

Collection Installment Billing

Collection Installment Billing is designed for situations where clients need to pay off an overdue balance in installments.

Interbill developed Collection Installment Billing in the mid 1980s. Collection Installment billing has been **used** by thousands of attorneys to improve cash flow and create a professional - client accommodative approach to the attorney's business practices. We at Interbill like to believe Installment Billing has improved client referrals as well as cash flow.

To initiate a Collection Installment Billing:

- Go to the Clients screen. On the left side , search for and select the client.
- Select the Installments Billing tab. Check Enable Installment Billing. Enter the Installment Billing Amount (example \$250.00). Enter a Statement Message to print on every statement, something like: "Norm has agreed to pay \$250 by the 10 of each month until the statement balance is zero". Save.
- (each time you bill the client, the Installment will be displayed as a **Minimum Installment Due.**)

Conditions:

If there is no balance due for the client, go to Clients Screen, Search for and Select Client, Select the Balances Tab Enter a balance due. You can enter a credit and put a minus sign in front of the amount. Usually, the entire amount is entered as fee but if you know the split between Fee, Cost and Late charge you can do that also.

If you wish to reset the Installment Amount Due go to the Installment tab and enter the last statement installment balance. For example, if you wish to start over with installments enter \$0.00. If you wish to start with a client overdue one month enter \$250 and overdue two months enter \$500.

If you wish to charge a late payment charge on a missed installment enter the Late Payment Charge on the clients screen.

To use Collection Installment Billing to set a minimum payment amount for ongoing cases just enter the Installment amount and Description.

End