

# MAINTANING MASTER FOLIO AND MANAGING PROBLEMS THERIN

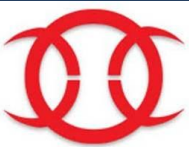
Sunday, August 06, 2017

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# Scope

- Introduction
- Types
- Problem



# What Is Folio ?



COMPANY 

RECEIPT / TAX INVOICE

CUSTOMER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

QTY.	DESCRIPTION	UNIT PRICE	AMOUNT
TOTAL AMOUNT DUE			

AUTHORIZED SIGNATURES \_\_\_\_\_

THANK YOU FOR YOUR BUSINESS

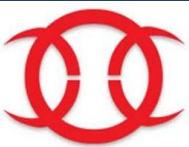


# Introduction

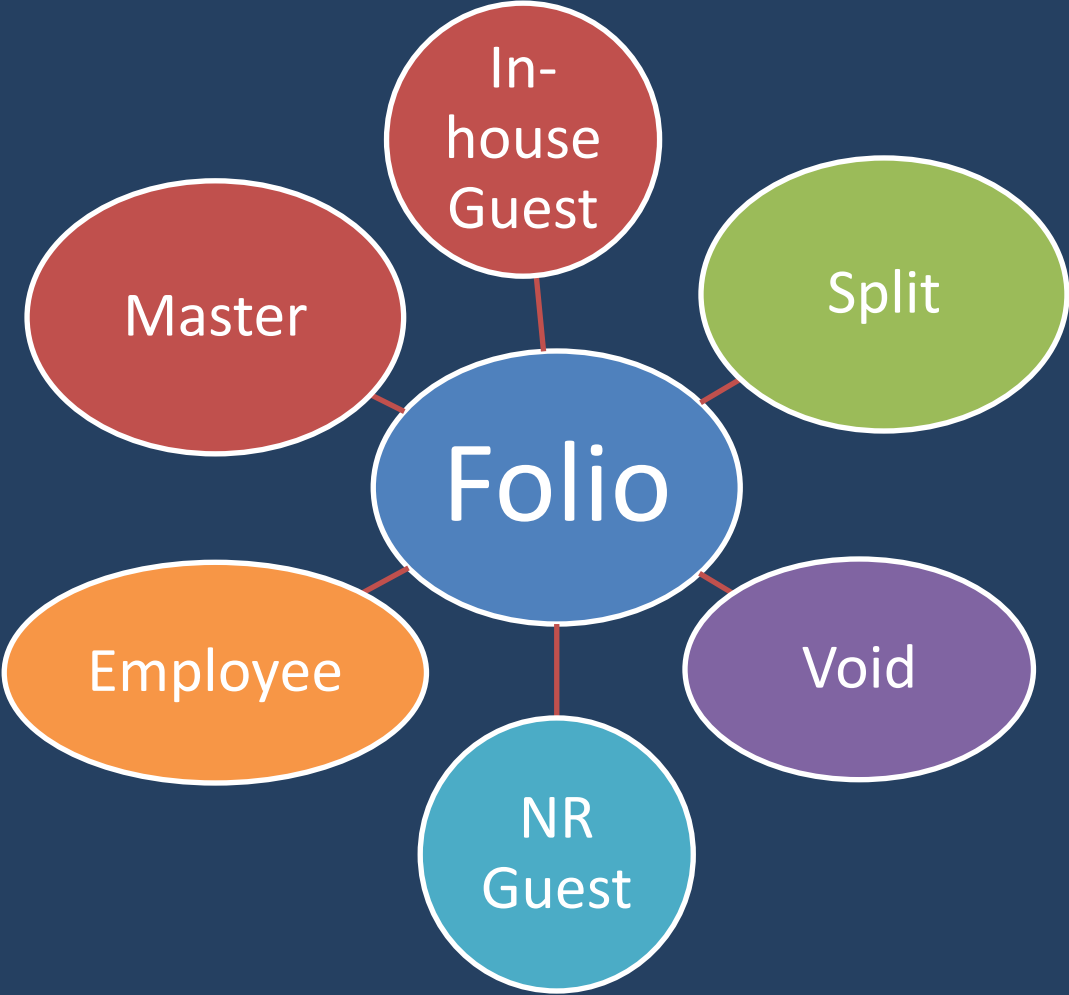
- Front office transactions are charted on account statements called folios.

or

- A folio is a statement of all transactions (debits and credits) affecting the balance of a single account.



# Types





# Difference between In- House Guest Folio and N R Guest Folio



# Difference between Master Folio and Split Folio



# Difference between Employee Folio and Void Folio





# Problems while Handling Folio





# Problem Analysis

What are the conditions that lead to extra bill in any folio ?



# Problem Analysis

What are the conditions that lead to posting of wrong bill in any folio ?



# Problem Analysis

Under what conditions some bill may be left for posting in any folio ?



# Problem Analysis

What are conditions in which  
guest may become disagree  
in terms of folio?

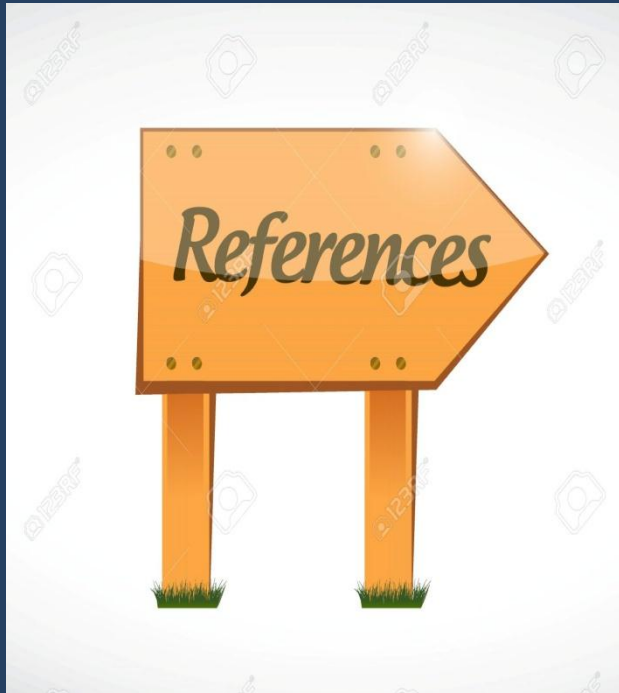


About Folio

Types of Folio

Difference  
Between Folios

Types of problem



For detailed notes, please visit  
<http://educatererindia.blogspot.com/>



# Home Work

- Make individual report in detail on types of folios used in hotels?
- Make individual report remedies of the problem occurred while handling guest folio
- Send the reports on [tp@teamhiht.com](mailto:tp@teamhiht.com) before next class ?







# Next Class

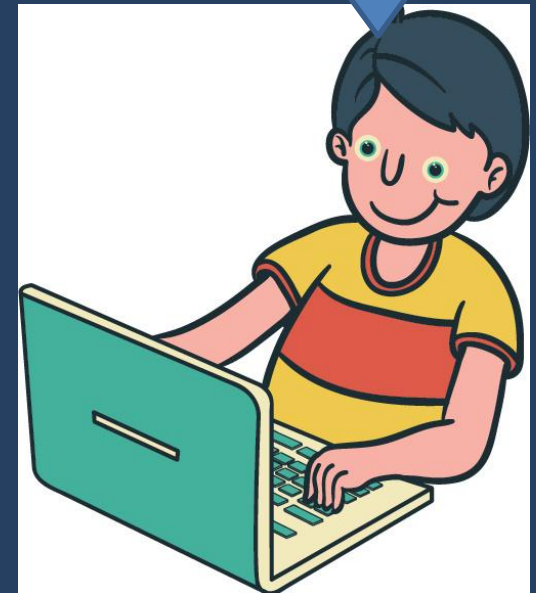
Vertical Tabular Ledger

City Ledger

Departmental Bills

Paid-out vouchers

Yeah, I will  
keep myself  
prepared for  
next topic !





# You can put on you questions now

