

Search Folio: House Accounts

Manage House Accounts with Search, Print and Email functions. To learn more on House Accounts and managing folios see, [House Accounts Folios](#).

Go to **FRONT DESK | HOUSE ACCOUNTS**

- **Search Folio:** Use the Search function in House Accounts, located in the last Tab to search and display House Account folios by name or folio number for historical review. A highlight is that House Account folios can be closed, yet still searchable and reprinted at a later date.
 - Choose the Search Folio Tab available in folio tab list across the top.
 - Choose your search criteria by Name, Folio # or Status. Use partial numbers or letters to get a list of folios with those characters.
 - Select the status of the folio search: Open or Closed. If you leave it at Select all and click search, it will return a list of all folios.

In this section

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Customized Receipt Function: See, [Customized Receipt Function](#) Note: you must have the POS Module enabled to use these function

Figure 1: Search Folio by Folio Name returns all folios with name.

The screenshot shows the 'House Accounts' interface with a search bar and a table of results. The search criteria are: Folio # (empty), Folio Name: 'Spa Treatments', and Status: 'All'. The search button is labeled 'Search'. The table has columns: Folio #, Name, Status, and Balance Amount. The results show one entry: Folio # 3058128, Name 'Spa Treatments', Status 'OPEN', and Balance Amount '\$0.00'. There is a 'Highlight Box' column header above the 'Status' column.

Folio #	Name	Status	Balance Amount
3058128	Spa Treatments	OPEN	\$0.00

Figure 2: Search Folio by Folio # returns all folios with those numbers.

The screenshot shows the 'House Accounts' interface with a search bar and a table of results. The search criteria are: Folio #: '266', Folio Name (empty), and Status: 'All'. The search button is labeled 'Search'. The table has columns: Folio #, Name, Status, and Balance Amount. The results show two entries: Folio # 2662201, Name 'Gift Shop', Status 'CLOSED', and Balance Amount '\$0.00'; and Folio # 2662203, Name 'Primary Folio', Status 'OPEN', and Balance Amount '\$195.00'. There is a 'Highlight Box' column header above the 'Status' column.

Folio #	Name	Status	Balance Amount
2662201	Gift Shop	CLOSED	\$0.00
2662203	Primary Folio	OPEN	\$195.00