Trusts and Retainers

Interbill includes both Trust and Retainer options by default. If you use only one or neither, contact Customer Service through the program to disable the unused option(s) and prevent accidental entries.

Trusts and Retainers function the same way, so the following instructions apply to both.

Entering Trust/Retainer Transactions
Log all Trust/Retainer transactions under the appropriate **Log Tab**.
Automatic and Manual Transfers

Interbill supports two types of Trust/Retainer transfers: **Automatic** and **Manual**. If Automatic transfers are enabled, funds will automatically transfer from Trust/Retainer to cover the Balance Due when billing a client.

General, Fee, or Cost Trust/Retainer

By default, Trust/Retainer funds apply to **costs first, then fees**. However, you can configure client accounts to allocate funds exclusively to fees or costs. Regardless of Automatic or Manual settings, you can transfer Trust/Retainer funds at any time to cover client statement charges.

Key Features

- **Auto-Compute Transfer to Pay Statement** – On the Trust/Retainer Log or Prebill, enter the date and client (leave the amount blank), then press this button to apply Trust/Retainer funds to a client's statement balance.
- **Auto-Compute to Client Refund Balance** – On the Trust/Retainer Log or Prebill, enter the date and client (leave the amount blank), then press this button to refund the Trust/Retainer balance.

End - March 17, 2025