



Module 02 – Progress Billing
Chapter 06
RETENTION REDUCTION AND INVOICING

Date	Version	ProjectPro Version	Author
October 16, 2023	1.0	Modified Version	Functional Team

Contents

RETENTION REDUCTION & INVOICING	3
1. Retention Invoice	4
2. Sales Invoice	5
3. Combined CO AIA G702 and AIA G703 Report	6

Progress Billings – Retention Reduction & Invoicing

RETENTION REDUCTION & INVOICING

Retention Reduction is a function used when a customer wants to reduce the retention rate. On progress billing, there is a feature called “Retention Reduction and Invoicing” which allows a user to reduce the retention percentage and invoice at the same time.

Let’s take an example of progress billing having both master and its sub-level jobs billed till 2 requisitions with different retention percentages at the line level.

Now, the next requisition needs to be billed with the reduced Retention % for master and its sub-level jobs. At this point you must turn on the Boolean for “Retention Reduction & Invoicing”, see below.

Progress Billing ✓ Saved

J04630 · 3 · 0

Process Reports | Actions Related Fewer options

Customer Name Palmer & Sons	Document No.
Manager -	Posted Sales Invoice No.
Manager Name	Requisition Date 3/31/2022 🗓
Person Responsible -	Period To 3/31/2022 🗓
Person Responsible Name	Retention Reduction & Invoic... <input checked="" type="checkbox"/>
Round Amounts <input type="checkbox"/>	

Enter the required “Quantity” or “Work Amount” for the required lines, to define the current billing amount.

J04630 · 3 · 0

Process Reports | Actions Related Fewer options

Progress Billing Subform | Manage More options 🔗

Item No.	Job No.	Descripti...	Base Amount	Quantity	Total	Work Amount	Work Previous Billings	Stored Materials Amount
1	J04630	Sales -Pr...	90,000.00	50.00	45,000.00	9,000.00	36,000.00	0.00
1	J04630.001	Sales -Pr...	60,000.00	50.00	30,000.00	6,000.00	24,000.00	0.00
1	J04630.001.001	Sales -Pr...	-5,000.00	50.00	-2,500.00	-500.00	-2,000.00	0.00
→ 1	⋮ J04630.001.002	Sales -Pr...	30,000.00	50.00	15,000.00	15,000.00	0.00	1,000.00
1	J04630.001.002.001	Sales -Pr...	-10,000.00	50.00	-5,000.00	-5,000.00	0.00	0.00
1	J04630.001.003	Sales -Pr...	4,000.00	50.00	2,000.00	2,000.00	0.00	0.00

Enter/change the “Work Retention Percent” with reduced percentage value for required lines. Along with this, you can also define the “Stored Material Retention Percentage” to reduce the stored material amount, see below.

Progress Billings – Retention Reduction & Invoicing

J04630 · 3 · 0

Process Reports | Actions Related Fewer options

Progress Billing Subform | Manage More options

Item No.	Job No.	Current Work Unit	Work Retention Percent	Work Retention Amount	Stored Material Retention Percentage	Stored Material Retention Amount	Job Planning Line No.
1	J04630	10.00	5.00	2,250.00	0.00	0.00	10000
1	J04630.001	10.00	5.00	1,500.00	0.00	0.00	10000
1	J04630.001.001	10.00	5.00	-125.00	0.00	0.00	10000
→ 1	⋮ J04630.001.002	50.00	5.00	750.00	5.00	50.00	10000
1	J04630.001.002.001	50.00	5.00	-250.00	0.00	0.00	10000
1	J04630.001.003	50.00	5.00	100.00	0.00	0.00	10000

Once done, create a sales invoice. This time the system will create two invoices, one as “Retention Sales Invoice” and other as a “Normal Sales Invoice” due to additional billings, see below.

Progress Billing

J04630

Process Re

View - Sales Invoices

Search + New Manage Release Posting Invoice Navigate | More options

No. ↑	Sell-to Customer No.	Sell-to Customer Name	Ext... Doc... No.	Sell-to Contact	Retention Document	From Progress Billing No.
SI-10458	⋮ 10005	Palmer & Sons		Jonathan Palmer	<input checked="" type="checkbox"/>	J04630
SI-10459	10005	Palmer & Sons		Jonathan Palmer	<input type="checkbox"/>	J04630

1. Retention Invoice

On the retention invoice, the “Retention Document” field will be set to TRUE.

Sales Invoice

SI-10458 · Palmer & Sons

Posting Prepare Invoice Release Request Approval Navigate | Actions Related Fewer options

ZIP Code

Country/Region Code

Contact No. C10561

Phone No. 914-998-7732

Mobile Phone No.

Retention Document

Status Open

CFDI Purpose

CFDI Relation

CFDI Export Code

Progress Billings – Retention Reduction & Invoicing

SI-10458 · Palmer & Sons

Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

Type	No.	Job No.	Job Task No.	Segment Code	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Item Reference No.	Description
Ledger	RETENTION	J04630	CONTRACTS		LUMB	BILL-COM		"Retention for Job
Ledger	RETENTION	J04630.001	CONTRACTS		LUMB	BILL-COM		"Retention for Job
Ledger	RETENTION	J04630.001.001	CONTRACTS		LUMB	BILL-COM		"Retention for Job
Ledger	RETENTION	J04630.001.002	CONTRACTS		LUMB	BILL-COM		"Retention for Job

Subtotal Excl. Tax (USD)	3,880.00	Total Excl. Tax (USD)	3,880.00
Inv. Discount Amount Excl. Ta... ..	0.00	Total Tax (USD)	0.00
Invoice Discount %	0	Total Incl. Tax (USD)	3,880.00

2. Sales Invoice

A sales invoice is generated due to the additional billing.

PSI-20327 · Palmer & Sons

Process Report Invoice Correct Print/Send Navigate Electronic Document Actions Related Fewer options

Lines Manage More options

Type	Gen. Prod. Posting Group	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area Code	Tax Group Code	Line Disc
G/L Account	BILL-COM	Sales -Projects -Commercial	1		9,000.00			
G/L Account	BILL-COM	Sales -Projects -Commercial	1		6,000.00			
G/L Account	BILL-COM	Sales -Projects -Commercial	1		-500.00			
G/L Account	BILL-COM	Sales -Projects -Commercial	1		6,000.00			
G/L Account	BILL-COM	Sales -Projects -Commercial	1		-5,000.00			
G/L Account	BILL-COM	Sales -Projects -Residential	1		2,000.00			

Invoice Discount Amount Exc... ..	0.00	Total Tax (USD)	0.00
Total Excl. Tax (USD)	17,500.00	Total Incl. Tax (USD)	17,500.00

Progress Billings – Retention Reduction & Invoicing
3. Combined CO AIA G702 and AIA G703 Report

Run/Print the report “Combined CO AIA G702 and AIA G703” to see the details as below:

- The “Net Change by Change Orders” will show the value after adjusting the positive and negative values of the change orders.
- The “Current Payment Due” will show the added value of sales invoice after deducting the Retention and the Retention Reduction Invoice.
- The “Change Order Summary”, details will be shown based on the contract value in the Additions column and the billed amount in the Deductions column.

1. ORIGINAL CONTRACT SUM		150,000.00
2. Net change by Change Orders		19,000.00
3. CONTRACT SUM TO DATE		169,000.00
4. TOTAL COMPLETED & STORED TO DATE		85,500.00
5. RETAINAGE:		
a. Amount of Completed Work	4,225.00	
b. Amount of Stored Material	50.00	
Total Retainage		4,275.00
6. TOTAL EARNED LESS RETAINAGE		81,225.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		60,720.00
8. CURRENT PAYMENT DUE		20,505.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE		87,775.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner	30,000.00	5,000.00
Total approved this month	4,000.00	10,000.00
TOTALS	34,000.00	15,000.00
NET CHANGES by Change Order	19,000.00	