


## Running and Printing Batch Billing Invoices

There are two main components to Billing within iaRHS: Billing Run and Billing Header. The Billing Run can be set for a specific community and date. The Billing Header is the bill for a specific Resident within that community.

We have created a button that allows for batch invoices (headers) to be printed that outline the Billing Details of that Billing Header.

Navigate to your Billing Run tab and specific billing Run you'd like to use.

Marketing Events
Move-In Planner
Billing Run
My Community
Suites
Residents
Conga Queries
Acco


Billing Run  
BR-000020

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### Billing Run Detail

Edit Delete Clone Billing Reports - Unposted Conductor Batch

Audit No.	BR-000020	Owner
Community		
Resident		
Description	August billing run	
Posting Date	8/31/2012	
Status	Created	
Cut off Date	8/20/2012	
Run	<input checked="" type="checkbox"/>	
Community Address 1		
Community Address 2		
Community City Prov Postal	On, ON	
Logo URL		

Edit Delete Clone Billing Reports - Unposted Conductor Batch

### Open Activities

New Task New Event

No records to display

### Activity History

Log A Call Mail Merge Send An Email

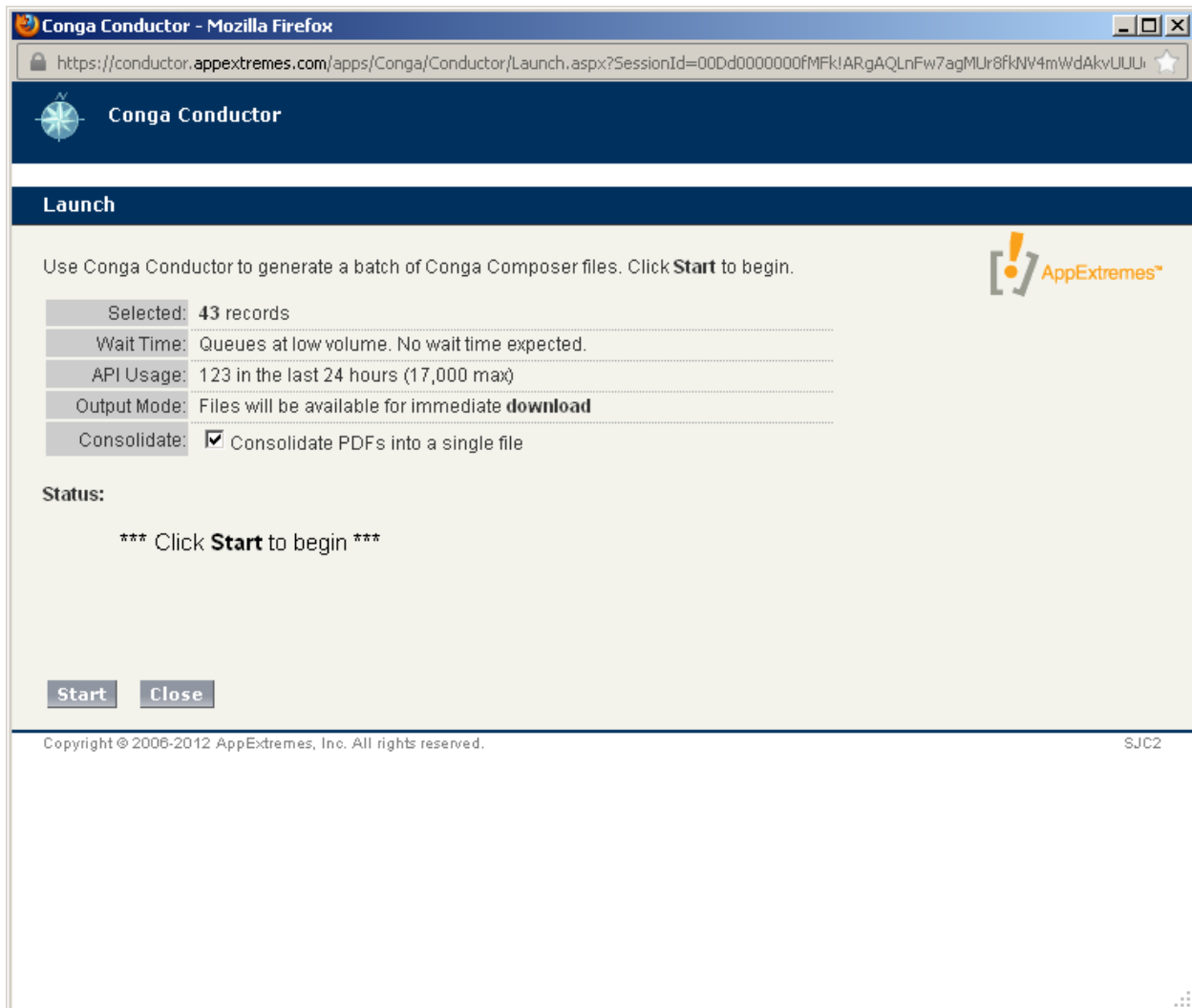
No records to display

### Billing Headers

New Billing Header Post

<input type="checkbox"/>	Action	Audit No.	Community ID	Resident ID	Resident Name	Suite

Click Conductor Batch button to run a maximum of 50 invoices at once. We have customized the button to not print the same invoices twice. Click Start in the Pop-up window to run that batch.



It will come in a PDF file with 50 Residents' invoices at a time. Keep clicking and running the button until all the Residents have been covered.