

Finding and Exporting Your Monthly Invoice

Every month, FranConnect generates an invoice covering your recurring fees. Use this guide to find it, review the line items, and export a copy for your bookkeeping or QuickBooks reconciliation.

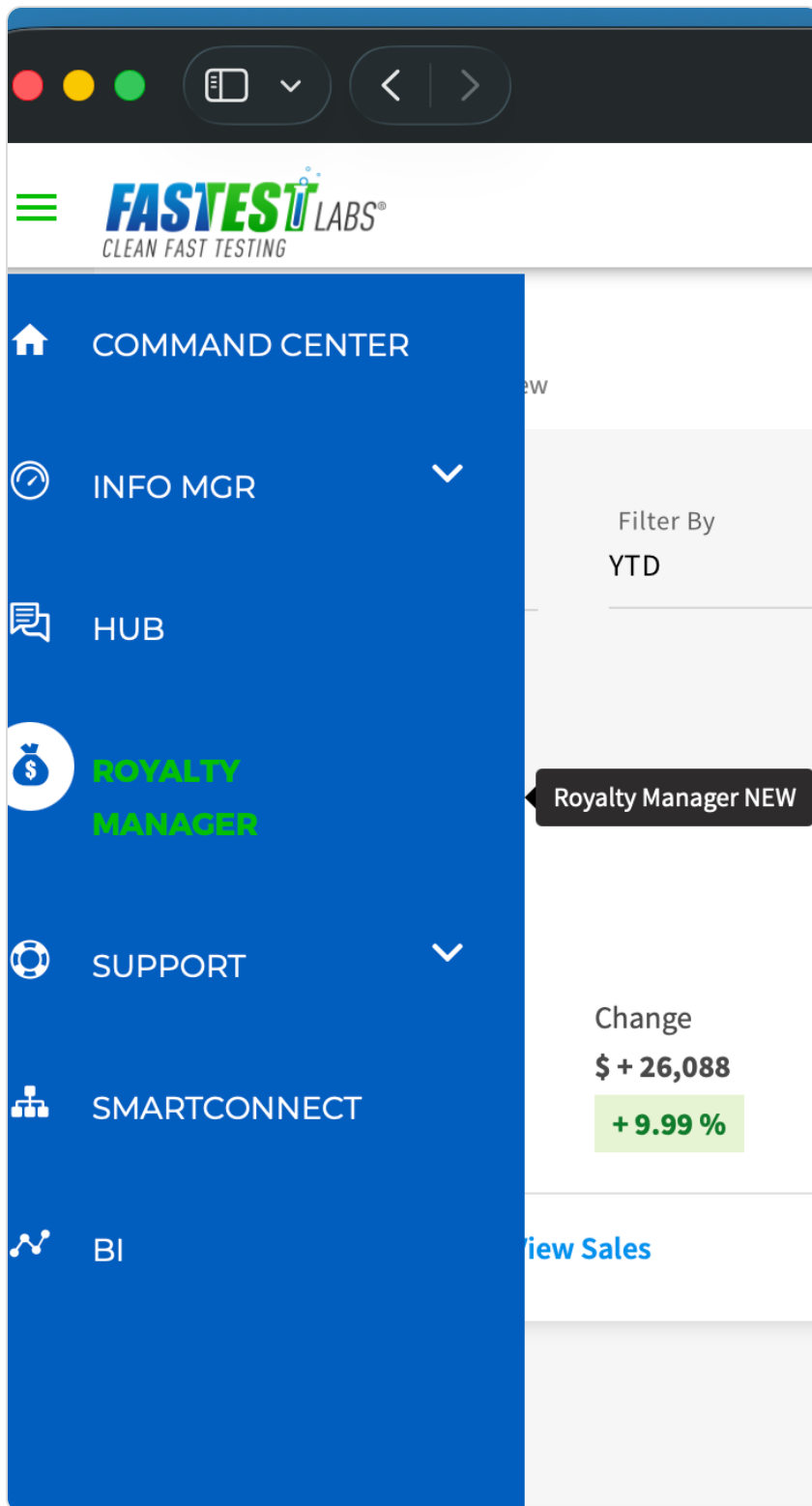
WHEN EACH ITEM IS DRAFTED

Website Fees (Scorpion)	1st business day of the month
Royalties	Around the 10th, once all locations have submitted their monthly P&Ls
Brand Fund	The 10th
Tech Stack Fees	The 15th
QBO	The 21st

Match these draft dates against your bank statement when reconciling — a single monthly invoice can bundle several of these withdrawals into one total.

1 Open Royalty Manager

In FranConnect, expand the left navigation menu and select **Royalty Manager**.



2 Go to the Invoices tab

From the Royalty Manager overview, click **Invoices** in the top tab bar. Find the row for the month you're reconciling — the **Invoice Date** is when it posted, and the **Report Period** is the month it covers.



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All

Type and press enter

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INVOICES

🏠 / Royalty Manager / Invoices

OVERVIEW

SALES

INVOICES

	INVOICE ID	REPORT ID	INVOICE DATE	REPORT PERIOD	CURRENCY	ROYALTY (\$)	ADV. (\$)	ZOOMINFO (\$)	ADDITIONAL (\$)
☐	012581	012580	07/14/2026	Jun 2026	USD	0.00	0.00	0.00	
☐	012343	012342	06/16/2026	May 2026	USD	0.00	0.00	0.00	
☐	012051	012050	05/21/2026	Apr 2026	USD	0.00	0.00	0.00	
☐	011759	011758	04/09/2026	Mar 2026	USD	0.00	0.00	0.00	
☐	011438	011437	03/10/2026	Feb 2026	USD	0.00	0.00	0.00	

3 Review the invoice

Click an **Invoice ID** to open its details. The itemized table shows every fee on that invoice, including **Royalties & Brand Fund** — this is what should tie back to the withdrawals in your bank feed.

INVOICE DETAILS

[/ Royalty Manager 2.0 / Invoice Details](#)

INVOICE ID : 012581 Unpaid EXPAND

INVOICE

PAYMENTS

DOCUMENTS

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Franchise ID : 101TX

Report Period : 06/30/2026

Invoice Date : 07/14/2026

Agreement Version : NBF_TechFee_QBO

Total Invoice Amount

890.00 (\$)

Open Balance

890.00 (\$)

Items	Total Amount (\$)
Tech Fee	200.00
QBO	140.00
Additional Fee	200.00
Royalties & Brand Fund	350.00
Invoice Amount	890.00
Total Invoice Amount	890.00

4 Expand for full item detail, then export

Click **Expand** for a line-by-line breakdown with running open balances. Use the **Export** button (top right) to download a copy for your records, then match each line item to your bank statement.

INVOICE ITEM DETAILS		
Items		Total Amount (\$)
Tech Fee		200.00
	Total Tech Fee	200.00
	Open Balance	200.00
QBO		140.00
	Total QBO	140.00
	Open Balance	140.00
Royalty & Brand Fund		350.00
	Total Royalty & Brand Fund	350.00
	Open Balance	350.00
ADDITIONAL INVOICE ITEM DETAILS		
SEO Website		200.00
	Total SEO Website	200.00
Additional Fee		200.00
	Total Additional Fee	200.00
	Open Balance	200.00
Invoice Amount		890.00
	Total Invoice Amount	890.00
	Open Balance	890.00

Questions about a specific charge? Reach out to accounting@fastestlabs.com before disputing a withdrawal with your bank.