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.

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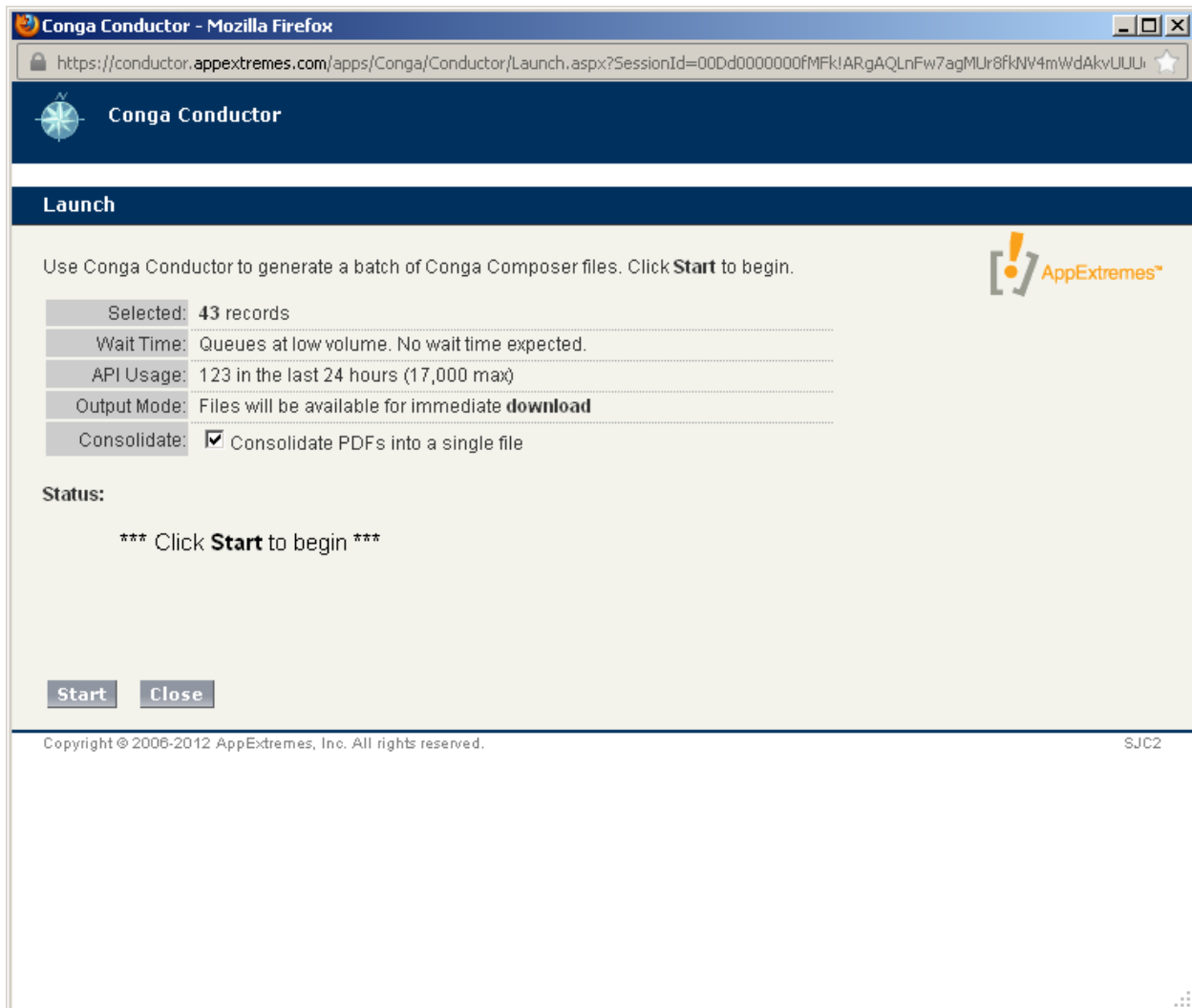
It will come in a PDF file with 50 Residents' invoices at a time. Keep clicking and running the button until all the Residents have been covered.