



Module 03 – Subcontract Management

Chapter 04

VENDOR LIEN RELEASE WAIVER

Date	Version	ProjectPro Version	Author
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Subcontract Management – Vendor Lien Release Waiver

INTRODUCTION

Lien Release Waivers are documents that are generated during the subcontract payment process. These documents contain the legal content in which the subcontractor acknowledges that the work performed for the owner or general contractor is either partially or fully completed on a specific job. These documents are either “Progress Lien Release” or “Final Lien Release” depending on the work completed that is due for payment.

PROGRESS LIEN RELEASE

The Progress Lien Release gets printed when the user is paying the partial amount to the subcontractor.

See below example showing the invoice entries to be applied on the payment line.

Applies-to ID	Posting Date	Document Type	Document No.	External Document No.	Vendor No. †	Description	Retention Ledger Code	Currency Code 1	Remaining Amount	Appln. Remaining Amount	Amount to Apply	Appln. Amount to Apply	Due Date †
	9/7/2023	Invoice	PPI-10092	INV 23	00001	Order PO-50121	NORMAL		-4,000.00	-4,000.00	0.00	0.00	9/7/2023
	9/28/2023	Invoice	PPI-10116	V32423	00001	Order PO-50151	NORMAL		-250,000.00	-250,000.00	0.00	0.00	9/28/2023
→ 604001	10/3/2023	Invoice	PPI-10125	55-897	00001	Order PO-50166	NORMAL		-1,575.00	-1,575.00	-1,575.00	-1,575.00	10/3/2023

On the payment journal, define the “Print Lien Release” with type as “Progress”.

Posting Date	Account No.	Recipient Bank Account	Description	DIOT Type of Operation	Currency Code	Payment Method Code	Payment Reference	Amount	Bal. Account Type	Bal. Account No.	Bal. Ledger No.	Print Lien Release
10/3/2023	00001		Wolf Contracting			BANK		1,400.00	Bank Acc	CHECKING		Progress

Once the payment entries are posted, you can print the lien release waiver from the vendor ledger entries.

On the Vendor Ledger Entries, select the payment entry which was posted and click on Actions → Print Lien Release from the ribbon.

Posting Date	Document Date	Document Type	Other	Vendor No.	Description
→ 10/3/2023	10/3/2023	Payment	1012	00001	Wolf Contracting
10/3/2023	10/3/2023	Invoice	PPI-10125 55-897	00001	Order PO-50166
10/3/2023	10/3/2023	Payment	1011	10000	84 Lumber

Subcontract Management – Vendor Lien Release Waiver

On the request page enter the relevant details pertaining to your lien release waiver. Set the field “Mark as Printed” as True to have the related vendor ledger entry reflect that the waiver has been printed. Click on “Print / Preview / Close” to print the report. The “Unconditional Waiver and Release on Progress Payment” will get printed as below.

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

PROJECT: Building Construction
 JOB NO: J02130
 SUBCONTRACT NO: SC20042

The undersigned has been paid and has received a progress payment in the sum of: **1,400.00**

***ONE THOUSAND FOUR HUNDRED AND 0/100 US DOLLARS

for all labor, services, equipment or materials furnished to the jobsite or to ProjectPro Constructions Inc. on the job of:

Building Construction

and does hereby release any mechanic's liens, any state or federal statutory bond right, any private bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to claim to or payment rights for persons in the undersigned's position that the undersigned has on the above referenced projects to the following extent. This release covers a progress payment for all labor, services, equipment or materials furnished to the jobsite or to ProjectPro Constructions Inc. thru 10/03/23 only, and does not cover any retentions, pending modifications and charges or items furnished after that date.

The undersigned warrants the he either has already paid or will use monies he receives from this progress payment to promptly pay in full all his laborers, subcontractors, material men and suppliers for all work, material and equipment or services provided for or to the above referenced project up to the date of this waiver.

Wolf Contracting

Dated: 10/03/23
 Check No.: 1012

Signature: _____ Date: _____

Print Name: _____

Title: _____

NOTICE: This document waives rights unconditionally and states that you have been paid for giving up those rights. This document is enforceable against you if you signed it even if you have not been paid. If you have not been paid, use a conditional release of lien rights is subject to the clearance of the instrument used for payment.

If for any reason the report needs to be reprinted, then you can do so by changing the value for “Lien Release Print Status” field from “Requested” to “Printed” and print the report again using the same option “Print Lien Release”.

Vendor Ledger Entries								
Search Edit List Home Entry Actions Fewer options								
Show Document Apply Entries Create Payment Reverse Transaction... Navigate								
Posting Date	Job No.	Subcontract No.	Draw No.	Lien Release Print Status	Lien Release Signed Date	Lien Release Type	IRS 1099 Code	IRS 1099 Amount
→ 10/3/2023	J02130	SC20042		Printed		Progress		0.00
10/3/2023	J02130	SC20042		Requested				0.00
10/3/2023	J02120	SC20040		Printed		Progress		0.00

Subcontract Management – Vendor Lien Release Waiver

FINAL LIEN RELEASE

The Final Lien Release gets printed when the user is paying the full amount to the subcontractor.

In this case the “Print Lien Release” field should be set as “Final”.

Payment Journals									
Batch Name								CASH	
Manage Home Prepare Check Request Approval Bank Line More options									
Print Lien Releases Post Renumber Document Numbers Apply Entries... Reconcile									
Posting Date	Payment Method Code	Payment Reference	Amount	Bal. Account Type	Bal. Account No.	Bal. Ledger No.	Print Lien Release	Job No.	Job Task No.
10/3/2023	BANK		175.00	Bank Acco...	CHECKING		Final	J02130	001

The process for printing “Final Lien Release” report are same as for printing the Progress Lien Release with a small difference on the vendor ledger entries where “Lien Release Type” should be set to “Final” on the payment entry.

Vendor Ledger Entries						
Search Edit List Home Entry Actions Fewer options						
Show Document Apply Entries Create Payment Reverse Transaction... Navigate						
Posting Date ↓	Draw No.	Lien Release Print Status	Lien Release Signed Date	Lien Release Type	IRS 1099 Code	IRS 1099 Amount
→ 10/3/2023		Requested		Final		0.00
10/3/2023		Requested		Progress		0.00
10/3/2023						0.00

Print the report for final lien waiver using the option as “Print Lien Release” from the ribbon of vendor ledger entries. The “Unconditional Waiver and Release on Final Payment” will get printed as below.

Subcontract Management – Vendor Lien Release Waiver

UNCONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

PROJECT: Building Construction
JOB NO: J02130
SUBCONTRACT NO: SC20042

The undersigned has been paid and has received a final payment in the sum of: ""175.00""

""ONE HUNDRED SEVENTY FIVE AND 0/100 US DOLLARS

for all labor, services, equipment or materials furnished to the jobsite or to ProjectPro Constructions Inc. on the job of:

Building Construction

and does hereby release any mechanic's liens, any state or federal statutory bond right, any private bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to claim to or payment rights for persons in the undersigned's position that the undersigned has on the above referenced projects to the following extent. This release covers the final payment for all labor, services, equipment or materials furnished to the jobsite or to ProjectPro Constructions Inc. thru 10/03/23 only, and does not cover any retentions, pending modifications and charges or items furnished.

The undersigned warrants that he either has already paid or will use monies he receives from this final payment to promptly pay in full all his laborers, subcontractors, material men and suppliers for all work, material and equipment or services provided for or to the above referenced project up to the date of this waiver.

Dated: 10/03/23
Check No.: 1013

Wolf Contracting

Signature: Date:

Print Name:

Title:

NOTICE: This document waives rights unconditionally and states that you have been paid for giving up those rights. This document is enforceable against you if you signed it even if you have not been paid. If you have not been paid, use a conditional release of lien rights is subject to the clearance of the instrument used for payment.