The Log:

Interbill opens on the Log screen, where you will spend most of your in-program time. The Log is where you enter Fees, Costs, Payments, Trusts, Retainers, Late Payment charges, Codes, and Calendar Items.

Log Sections:

1. **Top Input Section** – Where you enter data.
2. **Middle Information Section** – Contains the Search/Filter tool, the User Only (UO) button (for Admin users to filter out other users' entries), Input Statistics, Trust Retainer Transfer amounts report (TR), and the Minimum Trust Retainer Balances report (MB).
3. **Bottom Log List Section** – Displays unbilled entries.

Entering Data:

- Select the entry type (Fee, Cost, etc.). Default is Fee.
- Choose the date.
- Select the client from the dropdown menu or enter the client ID (if known).
- Enter hours, fee or cost amount, and a shorthand Code (if applicable).
- Specify the User (if different from yourself).
- Add a description (no character limit).
- Use spell check or clear the entry to start over.
- Duplicate a previous entry by placing the cursor in a field and pressing **Duplicate Previous**.
- Use codes in descriptions by prefixing them with an asterisk (*). For example:
    - *TCW Howard Johnson → Expands to "Telephone call with Howard Johnson."
    - *RRT Howard's email → Expands to "Read and Respond to Howard's email."
    - *BKH → Expands to "Attend Bankruptcy Hearing."
- Include private notes in curly brackets **{ }** that won’t appear on the statement. Example:
    - "Telephone call with Howard Johnson {his son Jason was also on the call but wasn’t feeling well} to discuss the sale of the Modesto/Clarion site."

Editing Entries:

- Entries can be edited from the Log List (bottom section) by selecting the entry to be edited, making changes, or deleting the entry in the Top Section, then saving.
- Entries can also be edited in the Prebill. The Prebill is organized by client/matter, providing additional context.

Additional Log Features

- **HD (Hold Date)** – Use when entering multiple records for a non-current date. Select the date and press to hold/unhold.
- **HC (Hold Client)** – Use when making multiple entries for the same client. Select the client and press to hold/unhold.
- **HU (Hold User)** – Use when entering records for another user. Select the user and press to hold/unhold.
- **FF (Flat Fee)** – Creates a Flat Fee entry. Press and enter the amount.
- **CD (Courtesy Discount)** – Creates a Courtesy Discount entry. Press and enter the discount amount.
- **NC (No Charge)** – Creates a Non-Charge entry. Press and enter hours.

Timer Options

- **On Log Timer (optional)** – A timer with a hundredths-to-minute converter. Enable or disable it in *Settings > Log Settings*.
- **Standard Timer** – Press the clock icon (upper left screen) to access enhanced features for frequently timed clients.

Auto-Compute Features

- **Auto-Compute Trust Transfer** – Transfers money from Trust to pay the current statement balance.
- **Auto-Compute Retainer Transfer** – Transfers money from Retainer to pay the current statement balance.
- **Auto-Compute Client Payment Refund** – Calculates the client payment refund amount and zeroes out the client’s balance.
- **Auto-Compute Client Trust Refund** – Calculates the client Trust refund amount and zeroes out the Trust balance.
- **Auto-Compute Client Retainer Refund** – Calculates the client Retainer refund amount and zeroes out the Retainer balance.