

Getting Started

When you log into your Interbill, you will be in the Log screen. We land you in the Log screen because 90% of the time you will be in this screen inputting or editing data.

If you have Administrative or Management rights for the office you will see the main screen menu when you open the program:

Log: The screen for entering and editing all types of entries: Fee, Cost, Payment, Trust, Retainer and Late (payment) Charge.

Prebill: This is a prebill editing screen where you can change, add to or delete unbilled client data.

Statements: The screen for previewing, billing, printing and emailing client statements. You can also print; undo and redraft already billed statements in this screen.

Reports: The screen for viewing and printing data, financials and management reports.

Codes: For creating, viewing and editing regular description codes and codes that have a hourly or flat fee rate.

Settings: For creating office wide default settings like timekeeper hourly rates, client options and statement options.

There is an instruction page for each main screen and sub-screen and for all functions. Go to www.interbill.com and select the How To tab.

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