Statement Payment Due Dates

When you start Interbill, your Payment Due Date option is 20 days from the statement date.

The following is how you change to "Payment $xxx.xx Due Upon Receipt", No payment due date or another payment due date.

Change to "Payment $xxx.xx Due Upon Receipt of This Statement, Thank You."

1. Go to settings. To Statement Settings.
2. Top left change number of days from 20 to O (zero).
3. Click on the globe to the right of number of days to apply to all clients.
4. Click save button bottom left.
5. Go to Statements and preview a statement to double check.

Change to just the amount due, no due date.

1. Go to settings. To Statement Settings.
2. Top left change number of days from 20 to O (zero).
3. Click the globe to the right of number of days to apply to all clients.
4. Below Uncheck Use Payment Date.
5. Click save button bottom left.
6. Go to Statements and preview a statement to double check.

Change to a different number of days from 20 to...

1. Go to settings. To Statement Settings.
2. Top left change number of days from 20 to another number like 15.
3. Click the globe to the right of number of days to apply to all clients.
4. Click save button bottom left.
5. Go to Statements and preview a statement to double check.

End – Revised June 20, 2025