

Guest Folio is known as Guest Account Card. As soon as the guest checks into a hotel a guest file is opened, it can be done in software or manually; generally known as 'guest folio'. All the transactions pertaining to the stay in the room, consumption of food & beverages or use of any facility is posted directly or indirectly onto the guest folio. The cash or credit payments are both included. It is like a book of accounting. Upon checking out the guest is required to settle the amount payable in the guest folio. Watch the video below to learn more about Guest Folio.

Types of Ledger

- Transient Ledger
- City Ledger