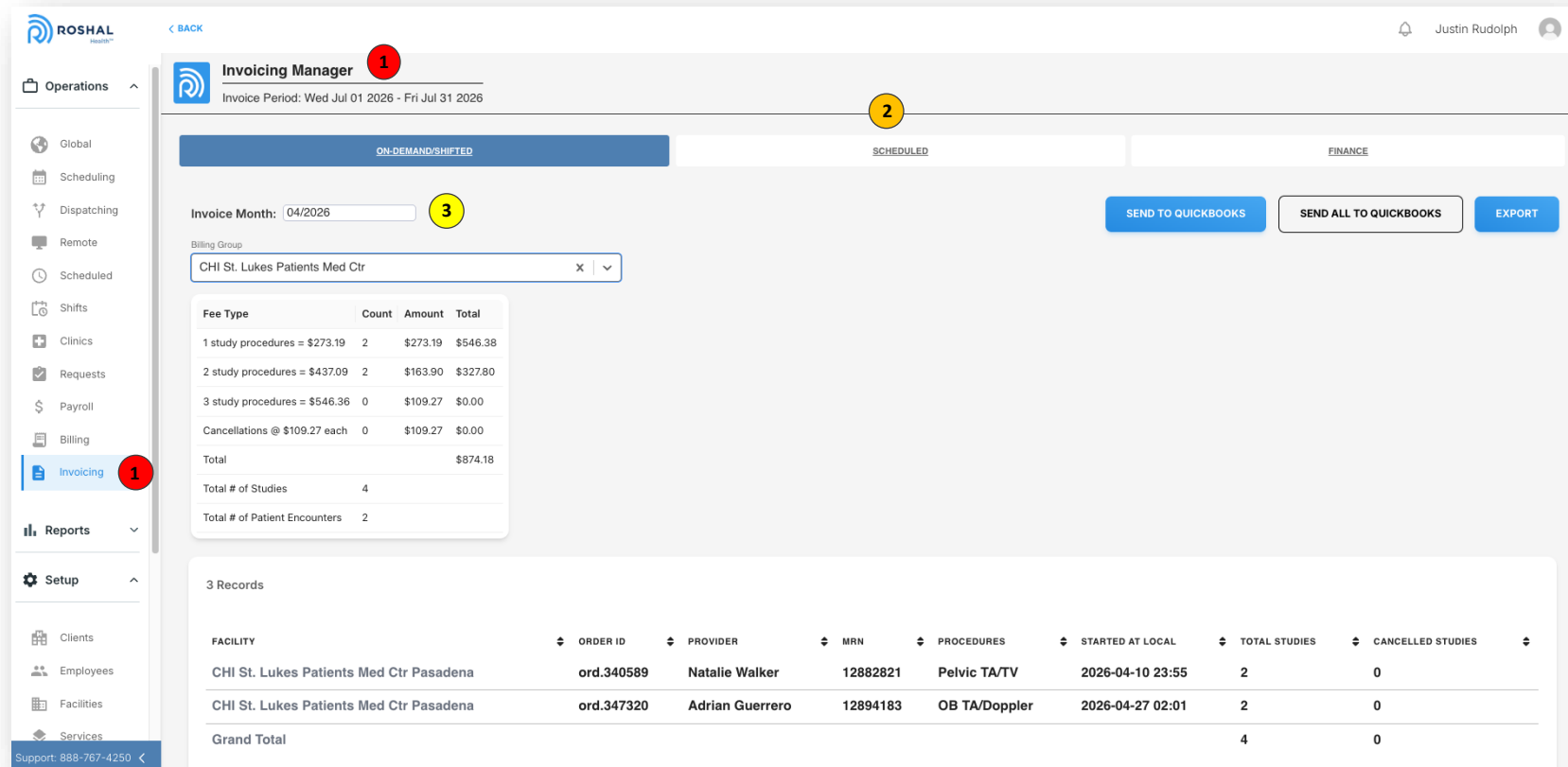


Invoice Manager Training

Date: 8/28/2026

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.



Invoicing Manager
Invoice Period: Wed Jul 01 2026 - Fri Jul 31 2026

ON-DEMAND/SHIFTED SCHEDULED FINANCE

Invoice Month: 04/2026

Billing Group: CHI St. Lukes Patients Med Ctr

Fee Type	Count	Amount	Total
1 study procedures = \$273.19	2	\$273.19	\$546.38
2 study procedures = \$437.09	2	\$163.90	\$327.80
3 study procedures = \$546.36	0	\$109.27	\$0.00
Cancellations @ \$109.27 each	0	\$109.27	\$0.00
Total			\$874.18
Total # of Studies	4		
Total # of Patient Encounters	2		

3 Records

FACILITY	ORDER ID	PROVIDER	MRN	PROCEDURES	STARTED AT LOCAL	TOTAL STUDIES	CANCELLED STUDIES
CHI St. Lukes Patients Med Ctr Pasadena	ord.340589	Natalie Walker	12882821	Pelvic TA/TV	2026-04-10 23:55	2	0
CHI St. Lukes Patients Med Ctr Pasadena	ord.347320	Adrian Guerrero	12894183	OB TA/Doppler	2026-04-27 02:01	2	0
Grand Total						4	0

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.

Invoicing Manager

Invoice Period: Wed Jul 01 2026 - Fri Jul 31 2026

ON-DEMAND/SHIFTED

SCHEDULED

FINANCE

1

Invoice Month: 04/2026

1

PREVIEW DELTA

CREATE ARCHIVE

5

LOCK ARCHIVE

4

Archive

2

Invoice Summary

3

Status	Executed At	Locked	Base Total	Adjustments	Adjustment Delta	Net Total
SUCCESS	2026-07-08 13:35	Locked	\$3,442,427.78	1	\$5,997.51	\$3,448,425.29

Create Archive

4

An archive already exists for this period. Continuing will overwrite it.

Run Note

CANCEL

CONFIRM

Lock Archive

5

This archive is already locked. Continuing will supersede the existing lock.

Lock Note

CANCEL

CONFIRM

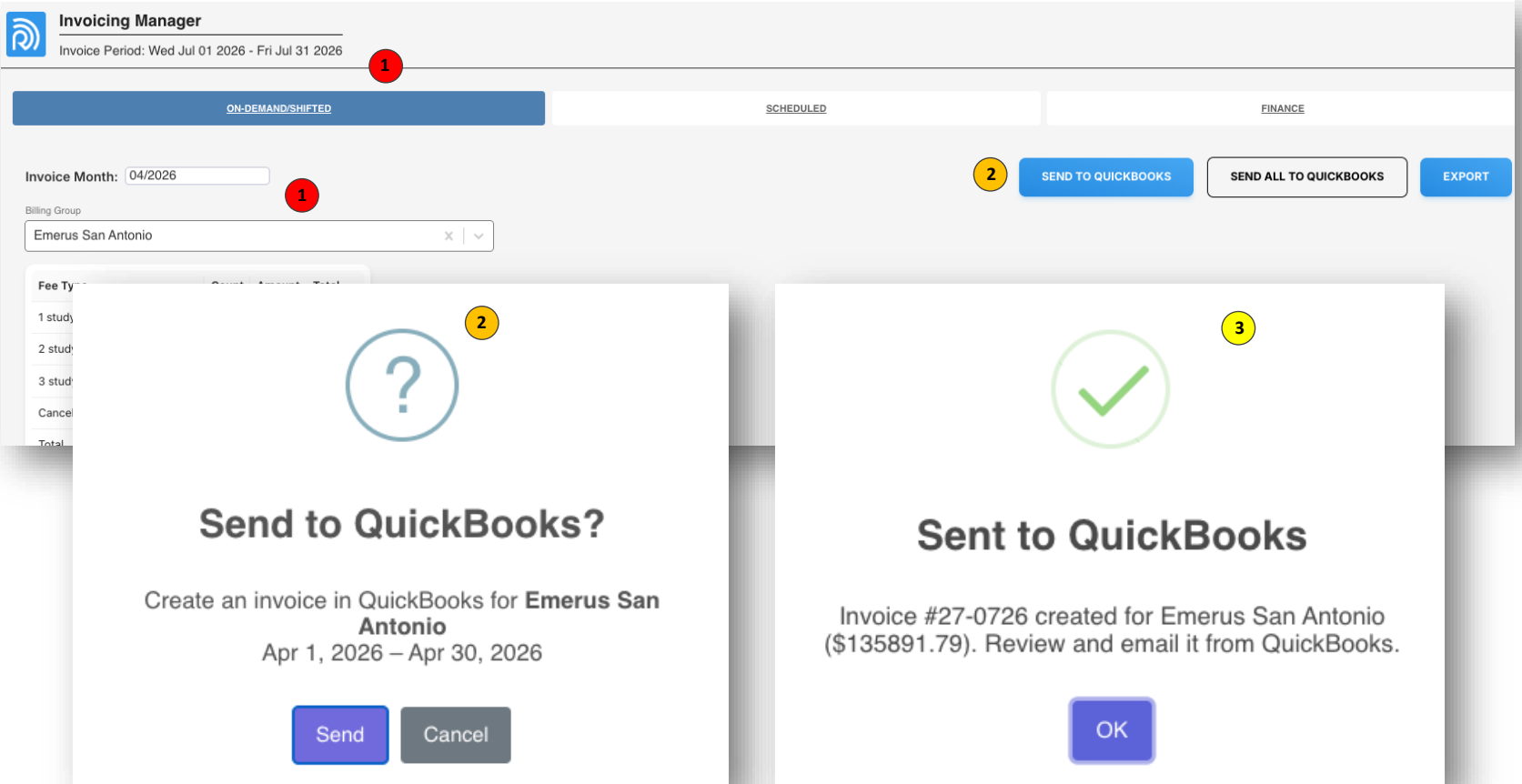
- ## 1 PREVIEW DELTA

7 Click Show Archive to return to the archive view.

← ADJUSTMENT QUEUE				Adjustment Review 5						
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

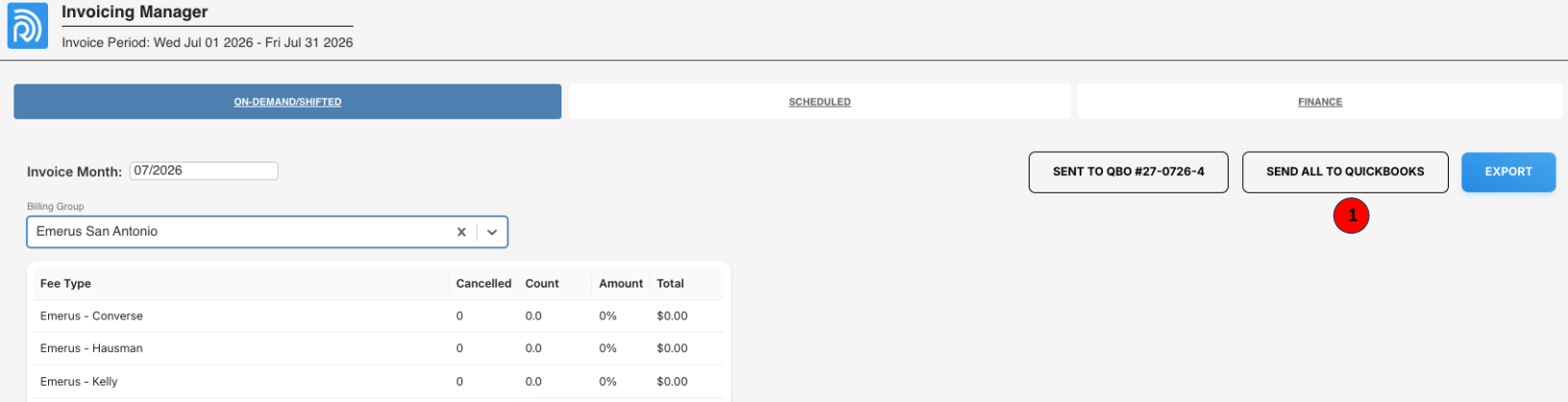
- 1 On the On-Demand/Shifted tab, set the Invoice Month, then select a billing group to load its summary and detail.
- 2 Click Send to QuickBooks. A confirmation popup shows the billing group name and the date range being invoiced — click Send.
Roshal creates the invoice in QuickBooks and attaches the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



The screenshot displays the 'Invoicing Manager' interface. At the top, the 'Invoice Period' is set to 'Wed Jul 01 2026 - Fri Jul 31 2026'. Below this, there are three tabs: 'ON-DEMAND/SHIFTED' (selected), 'SCHEDULED', and 'FINANCE'. The 'Invoice Month' is set to '04/2026'. The 'Billing Group' is set to 'Emerus San Antonio'. On the right side, there are three buttons: 'SEND TO QUICKBOOKS' (labeled with a yellow circle 2), 'SEND ALL TO QUICKBOOKS', and 'EXPORT'. A confirmation popup is shown in the foreground, titled 'Send to QuickBooks?'. It contains the text: 'Create an invoice in QuickBooks for **Emerus San Antonio** Apr 1, 2026 – Apr 30, 2026'. At the bottom of the popup are two buttons: 'Send' and 'Cancel'. A second success popup is shown to the right, titled 'Sent to QuickBooks'. It contains the text: 'Invoice #27-0726 created for Emerus San Antonio (\$135891.79). Review and email it from QuickBooks.' At the bottom of this popup is an 'OK' button. The first popup is labeled with a yellow circle 2, and the second is labeled with a yellow circle 3.

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.



Invoicing Manager
Invoice Period: Wed Jul 01 2026 - Fri Jul 31 2026

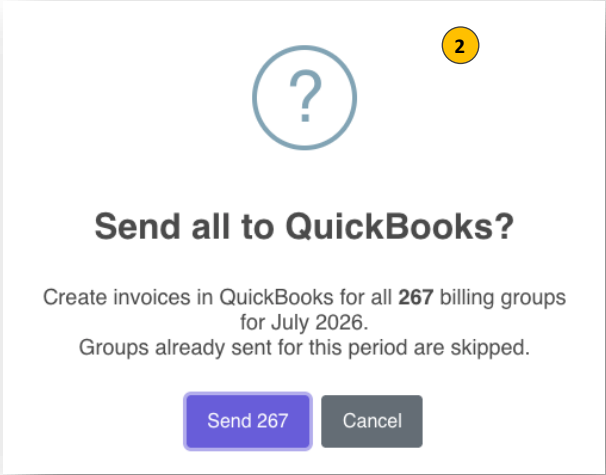
ON-DEMAND/SHIFTED | SCHEDULED | FINANCE

Invoice Month: 07/2026

Billing Group: Emerus San Antonio

SENT TO QBO #27-0726-4 | **SEND ALL TO QUICKBOOKS** | EXPORT

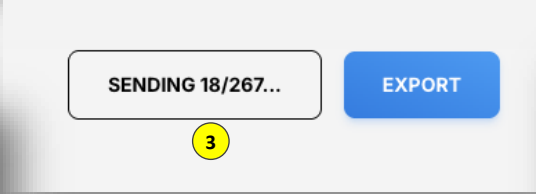
Fee Type	Cancelled	Count	Amount	Total
Emerus - Converse	0	0.0	0%	\$0.00
Emerus - Hausman	0	0.0	0%	\$0.00
Emerus - Kelly	0	0.0	0%	\$0.00



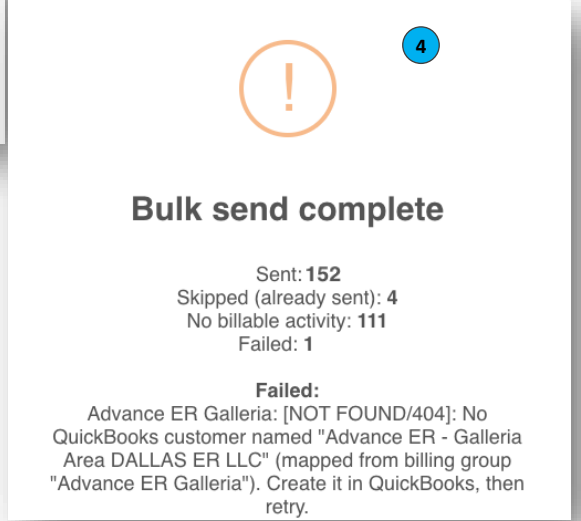
Send all to QuickBooks?

Create invoices in QuickBooks for all **267** billing groups for July 2026.
Groups already sent for this period are skipped.

Send 267 | Cancel



SENDING 18/267... | EXPORT



Bulk send complete

Sent: **152**
Skipped (already sent): **4**
No billable activity: **111**
Failed: **1**

Failed:
Advance ER Galleria: [NOT FOUND/404]: No QuickBooks customer named "Advance ER - Galleria Area DALLAS ER LLC" (mapped from billing group "Advance ER Galleria"). Create it in QuickBooks, then retry.

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.

ON-DEMAND/SHIFTED

SCHEDULED

FINANCE

Client

VES

X

Invoice Month:

07/2026

Fee Type	Invoice Amount
10 Clinics	
Total	\$60,000.00

Filter

Q

20 Records

CLINIC	LOCATION	SERVICE	SUBJECT ID	LAST NAME	FIRST NAME	DATE OF BIRTH	DATE OF SERVICE	STATUS	RATE	GID
Marshall Chiro	Tulsa, OK	ECHO					07/01/26	CANCELLED	\$6,000.00	

1

2

3

4

5

SEND TO QUICKBOOKS

SEND ALL TO QUICKBOOKS

EXCEL IMPORT

NEW ENTRY

EXPORT

ON-DEMAND/SHIFTED

SCHEDULED

FINANCE

Client

VES

X

4

CANCEL

Drop Spreadsheet Here or Click to Browse

Date of Service:

2026/08/28

5

Client

Clinic

Location

Service

Status

Rate

Patient Info:

Subject Id

First Name

Last Name

Date of Birth

CLEAR FORM

SUBMIT



ROSHAL

Health™