



Module 02 – Progress Billing
Chapter 04
MULTIPLE RETENTION PERCENTAGES

Date	Version	ProjectPro Version	Author
October 15, 2023	1.0	Modified Version	Functional Team

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MULTIPLE RETENTION PERCENTAGE

In a Progress Bill, the user can enter different retention percentages for each line. To use the multiple retention % functionality follow the below steps.

Under the Job card page enter the required details, add tasks and planning lines to it.

Note: On the Job card, it is mandatory to enter the “Contract Date”.

Create a Progress Billing and update the lines using “Get Billings” function.

Progress Billings – Multiple Retention

While importing the lines, the system will display a message 'Should the Job J04630 card be updated to show that it is part of progress bill J04630?', for master job and sub-job and user can click on 'Yes' for both Master Job & Sub-Job.

Second message will get displayed as 'Is job J04630 a change order for Progress bill J04630?', where user can opt to click on 'No' for Master and Sub-Jobs. Click on 'Yes' in case of importing the change order lines.

Once lines are imported it will automatically populate the field "Contract Forecast Date" as you have mentioned "Contract Date" on Job card.

Note: In case of the sublevels (Change Order, Sub Job) Contract Date can be entered on the Progress Billing lines before creating the sales invoice and the AIA report will consider the "Contract Forecast Date" to indicate if the Change order is added in the current or previous period.

Item No.	Work Retention Percent	Work Retention Amount	Stored Material Retention Percentage	Stored Material Retention Amount	Job Planning Line No.	Dept Code	Div Code	Contract Forecast Date	Change Order
1	10.00	1,800.00	0.00	0.00	10000			1/1/2022	<input type="checkbox"/>
→ 1	12.00	2,160.00	0.00	0.00	10000			1/1/2022	<input type="checkbox"/>

In this example, the Retention % is different for Master Job (10% Retention) and for Sub Job (12% Retention), so to calculate retention, enable the Boolean of "Multiple Retention % on Lines" from the General fast tab.

Progress Billing J04630 · 1 · 0

Process Reports Actions Related Fewer options

No. J04630 Final

Requisition No. 1 **Multiple Retention % on Lines**

Version No. 0 Owner Contact Owner

Job No. J04630 Owner Contact Code

Job Name Building construction no. 15 Arch/Eng Contact Architect/Engineer

Draw No. Arch Eng Contact Code

Customer No. 10005 Status Open

Progress Billings – Multiple Retention

Enter the percentage in the “Quantity” column, see below.

Item No.	Job No.	Job Task No.	Descripti...	Base Amount	Quantity	Total	Work Amount	Work Previous Billings
1	J04630	CONTRACTS	Sales -Pr...	90,000.00	20.00	18,000.00	18,000.00	0.00
→ 1	J04630.001	CONTRACTS	Sales -Pr...	60,000.00	30.00	18,000.00	18,000.00	0.00

Enter the “Work Retention Percent” on both the lines for retention calculation.

Item No.	Work Previous Billings	Stored Materials Amount	Store Previous Billings	Previous Work Unit	Current Work Unit	Work Retention Percent	Work Retention Amount	Stored Material Retention Percentage
1	0.00	0.00	0.00	0.00	20.00	10.00	1,800.00	0.00
→ 1	0.00	0.00	0.00	0.00	30.00	12.00	2,160.00	0.00

On the Retention fast tab, the field “Work Retention Amount” will show the total of Work Retention for all the lines.

Retention	
Work Retention Percent	Work Retention Amount 3,960.00
Material Retention Percent	Stored Material Retention A... 0.00
Manual Work Retention Amo... 0.00	Total Retention Amount 3,960.00
Manual Stored Material Rete... 0.00	

On a sales invoice, the Boolean “Multiple Retention on Lines” will become true automatically. The “Retention %” and “Retention Amount” on the lines of the sale invoice, will flow from the Progress Billing page for each line.

Progress Billings – Multiple Retention

Sales Invoice ✓ Saved

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Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

Document Date 1/31/2022 Use % Billing Format

Posting Date 1/31/2022 Draw No.

Multiple Retention on Lines

Lines Manage More options 🔗 📧

Type	Amount Including Tax	Qty. to Assign	Dept Code	Div Code	DFR No.	Retention %	Retention Amount	Pm Code
→ G/L Account	18,000.00	0				10.00	1,800.00	
G/L Account	18,000.00	0				12.00	2,160.00	

On the Retention fast tab, there would be no value mentioned on field “Retention Percent”, when Multiple Retention % is enabled. All the retention amount for each line will be added and be shown on field “Retention Amount”.

Sales Invoice ✓ Saved

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Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

Retention

Retention Base Amount 36,000.00 Retention Amount 3,960.00

Retention Percent 0.00 Retention Date 1/31/2023

Retention Amount (\$) 3,960.00

You can also run the “Combined CO AIA G702 and AIA G703” report from the progress billing to view the details and analyze the billing, see below.

Progress Billings – Multiple Retention

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	150,000.00
2. Net change by Change Orders	0.00
3. CONTRACT SUM TO DATE	150,000.00
4. TOTAL COMPLETED & STORED TO DATE	36,000.00
5. RETAINAGE:	
a. Amount of Completed Work	3,960.00
b. Amount of Stored Material	
Total Retainage	3,960.00
6. TOTAL EARNED LESS RETAINAGE	32,040.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	0.00
8. CURRENT PAYMENT DUE	32,040.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	117,960.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner		
Total approved this month		
TOTALS		
NET CHANGES by Change Order		

The “Original Contract Sum” shows contract amount as combined value of Master Job and Sub Job.

The “Amount of Completed Work” shows all the work amount that is been completed.