

# How to Create a Single Resident Invoice

## Description

Use this function when you need to create an invoice for a single Resident

The system will:

-  Create a Resident Invoice

## Step by Step

- 1 Navigate to the Resident's profile page
- 2 Click **Create Invoice**
- 3 Select the **Billing Month**
- 4 If the Resident is under a respite stay, you can enter the **Number of Days to Invoice**
- 5 Specify the **Posting Date**
- 6 Verify the data and check **Create New Invoice**
- 7 Click **Save**

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▼ Resident Information

First Name	Lindsay	Last Name	Anderson
Community	iaRetirement – Palm Springs	Suite	107

▼ Create Invoice Options

Billing Month	<input type="text" value="January"/>
No. of Days to Invoice (for Respite Only)	<input type="text"/>
Posting Date	<input type="text" value="1/13/2014"/> [ 1/13/2014 ]
Create New Invoice	<input checked="" type="checkbox"/>