Posting settlement disbursements to NetSuite

How a disbursed case lands in NetSuite today, and what changes when Disbo posts each payment · October 2026 · Disbo connects to NetSuite (Live)

How it runs today

When a case settles, the bookkeeper receives a signed settlement statement and a stack of checks or a list of payments, and turns them into entries in NetSuite: a deposit to the trust bank account, a credit to the client's trust liability, one line per payout with a memo, costs reimbursed to operating, the fee to income. Every line is typed from a document that already contained it. At month end the trust bank balance, the trust liability and the sum of client balances are brought to agreement by hand.

Step	Done by hand	With Disbo posting to NetSuite
Deposit	Typed from the bank feed and matched to the customer	Matched to the customer with the case number
Payouts	One line per check, memo typed each time	One entry per payout in your memo format, check number as the document number
Case costs	Reimbursement to operating posted separately	Posted from operating with the case on the line
Fees	Disbo's fee typed from the invoice	Posted to the operating fee account you choose; never from trust
Voids	Reversal typed; closed periods adjusted by hand	Reversal in an open period; a void log for closed ones
Month end	Three balances brought to agreement by hand	Reconciliation export, in beta with a small group of firms

Anonymized client results: a seven-payee disbursement took a firm about 2 hours by hand and about 30 minutes in Disbo; a firm found $200,000 sitting in trust once balances were shown by case.

With Disbo connected: what moves, and which way

NetSuite stays the system of record. Disbo is the payment record. Each item below is stated for NetSuite specifically; the connection is live today.

NetSuite → Disbo · what comes in	**Disbo → NetSuite · what goes back**
• Chart of accounts, customers (your client ledger), vendors • Bank deposits and the bank feed for matching • Costs already paid from NetSuite or a card, onto the case	• The settlement deposit, matched to the customers • Each trust payout as a check or expense with the check number as the document number, your memo format and posting date • Case costs from operating • Disbo's fees to the operating fee account you choose • A void and reissue, in an open period • The 1099 flag on vendor payments

Write-back scope is per system. This list is NetSuite's; the key between NetSuite, Disbo and your books is the case number.

The field map

In NetSuite	In Disbo	Used for
Trust bank account	Trust account	Deposits and every trust payout
Client trust liability (one ledger, customers as client ledgers)	Case ledger	Per-case trust balance; sub-accounts per client set up with our team
Operating bank account	Operating account	Case costs and the firm's fee
Fee account (operating)	Fee posting	Disbo's fees, never from trust
Customer name	Payee naming	"Last, First – case number"
Memo / document number	Payout memo template	Check number as the document number; your memo format
Posting date	Posting rule	Issue date or cleared date, your choice

Connected in four steps, on one call

Our implementation team does this with your NetSuite admin on the implementation call. An hour or two; most firms send their first payment within two weeks.

01 · Connect with API credentials
From your NetSuite admin; our team connects trust and operating.

02 · Map accounts
Trust bank account, trust liability ledger, fee account, posting date.

03 · Set naming and memo
Case-number source, payee naming ("Last, First – case number"), payout memo template.

04 · Post one test payment and compare
Compare it in NetSuite; then switch posting on.

Bring to the call

- Someone with NetSuite admin rights
- Case numbers in customers names
- One trust ledger with customers as client ledgers (per-client sub-accounts: set up with our team)
- Your memo convention

What stays where

- Read-only until you switch posting on; the chart of accounts and vendors are read, never changed.
- Moving from QuickBooks to NetSuite is a remap of the accounting sync, keyed on the case number; not a reimplementation.
- Voids in open periods post as reversals; for a closed period Disbo gives you the void log and you post the reversal.

Ask on the call

- Which account is the trust bank account and which is the client trust liability?
- What memo format does the bookkeeper want on every payout line?
- Do we keep one trust ledger with customers as client ledgers, or sub-accounts per client?

Before you disburse: the checklist

Works with or without Disbo. Run it after the client signs and before the first payment leaves trust.

☐	The settlement funds have cleared in the trust account (deposited is not cleared).
☐	The client has signed the settlement statement and the signed copy is saved to the case.
☐	Every lien amount on the statement is confirmed in writing; the letters are in the file.
☐	Medicare uses the final demand, not the conditional payment estimate.
☐	The attorney fee follows the basis in the signed fee agreement; any referral fee is disclosed and paid from the fee.
☐	Case costs are itemized from the ledger; none are estimates.
☐	The statement foots: gross – fee – costs – liens – government and subrogation – other – holdback = net to client, to the penny.
☐	Each payee has a legal name, a mailing address or a verified bank account, and the documents to enclose.
☐	Any holdback has a written release condition and a date to re-check it.
☐	The signer who will approve the disbursement is available, with two-factor set up.
☐	Every payment will be posted to the case ledger and the books on the day it is issued.

What Disbo does not do

- Generate the settlement statement. The firm prepares it in the case system or from our template; Disbo reads the signed one.
- Negotiate liens or track bills. Amounts come from the statement as signed.
- Hold the money. Checks are drawn on the firm's own account; electronic payments pass through a bank partner for seconds.
- Take fees from trust. Disbo bills the firm's operating account.

Disbo connects to NetSuite today. See the connection in a 30-minute demo: disbo.com/book-demo · Integration page: disbo.com/integrations/netsuite · Three-way reconciliation is in beta with a small group of firms.