folio Example



	Primary Folio	Spa Treatments	Restaurants	Gift Shop	FrontDesk
Deposits					
100% Deposit Paid	☐	☐	☐	☐	☐
Activities					
Daily Dive Package	☐	☐	☐	☐	☐
1 Day Adult Ski Lift Ticket	☐	☐	☐	☐	☐
Gift Shop					
Flowers	☐	☐	☐	☐	☐
Gift Certificates					
Gift Certificate	☐	☐	☐	☐	☐
Spa Gift Certificate	☐	☒	☐	☐	☐
Miscellaneous Items					
Brought Forward	☐	☐	☐	☐	☐
Commission withheld	☐	☐	☐	☐	☐
Deposit paid in California office	☐	☐	☐	☐	☐
Miscellaneous Charge	☒	☐	☐	☐	☐
Service Charge	☐	☐	☐	☐	☐
Spa Treatment	☐	☐	☐	☐	☐
Secondary Tax Removed	☒	☐	☐	☐	☐
Primary Tax Removed	☒	☐	☐	☐	☐
VAT Tax	☐	☐	☐	☐	☐
Phone Calls					
Phone Calls	☒	☐	☐	☐	☐
Room Rent					
50% Deposit Paid	☐	☐	☐	☐	☐
Cancellation Fee	☒	☐	☐	☐	☐
No Show Charge	☐	☐	☐	☐	☐
Room Rent	☒	☐	☐	☐	☐

Option 2: Set up a new House Account Folio for each Gift Certificate sale

Create a new House Accounts Folio for each Gift Certificate purchased and then closed. If you use this method, then each sale will have its own Folio # and name. The folio can be also be closed and located again at a later time with the "Search Folio" function. The naming of the folio is important for this reason.

Since a folio is created for each purchase, then the Folio # itself can be used for tracking and in the description when the Gift Certificate is redeemed.

To Set up a House Account Folio each Gift Certificate sale, follow these steps:

- Click **Add New Folio**
- **Name the Folio:** Since this is for an individual sale, use the name of the person and/or the word GC for Gift Certificate for easy searching. The name of the folio depends on what works best for your system and what will be easy to search. This can be the Folio # or Folio Name.
- **Select the Inventory Item** you created to always charge to the Gift Certificate Folio. When Setting up a new folio, you have the ability to indicate which charges should automatically be charged to that 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. When you Add a Charge, it will automatically post to the Primary Folio unless have created another folio and chosen it when applying the transactions.
- Click **Save**.

The new for the Gift Certificate Folio for "Ben Smith" appears in the House Account Folios.

House Accounts | Edit Folio Setup | Add New Charge | Add Payment

Primary Folio/\$0.00 | Restaurants/\$0.00 | Gift Shop/\$0.00 | FrontDesk Items/\$0.00 | **GC Ben Smith/\$0.00** | Add New Folio

Search Folio

Folio #: 4603436 Purchase for friend. Brad Willis.

There are no open items in this folio

Folio Setup	Primary Folio	Restaurants	Gift Shop	FrontDesk Items	GC Item
Deposits	☐	☐	☐	☐	☐
100% Deposit Paid	☐	☐	☐	☐	☐
Activities	☐	☐	☐	☐	☐
Daily Room Package	☐	☐	☐	☐	☐
1 Day Adult 55-65k Ticket	☐	☐	☐	☐	☐
Gift Name	☐	☐	☐	☐	☐
Flowers	☐	☐	☐	☐	☐
Gift Certificate	☒	☐	☐	☐	☐
Gift Certificate	☐	☐	☐	☐	☐
Gift Certificate	☐	☐	☐	☐	☐
Miscellaneous Item	☐	☐	☐	☐	☐
Brought Forward	☐	☐	☐	☐	☐
Commission Method	☐	☐	☐	☐	☐
Deposit paid in California office	☐	☐	☐	☐	☐
Miscellaneous Charge	☐	☐	☐	☐	☐
Room Charge	☐	☐	☐	☐	☐
Spa Treatment	☐	☐	☐	☐	☐
Secondary Tax Reserved	☐	☐	☐	☐	☐
Primary Tax Reserved	☐	☐	☐	☐	☐
VAT Tax	☐	☐	☐	☐	☐

Add New Folio Example

House Accounts | Edit Folio Setup | Add New Charge | Add Payment

Primary Folio/\$0.00 | Restaurants/\$0.00 | Gift Shop/\$0.00 | FrontDesk Items/\$0.00 | **GC Ben Smith/\$0.00** | Add New Folio

Search Folio

Folio Name: GC Ben Smith

Comments: Purchase for friend. Brad Willis.

Folio Setup	Primary Folio	Restaurants	Gift Shop	FrontDesk Items	GC Item
Deposits	☐	☐	☐	☐	☐
100% Deposit Paid	☐	☐	☐	☐	☐
Activities	☐	☐	☐	☐	☐
Daily Room Package	☐	☐	☐	☐	☐
1 Day Adult 55-65k Ticket	☐	☐	☐	☐	☐
Gift Name	☐	☐	☐	☐	☐
Flowers	☐	☐	☐	☐	☐
Gift Certificate	☒	☐	☐	☐	☐
Gift Certificate	☐	☐	☐	☐	☐
Gift Certificate	☐	☐	☐	☐	☐
Miscellaneous Item	☐	☐	☐	☐	☐
Brought Forward	☐	☐	☐	☐	☐
Commission Method	☐	☐	☐	☐	☐
Deposit paid in California office	☐	☐	☐	☐	☐
Miscellaneous Charge	☐	☐	☐	☐	☐
Room Charge	☐	☐	☐	☐	☐
Spa Treatment	☐	☐	☐	☐	☐
Secondary Tax Reserved	☐	☐	☐	☐	☐
Primary Tax Reserved	☐	☐	☐	☐	☐
VAT Tax	☐	☐	☐	☐	☐