

Handling Client Trusts and Retainers Accounts:

You can establish a Trust Account and a Retainer account for each client.

The Trust and Retainer Account can be setup as manual or automatic.

If automatic, it can be setup to pay all statement charges, only fee charges or only cost charges.

Client statements display the beginning Trust/Retainer Beginning Balances, Trust/Retainer Deposits Received, Disbursements and Ending Balances.

Cumulative Client Trust/Retainer Ledgers for each client and for your office, can be displayed and printed from Reports.

The total of all Client Trust/Retainer Accounts can be auto-reconciled with your bank Client Trust/Retainer Accounts.

Client Trust Accounts and Retainer Accounts including manual and automatic options can be turned on in Office Settings or Client by Client in each Client Screen in the

Client Trust/Retainer Deposits are recorded on the Trust or Retainer Log. The default is Deposit, but manual disbursements for non-statement disbursements and manual transfers to pay for manual Client Trust and Retainers are also posted to the Trust or Retainer Log after Disbursement or Transfer is selected.

Most Interbill customers use Automatic Client Trust and Retainer Accounts. It is easy and always accurate.

End 5/16/15