Invoice Manager Training

Date: 8/28/2026

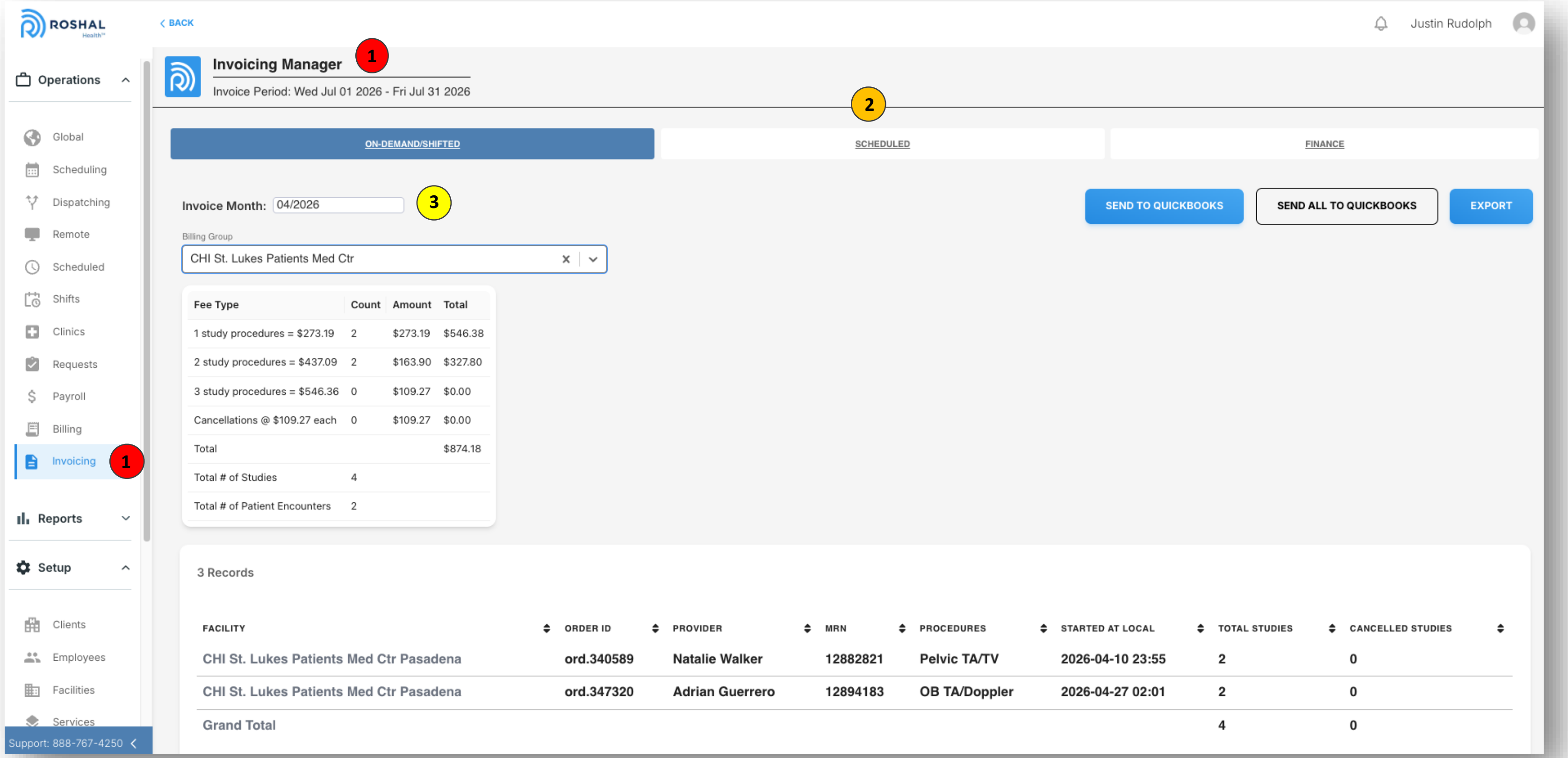
ROSHAL Health™

1. Finding the Invoicing Manager

1. Navigate to Ops → Manager → Invoicing to open the Invoicing Manager. The sub-header shows the Invoice Period you are currently working in.
2. The manager has three tabs: On-Demand/Shifted, Scheduled, and the new Finance tab.
3. Each tab has its own Invoice Month picker in the top left. Choosing a month reloads that tab for the full month.

The Finance role controls access to the invoicing tabs. A separate QuickBooks role controls the Send to QuickBooks buttons.

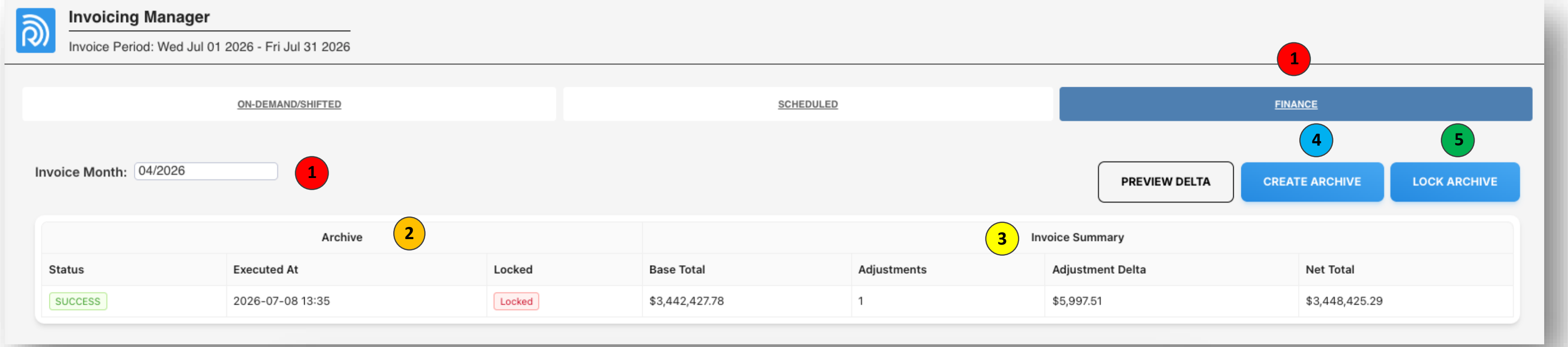
If you do not see the QuickBooks buttons at all, you do not have the QuickBooks role — request it before you start invoicing.

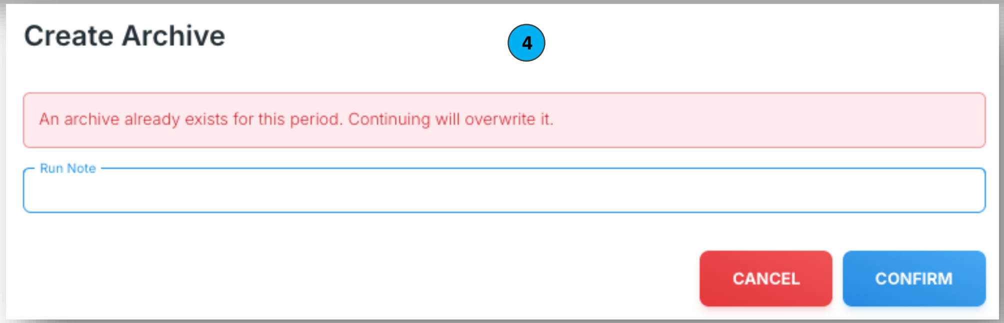


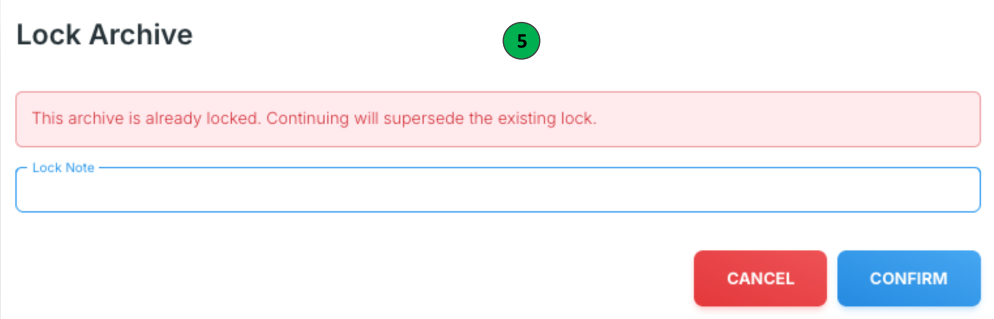
2. Finance Tab — Creating and Locking the Archive

1. Open the Finance tab and pick the Invoice Month. This tab is visible only to users with the Finance role.
2. The Archive columns show the archive Status, when it was Executed At, and whether the period is Locked or Unlocked.
3. The Invoice Summary columns show the Base Total, the number of Adjustments, the Adjustment Delta, and the Net Total for the period.
4. Click Create Archive, type a Run Note, and Confirm to snapshot the period. If an archive already exists you get a red warning that continuing overwrites it.
5. Click Lock Archive, type a Lock Note, and Confirm to freeze the period. If it is already locked, continuing supersedes the existing lock.

Locking is what makes the period final — do it once the numbers have been reviewed.



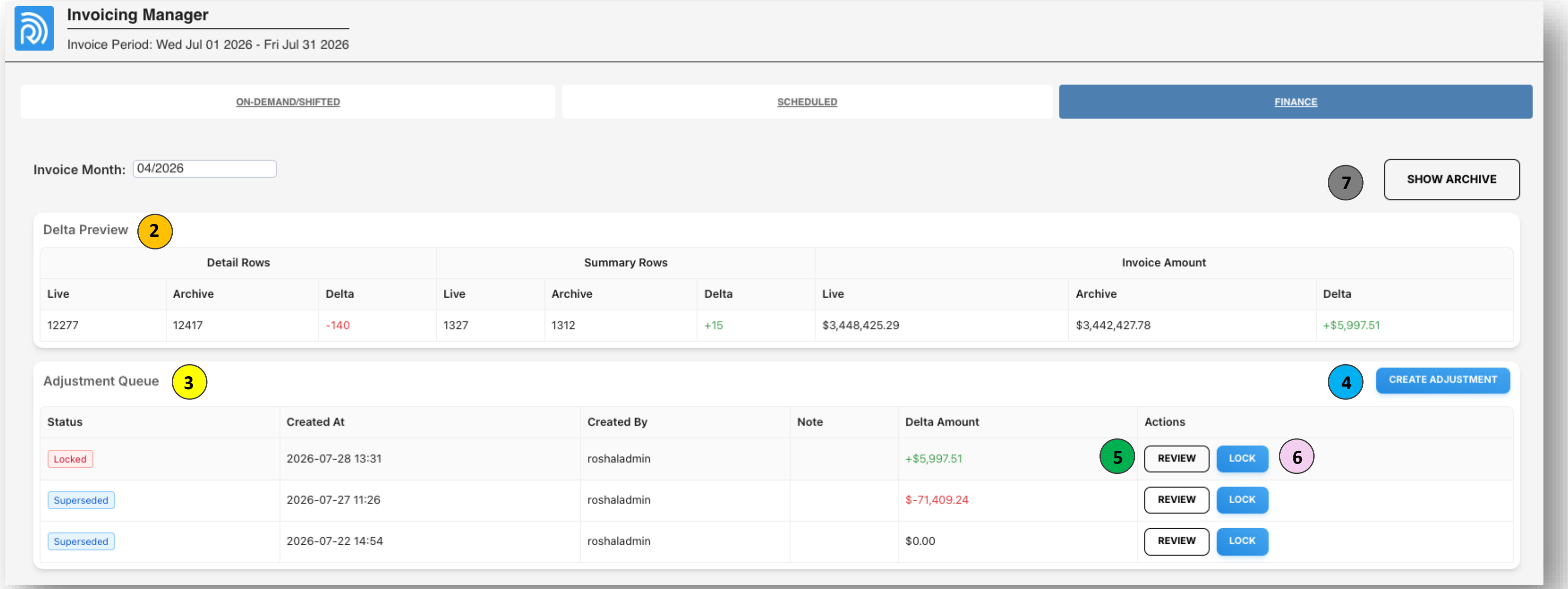




3. Delta Preview and Adjustments

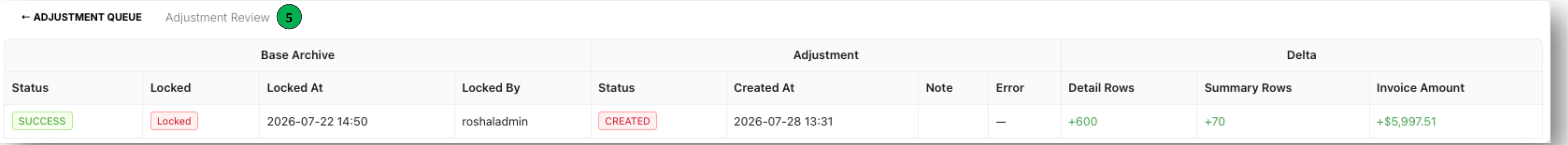
1. Preview Delta only becomes clickable once the archive for that month is locked.
2. The Delta Preview table compares Live against Archive for Detail Rows, Summary Rows, and Invoice Amount. Green is an increase, red is a decrease.
3. The Adjustment Queue below lists each adjustment with its Status (Unlocked, Locked, or Superseded), Created By, Note, and Delta Amount.
4. Click Create Adjustment, add a Note, and Confirm to capture the current difference as an adjustment.
5. Use Review on a row to see its full Base Archive / Adjustment / Delta breakdown, then ← Adjustment Queue to go back to the list.
6. Click Lock on a row to finalize that adjustment. A red warning appears if a lock already exists and continuing would supersede it.
7. Click Show Archive to return to the archive view.

1 PREVIEW DELTA



Detail Rows			Summary Rows			Invoice Amount		
Live	Archive	Delta	Live	Archive	Delta	Live	Archive	Delta
12277	12417	-140	1327	1312	+15	$3,448,425.29	$3,442,427.78	+$5,997.51

Status	Created At	Created By	Note	Delta Amount	Actions
Locked	2026-07-28 13:31	roshaladmin		+$5,997.51	REVIEW LOCK
Superseded	2026-07-27 11:26	roshaladmin		$-71,409.24	REVIEW LOCK
Superseded	2026-07-22 14:54	roshaladmin		$0.00	REVIEW LOCK



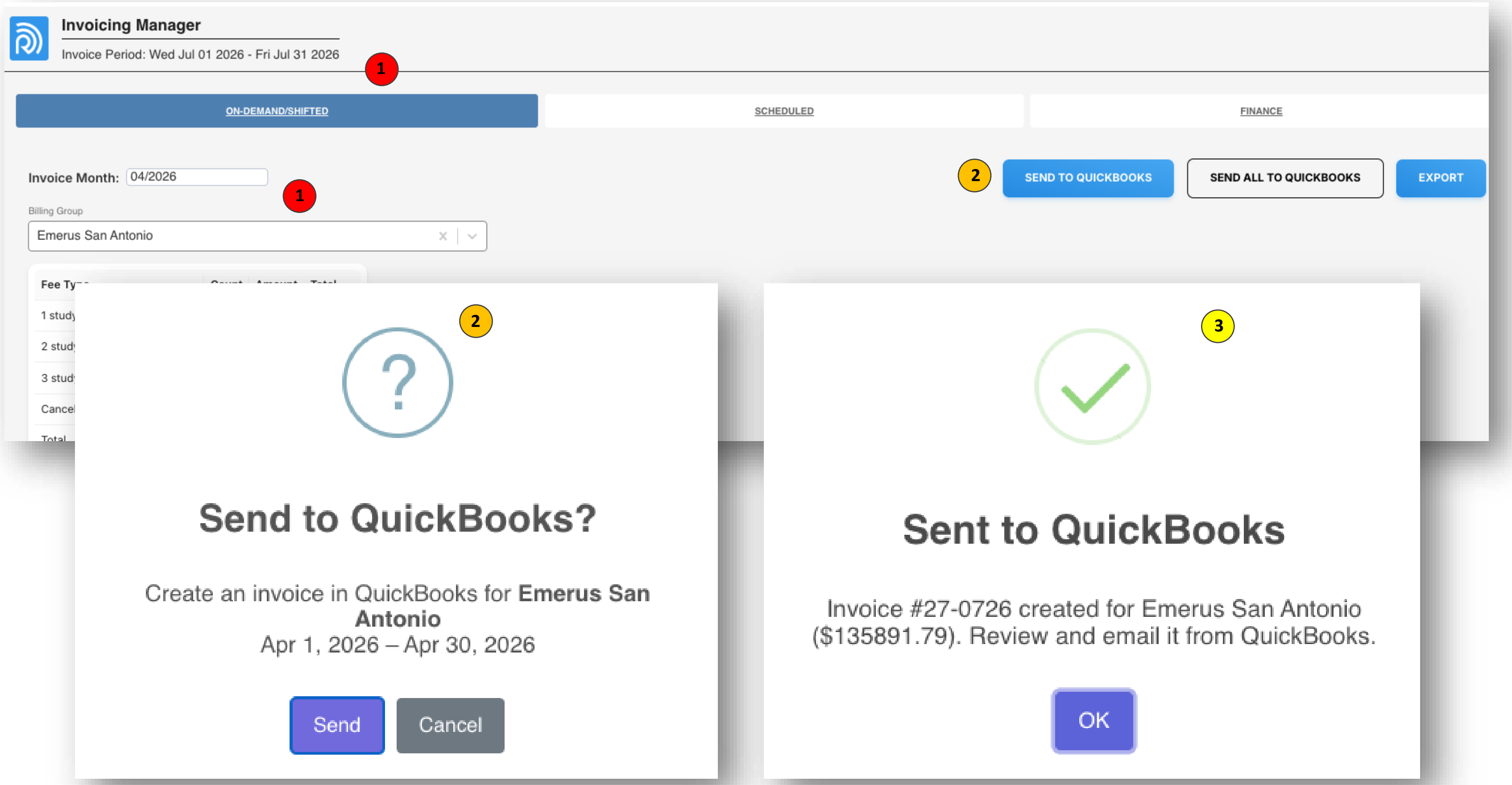
Base Archive				Adjustment				Delta		
Status	Locked	Locked At	Locked By	Status	Created At	Note	Error	Detail Rows	Summary Rows	Invoice Amount
SUCCESS	Locked	2026-07-22 14:50	roshaladmin	CREATED	2026-07-28 13:31		—	+600	+70	+$5,997.51

4. Sending One Invoice to QuickBooks

1. On the On-Demand/Shifted tab, set the Invoice Month, then select a billing group to load its summary and detail.
2. Click Send to QuickBooks. A confirmation popup shows the billing group name and the date range being invoiced — click Send.

   Roshal creates the invoice in QuickBooks and attaches the same detail PDF you would get from Export to PDF.
3. A success popup confirms the QuickBooks invoice number, the customer, and the total amount.

   Review and email the invoice from inside QuickBooks. Roshal creates it but does not send it to the client.

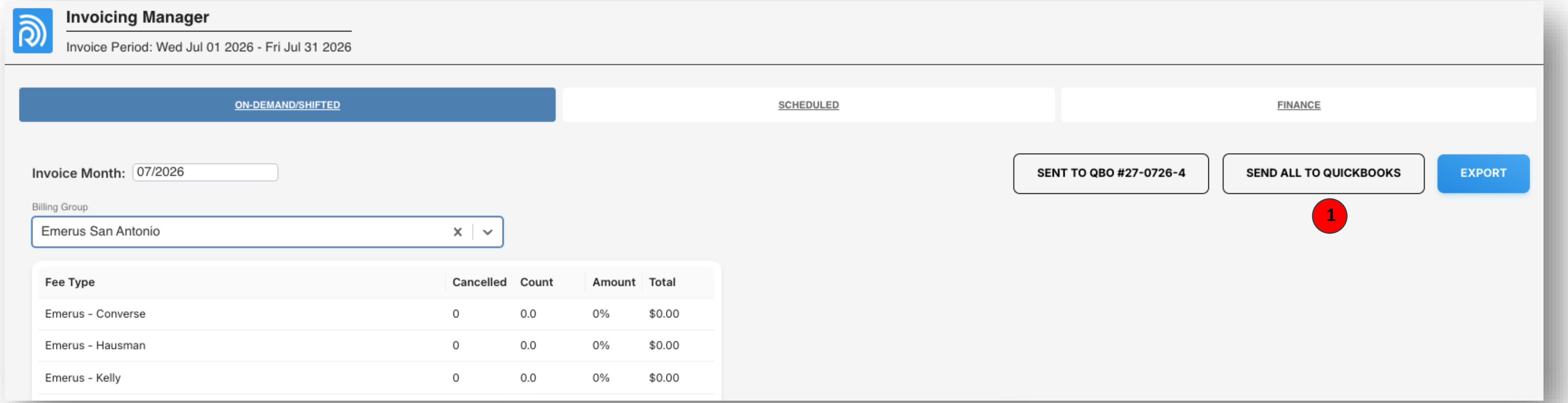


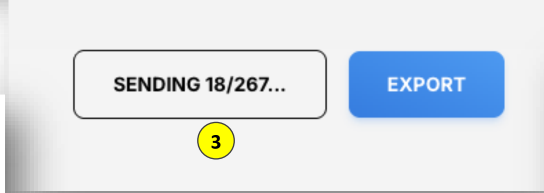
5. Sending All Invoices at Once

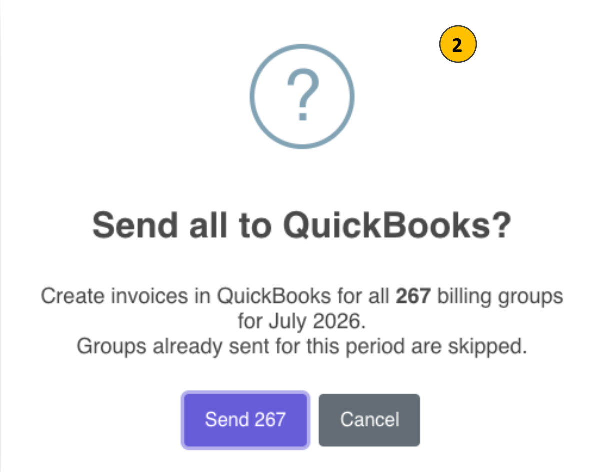
1. Click Send All to QuickBooks to invoice every billing group for the selected month in one pass.
2. The confirmation popup tells you how many groups will be sent and reminds you that groups already sent for the period are skipped.
3. While it runs, the button becomes a progress counter — "Sending 3/25...". Stay on the page until it finishes.

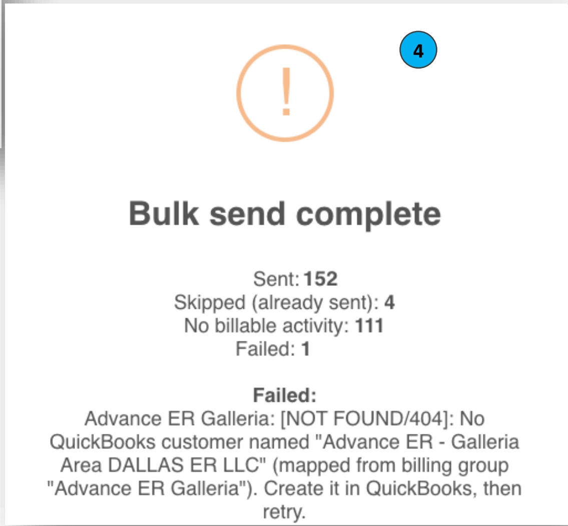
   The page steps through each group on its own so the correct detail PDF is captured for every invoice, then puts your original selection back.
4. A Bulk send complete popup summarizes the run: Sent, Skipped (already sent), No billable activity, and Failed — with a reason listed for each failure.

   It is safe to run again. Only the groups that have not been sent yet will go out the second time.



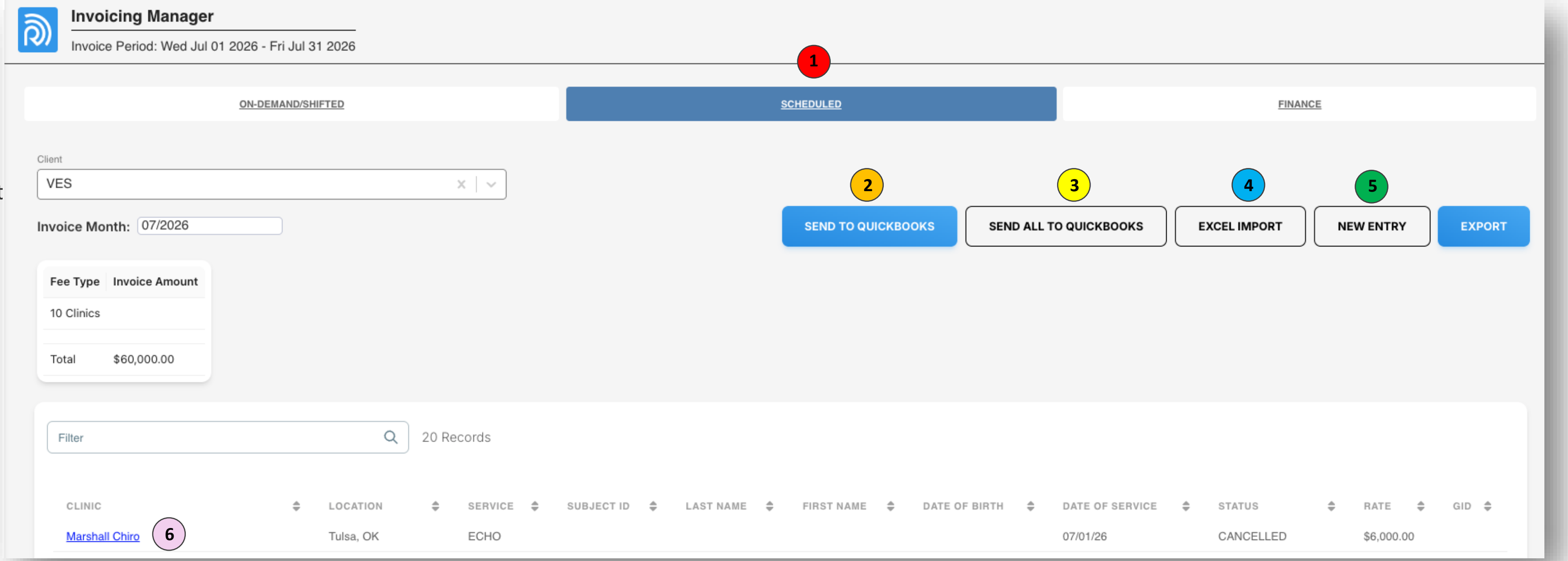


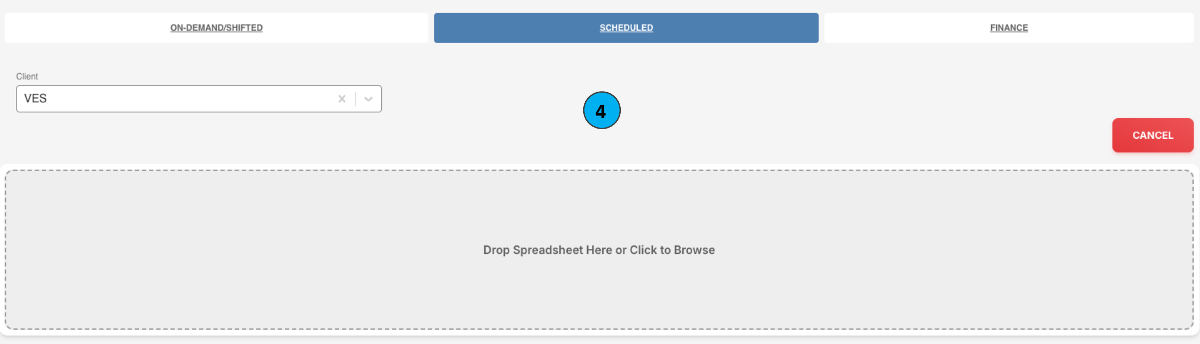


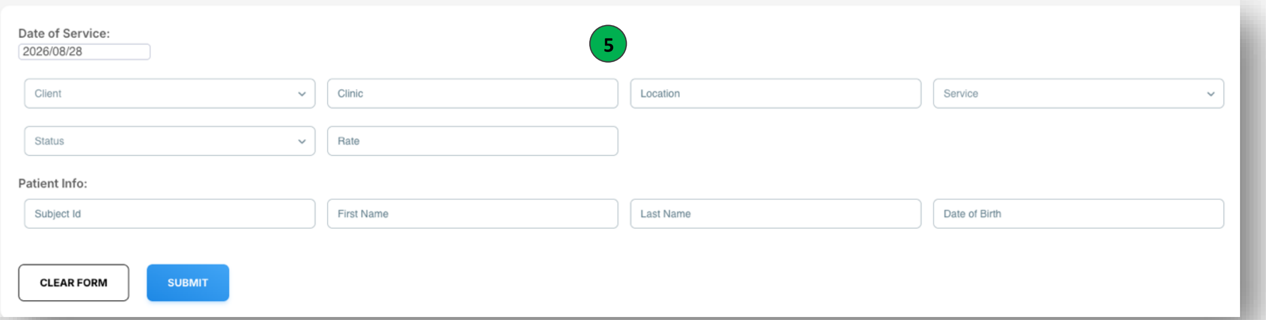


6. The Scheduled Tab

1. The Scheduled tab works the same way, except one invoice is created per clinic client instead of per billing group.
2. Send to QuickBooks sends the single clinic client
3. Send All to QuickBooks sends all clinic client info
4. Excel Import — select the client first, then drop a single .xlsx; only the first worksheet is read and every row lands under that selected client.
5. New Entry — opens a blank form (date of service, client, clinic, location, service, status, rate + patient info); Submit saves it into the invoice totals.
6. Editing — click any detail row to reopen that form pre-filled, with a Delete Entry button that removes it with no confirmation.







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