How to Create a Billing Run

Description

Use this function to go live with RHS Billing. The complete implementation requires preparation, verification, and several checkpoints. It is possible that several runs are required to complete the configuration. However, in most cases, the majority of invoices should be created without issues, and the few exceptions require only manual adjustments.

The billing run pulls data from 3 main sources:

- Leases (Rent, Service & 2nd Occupant)
- Recurring Charges
- POS Charges

While the first 2 are repetitive and don't need to be maintained unless a change is made. The POS charges are billed one time only.

Preparation

1 Navigate to the Billing Run tab

2 Ensure that all previous runs are posted by selecting the view for your Community In Process. This should be empty.

3 In the Reports tab, run Deposits Received by Transaction Type to ensure all payments from previous months are in

4 In the Reports tab, run Resident Move-Ins, Resident Move-Outs, and/or Census Change Report to verify all move-ins, move-outs, transfers, and notices

Step by Step

1 Return to the Billing Run tab

2 Click **New**

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3 Specify the **Community** for which you are doing a Billing Run

4 Select all appropriate **Stay Types**. If different Stay Types bill different time frames, select only those that will bill the same time period. For example, while for most Stay Types you pre-bill for the upcoming month, some bill Respite stays for the previous month. In this case, a separate billing run for Respite is required.

5 Specify a **Resident** (Optional) – Use this if creating a bill for a single resident. This is usually the final invoice. A bill for a single Resident can also be created directly from the Resident profile by clicking the **Create Invoice** button. In this case, the **Effective Date** is the Posting Date and the POS Cutoff defaults to today's date.
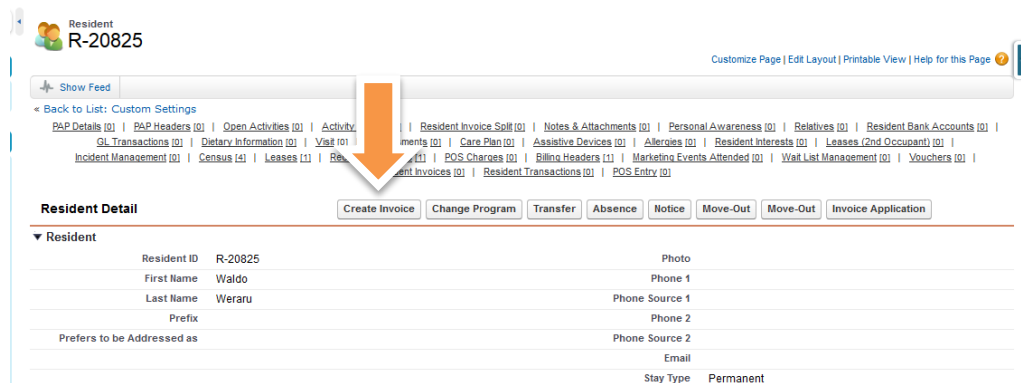
6 Enter a **Description** (Optional)

7 Select the **Billing Month** for which you want the Lease and Recurring Charges to be billed. This is typically the following month.

8 Specify a **Posting Date**. This should be the date these entries will affect the GL, which is typically the first of the billing month.

9 Specify a **Cut Off Date for POS Charges**

10 Verify the data and check off the **Run** checkbox

11 Click **Save**

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Adding POS or Recurring Charges Directly from an Invoice

If a missing POS or Recurring Charge is noticed after the invoice is created, you are able to add these dynamically, by following these steps:

1. Navigate to the Resident's profile
2. In the baby words at the top of the page, click on **Billing Headers**
3. Choose the Billing Header for which there is a missing charge
4. Scroll to the bottom of the screen to the POS or Recurring Charge related list
5. Click **New POS Charges** or **New Recurring Charges**
6. Specify the Community
7. Specify the POS or Recurring Charge
8. Specify the Resident
9. Specify the Date
10. Enter a Price
11. Check **Update Invoice**
12. Click **Save**

Show Feed

« Back to List: Billing Run

Open Activities [0] | Activity History [0] | Resident Invoice Split [0] | Notes & Attachments [0] | Personal Awareness [0] | Relatives [0] | Reside nk Accounts [1] |
GL Transactions [40+] | Dietary Information [0] | Visit [0] | Assessments [1] | Care Plan [12] | Assistive Devices [0] | Allergies [0] | Resi Interests [0] |
Leases (2nd Occupant) [0] | Incident Management [0] | Census [0] | Leases [1] | Recurring Charges [2] | POS Charges [5] | Billing Headers [10] |
Marketing Events Attended [0] | Wait List Management [0] | Vouchers [0] | Resident Invoices [9] | Resident Transactions [2]

Resident Detail

| Transfer | Absence | Notice | Move-Out | Invoice Application | Calculate LMR Interest |

▼ Resident

Resident ID	R-10062	Photo	
First Name	Nicolas	Phone 1	(555) 923-6310
Last Name	Marzano	Phone Source 1	

Billing Headers

| New Billing Header | Billing Headers Help ?

Action	Au	Posting Date	Suite	Invoice Total B4 Taxes
Edit | Del	PF-072226	11/1/2012	202	$2,500.00
Edit | Del	PF-072228	12/1/2012	202	$2,600.00
Edit | Del	PF-072233	11/1/2012	202	$2,500.00
Edit | Del	PF-072234	11/1/2012	202	$2,500.00
Edit | Del	PF-072235	11/1/2012	202	$2,500.00
Edit | Del	PF-072236	11/1/2012	202	$2,500.00
Edit | Del	PF-072237	11/1/2012	202	$2,500.00
Edit | Del	PF-072238	11/1/2012	202	$2,500.00
Edit | Del	PF-072239	11/1/2012	202	$2,515.00
Edit | Del	PF-123100	6/1/2013	202	$2,607.00

POS Charges

| New POS Charges | POS Charges Help ?

Action	Audit No.	Resident	Community	Billing Code	Description	Amount
Edit | Del	POS-001130		iaRetirement - GTA	Guest meal (Lunch)	Guest meal (Lunch)	10.00

Recurring Charges

| New Recurring Charges | Recurring Charges Help ?

Action	Audit No.	Resident_ID	Resident Name	Community	Billing Code	Description	Amount
Edit | Del	RC-001437	R-10081	Dr. John Adams	iaRetirement - GTA	2PRK	Parking	50.00

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POS Charges Edit   Save   Save & New   Cancel

Information   ▌ = Required Information

Community	iaRetirement - GTA 🔍	Owner Larry Wieskopf
Billing Code	▌Guest meal (Lunch) 🔍	
Description		
Resident	R-10062 🔍	
Date	7/24/2013 [7/24/2013]	
Quantity	1.00	
Price	10.00	
Update Invoice	☑	

Invoice Information

Billing Invoice No	PF-060087 🔍	Processed ☐

Save   Save & New   Cancel