



RETAINAGE (PAYABLES) A.K.A. HOLDBACKS

For Microsoft Dynamics 365 Business Central W1

User Manual

Version **22.3.20230712.90436**

Last Revised: July 7, 2023

Table of Contents

1. Introduction	4
1.1 Definition:	4
1.2 Limitations.....	4
2. After Installation	5
2.1. Extension Management	5
2.2 Permission Sets	6
3. Setup	7
3.1 Retainage Control G/L Account.....	7
3.2 Vendor Posting Groups	8
3.3 Payment Terms	8
3.4 Purchases & Payables Setup	9
3.5 Vendor Card	10
4. Processing Purchase Documents with Retainage	11
4.1 Purchase Invoice with retainage	11
4.1.1 Creating Retainage Lines.....	12
4.1.2 Posting purchase invoice with retainage lines.....	13
4.2 Purchase Order with retainage	15
4.2.1 Populating retainage related fields from Vendor record.....	15
4.2.2 Creating Retainage Lines.....	15
4.2.3 Posting Purchase Order with Retainage Lines	17
4.2.4 Creating Retainage Lines in a Purchase Order for a second time.....	17
4.3 Purchase Credit Memo with retainage	19
4.3.1 Creating Retainage Lines.....	19
4.3.2 Purchase Credit Memo populated using action "Copy Document".	19
4.4 Purchase Invoice with retainage release	20
4.5 Manual application for retainage	21
4.5.1 Action "Apply Retainage Entries"	21
4.5.2 Action "Applied Detail Entries"	23
4.6 Un-apply for Retainage.	24

4.7 Report "Aged Retainage Payable" 25

4.8 Releasing retainage in automated mode, "Multiple Invoices" 28

4.9 Releasing retainage in automated mode, "Invoice from Vendor" 31

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 (Payables) by Suite Engine is an application for Microsoft Dynamics 365 Business Central. It allows for managing multiple aspects of retainage on the payables side including posting purchase 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

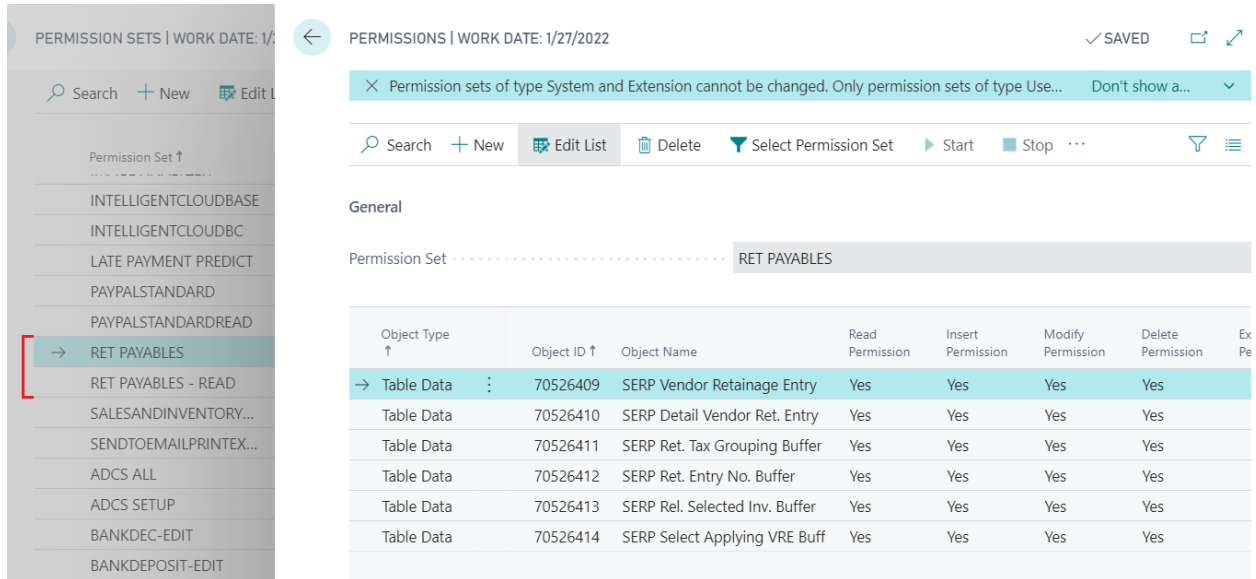
In the page "Extension Management," make sure that the app, "Suite Engine Retainage Payables" is installed.

← Extension Management | Work Date: 1/23/2025

Name ↑	Publisher	Version	Is Inst...	Published As
Payment Links to PayPal	Microsoft	v. 22.2.56969.57617	✓	Global
Performance Toolkit	Microsoft	v. 22.2.56969.57617	✓	Global
Permissions Mock	Microsoft	v. 22.2.56969.57617	✓	Global
Recommended Apps	Microsoft	v. 22.2.56969.57617	✓	Global
<u>Retainage Payables</u>	Suite Engine, LLC	v. 22.0.0.0	✓	Global
Retainage Payables Tests	Suite Engine, LLC	v. 1.0.0.0	✓	Global
Sales and Inventory Forecast	Microsoft	v. 22.2.56969.57617	✓	Global
Send remittance advice by email	Microsoft	v. 22.2.56969.57617	✓	Global

2.2 Permission Sets

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



PERMISSION SETS | WORK DATE: 1/27/2022

← PERMISSIONS | WORK DATE: 1/27/2022 ✓ SAVED

× Permission sets of type System and Extension cannot be changed. Only permission sets of type Use... Don't show a...

Search + New Edit List Delete Select Permission Set Start Stop

General






Permission Set: RET PAYABLES

Object Type ↑	Object ID ↑	Object Name	Read Permission	Insert Permission	Modify Permission	Delete Permission	Ex Pe
→ Table Data	70526409	SERP Vendor Retainage Entry	Yes	Yes	Yes	Yes	
Table Data	70526410	SERP Detail Vendor Ret. Entry	Yes	Yes	Yes	Yes	
Table Data	70526411	SERP Ret. Tax Grouping Buffer	Yes	Yes	Yes	Yes	
Table Data	70526412	SERP Ret. Entry No. Buffer	Yes	Yes	Yes	Yes	
Table Data	70526413	SERP Rel. Selected Inv. Buffer	Yes	Yes	Yes	Yes	
Table Data	70526414	SERP Select Applying VRE Buff	Yes	Yes	Yes	Yes	

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 Control G/L Account as in the following example:

← G/L Account Card | Work Date: 1/23/2025   +  ✓ Saved  

5430 · Vendors Retainage, Domestic

✕ You have changed one or more G/L account categories that account schedules use to calculate reports. We re... Generate Account ... | Don't sho...

Home Account Balance | More options 

 Posted Documents w...t Incoming Document  Apply Template... 

Name	Vendors Retainage, Domestic	Reconciliation Account	<input type="checkbox"/>
Income/Balance	Balance Sheet	Automatic Ext. Texts	<input type="checkbox"/>
Account Category	Liabilities	Direct Posting	<input checked="" type="checkbox"/>
Account Subcategory	Current Liabilities	Blocked	<input type="checkbox"/>
Debit/Credit	Both	Last Date Modified	7/7/2023
Account Type	Posting	Omit Default Descr. in Jnl.	<input type="checkbox"/>
Totaling		Review Policy	None

No.	Name	Net Change	Balance	Income/Ba...	Account Category	Account Su
5400	Accounts Payable	—	—	Balance Sh...	Liabilities	Curren ↑
5410	Vendors, Domestic	-211,503.18	-211,503.18	Balance Sh...	Liabilities	Curren
5420	Vendors, Foreign	-209,761.60	-209,761.60	Balance Sh...	Liabilities	Curren
5425	Vendors, Intercompany	—	—	Balance Sh...	Liabilities	Curren
→ 5430	Vendors Retainage, Domestic	—	—	Balance Sh...	Liabilities	Curren
5490	Accounts Payable, Total	-421,264.78	-421,264.78	Balance Sh...	Liabilities	Curren

3.2 Vendor Posting Groups

In Vendor Posting Groups specify "Retainage Control Account".

Vendor Posting Groups | Work Date: 1/23/2025 ✓ Saved 🔖 📄 🔗

🔍 Search + New 🔧 Edit List 🗑️ Delete ✎ Edit 👁️ View 🔗 🔍 ☰

Show All Accounts ⋮ 🔘

Code ↑	Description	View All Acc... on	Payables Account	Retainage Control Acc.	Service Charge Acc.	Payment Disc. Debit Acc.
→ DOMESTIC	Domestic vendors	<input type="checkbox"/>	5410	5430	8910	9135
EU	Vendors in EU	<input type="checkbox"/>	5420		8910	9135
FOREIGN	Foreign vendors (not EU)	<input type="checkbox"/>	5420		8910	9135

3.3 Payment Terms

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

PAYMENT TERMS | WORK DATE: 1/27/2022 ✓ SAVED 🔖 📄 🔗

🔍 Search + New 🔧 Edit List 🗑️ Delete 🔄 Translation 📊 Open in Excel ⋮ More options 🔍 ☰

Code ↑	Due Date Calculation	Discount Date Calculation	Discount %	Calc. Pmt. Disc. on Cr.	Description	SAT Payment Form
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 Release in 3 months	
60 DAYS	60D		0	<input type="checkbox"/>	Net 60 days	

3.4 Purchases & Payables Setup

Specify "Retainage Release Postfix" in section "Default Accounts" in "Purchases & Payables Setup".

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

← ...es & Payables Setup | Work Date: 1/23/2025

Purchases & Payables Setup

Vendor Posting Groups Incoming Documents Setup

General >

Number Series >

Background Posting >

Archiving >

Default Accounts

Default Debit Account...

Default Credit Account...

Retainage Release Suf...

Allow Manual Retainage... ☒

3.5 Vendor Card

Enter retainage related fields in Vendor Cards for vendors which may be a subject for retainage.

Vendor Card | Work Date: 1/23/2025

10000 · London Postmaster

Home Request Approval New Document Vendor Prices & Discounts Report More options

Contact Merge With... Apply Template Send Email Pay Vendor Vendor Retainage Entries

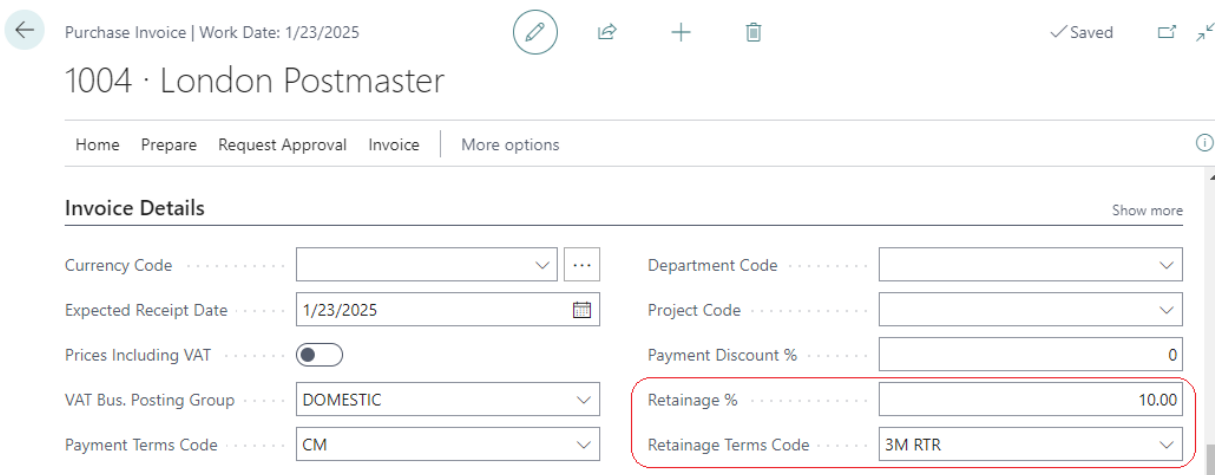
Payments Show more

Application Method	Manual	Partner Type	
Payment Terms Code	CM	Cash Flow Payment Terms ...	
Payment Method Code		Creditor No.	
Priority	1	Retainage %	10.00
Block Payment Tolerance	<input type="checkbox"/>	Retainage Terms Code	3M RTR
Preferred Bank Account C...			

4. Processing Purchase Documents with Retainage

4.1 Purchase Invoice with retainage

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



Purchase Invoice | Work Date: 1/23/2025

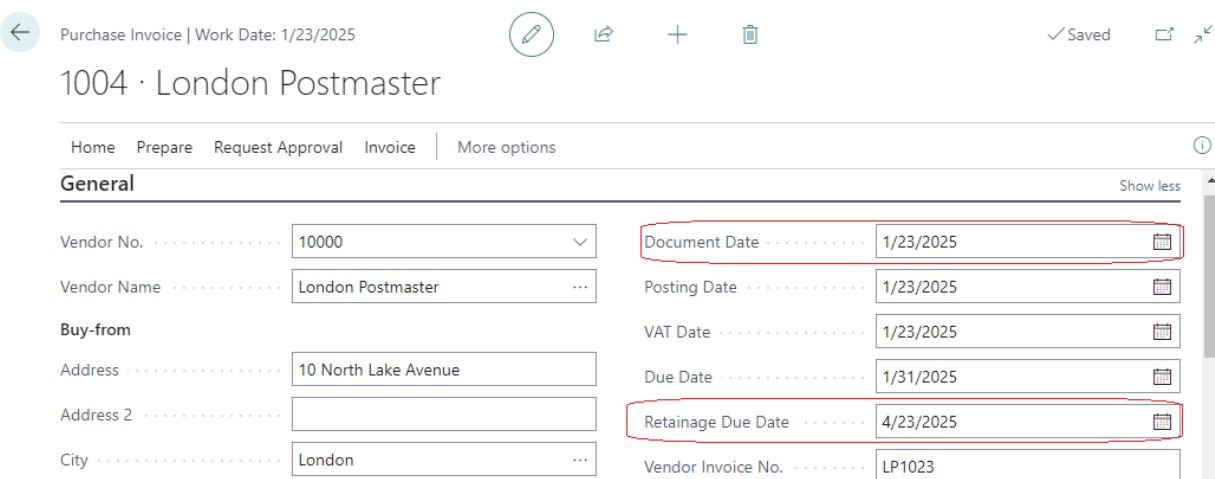
1004 · London Postmaster

Home Prepare Request Approval Invoice More options

Invoice Details Show more

Currency Code		Department Code	
Expected Receipt Date	1/23/2025	Project Code	
Prices Including VAT	<input type="checkbox"/>	Payment Discount %	0
VAT Bus. Posting Group	DOMESTIC	Retainage %	10.00
Payment Terms Code	CM	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., Jan 23rd + 3M (3 months) = April 23rd



Purchase Invoice | Work Date: 1/23/2025

1004 · London Postmaster

Home Prepare Request Approval Invoice More options

General Show less

Vendor No.	10000	Document Date	1/23/2025
Vendor Name	London Postmaster	Posting Date	1/23/2025
Buy-from		VAT Date	1/23/2025
Address	10 North Lake Avenue	Due Date	1/31/2025
Address 2		Retainage Due Date	4/23/2025
City	London	Vendor Invoice No.	LP1023

4.1.1 Creating Retainage Lines

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

Purchase Invoice | Work Date: 1/23/2025

1004 · London Postmaster

Home Prepare Request Approval Invoice More options

Post Release Create Retainage Line(s) Copy Document... Populate from Planning Lines Split Costs Across Lots

Type	No.	Retainage	Description/Comment	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
→ Item	1700	<input type="checkbox"/>	Brake	2	PCS	120.00	2	235.20	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	4	PCS	80.00	2	313.60	DOMESTIC	VAT25
G/L Account	8320	<input type="checkbox"/>	Mounting	1	PCS	100.00	2	98.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Cleaning	1	PCS	120.00	2	117.60	DOMESTIC	VAT10

The results of this action will be the following:

- Retainage lines will be created, one line for each tax combination of VAT Bus. Posting Group / VAT Prod. Posting Group for regular (non-retainage) purchase lines.
- The VAT Bus. Posting Group and VAT Prod. Posting Group 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. VAT" in purchase lines of each tax combination taken with negative sign. The percentage is defined in field "Retainage %" (which is equal to 10 in this example).

$$-1 * (98.00 + 117.60) * (10\%/100\%) = -21.56$$

$$-1 * (235.20 + 313.60) * (10\%/100\%) = -54.88$$

Type	No.	Retainage	Description/Comment	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
→ Item	1700	<input type="checkbox"/>	Brake	2	PCS	120.00	2	235.20	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	4	PCS	80.00	2	313.60	DOMESTIC	VAT25
G/L Account	8320	<input type="checkbox"/>	Mounting	1	PCS	100.00	2	98.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Cleaning	1	PCS	120.00	2	117.60	DOMESTIC	VAT10

Type	No.	Retainage	Description/Comment	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
Item	1700	<input type="checkbox"/>	Brake	2	PCS	120.00	2	235.20	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	4	PCS	80.00	2	313.60	DOMESTIC	VAT25
G/L Account	8320	<input type="checkbox"/>	Mounting	1	PCS	100.00	2	98.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Cleaning	1	PCS	120.00	2	117.60	DOMESTIC	VAT10
→ G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-21.56		-21.56	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-54.88		-54.88	DOMESTIC	VAT25

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

4.1.2 Posting purchase invoice with retainage lines

Posting purchase invoice has the following results.

4.1.2.1 Vendor Ledger Entries

Vendor Ledger Entry for the posted invoices shows extension fields:

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

10000 - London Postmaster | Work Date: 7/10/2025

Vendor Ledger Entries | Search | Edit List | Home | Entry | More options

Show Document | Apply Entries | Find entries... | Create Payment | Reverse Transaction...

Posting Date	Remaining Amt. (LCY)	Due Date	Open	On Hold	Entry No.	Exp... to Pay... File	Gross Amount Incl. Ret.	Ret. Amount	Ret. Amount Incl. VAT	Remaining Ret. Amount	Remaining Ret. Amount Incl. VAT
1/23/2025	0.00	1/31/2025	<input type="checkbox"/>	<input type="checkbox"/>	2849	<input type="checkbox"/>	-923.16	76.44	92.32	76.44	92.32

4.1.2.2 Vendor Retainage Entries

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

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

Vendor Card | Work Date: 1/23/2025

10000 - London Postmaster

Home | Request Approval | New Document | Vendor | Prices & Discounts | Report | More options

Contact | Merge With... | Apply Template | Send Email | Pay Vendor | **Vendor Retainage Entries**

General >

Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025

✓ Saved

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

Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT
→ 1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	92.32

Entry No.	Remaining Ret. VAT Amount	Remaining Ret. Amount Incl. VAT	User ID	Open	Retainage Due Date	Vendor Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.
→ 1	15.88	92.32	HOMEBUIL...	✓	4/23/2025	2849	0				

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

Vendor Retainage Entries\10000 London Postmaster | Work Date: 1/23/2025

✓ Saved

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

Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Description	Vendor Name	Current Code
→ 1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	Invoice 1004	London Postmaster	

In this example, there are two "Detail Vendor Retainage Entry" records representing each tax combination (VAT Bus. Posting Group, VAT Prod. Posting Group).

Detail Vendor Retainage Entries\Invoice 108037 | Work Date: 7/10/2025

✓ Saved

Search

Entry No.	Vendor Retainage Entry No. ↑	Posting Date	Document Type	Document No.	Retainage Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount	VAT Amount	Amount Incl. VAT	Remaining Amount
→ 1	1	1/23/2025	Invoice	108037	Retainage	DOMESTIC	VAT10	21.56	2.16	23.72	21.56
2	1	1/23/2025	Invoice	108037	Retainage	DOMESTIC	VAT25	54.88	13.72	68.60	54.88

Entry No.	VAT Amount	Amount Incl. VAT	Remaining Amount	Remaining VAT Amount	Remaining Amount Incl. VAT	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Document No.	Applying Entry No.
→ 1	2.16	23.72	21.56	2.16	23.72					0
2	13.72	68.60	54.88	13.72	68.60		32			0

4.2 Purchase Order with retainage

4.2.1 Populating retainage related fields from Vendor record

After creating purchase order and entering Vendor No., fields "Retainage %" and "Retainage Terms Code" in the purchase invoice header will be populated from the Vendor Card of the vendor.

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

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

Purchase Order | Work Date: 1/23/2025

106025 · London Postmaster

Home Prepare Print/Send Request Approval Order More options

Post... Create Whse. Receipt Send Intercompany Purchase Order Create Retainage Line(s) Split Costs Across Lots

Release Create Inventory Put-away/Pick... Archive Document Populate from Planning Lines

General Show more

Vendor No. 10000 Retainage Due Date 4/23/2025

Vendor Name London Postmaster Vendor Invoice No. LP9504

Contact Mrs. Carol Philips Vendor Shipment No.

Document Date 1/23/2025 Status Open

4.2.2 Creating Retainage Lines

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

Purchase Order | Work Date: 1/23/2025

106025 · London Postmaster

Home Prepare Print/Send Request Approval Order More options

Post... Create Whse. Receipt Send Intercompany Purchase Order Create Retainage Line(s) Split Costs Across Lots

Release Create Inventory Put-away/Pick... Archive Document Populate from Planning Lines

General Show more

Vendor No. 10000 Retainage Due Date 4/23/2025

Recreate the following example of purchase lines.

Type	No.	Retainage	Description	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
→ G/L Account	8320	<input type="checkbox"/>	Cleaning	10	HOUR	100.00	2	980.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Repair and Services	10	HOUR	120.00	2	1,176.00	DOMESTIC	VAT10
Item	1700	<input type="checkbox"/>	Brake	10	PCS	60.00	2	588.00	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	10	PCS	80.00	2	784.00	DOMESTIC	VAT25

Type	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced
→ G/L Account	2		2	
G/L Account	2		2	
Item	2		2	
Item	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 VAT Bus. Posting Group / VAT Prod. Posting Group in regular (non-retainage) purchase lines.
- VAT Bus. Posting Group, VAT Prod. Posting Group 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. VST" in purchase 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 Direct Unit Cost for each tax combination is the following:

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

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

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

Type	No.	Retainage	Description	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
G/L Account	8320	<input type="checkbox"/>	Cleaning	10	HOUR	100.00	2	980.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Repair and Services	10	HOUR	120.00	2	1,176.00	DOMESTIC	VAT10
Item	1700	<input type="checkbox"/>	Brake	10	PCS	60.00	2	588.00	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	10	PCS	80.00	2	784.00	DOMESTIC	VAT25
→ G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-43.12		-43.12	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-27.44		-27.44	DOMESTIC	VAT25

Type	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Qty. Assigned
G/L Account	2		2		—
G/L Account	2		2		—
Item	2		2		—
Item	2		2		—
→ G/L Account	1		1		—
G/L Account	1		1		—

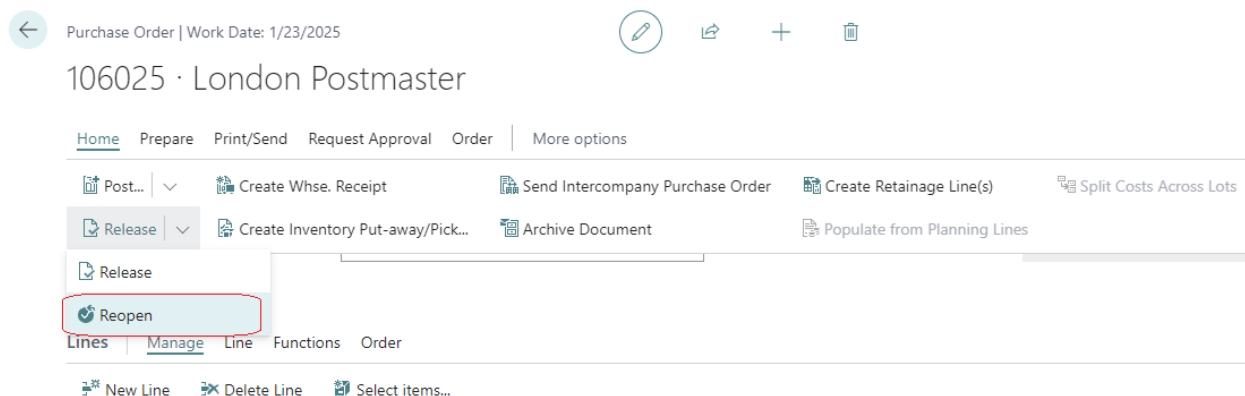
4.2.3 Posting Purchase Order with Retainage Lines

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

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

4.2.4 Creating Retainage Lines in a Purchase Order for a second time

Re-open the purchase order.



Change "Vendor Invoice No." and "Retainage Due Date" in Purchase Order Header for the invoice which will be posted on posting the purchase order.

Purchase Order | Work Date: 1/23/2025

106025 · London Postmaster

Home Prepare Print/Send Request Approval Order More options

Post... Create Whse. Receipt Send Intercompany Purchase Order Create Retainage Line(s) Split Costs Across Lots

Release Create Inventory Put-away/Pick... Archive Document Populate from Planning Lines

General Show more

Vendor No. 10000 Retainage Due Date 4/26/2025

Vendor Name London Postmaster Vendor Invoice No. LP9505

Contact Mrs. Carol Philips Vendor Shipment No.

Document Date 1/23/2025 Status Released

Specify "Quantity to Receive" and "Quantity to Invoice" each line.

Purchase Order | Work Date: 1/23/2025

106025 · London Postmaster

Home Prepare Print/Send Request Approval Order More options

Post... Create Whse. Receipt Send Intercompany Purchase Order Create Retainage Line(s) Split Costs Across Lots

Release Create Inventory Put-away/Pick... Archive Document Populate from Planning Lines

Type	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group	Qty. to Receive	Quantity Received	Qty. to Invoice
→ G/L Account	HOUR	100.00	2	980.00	DOMESTIC	VAT10	3	2	3
G/L Account	HOUR	120.00	2	1,176.00	DOMESTIC	VAT10	3	2	3
Item	PCS	60.00	2	588.00	DOMESTIC	VAT25	3	2	3
Item	PCS	80.00	2	784.00	DOMESTIC	VAT25	3	2	3
G/L Account		-43.12		-43.12	DOMESTIC	VAT10		1	
G/L Account		-27.44		-27.44	DOMESTIC	VAT25		1	

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 VAT Bus. Posting Group / VAT Prod. Posting Group in regular (non-retainage) purchase lines.
- VAT Bus. Posting Group and VAT Prod. Posting Group 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. VAT" in purchase lines that will be invoiced of each VAT 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	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
→ G/L Account	8320	<input type="checkbox"/>	Cleaning	10	hour	100.00	2	980.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Repair and Services	10	hour	120.00	2	1,176.00	DOMESTIC	VAT10
Item	1700	<input type="checkbox"/>	Brake	10	PCS	60.00	2	588.00	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	10	PCS	80.00	2	784.00	DOMESTIC	VAT25
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-43.12		-43.12	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-27.44		-27.44	DOMESTIC	VAT25
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-64.68		-64.68	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-41.16		-41.16	DOMESTIC	VAT25

Type	VAT Prod. Posting Group	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Qty. Assigned	Apply to Plan... Line	Promised Receipt Date	Planned Receipt Date	Expected Receipt Date
→ G/L Account	VAT10	3	2	3	2	—	<input type="checkbox"/>	1/23/2025	1/23/2025	1/23/2025
G/L Account	VAT10	3	2	3	2	—	<input type="checkbox"/>	1/23/2025	1/23/2025	1/23/2025
Item	VAT25	3	2	3	2	—	<input type="checkbox"/>	1/23/2025	1/24/2025	1/24/2025
Item	VAT25	3	2	3	2	—	<input type="checkbox"/>	1/23/2025	1/24/2025	1/24/2025
G/L Account	VAT10		1		1	—	<input type="checkbox"/>	1/23/2025	1/23/2025	1/23/2025
G/L Account	VAT25		1		1	—	<input type="checkbox"/>	1/23/2025	1/23/2025	1/23/2025
G/L Account	VAT10	1		1		—	<input type="checkbox"/>	1/23/2025	1/23/2025	1/23/2025
G/L Account	VAT25	1		1		—	<input type="checkbox"/>	1/23/2025	1/23/2025	1/23/2025

Post Purchase Order with option "Receive and Invoice" or "Invoice".

4.3 Purchase Credit Memo with retainage

After creating a purchase credit memo and entering the Vendor No., field "Retainage %" and "Retainage Terms Code" in the credit memo header will be populated from the Vendor Card of the vendor. 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 "purchase invoice."

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

There could be a situation when you need to credit a posted purchase 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.

Purchase Credit Memo | Work Date: 1/23/2025



✓ Saved



1001 · London Postmaster

[Home](#) [Prepare](#) [Request Approval](#) [Credit Memo](#) [More options](#)

[Post](#) [Release](#) [Apply Entries...](#) [Create Retainage Line\(s\)](#) [Populate from Planning Lines](#) [Split Costs Across Lots](#)

Type	No.	Retainage	Description	Quant...	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Postin
Comment		<input type="checkbox"/>	Invoice No. 108037:							
Item	1700	<input type="checkbox"/>	Brake	2	PCS	120.00	2	235.20	DOMESTIC	VAT25
Item	1800	<input type="checkbox"/>	Handlebars	4	PCS	80.00	2	313.60	DOMESTIC	VAT25
G/L Account	8320	<input type="checkbox"/>	Mounting	1	PCS	100.00	2	98.00	DOMESTIC	VAT10
G/L Account	8330	<input type="checkbox"/>	Cleaning	1	PCS	120.00	2	117.60	DOMESTIC	VAT10
→ G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-21.56		-21.56	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage 10%	1		-54.88		-54.88	DOMESTIC	VAT25

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

Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025

✓ Saved



[Search](#) [Apply Retainage](#) [Un-apply Retainage](#) [Change Due Date](#) [Detail Entries](#) [Applied Detail Entries](#)



Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT	Re
→ 1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	92.32	
2	10000	1/23/2025	Invoice	108038	1/23/2025	LP9504	Retainage	-735.59	70.56	11.17	81.73	
3	10000	1/23/2025	Credit Me...	109003	1/23/2025	CLP-0001	Retainage	830.84	-76.44	-15.88	-92.32	

Entry No.	Remaining Ret. Amount	Remaining Ret. VAT Amount	Remaining Ret. Amount Incl. VAT	User ID	Open	Retainage Due Date	Vendor Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.
→ 1	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2849	3	1/23/2025	Credit Me...	109003	CLP-0001
2	70.56	11.17	81.73	HOMEBUIL...	<input checked="" type="checkbox"/>	4/23/2025	2870	0		32		
3	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2891	1	1/23/2025	Invoice	108037	LP1023

4.4 Purchase Invoice with retainage release

To release invoices with retainage, it is best to use the page "Release Purchase Retainage". You also have ability to create purchase invoice for with retainage release lines manually should you wish. To do so, please make sure that flag "Allow Manual Retainage Lines" in "Purchase & Payables Setup" is set to Yes.

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 purchase retainage control account number. Set flag "Retainage" to Yes. Make sure the amount in the purchase lines is positive.

Purchase Invoice | Work Date: 1/23/2025

1005 · London Postmaster

Home Prepare Request Approval Invoice More options

Vendor No. 10000 Due Date 1/31/2025

Vendor Name London Postmaster Retainage Due Date 1/31/2025

Contact Mrs. Carol Philips Vendor Invoice No. LP-4056RR

Posting Date 1/25/2025 Status Open

VAT Date 1/25/2025

Lines Manage Line

New Line Delete Line Select items... Partial Payment

Type	No.	Retainage	Description/Comment	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group
→ G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release	1		43.12		43.12	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release	1		27.44		27.44	DOMESTIC	VAT25

Post the invoice.

4.5 Manual application for retainage

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

4.5.1 Action "Apply Retainage Entries"

Open Vendor Card and go to [Home](#) → [Vendor Retainage Entries](#).

Vendor Card | Work Date: 1/23/2025

10000 · London Postmaster

Home Request Approval New Document Vendor Prices & Discounts Report More options

Contact Merge With... Apply Template Send Email Pay Vendor **Vendor Retainage Entries**

General >

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

Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025 ✓ Saved

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

Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT
1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	92.32
→ 2	10000	1/23/2025	Invoice	108038	1/23/2025	LP9504	Retainage	-735.59	70.56	11.17	81.73
3	10000	1/23/2025	Credit Me...	109003	1/23/2025	CLP-0001	Retainage	830.84	-76.44	-15.88	-92.32
4	10000	1/25/2025	Invoice	108039	1/25/2025	LP-4056RR	Release	-81.73	-70.56	-11.17	-81.73

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

Select Applying VRE - 0

Applying Entry No. 4

Vendor No.

Document Type

Document No.

External Document No.

Applying Retainage Amount

Entry No. ↑	Document Type	Document No.	External Document No.
2	Invoice	108038	LP9504
→ 4	Invoice	108039	LP-4056RR

Select from full list

OK Cancel

The results of the action will be the following:

- In page "Vendor Retainage Entries, field "Remaining Ret. Amount" for both Invoices (with retainage and release) became 0.00.
- Field "Open" for both invoices 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.

Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025

✓ Saved

Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT
1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	92.32
→ 2	10000	1/23/2025	Invoice	108038	1/23/2025	LP9504	Retainage	-735.59	70.56	11.17	81.73
3	10000	1/23/2025	Credit Me...	109003	1/23/2025	CLP-0001	Retainage	830.84	-76.44	-15.88	-92.32
4	10000	1/25/2025	Invoice	108039	1/25/2025	LP-4056RR	Release	-81.73	-70.56	-11.17	-81.73

Entry No.	Remaining Ret. Amount	Remaining Ret. VAT Amount	Remaining Ret. Amount Incl. VAT	User ID	Open	Retainage Due Date	Vendor Ledger Entry No.	Closed by Entry No.	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Doc. No.
1	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2849	3	1/23/2025	Credit Me...	109003	CLP-0001
→ 2	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2870	4	1/25/2025	Invoice	108039	LP-4056RR
3	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2891	1	1/23/2025	Invoice	108037	LP1023
4	0.00	0.00	0.00	HOMEBUIL...	<input type="checkbox"/>	1/31/2025	2896	2	1/25/2025	Invoice	108038	LP9504

Important: The documents can be applied for retainage only if the amounts for each VAT combination (VAT Bus. Posting Group, VAR Prod. Posting Group) for applied documents match amounts for the same VAT combinations in applying document.

4.5.2 Action "Applied Detail Entries"

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

This will open page "Detail Vendor Retainage Entries" which shows application records, one record for each tax combination (VAT Bus. Posting Group, VAT Prod. Posting Group).

Detail Vendor Retainage Entries\Invoice 108038 | Work Date: 7/10/2025

✓ Saved

Entry No.	Vendor Retainage Entry No.	Posting Date	Document Type	Document No.	Retainage Type	VAT Bus. Posting Group	VAT Prod. Posting Group	Amount	VAT Amount	Amount Incl. VAT
→ 3	2	1/23/2025	Invoice	108038	Retainage	DOMESTIC	VAT10	43.12	4.31	47.43
4	2	1/23/2025	Invoice	108038	Retainage	DOMESTIC	VAT25	27.44	6.86	34.30
7	4	1/25/2025	Invoice	108039	Release	DOMESTIC	VAT10	-43.12	-4.31	-47.43
8	4	1/25/2025	Invoice	108039	Release	DOMESTIC	VAT25	-27.44	-6.86	-34.30

Entry No.	Amount Incl. VAT	Remaining Amount	Remaining VAT Amount	Remaining Amount Incl. VAT	Closed at Date	Closed by Document Type	Closed by Document No.	Closed by External Document No.	Applying Entry No.
→ 3	47.43	0.00	0.00	0.00	1/25/2025	Invoice	108039	LP-4056RR	7
4	34.30	0.00	0.00	0.00	1/25/2025	Invoice	108039	LP-4056RR	8
7	-47.43	0.00	0.00	0.00	1/25/2025	Invoice	108038	LP9504	7
8	-34.30	0.00	0.00	0.00	1/25/2025	Invoice	108038	LP9504	8

4.6 Un-apply for Retainage.

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

Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025



✓ Saved










Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret
→ 1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	
2	10000	1/23/2025	Invoice	108038	1/23/2025	LP9504	Retainage	-735.59	70.56	11.17	
3	10000	1/23/2025	Credit Me...	109003	1/23/2025	CLP-0001	Retainage	830.84	-76.44	-15.88	
4	10000	1/25/2025	Invoice	108039	1/25/2025	LP-4056RR	Release	-81.73	-70.56	-11.17	

Confirm the un-application.

Are you sure to un-apply 'Invoice' 108038 ?

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



Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025 ✓ Saved  

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

Entry No.	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT	Remaining Ret. Amount	Remaining Ret. VAT Amount	Remaining Ret. Amount Incl. VAT	Us
1	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	92.32	0.00	0.00	0.00	
→ 2	Invoice	108038	1/23/2025	LP9504	Retainage	-735.59	70.56	11.17	81.73	70.56	11.17	81.73	
3	Credit Me...	109003	1/23/2025	CLP-0001	Retainage	830.84	-76.44	-15.88	-92.32	0.00	0.00	0.00	
4	Invoice	108039	1/25/2025	LP-4056RR	Release	-81.73	-70.56	-11.17	-81.73	-70.56	-11.17	-81.73	

4.7 Report "Aged Retainage Payable"

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

TELL ME WHAT YOU WANT TO DO  

Aged Retainage Paya

> Aged Retainage Payable Tasks

Didn't find what you were looking for? Try [exploring](#)

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

Aged Retainage Payable 🔖 ↗ ✕

Printer (Handled by the browser) ▾

Report Layout AgedRetainagePayable.rdl ...

Use default values from Last used options and filters ▾

Options

Aged As Of 5/31/2025 📅

Aging by Due Date ▾

Period Length 1M

Show If Overdue By

Show All for Overdue By Vendor .. ☐

Print Details ☒

Amounts Include Taxes ☐

Heading Type Date Interval ▾

New Page per Vendor ☐

Use External Document No. ☐

Print to Excel ☐

Filter: Vendor

Send to... Print Preview Cancel

Aged Retainage Payable

Cronus Retainage

Aged as of May 31, 2025

Aged by Due Date

Monday, July 10, 2023 7:19 PM

Page 1 / 2

HOMEBUILDERW1\HBDE
V

Aged by Due Date										
Posting Date	Document Type	Document No.	Due Date	Original Retainage Amount	Retainage Balance	Not Due	05/01/25 ..05/31/25	04/01/25 ..04/30/25	03/01/25 ..03/31/25	Before 03/01/25
10000 London Postmaster										
						Phone No.:				
						Contact: Mrs. Carol Philips				
01/23/25	Invoice	108038	04/23/25	70.56	70.56	0.00	0.00	70.56	0.00	0.00
01/25/25	Invoice	108039	01/31/25	-70.56	-70.56	0.00	0.00	0.00	0.00	-70.56
01/25/25	Invoice	108040	04/25/25	200.00	200.00	0.00	0.00	200.00	0.00	0.00
02/03/25	Invoice	108041	05/03/25	230.00	230.00	0.00	230.00	0.00	0.00	0.00
02/26/25	Invoice	108042	05/26/25	120.00	120.00	0.00	120.00	0.00	0.00	0.00
03/12/25	Invoice	108043	06/12/25	210.00	210.00	210.00	0.00	0.00	0.00	0.00
04/08/25	Invoice	108044	07/08/25	440.00	440.00	440.00	0.00	0.00	0.00	0.00
Total for London Postmaster				1,200.00		650.00	350.00	270.56	0.00	-70.56
20000 AR Day Property Management										
						Phone No.:				
						Contact: Mr. Frank Lee				
01/14/25	Invoice	108045	04/14/25	171.50	171.50	0.00	0.00	171.50	0.00	0.00
03/09/25	Invoice	108046	06/09/25	120.00	120.00	120.00	0.00	0.00	0.00	0.00
04/13/25	Invoice	108047	07/13/25	205.00	205.00	205.00	0.00	0.00	0.00	0.00
Total for AR Day Property Management				496.50		325.00	0.00	171.50	0.00	0.00
30000 CoolWood Technologies										
						Phone No.:				
						Contact: Mr. Richard Bready				
01/24/25	Invoice	108048	04/24/25	289.00	289.00	0.00	0.00	289.00	0.00	0.00
Total for CoolWood Technologies				289.00		0.00	0.00	289.00	0.00	0.00

Aged Retainage Payable

Cronus Retainage

Monday, July 10, 2023 7:19 PM

Page 2 / 2

HOMEBUILDERW1\HBDE
V

Aged by Due Date										
Posting Date	Document Type	Document No.	Due Date	Original Retainage Amount	Retainage Balance	Not Due	05/01/25 ..05/31/25	04/01/25 ..04/30/25	03/01/25 ..03/31/25	Before 03/01/25
40000 Lewis Home Furniture										
						Phone No.:				
						Contact: Mrs. Julia Collins				
02/16/25	Invoice	108049	05/16/25	310.00	310.00	0.00	310.00	0.00	0.00	0.00
02/27/25	Invoice	108050	05/27/25	61.00	61.00	0.00	61.00	0.00	0.00	0.00
03/14/25	Invoice	108051	06/14/25	95.00	95.00	95.00	0.00	0.00	0.00	0.00
04/18/25	Invoice	108052	07/18/25	246.00	246.00	246.00	0.00	0.00	0.00	0.00
Total for Lewis Home Furniture				712.00		341.00	371.00	0.00	0.00	0.00
Total				2,697.50		1,316.00 48.8%	721.00 26.7%	731.06 27.1%	0.00 0%	-70.56 -2.6%



4.8 Releasing retainage in automated mode, "Multiple Invoices"

There are two methods of releasing retainage in automated mode:

- Multiple Invoices
- Invoice from Vendor

Within method "Multiple Invoices," 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 Purchase Retainage."




TELL ME WHAT YOU WANT TO DO  




Go to Pages and Tasks

[Release Purchase Retainage](#) Tasks

Didn't find what you were looking for? Try [exploring](#)

Run "Release Purchase Retainage" page.

← Release Purchase Retainage | Work Date: 4/13/2025 ✓ Saved   


Search  Release Selected Invoices  

	Entry No.	Vendor No.	Posting Date	Document Type ↑	Retainage Type ↑	Document No.	External Document No.	Amount	Retainage Amount	Remaining Ret. Amount	Retainage Due Date
<input type="radio"/>	2	10000	1/23/2025	Invoice	Retainage	108038	LP9504	-735.59	70.56	70.56	4/23/2025
<input type="radio"/>	5	10000	1/25/2025	Invoice	Retainage	108040	LP801	-2,088.00	200.00	200.00	4/25/2025
<input type="radio"/>	6	10000	2/3/2025	Invoice	Retainage	108041	LP802	-2,398.50	230.00	230.00	5/3/2025
<input type="radio"/>	7	10000	2/26/2025	Invoice	Retainage	108042	LP803	-1,255.50	120.00	120.00	5/26/2025
<input checked="" type="radio"/>	8	10000	3/12/2025	Invoice	Retainage	108043	LP806	-2,308.50	210.00	210.00	6/12/2025
<input checked="" type="radio"/>	9	10000	4/8/2025	Invoice	Retainage	108044	LP808	-4,666.50	440.00	440.00	7/8/2025
<input checked="" type="radio"/>	10	20000	1/14/2025	Invoice	Retainage	108045	IN204	-1,801.13	171.50	171.50	4/14/2025
→ <input type="radio"/>	11	20000	3/9/2025	Invoice	Retainage	108046	IN207	-1,242.00	120.00	120.00	6/9/2025
<input type="radio"/>	12	20000	4/13/2025	Invoice	Retainage	108047	IN223	-2,178.00	205.00	205.00	7/13/2025
<input type="radio"/>	13	30000	1/24/2025	Invoice	Retainage	108048	CW-102	-3,083.85	289.00	289.00	4/24/2025
<input type="radio"/>	14	40000	2/16/2025	Invoice	Retainage	108049	LH405	-3,271.50	310.00	310.00	5/16/2025
<input type="radio"/>	15	40000	2/27/2025	Invoice	Retainage	108050	LH589	-636.30	61.00	61.00	5/27/2025
<input type="radio"/>	16	40000	3/14/2025	Invoice	Retainage	108051	LH602	-990.45	95.00	95.00	6/14/2025
<input type="radio"/>	17	40000	4/18/2025	Invoice	Retainage	108052	LH656	-2,646.00	246.00	246.00	7/18/2025

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


In the pop-up page:

- Select option 'Multiple Invoices' for the field "Release Method."
- Select option 'Retainage Due Date' for field "Set Posting Date From" (or alternatively option "Entered Value"
- Press OK.


EDIT - RELEASE SELECTED INVOICES - 0 

Release Method Multiple Invoices ▼

Vendor Invoice No.

Document Date 

Set Posting Date From Retainage Due Date ▼




Posting Date 



OK

Cancel

The results of this action will be the following:

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

← Release Purchase Retainage | Work Date: 4/18/2025 ✓ Saved   

🔍 Search  Release Selected Invoices  

Entry No.	Vendor No.	Posting Date	Document Type ↑	Retainage Type ↑	Document No.	External Document No.	Amount	Retainage Amount	Remaining Ret. Amount	Retainage Due Date
→ 2	10000	1/23/2025	Invoice	Retainage	108038	LP9504	-735.59	70.56	70.56	4/23/2025
5	10000	1/25/2025	Invoice	Retainage	108040	LP801	-2,088.00	200.00	200.00	4/25/2025
6	10000	2/3/2025	Invoice	Retainage	108041	LP802	-2,398.50	230.00	230.00	5/3/2025
7	10000	2/26/2025	Invoice	Retainage	108042	LP803	-1,255.50	120.00	120.00	5/26/2025
11	20000	3/9/2025	Invoice	Retainage	108046	IN207	-1,242.00	120.00	120.00	6/9/2025
12	20000	4/13/2025	Invoice	Retainage	108047	IN223	-2,178.00	205.00	205.00	7/13/2025
13	30000	1/24/2025	Invoice	Retainage	108048	CW-102	-3,083.85	289.00	289.00	4/24/2025
14	40000	2/16/2025	Invoice	Retainage	108049	LH405	-3,271.50	310.00	310.00	5/16/2025
15	40000	2/27/2025	Invoice	Retainage	108050	LH589	-636.30	61.00	61.00	5/27/2025
16	40000	3/14/2025	Invoice	Retainage	108051	LH602	-990.45	95.00	95.00	6/14/2025
17	40000	4/18/2025	Invoice	Retainage	108052	LH656	-2,646.00	246.00	246.00	7/18/2025

Vendor Invoice No. of posted invoices with retainage release contains prefix (in this example 'RR') which entered in "Purchases & Payables Setup."

No. ↓	Vendor Invoice No.	Vendor No.	Vendor	Currency Code	Amount	Amount Including VAT	Location Code	No. Printed	Due Date
108055	IN204-RR	20000	AR Day Property Management		171.50	200.13	YELLOW	0	4/30/2025
108054	LP808-RR	10000	London Postmaster		440.00	518.50		0	7/31/2025
108053	LP806-RR	10000	London Postmaster		210.00	256.50		0	6/30/2025
108052	LH656	40000	Lewis Home Furniture		2,214.00	2,646.00	GREEN	0	4/30/2025

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 Purchase Invoice | Work Date: 4/18/2025

108055 · AR Day Property Management

Home Print/Send Invoice Incoming Document

Update Document Find entries... Correct

Lines Manage Line

New Line Delete Line

Type	No.	Retainage	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Post
→ G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #IN204	1	95.00	95.00	DOMESTIC	VAT10
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #IN204	1	76.50	76.50	DOMESTIC	VAT25

Vendor Retainage Entries look like the following:

Vendor Retainage Entries\10000 London Postmaster | Work Date: 7/10/2025

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

Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT	Remaining Ret. Amount	Remaining Ret. VAT Amount	Remaining Ret. Amount Incl. VAT
→ 1	10000	1/23/2025	Invoice	108037	1/23/2025	LP1023	Retainage	-830.84	76.44	15.88	92.32	0.00	0.00	0.00
2	10000	1/23/2025	Invoice	108038	1/23/2025	LP9504	Retainage	-735.59	70.56	11.17	81.73	70.56	11.17	81.73
3	10000	1/23/2025	Credit Me...	109003	1/23/2025	CLP-0001	Retainage	830.84	-76.44	-15.88	-92.32	0.00	0.00	0.00
4	10000	1/25/2025	Invoice	108039	1/25/2025	LP-4056RR	Release	-81.73	-70.56	-11.17	-81.73	-70.56	-11.17	-81.73
5	10000	1/25/2025	Invoice	108040	1/25/2025	LP801	Retainage	-2,088.00	200.00	32.00	232.00	200.00	32.00	232.00
6	10000	2/3/2025	Invoice	108041	2/3/2025	LP802	Retainage	-2,398.50	230.00	36.50	266.50	230.00	36.50	266.50
7	10000	2/26/2025	Invoice	108042	2/26/2025	LP803	Retainage	-1,255.50	120.00	19.50	139.50	120.00	19.50	139.50
8	10000	3/12/2025	Invoice	108043	3/12/2025	LP806	Retainage	-2,308.50	210.00	46.50	256.50	0.00	0.00	0.00
9	10000	4/8/2025	Invoice	108044	4/8/2025	LP808	Retainage	-4,666.50	440.00	78.50	518.50	0.00	0.00	0.00
18	10000	6/12/2025	Invoice	108053	6/12/2025	LP806-RR	Release	-256.50	-210.00	-46.50	-256.50	0.00	0.00	0.00
19	10000	7/8/2025	Invoice	108054	7/8/2025	LP808-RR	Release	-518.50	-440.00	-78.50	-518.50	0.00	0.00	0.00

Entry No.	Remaining Ret. Amount Incl. VAT	User ID	Open	Retainage Due Date	Vendor 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 VAT Amount	Closed by Amount Incl. VAT	Applying Entry No.
→ 1	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2849	3	1/23/2025	Credit Me...	109003	CLP-0001	-76.44	-15.88	-92.32	3
2	81.73	HOMEBUIL...	<input checked="" type="checkbox"/>	4/23/2025	2870	0		32			0.00	0.00	0.00	0
3	0.00	HOMEBUIL...	<input type="checkbox"/>	4/23/2025	2891	1	1/23/2025	Invoice	108037	LP1023	76.44	15.88	92.32	3
4	-81.73	HOMEBUIL...	<input checked="" type="checkbox"/>	1/31/2025	2896	0		32			0.00	0.00	0.00	0
5	232.00	HOMEBUIL...	<input checked="" type="checkbox"/>	4/25/2025	2905	0		0			0.00	0.00	0.00	0
6	266.50	HOMEBUIL...	<input checked="" type="checkbox"/>	5/3/2025	2914	0		0			0.00	0.00	0.00	0
7	139.50	HOMEBUIL...	<input checked="" type="checkbox"/>	5/26/2025	2923	0		0			0.00	0.00	0.00	0
8	0.00	HOMEBUIL...	<input type="checkbox"/>	6/12/2025	2932	18	6/12/2025	Invoice	108053	LP806-RR	-210.00	-46.50	-256.50	18
9	0.00	HOMEBUIL...	<input type="checkbox"/>	7/8/2025	2941	19	7/8/2025	Invoice	108054	LP808-RR	-440.00	-78.50	-518.50	19
18	0.00	HOMEBUIL...	<input type="checkbox"/>	9/12/2025	3020	8	6/12/2025	Invoice	108043	LP806	210.00	46.50	256.50	18
19	0.00	HOMEBUIL...	<input type="checkbox"/>	10/8/2025	3025	9	7/8/2025	Invoice	108044	LP808	440.00	78.50	518.50	19

4.9 Releasing retainage in automated mode, "Invoice from Vendor"

This method should be used for the case when a vendor sends an invoice for releasing retainage in multiple invoices.

Run page "Release Purchase Retainage."

Select entries for the same Vendor and run action "Release Selected Invoices."


Release Purchase Retainage | Work Date: 4/18/2025


Search Release Selected Invoices

Entry No.	Vendor No.	Posting Date	Document Type	Retainage Type	Document No.	External Document No.	Amount	Retainage Amount	Remaining Ret. Amount	Retainage Due Date
○ 11	20000	3/9/2025	Invoice	Retainage	108046	IN207	-1,242.00	120.00	120.00	6/9/2025
○ 12	20000	4/13/2025	Invoice	Retainage	108047	IN223	-2,178.00	205.00	205.00	7/13/2025
○ 13	30000	1/24/2025	Invoice	Retainage	108048	CW-102	-3,083.85	289.00	289.00	4/24/2025
● 14	40000	2/16/2025	Invoice	Retainage	108049	LH405	-3,271.50	310.00	310.00	5/16/2025
● 15	40000	2/27/2025	Invoice	Retainage	108050	LH589	-636.30	61.00	61.00	5/27/2025
→ ● 16	40000	3/14/2025	Invoice	Retainage	108051	LH602	-990.45	95.00	95.00	6/14/2025
○ 17	40000	4/18/2025	Invoice	Retainage	108052	LH656	-2,646.00	246.00	246.00	7/18/2025


In the pop-up page:


- Select option 'Invoice from Vendor' for field "Release Method".
- Enter "Vendor Invoice No." and "Document Date" of vendor's invoice.
- Enter Posting Date for retainage release invoice.
- Press OK.


Create and Post Releasing Invoices - 0 

Release Method Invoice from Vendor 

Vendor Invoice No. LH702

Document Date 7/10/2025 



Set Posting Date From Entered Value 




Posting Date 7/10/2025 

OK **Cancel**

The results of this action will be the following:

- Selected invoices have disappeared from page "Release Purchase Retainage."
- One invoice with retainage release was created, posted, and applied for retainage for all selected invoices behind the scenes.

← Release Purchase Retainage | Work Date: 4/18/2025 ✓ Saved  

🔍 Search  Release Selected Invoices  

	Entry No.	Vendor No.	Posting Date	Document Type ↑	Retainage Type ↑	Document No.	External Document No.	Amount	Retainage Amount	Remaining Ret. Amount	Retainage Due Date
	2	10000	1/23/2025	Invoice	Retainage	108038	LP9504	-735.59	70.56	70.56	4/23/2025
	5	10000	1/25/2025	Invoice	Retainage	108040	LP801	-2,088.00	200.00	200.00	4/25/2025
	6	10000	2/3/2025	Invoice	Retainage	108041	LP802	-2,398.50	230.00	230.00	5/3/2025
	7	10000	2/26/2025	Invoice	Retainage	108042	LP803	-1,255.50	120.00	120.00	5/26/2025
	11	20000	3/9/2025	Invoice	Retainage	108046	IN207	-1,242.00	120.00	120.00	6/9/2025
	12	20000	4/13/2025	Invoice	Retainage	108047	IN223	-2,178.00	205.00	205.00	7/13/2025
	13	30000	1/24/2025	Invoice	Retainage	108048	CW-102	-3,083.85	289.00	289.00	4/24/2025
→	17	40000	4/18/2025	Invoice	Retainage	108052	LH656	-2,646.00	246.00	246.00	7/18/2025

Posted releasing invoice looks like the following:

← Posted Purchase Invoice | Work Date: 4/18/2025 🔍 📄 + 🗑️ ✓ Saved 🔗

108056 · Lewis Home Furniture

[Home](#) [Print/Send](#) [Invoice](#) [Incoming Document](#)

[🔍 Update Document](#) [🔍 Find entries...](#) [↩ Correct](#) ✓

[➕ New Line](#) [✖ Delete Line](#) 🔗

Type	No.	Retainage	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	VAT Bus. Posting Group	VAT Prod. Posting Group	Job No.
→ G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #LH405	1	160.00	160.00	DOMESTIC	VAT10	
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #LH405	1	150.00	150.00	DOMESTIC	VAT25	
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #LH589	1	37.00	37.00	DOMESTIC	VAT10	
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #LH589	1	24.00	24.00	DOMESTIC	VAT25	
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #LH602	1	58.00	58.00	DOMESTIC	VAT10	
G/L Account	5430	<input checked="" type="checkbox"/>	Retainage Release for 'Invoice' #LH602	1	37.00	37.00	DOMESTIC	VAT25	

Vendor Retainage Entries look like the following:

Vendor Retainage Entries/40000 Lewis Home Furniture | Work Date: 7/10/2025 ✓ Saved 🔗 🔍

[🔍 Search](#) [➔ Apply Retainage](#) [🔗 Un-apply Retainage](#) [📅 Change Due Date](#) [🔍 Detail Entries](#) [🔍 Applied Detail Entries](#) 🔗 🔍 ☰

Entry No.	Vendor No. ↑	Posting Date	Document Type	Document No.	Document Date	External Document No.	Retainage Type	Amount	Ret. Amount	Ret. VAT Amount	Ret. Amount Incl. VAT	Remaining Ret. Amount	Remaining Ret. VAT Amount	Remaining Ret. Amount Incl. VAT
→ 14	40000	2/16/2025	Invoice	108049	2/16/2025	LH405	Retainage	-3,271.50	310.00	53.50	363.50	0.00	0.00	0.00
15	40000	2/27/2025	Invoice	108050	2/27/2025	LH589	Retainage	-636.30	61.00	9.70	70.70	0.00	0.00	0.00
16	40000	3/14/2025	Invoice	108051	3/14/2025	LH602	Retainage	-990.45	95.00	15.05	110.05	0.00	0.00	0.00
17	40000	4/18/2025	Invoice	108052	4/18/2025	LH656	Retainage	-2,646.00	246.00	48.00	294.00	246.00	48.00	294.00
21	40000	7/10/2025	Invoice	108056	4/18/2025	LH702	Release	-544.25	-466.00	-78.25	-544.25	0.00	0.00	0.00

Entry No.	Remaining Ret. Amount Incl. VAT	User ID	Open	Retainage Due Date	Vendor 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 VAT Amount	Closed by Amount Incl. VAT	Applying Entry No.
→ 14	0.00	HOMEBUIL...	<input type="checkbox"/>	5/16/2025	2988	21	7/10/2025	Invoice	108056	LH702	-310.00	-53.50	-363.50	21
15	0.00	HOMEBUIL...	<input type="checkbox"/>	5/27/2025	2997	21	7/10/2025	Invoice	108056	LH702	-61.00	-9.70	-70.70	21
16	0.00	HOMEBUIL...	<input type="checkbox"/>	6/14/2025	3006	21	7/10/2025	Invoice	108056	LH702	-95.00	-15.05	-110.05	21
17	294.00	HOMEBUIL...	<input checked="" type="checkbox"/>	7/18/2025	3015	0		0			0.00	0.00	0.00	0
21	0.00	HOMEBUIL...	<input type="checkbox"/>	7/10/2025	3035	16	7/10/2025	Invoice	108051	LH602	95.00	15.05	110.05	21