



RETAINAGE (RECEIVABLES) A.K.A. HOLDBACKS

For Microsoft Dynamics 365 Business Central

User Manual

Version 22.0.20230412.78758

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1. Introduction

1.1 Definition:

Retainage (a.k.a. Holdback) refers to money slated for a project that is withheld until the client deems the work substantially complete and confirms that the contractor has satisfied the contract. It is meant to protect the client's investment in the event when a construction project runs into major problems.

Retainage (Receivables) by Suite Engine is an application for Microsoft Dynamics 365 Business Central. It allows for managing multiple aspects of retainage on the receivables side including posting sales documents with retainage, keeping retainage records in the retainage sub-ledger, releasing retainage, applying/un-applying retainage documents for retainage, and reporting on outstanding retainage.

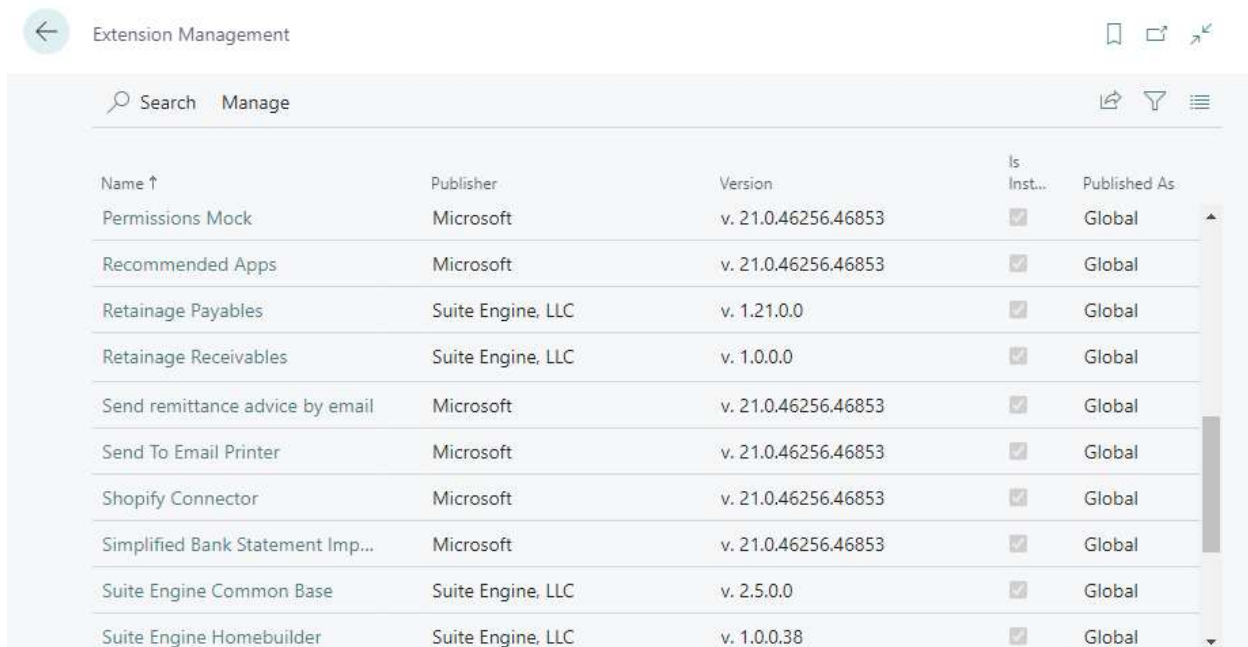
1.2 Limitations

The application works for the system base (domestic) currency only.

2. After Installation

2.1. Extension Management

In the page "Extension Management," make sure that the app, "Suite Engine Retainage Payables" is installed.



Name ↑	Publisher	Version	Is Inst...	Published As
Permissions Mock	Microsoft	v. 21.0.46256.46853	<input checked="" type="checkbox"/>	Global
Recommended Apps	Microsoft	v. 21.0.46256.46853	<input checked="" type="checkbox"/>	Global
Retainage Payables	Suite Engine, LLC	v. 1.21.0.0	<input checked="" type="checkbox"/>	Global
Retainage Receivables	Suite Engine, LLC	v. 1.0.0.0	<input checked="" type="checkbox"/>	Global
Send remittance advice by email	Microsoft	v. 21.0.46256.46853	<input checked="" type="checkbox"/>	Global
Send To Email Printer	Microsoft	v. 21.0.46256.46853	<input checked="" type="checkbox"/>	Global
Shopify Connector	Microsoft	v. 21.0.46256.46853	<input checked="" type="checkbox"/>	Global
Simplified Bank Statement Imp...	Microsoft	v. 21.0.46256.46853	<input checked="" type="checkbox"/>	Global
Suite Engine Common Base	Suite Engine, LLC	v. 2.5.0.0	<input checked="" type="checkbox"/>	Global
Suite Engine Homebuilder	Suite Engine, LLC	v. 1.0.0.38	<input checked="" type="checkbox"/>	Global

2.2 Permission Sets

Open the page "Permission Sets" and make sure that the permissions sets related to retainage receivables management have been added.

← Permission Sets | Work Date: 10/14/2023

Search + New Edit List Delete Permissions Copy Permission Set... Import Permission Sets ...

Permission Set Name ↑	Description	Type	Extension Name
SEPA DIR. DEB.	SEPA Direct Debit	System	OnPrem Permissions
SERTP RET.PAYABLES	Retainage Payables	System	Retainage Payables
SERTP RET.PAYBL.READ	Retainage Payables - Read	System	Retainage Payables
✓ SERTR RET.RCEIV.READ	Retainage Receivables - Read	System	Retainage Receivables
→ ✓ <u>SERTR RET.RCEIVABLES</u>	Retainage Receivables	System	Retainage Receivables
SHPFY - ADMIN	Shopify - Admin	System	Shopify Connector
SMARTLIST DESIGNER	SmartList Designer (Obsolete)	System	System Application
SM-CONTRACT	Read service contracts	System	OnPrem Permissions

3. Setup

3.1 Retainage Control G/L Account

If you require retainage to be posted to its own GL account, then create a Retainage Receivables Control G/L Account as in the following example:

←

G/L Account Card | Work Date: 7/10/2023

✎

🔗

+

🗑️

✓ Saved

📄

↶

13110 · Retainage Receivables

Process

Account

Balance

More options

ⓘ

General Show more

No.

13110

Name

Retainage Receivables

Income/Balance

Balance Sheet

Account Category

Assets

Account Subcategory ..

Accounts Receivable

GIFI Code

Debit/Credit

Both

Account Type

Posting

Totaling

Balance

-617.05

Reconciliation Account

☐

Automatic Ext. Texts

☐

Direct Posting

☒

Blocked

☐

Last Date Modified

10/24/2021




Omit Default Descr. I...







☐

No.	Name	Net Change	Balance	Income/Ba...	Account Subcategory
12300	Securities, Total	18,278.46	18,278.46	Balance Sh...	Assets
13000	Accounts Receivable	—	—	Balance Sh...	Accounts Receivable
13100	Customers Domestic	953,017.45	953,017.45	Balance Sh...	Accounts Receivable
13110	Retainage Receivables	-617.05	-617.05	Balance Sh...	Accounts Receivable
13200	Customers, Foreign	454,580.40	454,580.40	Balance Sh...	Accounts Receivable
13250	Customers, Intercompany	—	—	Balance Sh...	Accounts Receivable
13300	Accrued Interest	57,337.20	57,337.20	Balance Sh...	Accounts Receivable

3.2 Customer Posting Groups

In Customer Posting Groups specify "Retainage Control Account".

← Customer Posting Groups | Work Date: 7/10/2023 ✓ Saved   




🔍 Search + New **Edit List**  Delete  Edit  View   





Show All Accounts ☐

Code ↑	Description	View All Accounts on	Receivables Account	Retainage Control Acc.	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Interest Account
→ DOMESTIC	Domestic customers	<input type="checkbox"/>	13100	13110	45100	54800	80455	70200
EU	Customers in EU	<input type="checkbox"/>	13200		45100	54800	80455	70200
FOREIGN	Foreign customers (not EU)	<input type="checkbox"/>	13200		45100	54800	80455	70200

3.3 Payment Terms

Create Payment Terms record (or records) for retainage release.

← Payment Terms | Work Date: 7/10/2023 ✓ Saved   

🔍 Search + New **Edit List**  Delete **Payment Terms**   

Code ↑	Due Date Calculation	Discount Date Calculation	Discount %	Calc. Pmt. Disc. on Cr.	Description
10 DAYS	10D		0	<input type="checkbox"/>	Net 10 days
14 DAYS	14D		0	<input type="checkbox"/>	Net 14 days
15 DAYS	15D		0	<input type="checkbox"/>	Net 15 days
1M(8D)	1M	8D	2	<input type="checkbox"/>	1 Month/2% 8 days
2 DAYS	2D		0	<input type="checkbox"/>	Net 2 days
21 DAYS	21D		0	<input type="checkbox"/>	Net 21 days
30 DAYS	30D		0	<input type="checkbox"/>	Net 30 days
→ 3M RTR	3M		0	<input type="checkbox"/>	Retainage 3 Months
60 DAYS	60D		0	<input type="checkbox"/>	Net 60 days

3.4 Sales & Payables Setup

Specify "Retainage Release Postfix" in section "Background Posting" in "Sales & Receivables Setup".

Check flag "Allow Manual Retainage Lines" if you want to add retainage or retainage release lines to sales documents manually.

Sales & Receivables Setup | Work Date: 7/10/2023

Sales & Receivables Setup

Customer Groups Payments

Dimensions >

Bank Deposits >

Number Series >

Background Posting

Post with Job Queue ☐

Post & Print with Job Queue ☐

Job Queue Category Code SALESPOST

Notify On Success ☐

Report Output Type PDF

Retainage Release Suffix RTR

Allow Manual Retainage Lines ☒

3.5 Customer Card

Enter retainage related fields in Customer Cards for customers which may be a subject for retainage.

Customer Card | Work Date: 7/10/2023

01121212 · Spotsmeyer's Furnishings

Process Request Approval New Document Prices & Discounts Customer Report More options

Post Code 37125

Show on Map

Invoicing > DOMESTIC DOMESTIC LARGE ACC

Payments Show more

Payment Terms Code CM Check Date Separator

Bank Communication E English

Check Date Format

Retainage % 10.00

Retainage Terms Code 3M RTR

Shipping > YELLOW Partial EXW

4. Processing Sales Documents with Retainage

4.1 Sales Invoice with retainage

After creating a sales invoice and entering a "Customer No.", fields "Retainage %" and "Retainage Terms Code" in the invoice header will be populated from the Customer Card of the customer.

Sales Invoice | Work Date: 7/10/2023

1020 · John Haddock Co.

Process Posting Release Prepare Request Approval Invoice Actions Related Fewer options

Invoice Details Show more

Currency Code		Payment Service	Demo Sandbox Account - PayPal Payments Standard
Company Bank Account Code		Department Code	SALES
Shipment Date	7/10/2023	Project Code	
VAT Bus. Posting Group		Payment Discount %	0
Payment Terms Code	CM	Direct Debit Mandate ID	
Tax Liable	<input checked="" type="checkbox"/>	Retainage %	10.00
Tax Area Code	MIAMI, FL	Retainage Terms Code	3M RTR

The field "Retainage Due Date" (see below) defines an initial estimated date for when the retainage should be released. It is automatically calculated as "Document Date" + term specified in Payment Terms record referenced by the "Retainage Terms Code" e.g., April 10th + 3M (3 months) = July 10th.

Sales Invoice | Work Date: 7/10/2023

1020 · John Haddock Co.

Process Posting Release Prepare Request Approval Invoice Actions Related Fewer options

General Show less

Customer No.	30000	Your Reference	
Customer Name	John Haddock Co.	Document Date	4/10/2023
Sell-to		Posting Date	4/10/2023
Address	10 High Tower Green	Due Date	4/30/2023
Address 2		Retainage Due Date	7/10/2023
City	Miami	External Document No.	
State	FL	Salesperson Code	PS

4.1.1 Creating Retainage Lines

After entering invoice lines, run action "Create Retainage Line(s)"

Sales Invoice | Work Date: 7/10/2023

1020 · John Haddock Co.

✕ The available inventory for item 70011 is lower than the entered quantity at this location. Show details | Don't show again

Process Posting Release Prepare Request Approval Invoice Actions Related Fewer options

Create Retainage Line(s)

Lines Manage Line Fewer options

Type	No.	Retainage	Description	Quantity	Unit of Measure	Unit Price Excl. VAT	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. VAT
G/L Account	41200	<input type="checkbox"/>	Cleaning Services	8	Hour	100.00	MIAMI, FL	LABOR	2	784.00
G/L Account	44100	<input type="checkbox"/>	Repair	4	Hour	120.00	MIAMI, FL	LABOR	2	470.40
→ Item	70010	<input type="checkbox"/>	Wooden Door	5	Piece	60.00	MIAMI, FL	MATERIALS	2	294.00
Item	70011	<input type="checkbox"/>	Glass Door	7	Piece	80.00	MIAMI, FL	MATERIALS	2	548.80

The results of this action will be the following:

- Retainage lines will be created, one line for each tax combination of Tax Liabe/Tax Area Code/Tax Group Code in regular (non-retainage) sales lines.
- The Tax Liabe, Tax Area Code, Tax Group Code in retainage lines have been populated with corresponding values of the tax combinations.
- The Direct Unit Cost is calculated as a percentage of the sum of "Line Amount Excl. Tax" in sales lines of each tax combination taken with negative sign. The percentage is defined in field "Retainage %" (which is equal to 10 in this example).

$$-1 * (784.00 + 470.40) * (10\%/100\%) = -125.44$$

$$-1 * (294.00 + 548.80) * (10\%/100\%) = -84.28$$

Type	Description	Quantity	Unit of Measure	Unit Price Excl. VAT	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. VAT
G/L Account	Cleaning Services	8	Hour	100.00	MIAMI, FL	LABOR	2	784.00
G/L Account	Repair	4	Hour	120.00	MIAMI, FL	LABOR	2	470.40
→ Item	Wooden Door	5	Piece	60.00	MIAMI, FL	MATERIALS	2	294.00
Item	Glass Door	7	Piece	80.00	MIAMI, FL	MATERIALS	2	548.80

Type	No.	Retainage	Description	Quantity	Unit of Measure	Unit Price Excl. VAT	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. VAT
G/L Account	41200	<input type="checkbox"/>	Cleaning Services	8	Hour	100.00	MIAMI, FL	LABOR	2	784.00
G/L Account	44100	<input type="checkbox"/>	Repair	4	Hour	120.00	MIAMI, FL	LABOR	2	470.40
Item	70010	<input type="checkbox"/>	Wooden Door	5	Piece	60.00	MIAMI, FL	MATERIALS	2	294.00
Item	70011	<input type="checkbox"/>	Glass Door	7	Piece	80.00	MIAMI, FL	MATERIALS	2	548.80
→ G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-125.44	MIAMI, FL	LABOR		-125.44
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-84.28	MIAMI, FL	MATERIALS		-84.28

You can also create a retainage line manually by specifying negative "Unit Price Excl. VAT" and checking flag "Retainage" on. Column "Retainage" is editable if flag "Allow Manual Retainage Lines" in "Sales & Receivable Setup" is set to "Yes".

4.1.2 Posting sales invoice with retainage lines

Posting sales invoices with retainage lines has the following results.

4.1.2.1 Customer Ledger Entries

Customer Ledger Entries for the posted invoices shows the following extension fields:

- "Gross Amount Incl. Ret." (Gross Amount Including Retainage)
- "Ret. Amount" (Retainage Amount)
- "Ret. Amount Incl. Tax" (Retainage Amount Including Tax)
- "Remaining Ret. Amount" (Remaining Retainage Amount)
- "Remaining Ret. Amount Incl. Tax" (Remaining Retainage Amount Including Tax)

30000 · John Haddock Co. | Work Date: 7/10/2023

Customer Ledger Entries

Document No.	Original Amount	Amount	Remaining Amount	Due Date	Open	Gross Amount Incl. Ret.	Ret. Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount	Remaining Ret. Amount Incl. Tax
→ 103048	1,959.27	1,959.27	1,959.27	4/30/2023	<input checked="" type="checkbox"/>	2,176.96	-209.72	-217.69	-209.72	-217.69

4.1.2.2 Customer Retainage Entries

If a sales document has retainage lines, then upon posting the system will create a record of Customer Retainage Entry, which is a special sub-ledger to store and manage retainage records.

To view Customer Retainage Entry, go to [Customer Card](#) → [Process](#) → [Customer Retainage Entries](#).

Customer Card | Work Date: 7/10/2023

30000 · John Haddock Co.

Process Request Approval New Document Prices & Discounts Customer Report Actions Related Reports Fewer options

Contact Apply Template Merge With... Send Email **Customer Retainage Entries**

No. 30000 Credit Limit (LCY) 0.00

Name John Haddock Co. Blocked

Customer Retainage Entries look like the following.

Customer Retainage Entries. 30000 · John Haddock Co. | Work Date: 7/10/2023

Search Apply Retainage Un-apply Retainage Change Due Date Detail Entries Applied Detail Entries

Entry No.	Customer No.	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Description	Customer Name
18	30000	7/27/2022	Invoice	103042	7/27/2022		Retainage	Invoice 1012	John Haddock Co.
19	30000	6/27/2022	Invoice	103043	6/27/2022		Retainage	Invoice 1013	John Haddock Co.
→ 24	30000	4/10/2023	Invoice	103048	4/10/2023		Retainage	Invoice 1020	John Haddock Co.

Entry No.	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount	Remaining Ret. Tax Amount	Remaining Ret. Amount Incl. Tax	User ID	Open	Retainage Due Date	Customer Ledger Entry No.
18	1,055.16	-112.00	-5.24	-117.24	-112.00	-5.24	-117.24	HOMEBUIL...	<input checked="" type="checkbox"/>	10/27/2022	2414
19	2,707.56	-288.00	-12.84	-300.84	-288.00	-12.84	-300.84	HOMEBUIL...	<input checked="" type="checkbox"/>	9/27/2022	2430
→ 24	1,959.27	-209.72	-7.97	-217.69	-209.72	-7.97	-217.69	HOMEBUIL...	<input checked="" type="checkbox"/>	7/10/2023	2486

Entry No.	Customer Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.	Closed by Amount	Closed by Tax Amount	Closed by Amount Incl. Tax	Applying Entry No.
18	2414	0					0.00	0.00	0.00	0
19	2430	0					0.00	0.00	0.00	0
→ 24	2486	0					0.00	0.00	0.00	0

To change "Retainage Due Date", click on "Change Due Date" and enter value for new retainage due date.

Edit - Change Retainage Due Date



New Retainage Due Date 7/14/2023

OK

Cancel

To view Detail Customer Retainage Entries, press "Detail Entries" for selected record in the "Customer Retainage Entries" page.

Customer Retainage Entries. 30000 · John Haddock Co. | Work Date: 7/10/2023

Search

Apply Retainage

Un-apply Retainage

Change Due Date

Detail Entries

Applied Detail Entries

Entry No.	Remaining Ret. Amount	Remaining Ret. Tax Amount	Remaining Ret. Amount Incl. Tax	User ID	Open	Retainage Due Date	Customer Ledger Entry No.	Closed by Entry No.	Closed at Date
18	-112.00	-5.24	-117.24	HOMEUIL...	<input checked="" type="checkbox"/>	10/27/2022	2414	0	
19	-288.00	-12.84	-300.84	HOMEUIL...	<input checked="" type="checkbox"/>	9/27/2022	2430	0	
→ 24	-209.72	-7.97	-217.69	HOMEUIL...	<input checked="" type="checkbox"/>	7/10/2023	2486	0	

In this example, there are two "Detail Customer Retainage Entry" records representing each tax combination (Tax Liable, Tax Area Code, Tax Group Code).

Detail Customer Retainage Entries, 'Invoice' · 103048 | Work Date: 7/10/2023

✓ Saved

Entry No.	Customer Retainage Entry No. ↑	Posting Date	Document Type	Document No.	Retainage Type	Tax Liable	Tax Area Code	Tax Group Code	Amount	Tax Amount
→ 47	24	4/10/2023	Invoice	103048	Retainage	<input checked="" type="checkbox"/>	MIAMI.FL	LABOR	-125.44	-3.76
48	24	4/10/2023	Invoice	103048	Retainage	<input checked="" type="checkbox"/>	MIAMI, FL	MATERIALS	-84.28	-4.21

Entry No.	Amount Incl. Tax	Remaining Amount	Remaining Tax Amount	Remaining Amount Incl. Tax	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Document No.	Applying Entry No.
→ 47	-129.20	-125.44	-3.76	-129.20					0
48	-88.49	-84.28	-4.21	-88.49					0

4.2 Sales Order with retainage

4.2.1 Populating retainage related fields from Customer record

After creating sales order and entering Customer No., fields "Retainage %" and "Retainage Terms Code" in the order header will be populated from the Customer Card of the customer.

Field "Retainage Due Date" defines when the retainage should be released (or in general terms when the sales document should be applied for retainage) for the invoice that will be created after posting sales order with options "Invoice" or "Ship and Invoice". It is automatically calculated as "Document Date" + term specified in Payment Terms record referenced by the "Retainage Terms Code".

Check and modify the "Retainage Due Date" (when needed) before each posting of Sales Order.

← Sales Order | Work Date: 7/10/2023

1002 · John Haddock Co.

Process Posting Release Prepare Print/Send Request Approval Order Report More options

General Show more

No.	1002	Due Date	4/30/2023
Customer Name	John Haddock Co.	Retainage Due Date	7/5/2023
Contact	Miss Patricia Doyle	Requested Delivery Date	
Posting Date	4/5/2023	External Document No.	
Order Date	4/5/2023	Status	Open

4.2.2 Creating Retainage Lines

If a Sales Order is a subject for retainage, create retainage lines before each posting with options "Invoice" or "Ship and Invoice". To create retainage lines run action "Create Retainage Line(s)".

The screenshot shows the Retainage App interface for a Sales Order. At the top, it says "Sales Order | Work Date: 7/10/2023". Below that is the company name "1002 · John Haddock Co.". A menu bar includes "Process", "Posting", "Release", "Prepare", "Print/Send", "Request Approval", "Order", "Report", and "More options". Under the "More options" menu, the "Create Retainage Line(s)" option is highlighted with a red box. Below the menu, there are input fields for "No." (1002) and "Due Date" (4/30/2023).

Consider the following example of sales lines.

Type	No.	Retainage	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Area Code	Tax Group Code
→ G/L Account	41200	<input type="checkbox"/>	Cleaning Services	10	HOUR	100.00	MIAMI, FL	LABOR
G/L Account	44100	<input type="checkbox"/>	Repair	10	HOUR	120.00	MIAMI, FL	LABOR
Item	70010	<input type="checkbox"/>	Wooden Door	10	PCS	60.00	MIAMI, FL	MATERIALS
Item	70011	<input type="checkbox"/>	Glass Door	10	PCS	80.00	MIAMI, FL	MATERIALS

Type	Line Discount %	Line Amount Excl. VAT	Amount Including VAT	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced
G/L Account	2	980.00	1,009.40	2		2	
G/L Account	2	1,176.00	1,211.28	2		2	
Item	2	588.00	617.40	2		2	
→ Item	2	784.00	823.20	2		2	

After running action "Create Retainage Lines(s)" you will have the following outcome.

- Two lines for retainage have been created, for each tax combination of Tax Liabe/Tax Area Code/Tax Group Code in regular (non-retainage) sales lines.
- The Tax Liabe, Tax Area Code, Tax Group Code in retainage lines have been populated with corresponding values of the tax combinations.
- The "Unit Price excl. VAT" was calculated as a percentage of the sum of the portion of "Line Amount Excl. VAT" in sales lines that will be invoiced of each tax combination taken with negative sign. The percentage is defined in field "Retainage %" (which is equal to 10 in this example).

The formula for the Unit Price for each tax combination is the following:

Unit Price (retainage line) = $-1 * \text{SUM}(\text{Unit Price} * \text{Quantity to Invoice}) * (100\% - \text{Line Discount \%}) / 100\% * \text{Retainage \%} / 100\%$

$-1 * (100.00 * 2 * (100\% - 2\%) / 100\% + 120.00 * 2 * (100\% - 2\%) / 100\%) * 10\% / 100\% = -43.12$

$-1 * (60.00 * 2 * (100\% - 2\%) / 100\% + 80 * 2 * (100\% - 2\%) / 100\%) * 10\% / 100\% = -27.44$

Type	No.	Retainage	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Area Code	Tax Group Code
G/L Account	41200	<input type="checkbox"/>	Cleaning Services	10	HOUR	100.00	MIAMI, FL	LABOR
G/L Account	44100	<input type="checkbox"/>	Repair	10	HOUR	120.00	MIAMI, FL	LABOR
Item	70010	<input type="checkbox"/>	Wooden Door	10	PCS	60.00	MIAMI, FL	MATERIALS
→ Item	70011	<input type="checkbox"/>	Glass Door	10	PCS	80.00	MIAMI, FL	MATERIALS
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-43.12	MIAMI, FL	LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-27.44	MIAMI, FL	MATERIALS

Type	Line Discount %	Line Amount Excl. VAT	Amount Including VAT	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced
G/L Account	2	980.00	1,009.40	2		2	
G/L Account	2	1,176.00	1,211.28	2		2	
Item	2	588.00	617.40	2		2	
→ Item	2	784.00	823.20	2		2	
G/L Account		-43.12	-44.41	1		1	
G/L Account		-27.44	-28.81	1		1	

4.2.3 Posting Sales Order with Retainage Lines

The results of posting a sales order (with retainage lines) with options "Ship and Invoice" or "Invoice" are the following:

- Customer Ledger Entry shows values in the fields "Gross Amount Incl. Ret.", "Ret. Amount", "Ret. Amount Incl. Tax", "Remaining Ret. Amount", "Remaining Ret. Amount Incl. Tax".
- New record is added to Customer Retainage Entry (custom sub-ledger developed within this app)
- New records are added to [Detailed Customer Retainage Entry](#) (child sub-ledger table developed within this app)

4.2.4 Creating Retainage Lines in a Sales Order for the second time

Re-open the sales order.

Sales Order | Work Date: 7/10/2023

1002 · John Haddock Co.

Process Posting **Release** Prepare Print/Send Request Approval Order Report More options

Release **Reopen**

Customer Name John Haddock Co. Retainage Due Date 7/25/2023

Change "Retainage Due Date" in the Sales Order Header for the invoice which will be posted on posting the sales order.

Specify "Qty. to Ship" and "Qty. to Invoice" in each line.

Sales Order | Work Date: 7/10/2023

1002 · John Haddock Co.

Process Posting Release Prepare Print/Send Request Approval Order Report More options

Type	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. VAT	Amount Including VAT	Qty. to Ship	Quantity Shipped	Qty. to Invoice	C li
G/L Account	MIAMI, FL	LABOR	2	980.00	1,009.40	3	2	3	
G/L Account	MIAMI, FL	LABOR	2	1,176.00	1,211.28	3	2	3	
Item	MIAMI, FL	MATERIALS	2	588.00	617.40	3	2	3	
→ Item	MIAMI, FL	MATERIALS	2	784.00	823.20	3	2	3	
G/L Account	MIAMI, FL	LABOR		-43.12	-44.42		1		
G/L Account	MIAMI, FL	MATERIALS		-27.44	-28.81		1		

After running the action "Create Retainage Lines(s)" you will have the following outcome.

- Two lines for retainage have been created, for each tax combination of Tax Liabe/Tax Area Code/Tax Group Code in regular (non-retainage) sales lines.
- The Tax Liabe, Tax Area Code, Tax Group Code in retainage lines have been populated with corresponding values of the tax combinations.
- The Direct Unit Cost was calculated as a percentage of the sum of the portion of "Line Amount Excl. Tax" in sales lines that will be invoiced of each tax combination taken with negative sign. The percentage is defined in field "Retainage %" (which is equal to 10 in this example).

Type	No.	Retainage	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Tax Area Code	Tax Group Code
G/L Account	41200	<input type="checkbox"/>	Cleaning Services	10	HOUR	100.00	MIAMI, FL	LABOR
G/L Account	44100	<input type="checkbox"/>	Repair	10	HOUR	120.00	MIAMI, FL	LABOR
Item	70010	<input type="checkbox"/>	Wooden Door	10	PCS	60.00	MIAMI, FL	MATERIALS
Item	70011	<input type="checkbox"/>	Glass Door	10	PCS	80.00	MIAMI, FL	MATERIALS
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-43.12	MIAMI, FL	LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-27.44	MIAMI, FL	MATERIALS
→ G/L Account	⋮ 13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-64.68	MIAMI, FL	LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-41.16	MIAMI, FL	MATERIALS

Type	Line Discount %	Line Amount Excl. VAT	Amount Including VAT	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced
G/L Account	2	980.00	1,009.40	3	2	3	2
G/L Account	2	1,176.00	1,211.28	3	2	3	2
Item	2	588.00	617.40	3	2	3	2
Item	2	784.00	823.20	3	2	3	2
G/L Account		-43.12	-44.42		1		1
G/L Account		-27.44	-28.81		1		1
→ G/L Account	⋮	-64.68	-66.61	1		1	
G/L Account		-41.16	-43.22	1		1	

Post Sales Order with option "Ship and Invoice" or "Invoice".

4.3 Sales Credit Memo with retainage

After creating a sales credit memo and entering the "Customer No.", the field "Retainage %" in the credit memo header will be populated from the Customer Card of the customer. Field "Retainage Due Date" is hidden by default, it is equal to Document Date.

4.3.1 Creating Retainage Lines

Action "Create Retainage Lines(s)" works the same way as in sales invoice.

4.3.2 Sales Credit Memo populated using action "Copy Document".

There could be a situation when you need to credit a posted sales invoice with retainage. In this case, you can create a credit memo and populate it from the posted invoice using action "Copy Document".

The action will copy lines from the invoice including retainage lines.

← Sales Credit Memo | Work Date: 7/10/2023 ✎ 🔗 + 🗑️ ✓ Saved 📄

1006 · John Haddock Co.

Process Posting Release Prepare Request Approval Credit Memo More options

Lines Manage Functions Line Fewer options 🔗 📄

Type	No.	Retainage	Description	Quant...	Unit of Measure Code	Unit Price Excl. VAT	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. VAT
→ Comment	:	<input type="checkbox"/>	Invoice No. 103048:							
G/L Account	41200	<input type="checkbox"/>	Cleaning	8		100.00	MIAMI, FL	LABOR	2	784.00
G/L Account	44100	<input type="checkbox"/>	Repair	4		120.00	MIAMI, FL	LABOR	2	470.40
Item	70010	<input type="checkbox"/>	Wooden Door	5	PCS	60.00	MIAMI, FL	MATERIALS	2	294.00
Item	70011	<input type="checkbox"/>	Glass Door	7	PCS	80.00	MIAMI, FL	MATERIALS	2	548.80
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-125.44	MIAMI, FL	LABOR		-125.44
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage 10%	1		-84.28	MIAMI, FL	MATERIALS		-84.28

After posting the credit memo, this credit memo, and the invoice it was copied from, will both have retainage applied.

Customer Retainage Entries. 30000 · John Haddock Co. | Work Date: 7/10/2023 ✓ Saved 🔗 📄

🔍 Search ➡ Apply Retainage ➡ Un-apply Retainage 📅 Change Due Date 🔍 Detail Entries 🔍 Applied Detail Entries 🔗 🔍 ☰

Entry No.	Customer No.	Posting Date	Document Type	Document No.	Document Date	Retainage Type	Description	Customer Name
→ 24	30000	4/10/2023	Invoice	103048	4/10/2023	Retainage	Invoice 1020	John Haddock Co.
29	30000	4/10/2023	Credit Me...	104014	4/10/2023	Retainage	Credit Memo 1006	John Haddock Co.

Entry No.	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount	Remaining Ret. Tax Amount	Remaining Ret. Amount Incl. Tax	User ID	Open	Retainage Due Date
→ 24	1,959.27	-209.72	-7.97	-217.69	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	7/10/2023
29	-1,959.27	209.72	7.97	217.69	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	7/10/2023

Entry No.	Customer Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.	Closed by Amount	Closed by Tax Amount	Closed by Amount Incl. Tax	Applying Entry No.
→ 24	2486	29	4/10/2023	Credit Me...	104014		209.72	7.97	217.69	29
29	2584	24	4/10/2023	Invoice	103048		-209.72	-7.97	-217.69	29

4.4 Sales Invoice with retainage release

To release invoices with retainage, it is best to use the page "Release Sales Retainage". You also can create sales invoices with retainage release lines manually should you wish. To do so, please make sure that flag "Allow Manual Retainage Lines" in "Sales & Receivables Setup" is set to Yes.

Sales & Receivables Setup | Work Date: 7/10/2023

Sales & Receivables Setup

Customer Groups Payments

Background Posting

Post with Job Queue ☐ Report Output Type PDF

Post & Print with Job Queue ☐ Retainage Release Suffix RTR

Job Queue Category Code SALESPOST Allow Manual Retainage Lines ☒

Notify On Success ☐

Create new invoice and enter all necessary fields in the invoice header. Create as many lines as there are tax combinations in the retainage lines of invoice that you would like to release (one line for each combination). Specify Type "G/L Account" and "No." equal to sales retainage control account number. Set flag "Retainage" to Yes. Make sure the amount in the sales lines is positive.

Sales Invoice | Work Date: 7/10/2023

1023 · John Haddock Co.

Process Posting Release Prepare Request Approval Invoice Actions Related Fewer options

General

Customer No. 30000 Due Date 7/31/2023

Customer Name John Haddock Co. Retainage Due Date 7/10/2023

Contact Miss Patricia Doyle Status Open

Posting Date 7/10/2023

Type	No.	Retainage	Description	Quantity	Unit of Measure	Unit Price Excl. VAT	Tax Area Code	Tax Group Code	Line Discount %	Line Amount Excl. VAT
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Receivables	1		125.44	MIAMI, FL	LABOR		125.44
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Receivables	1		84.28	MIAMI, FL	MATERIALS		84.28

Post the invoice.

4.5 Manual application for retainage

To manually apply invoice with retainage to credit memo with retainage, or invoices with retainage to invoice with retainage release, use action "Apply Retainage Entries" in the "Customer Retainage Entries" page.

4.5.1 Action "Apply Retainage Entries" (example for credit memo)

Open Customer Card and go to [Process](#) → [Customer Retainage Entries](#).

Customer Card | Work Date: 7/10/2023

30000 · John Haddock Co.

Process Request Approval New Document Prices & Discounts Customer Report Actions Related Reports Fewer options

Contact Apply Template Merge With... Send Email **Customer Retainage Entries**

No. 30000 Credit Limit (LCY)

In page "Customer Retainage Entries", select line with Invoice to be applied.

Customer Retainage Entries: 30000 · John Haddock Co. | Work Date: 7/10/2023

Search **Apply Retainage** Un-apply Retainage Change Due Date Detail Entries Applied Detail Entries

Entry No.	Posting Date	Document Type	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount
18	7/27/2022	Invoice	103042	7/27/2022	Retainage	Invoice 1012	1,055.16	-112.00	-5.24	-117.24	-112.00
19	6/27/2022	Invoice	103043	6/27/2022	Retainage	Invoice 1013	2,707.56	-288.00	-12.84	-300.84	-288.00
24	4/10/2023	Invoice	103048	4/10/2023	Retainage	Invoice 1020	1,959.27	-209.72	-7.97	-217.69	0.00
25	4/5/2023	Invoice	103049	4/5/2023	Retainage	Order 1002	659.03	-70.56	-2.65	-73.21	-70.56
26	4/5/2023	Invoice	103050	4/5/2023	Retainage	Order 1002	988.55	-105.84	-4.00	-109.84	-105.84
→ 27	7/10/2023	Invoice	103051	7/10/2023	Retainage	Invoice 1021	1,487.20	-158.57	-6.67	-165.24	-158.57
28	7/10/2023	Credit Me...	104013	7/10/2023	Retainage	Credit Memo 1005	-1,487.20	158.57	6.67	165.24	158.57
29	4/10/2023	Credit Me...	104014	4/10/2023	Retainage	Credit Memo 1006	-1,959.27	209.72	7.97	217.69	0.00

Run action "Apply Retainage." In the pop-up window, select applying credit memo and press "OK".

Edit - Select Applying CRE - 0

Applying Entry No. 28

Customer No.

Document Type

Document No.

External Document No.

Applying Retainage Amount

Entry No. ↑	Document Type	Document No.
26	Invoice	103050
27	Invoice	103051
→ 28	Credit Memo	104013
30	Invoice	103052
31	Invoice	103053

Select from full list

OK Cancel

Edit - Select Applying CRE - 0

Applying Entry No. 28

Customer No. 30000

Document Type Credit Memo

Document No. 104013

External Document No.

Applying Retainage Amount 158.57

OK Cancel

The results of the action will be the following:

- In page "Customer Retainage Entries, field "Remaining Ret. Amount" for both Invoice and Credit Memo became 0.00.
- Field "Open" for both Invoice and Credit Memo became "False".
- Field "Closed by Entry No." is populated with Entry No. of the opposite document.
- "Closed at Date" is populated with the latest posing date of the documents participating in the application.

Customer Retainage Entries: 30000 · John Haddock Co. | Work Date: 7/10/2023 ✓ Saved

Search Apply Retainage Un-apply Retainage Change Due Date Detail Entries Applied Detail Entries

Entry No.	Posting Date	Document Type	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount
26	4/5/2023	Invoice	103050	4/5/2023	Retainage	Order 1002	988.55	-105.84	-4.00	-109.84	-105.84
→ 27	7/10/2023	Invoice	103051	7/10/2023	Retainage	Invoice 1021	1,487.20	-158.57	-6.67	-165.24	0.00
28	7/10/2023	Credit Me...	104013	7/10/2023	Retainage	Credit Memo 1005	-1,487.20	158.57	6.67	165.24	0.00
29	4/10/2023	Credit Me...	104014	4/10/2023	Retainage	Credit Memo 1006	-1,959.27	209.72	7.97	217.69	0.00

Entry No.	Remaining Ret. Tax Amount	Remaining Ret. Amount Incl. Tax	User ID	Open	Retainage Due Date	Customer Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.	Closed by Amount
26	-4.00	-109.84	HOMEBUIL...	<input checked="" type="checkbox"/>	7/25/2023	2526	0					0.00
→ 27	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	10/10/2023	2545	28	7/10/2023	Credit Me...	104013		158.57
28	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	7/10/2023	2564	27	7/10/2023	Invoice	103051		-158.57
29	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	7/10/2023	2584	24	4/10/2023	Invoice	103048		-209.72

Important: The documents can be applied for retainage only if the amounts for each tax combination (Tax Liable, Tax, Area Code, Tax Group) for applied documents match the amounts for the same tax combinations in the applying document.

4.5.2 Action "Apply Retainage Entries" (example for releasing invoice)

Open Customer Card and go to [Process](#) → [Customer Retainage Entries](#).

Customer Card | Work Date: 7/10/2023

30000 · John Haddock Co.

Process Request Approval New Document Prices & Discounts Customer Report Actions Related Reports Fewer options

Contact Apply Template Merge With... Send Email **Customer Retainage Entries**

No. 30000 Credit Limit (LCY)

Select lines for invoices with outstanding retainage and press "Apply Retainage".

Customer Retainage Entries: 30000 - John Haddock Co. | Work Date: 7/10/2023 ✓ Saved

Search Apply Retainage Un-apply Retainage Change Due Date Detail Entries Applied Detail Entries

	Entry No.	Customer No. ↑	Posting Date	Document Type	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax
<input type="radio"/>	31	30000	7/10/2023	Invoice	103053	7/10/2023	Release	Invoice 1023	217.70	209.72	7.98	217.70
<input checked="" type="radio"/>	32	30000	7/10/2023	Invoice	103054	7/10/2023	Retainage	Invoice 1024	845.10	-90.00	-3.90	-93.90
→ <input checked="" type="radio"/>	33	30000	7/14/2023	Invoice	103055	7/14/2023	Retainage	Invoice 1025	1,408.50	-150.00	-6.50	-156.50
<input type="radio"/>	34	30000	7/12/2023	Invoice	103056	7/12/2023	Release	Invoice 1026	250.40	240.00	10.40	250.40

In page "Select Applying VRE," select Customer Retainage Entry for invoice with retainage release lines and press "OK".

Edit - Select Applying CRE - 0 ↗ ✕

Applying Entry No.

Customer No.

Document Type

Document No.

External Document No.

Applying Retainage Amount

The results of the action will be the following:

- In page "Customer Retainage Entries," field "Remaining Ret. Amount" for retainage invoices and releasing invoice became 0.00.
- Field "Open" for retainage invoices and releasing invoice became "False".
- Field "Closed by Entry No." is populated with Entry No. of the opposite document.
- "Closed at Date" is populated with the latest posing date of the documents participating in the application.

Customer Retainage Entries, 30000 · John Haddock Co. | Work Date: 7/10/2023

✓ Saved

Entry No.	Posting Date	Document Type	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount
31	7/10/2023	Invoice	103053	7/10/2023	Release	Invoice 1023	217.70	209.72	7.98	217.70	209.72
32	7/10/2023	Invoice	103054	7/10/2023	Retainage	Invoice 1024	845.10	-90.00	-3.90	-93.90	0.00
33	7/14/2023	Invoice	103055	7/14/2023	Retainage	Invoice 1025	1,408.50	-150.00	-6.50	-156.50	0.00
34	7/12/2023	Invoice	103056	7/12/2023	Release	Invoice 1026	250.40	240.00	10.40	250.40	0.00

Entry No.	Remaining Ret. Tax Amount	Remaining Ret. Amount Incl. Tax	User ID	Open	Retainage Due Date	Customer Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.	Applying Entry No.
31	7.98	217.70	HOMEBUIL...	<input checked="" type="checkbox"/>	7/10/2023	2612	0					0
→ 32	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	10/10/2023	2628	34	7/14/2023	Invoice	103056		34
33	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	10/14/2023	2644	34	7/14/2023	Invoice	103056		34
34	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	10/12/2023	2652	33	7/14/2023	Invoice	103055		34

Important The documents can be applied for retainage only if the amounts for each tax combination (Tax Liable, Tax, Area Code, Tax Group) for applied documents match the amounts for the same tax combinations in the applying document.

4.5.3 Action "Applied Detail Entries"

To see applied Detail Customer Retainage Entries for the document, go to the "Customer Retainage Entries" page, select Customer Retainage Entry for this document and run action "Applied Details Entries".

Customer Retainage Entries, 30000 · John Haddock Co. | Work Date: 7/10/2023

✓ Saved

Entry No.	Customer No. ↑	Posting Date	Document Type	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount
31	30000	7/10/2023	Invoice	103053	7/10/2023	Release	Invoice 1023	217.70	209.72	7.98
→ 32	30000	7/10/2023	Invoice	103054	7/10/2023	Retainage	Invoice 1024	845.10	-90.00	-3.90
33	30000	7/14/2023	Invoice	103055	7/14/2023	Retainage	Invoice 1025	1,408.50	-150.00	-6.50

This will open page "Detail Customer Retainage Entries" which shows application records, one record for each tax combination (Tax Liable, Tax Area Code, Tax Group Code).

Detail Customer Retainage Entries, 'Invoice' - 103054 | Work Date: 7/10/2023

✓ Saved

Entry No.	Customer Retainage Entry No.	Posting Date	Document Type	Document No.	Retainage Type	Tax Liab	Tax Area Code	Tax Group Code	Amount	Tax Amount	Amount Incl. Tax
→ 63	32	7/10/2023	Invoice	103054	Retainage	✓	MIAMI, FL	LABOR	-30.00	-0.90	-30.90
64	32	7/10/2023	Invoice	103054	Retainage	✓	MIAMI, FL	MATERIALS	-60.00	-3.00	-63.00
65	33	7/14/2023	Invoice	103055	Retainage	✓	MIAMI, FL	LABOR	-50.00	-1.50	-51.50
66	33	7/14/2023	Invoice	103055	Retainage	✓	MIAMI, FL	MATERIALS	-100.00	-5.00	-105.00
67	34	7/12/2023	Invoice	103056	Release	✓	MIAMI, FL	LABOR	80.00	2.40	82.40
68	34	7/12/2023	Invoice	103056	Release	✓	MIAMI, FL	MATERIALS	160.00	8.00	168.00

Entry No.	Tax Amount	Amount Incl. Tax	Remaining Amount	Remaining Tax Amount	Remaining Amount Incl. Tax	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Document No.	Applying Entry No.
→ 63	-0.90	-30.90	0.00	0.00	0.00	7/14/2023	Invoice	103056		67
64	-3.00	-63.00	0.00	0.00	0.00	7/14/2023	Invoice	103056		68
65	-1.50	-51.50	0.00	0.00	0.00	7/14/2023	Invoice	103056		67
66	-5.00	-105.00	0.00	0.00	0.00	7/14/2023	Invoice	103056		68
67	2.40	82.40	0.00	0.00	0.00	7/14/2023	Invoice	103055		67
68	8.00	168.00	0.00	0.00	0.00	7/14/2023	Invoice	103055		68

4.6 Un-apply for Retainage.

To un-apply a sales document for retainage, go to the "Customer Retainage Entries" page, select the entry for this document and run the action, "Un-apply Retainage."

Customer Retainage Entries, 30000 - John Haddock Co. | Work Date: 7/10/2023

✓ Saved

Entry No.	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount	Remaining Ret. Tax Amount
31	103053	7/10/2023	Release	Invoice 1023	217.70	209.72	7.98	217.70	209.72	7.98
→ 32	103054	7/10/2023	Retainage	Invoice 1024	845.10	-90.00	-3.90	-93.90	0.00	0.00
33	103055	7/14/2023	Retainage	Invoice 1025	1,408.50	-150.00	-6.50	-156.50	0.00	0.00
34	103056	7/12/2023	Release	Invoice 1026	250.40	240.00	10.40	250.40	0.00	0.00

Confirm the un-application.

Are you sure to un-apply 'Invoice' 103054 ?

Yes

No

As a result, the remaining retainage amounts will be restored to previous values.

Customer Retainage Entries. 30000 - John Haddock Co. | Work Date: 7/10/2023 ✓ Saved

Search Apply Retainage Un-apply Retainage Change Due Date Detail Entries Applied Detail Entries

Entry No.	Document No.	Document Date	Retainage Type	Description	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount	Remaining Ret. Tax Amount
31	103053	7/10/2023	Release	Invoice 1023	217.70	209.72	7.98	217.70	209.72	7.98
→ 32	103054	7/10/2023	Retainage	Invoice 1024	845.10	-90.00	-3.90	-93.90	-90.00	-3.90
33	103055	7/14/2023	Retainage	Invoice 1025	1,408.50	-150.00	-6.50	-156.50	-150.00	-6.50
34	103056	7/12/2023	Release	Invoice 1026	250.40	240.00	10.40	250.40	240.00	10.40

4.7 Report "Aged Retainage Receivable"

To run the report "Aged Retainage Receivable", enter the report name in the search field and click on the search result.

Tell me what you want to do

Aged Retainage Rece

Go to Pages and Tasks

> Aged Retainage Receivables Tasks

Didn't find what you were looking for? Try exploring pages and reports

Enter the report options and run the report. The report options are like those in the Business Central report, "Aged Accounts Receivable."

Aged Retainage Receivables



Printer (Handled by the browser) ▾

Report Layout AgedRetainageReceivable.rdl ...

Use default values from Last used options and filters ▾

Options

Aged As Of 6/1/2023

Aging by Due Date ▾

Period Length 1M

Show If Overdue By

Show All for Overdue By Custo... ☒

Print Details ☒

Amounts Include Taxes ☐

Heading Type Date Interval ▾

New Page per Customer ☐

Use External Document No. ☐

Print to Excel ☐

Filter: Customer

Send to...

Print

Preview

Cancel

Aged Retainage Receivable

CRONUS USA, Inc.

Aged as of June 1, 2023
Aged by Due Date
Customer No.: 200003000040000

Tuesday, April 11, 2023 8:14 PM
Page 1 / 2
HOMEBUILDER
HOMEBUILDERADMIN

Aged by Due Date										
Posting Date	Document Type	Document No.	Due Date	Original Retainage Amount	Retainage Balance	Not Due	05/02/23 ..06/01/23	04/02/23 ..05/01/23	03/02/23 ..04/01/23	Before 03/02/23
20000 Selangorian Ltd.										
				Phone No.:		Contact: Mr. Mark McArthur				
05/27/22	Invoice	103039	08/27/22	-215.00	-215.00	0.00	0.00	0.00	0.00	-215.00
05/27/22	Invoice	103040	08/27/22	-116.00	-116.00	0.00	0.00	0.00	0.00	-116.00
07/27/22	Invoice	103041	10/27/22	-203.00	-203.00	0.00	0.00	0.00	0.00	-203.00
01/05/23	Invoice	103061	04/05/23	-289.00	-289.00	0.00	0.00	-289.00	0.00	0.00
03/14/23	Invoice	103062	06/14/23	-340.00	-340.00	-340.00	0.00	0.00	0.00	0.00
03/16/23	Invoice	103063	06/16/23	-270.00	-270.00	-270.00	0.00	0.00	0.00	0.00
04/03/23	Invoice	103064	07/03/23	-568.00	-568.00	-568.00	0.00	0.00	0.00	0.00
Total for Selangorian Ltd.					-2,001.00	-1,178.00	0.00	-289.00	0.00	-534.00
30000 John Haddock Co.										
				Phone No.:		Contact: Miss Patricia Doyle				
07/27/22	Invoice	103042	10/27/22	-112.00	-112.00	0.00	0.00	0.00	0.00	-112.00
06/27/22	Invoice	103043	09/27/22	-288.00	-288.00	0.00	0.00	0.00	0.00	-288.00
04/05/23	Invoice	103049	07/05/23	-70.56	-70.56	-70.56	0.00	0.00	0.00	0.00
04/05/23	Invoice	103050	07/25/23	-105.84	-105.84	-105.84	0.00	0.00	0.00	0.00
Total for John Haddock Co.					-576.40	-176.40	0.00	0.00	0.00	-400.00
40000 Deerfield Graphics Company										
				Phone No.:		Contact: Mr. Kevin Wright				
01/05/23	Invoice	103065	04/05/23	-540.00	-540.00	0.00	0.00	-540.00	0.00	0.00
03/12/23	Invoice	103066	06/12/23	-234.00	-234.00	-234.00	0.00	0.00	0.00	0.00
02/23/23	Invoice	103067	05/23/23	-659.00	-659.00	0.00	-659.00	0.00	0.00	0.00

Aged Retainage Receivable

CRONUS USA, Inc.

Aged by Due Date										
Posting Date	Document Type	Document No.	Due Date	Original Retainage Amount	Retainage Balance	Not Due	05/02/23 ..06/01/23	04/02/23 ..05/01/23	03/02/23 ..04/01/23	Before 03/02/23
03/14/23	Invoice	103068	06/14/23	-324.00	-324.00	-324.00	0.00	0.00	0.00	0.00
Total for Deerfield Graphics Company					-1,757.00	-558.00	-659.00	-540.00	0.00	0.00
Total					-4,334.40	-1,912.40	-659.00	-829.00	0.00	-934.00
						44.1%	15.2%	19.1%	0%	21.5%

4.8 Releasing retainage in automated mode, "For each Invoice"

There are two methods of releasing retainage in automated mode:

- For each Invoice
- Group by Customer

Within method "For each Invoice," one invoice with retainage release line (or lines) will be created and posted for each selected invoice with outstanding retainage. Upon posting, the retainage release of newly created and posted invoice will be automatically applied to the retainage of the original invoice.

In the Search field, enter "Release Sales Retainage."

Tell me what you want to do

Release Sales Retainage

Go to Pages and Tasks

> Release Sales Retainage Tasks

Didn't find what you were looking for? Try exploring pages and reports

Run the "Release Sales Retainage" page.

Release Sales Retainage | Work Date: 7/14/2023

✓ Saved

Search **Release Selected Invoices**

	Entry No.	Customer No.	Posting Date	Document Type ↑	Retainage Type ↑	Document No.	Amount	Retainage Amount	Remaining Ret. Amount	Retainage Due Date
<input type="radio"/>	25	30000	4/5/2023	Invoice	Retainage	103049	659.03	-70.56	-70.56	7/5/2023
<input type="radio"/>	26	30000	4/5/2023	Invoice	Retainage	103050	988.55	-105.84	-105.84	7/25/2023
<input checked="" type="radio"/>	30	30000	7/10/2023	Invoice	Retainage	103052	1,959.27	-209.72	-209.72	10/10/2023
<input checked="" type="radio"/>	32	30000	7/10/2023	Invoice	Retainage	103054	845.10	-90.00	-90.00	10/10/2023
→ <input checked="" type="radio"/>	33	30000	7/14/2023	Invoice	Retainage	103055	1,408.50	-150.00	-150.00	10/14/2023
<input type="radio"/>	35	10000	1/4/2023	Invoice	Retainage	103057	2,132.10	-230.00	-230.00	4/4/2023
<input type="radio"/>	36	10000	2/10/2023	Invoice	Retainage	103058	3,235.23	-349.00	-349.00	5/10/2023
<input type="radio"/>	37	10000	2/12/2023	Invoice	Retainage	103059	7,560.00	-800.00	-800.00	5/12/2023
<input type="radio"/>	38	10000	3/5/2023	Invoice	Retainage	103060	2,224.80	-240.00	-240.00	6/5/2023
<input type="radio"/>	39	20000	1/5/2023	Invoice	Retainage	103061	2,679.03	-289.00	-289.00	4/5/2023

Select several outstanding (Remaining Ret. Amount > 0) invoices and run action "Release Selected Invoices."

In the pop-up page:

- Select option 'For each Invoice' in the field "Release Method."
- Select option 'Retainage Due Date' in the field "Set Posting Date From" (or alternatively option "Entered Value"
- Press OK.

The results of this action will be the following:

- Selected invoices have disappeared from the page "Release Sales Retainage."
- One invoice with retainage release was created, posted, and applied for retainage for each selected invoice with outstanding retainage behind the scenes.
- "External Document No." of releasing invoices contain Invoice "No." of the corresponding retainage invoice with suffix "RTR" (stored in "Sales & Receivables Setup") added.

Posted Sales Invoices | Work Date: 7/14/2023

No.	Customer No.	Customer Name	External Document No.	Due Date	Amount	Amount Including VAT	Remaining Amount
103071	30000	John Haddock Co.	103055-RTR	10/31/2023	150.00	156.50	156.50
103070	30000	John Haddock Co.	103054-RTR	10/31/2023	90.00	93.90	93.90
103069	30000	John Haddock Co.	103052-RTR	10/31/2023	209.72	217.70	217.70
103055	30000	John Haddock Co.		7/31/2023	1,350.00	1,408.50	1,408.50
103056	30000	John Haddock Co.		7/31/2023	240.00	250.40	250.40

The posted releasing invoice looks like the following. It contains retainage release lines which match retainage lines in the retainage invoice for each tax combination.

← Posted Sales Invoice | Work Date: 7/14/2023 ✎ 📄 + 🗑️ ✓ Saved 📁 🔍

103071 · John Haddock Co.

Process Correct Print/Send Invoice Incoming Document Electronic Document ①

General Show more

No.	103071	Retainage Due Date	1/14/2024
Customer	John Haddock Co.	Quote No.	
Contact	Miss Patricia Doyle	Order No.	
Posting Date	10/14/2023	Cancelled	No
Due Date	10/31/2023	Closed	<input type="checkbox"/>

Lines	Manage	Line	Fewer options	
Type	No.	Retainage	Description	Quantity Unit Price Excl. VAT Tax Area Code Tax Group Code
→ G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Release for Invoice # 103055	1 50.00 MIAMI, FL LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Release for Invoice # 103055	1 100.00 MIAMI, FL MATERIALS

Customer Retainage Entries look like the following:

Customer Retainage Entries: 30000 · John Haddock Co. | Work Date: 7/14/2023 ✓ Saved 📁 🔍

🔍 Search → Apply Retainage ↶ Un-apply Retainage 📅 Change Due Date 🔍 Detail Entries 🔍 Applied Detail Entries 📄 🔍 ☰

Entry No.	Posting Date	Document Type	Document No.	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount
→ 30	7/10/2023	Invoice	103052		Retainage	1,959.27	-209.72	-7.97	-217.69	0.00
31	7/10/2023	Invoice	103053		Release	217.70	209.72	7.98	217.70	209.72
32	7/10/2023	Invoice	103054		Retainage	845.10	-90.00	-3.90	-93.90	0.00
33	7/14/2023	Invoice	103055		Retainage	1,408.50	-150.00	-6.50	-156.50	0.00
34	7/12/2023	Invoice	103056		Release	250.40	240.00	10.40	250.40	240.00
47	10/10/2023	Invoice	103069	103052-RTR	Release	217.70	209.72	7.98	217.70	0.00
48	10/10/2023	Invoice	103070	103054-RTR	Release	93.90	90.00	3.90	93.90	0.00
49	10/14/2023	Invoice	103071	103055-RTR	Release	156.50	150.00	6.50	156.50	0.00

4.9 Releasing retainage in automated mode, "Group by Customer"

This method should be used for the case when you want to post one releasing invoice for multiple retainage invoices of a customer.

Run page "Release Sales Retainage."

Select entries you want to release and run action "Release Selected Invoices."

Release Sales Retainage | Work Date: 7/14/2023 ✓ Saved 🔖 🔍 ⌵

Search 🔍 📄 Release Selected Invoices 🔗 🔍 ☰

	Entry No.	Customer No. ↑	Posting Date	Document Type	Retainage Type	Document No.	Amount	Retainage Amount	Remaining Ret. Amount	Retainage Due Date
<input type="radio"/>	40	20000	3/14/2023	Invoice	Retainage	103062	3,151.80	-340.00	-340.00	6/14/2023
<input checked="" type="radio"/>	41	20000	3/16/2023	Invoice	Retainage	103063	2,502.90	-270.00	-270.00	6/16/2023
<input checked="" type="radio"/>	42	20000	4/3/2023	Invoice	Retainage	103064	5,265.36	-568.00	-568.00	7/3/2023
<input checked="" type="radio"/>	50	20000	3/12/2023	Invoice	Retainage	103072	2,895.30	-310.00	-310.00	6/12/2023
<input checked="" type="radio"/>	18	30000	7/27/2022	Invoice	Retainage	103042	1,055.16	-112.00	-112.00	10/27/2022
<input checked="" type="radio"/>	19	30000	6/27/2022	Invoice	Retainage	103043	2,707.56	-288.00	-288.00	9/27/2022
→ <input checked="" type="radio"/>	25	30000	4/5/2023	Invoice	Retainage	103049	659.03	-70.56	-70.56	7/5/2023
<input type="radio"/>	26	30000	4/5/2023	Invoice	Retainage	103050	988.55	-105.84	-105.84	7/25/2023
<input type="radio"/>	43	40000	1/5/2023	Invoice	Retainage	103065	5,054.40	-540.00	-540.00	4/5/2023

In the pop-up page:

- Select option 'Group by Customer' in the field "Release Method".
- Enter "Posting Date" for releasing invoices.
- Press OK.

Edit - Create and Post Releasing Invoices - 0
↗ ✕

Release Method Group by Customer ▼

Set Posting Date From Entered Value ▼

Posting Date 6/6/2023 📅

OK Cancel

The results of this action will be the following:

- The selected invoices have disappeared from page "Release Sales Retainage."
- The selected invoices were grouped by Customer. One invoice with retainage release was created, posted, and applied for retainage for each group.

Posted Sales Invoices | Work Date: 7/14/2023

No. ↓	Customer No.	Customer Name	External Document No.	Due Date	Amount	Amount Including VAT	Remaining Amount	Location Code	No. Printed
103074	30000	John Haddock Co.	1042-RTR	6/30/2023	470.56	491.31	491.31		
103073	20000	Selangorian Ltd.	1041-RTR	6/20/2023	1,148.00	1,184.84	1,184.84		
103072	20000	Selangorian Ltd.		3/26/2023	2,790.00	2,895.30	2,895.30		
103071	30000	John Haddock Co.	103055-RTR	10/31/2023	150.00	156.50	156.50		
103070	30000	John Haddock Co.	103054-RTR	10/31/2023	90.00	93.90	93.90		
103069	30000	John Haddock Co.	103052-RTR	10/31/2023	209.72	217.70	217.70		

Posted releasing invoice looks like the following:

Posted Sales Invoice | Work Date: 7/14/2023

103073 · Selangorian Ltd.



Process Correct Print/Send Invoice Incoming Document Electronic Document










General Show more

No.	103073	Retainage Due Date	6/6/2023
Customer	Selangorian Ltd.	Quote No.	
Contact	Mr. Mark McArthur	Order No.	
Posting Date	6/6/2023	Cancelled	No
Due Date	6/20/2023	Closed	<input type="checkbox"/>

Type	No.	Retainage	Description	Quantity	Unit Price Excl. VAT	Tax Area Code	Tax Group Code
→ G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Release for Invoice # 103063	1	270.00	CHICAGO, IL	LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Release for Invoice # 103064	1	568.00	CHICAGO, IL	LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Release for Invoice # 103072	1	230.00	CHICAGO, IL	LABOR
G/L Account	13110	<input checked="" type="checkbox"/>	Retainage Release for Invoice # 103072	1	80.00	CHICAGO, IL	MATERIALS

Customer Retainage Entries look like the following:

Customer Retainage Entries, 20000 - Selangorian Ltd. | Work Date: 7/14/2023 ✓ Saved  

 Search  Apply Retainage  Un-apply Retainage  Change Due Date  Detail Entries  Applied Detail Entries   

Entry No.	Posting Date	Document Type	Document No.	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. Tax Amount	Ret. Amount Incl. Tax	Remaining Ret. Amount
→ 15	5/27/2022	Invoice	103039		Retainage	2,025.45	-215.00	-10.05	-225.05	-215.00
16	5/27/2022	Invoice	103040		Retainage	1,086.12	-116.00	-4.68	-120.68	-116.00
17	7/27/2022	Invoice	103041		Retainage	1,923.66	-203.00	-10.74	-213.74	-203.00
39	1/5/2023	Invoice	103061		Retainage	2,679.03	-289.00	-8.67	-297.67	-289.00
40	3/14/2023	Invoice	103062		Retainage	3,151.80	-340.00	-10.20	-350.20	-340.00
41	3/16/2023	Invoice	103063		Retainage	2,502.90	-270.00	-8.10	-278.10	0.00
42	4/3/2023	Invoice	103064		Retainage	5,265.36	-568.00	-17.04	-585.04	0.00
50	3/12/2023	Invoice	103072		Retainage	2,895.30	-310.00	-11.70	-321.70	0.00
51	6/6/2023	Invoice	103073	1041-RTR	Release	1,184.84	1,148.00	36.84	1,184.84	0.00