History Statements

Your Interbill program online database contains each of your separate client statements going back 20 years (if you have been with Interbill that long). You can access client statements individually or as one continuous statement (a complete history or you can choose which statement range dates to include).

To access your client's History Statements:

Select Statements from the Main Menu.

Click on the History Statement tab. You will see a list of clients in Client name order.

Search for the client you are looking for by typing the name or client ID in the search space at the top of the page.

Once you have found the client, click on it to select (the selected row will be shaded blue).

Click View History Statement screen right to display statement. You can save or print the History once displayed just using the same methods you use to print and save regular statements.

Click Email History Statement to Email to your client. This email method is the same as you use with regular statements, it uses the email address from the Client Screen and pop-up an email screen which you can use to add a message and email the statement. Make sure your email is included in the BCC if you want a copy of the History Statement emailed to you.

Usually, you will want the entire client statement, but you can customize which date range of statements to include. To the right of First Statement, you can select the first statement to be included. To the right of Last Statement, you can select the Last Statement to be included. When you click View History Statement only those statements from the first statement date to the last statement date will be included in the history.

End