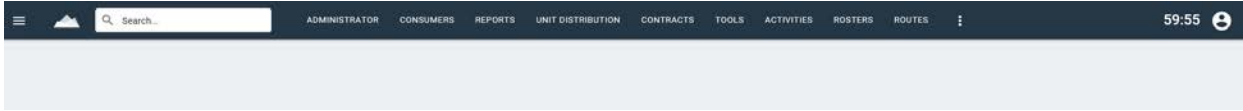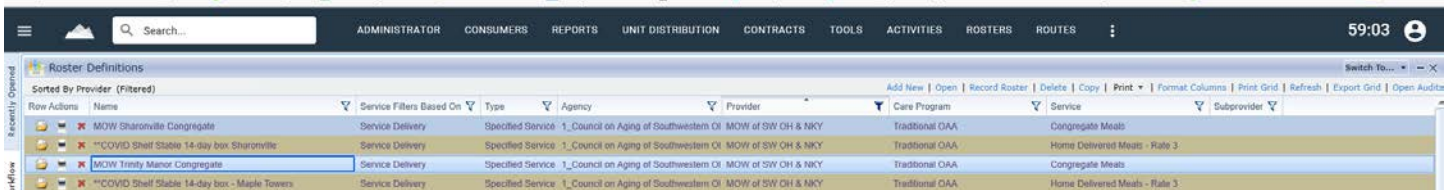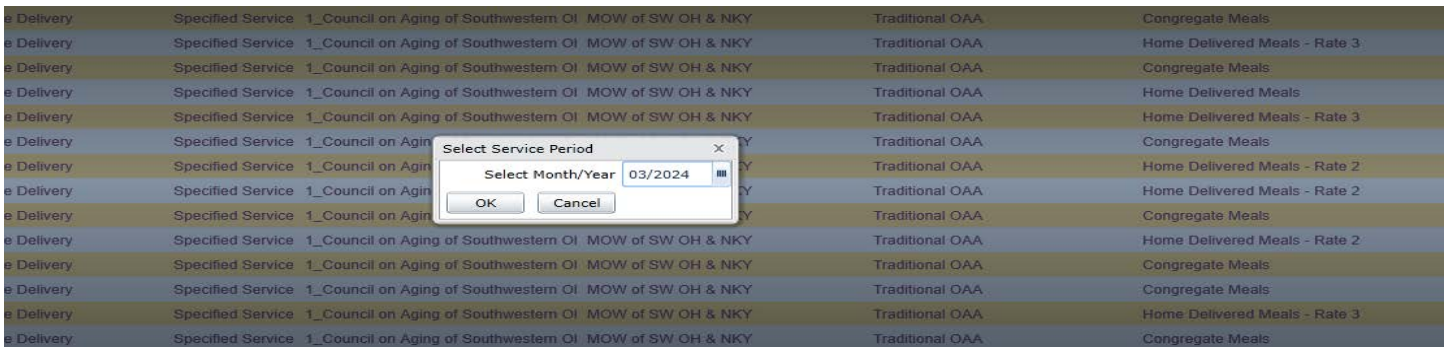# How to Enter Billing with Roster in WellSky

Get to the Main Menu in WellSky

Click on Roster

Highlight your desired Roster and click on Record Roster. To find your roster use filter icon such as "Agency and Provider.

Choose service period

Client		Service		Fund Identifier	Subservice	Place of Service	Unit Price	Total Units	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10	Mon 11	Tu
^ Congregate Meals																				
								118.00	59.00	0.00	0.00	0.00	0.00	0.00	0.00	59.00	0.00	0.00	0.00	0.
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1																	
		Congregate Meals	Title III-C1					1.00								1.00				
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1					1.00								1.00				
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1					1.00	1.00											
		Congregate Meals	Title III-C1					2.00	1.00							1.00				
		Congregate Meals	Title III-C1					2.00	1.00							1.00				

Roster includes clients who have had service in the last six (6) months or how you setup in Roster Definitions.

Enter number of meals per day for each Client.

Print you roster as entered

Clients not on list will have to be add to this roster, only from entered NAPIS Date.

Click Add Consumer and search.