Retention Claim Invoices

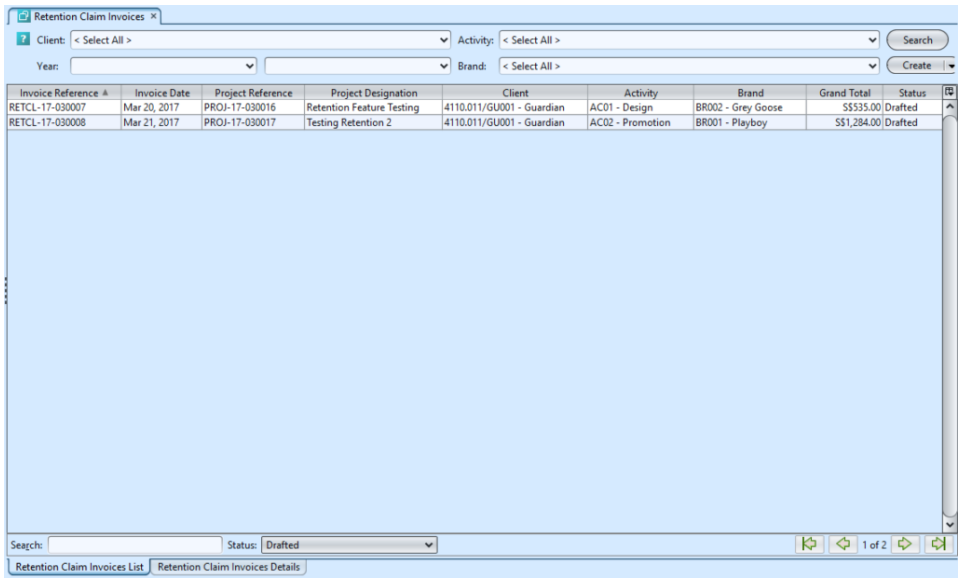
Retention is a percentage (i.e. 5%) of the amount certified as due to the contractor on an interim certificate, that is deducted from the amount due and retained by the client. The purpose of **retention** is to ensure that the contractor properly completes the activities required of them under the contract.

Retention Claim Invoices view allows user to view and manage projects' retention claim invoices for service rendered. Issuing of the retention claim invoices itself is to be done from "***Project – Invoices***"

Below are available actions for the user from "***Retention Claim Invoices***":

- View and search for retention claim invoice details

- Track & Issue retention claim invoice: see "***Project – Invoices***"



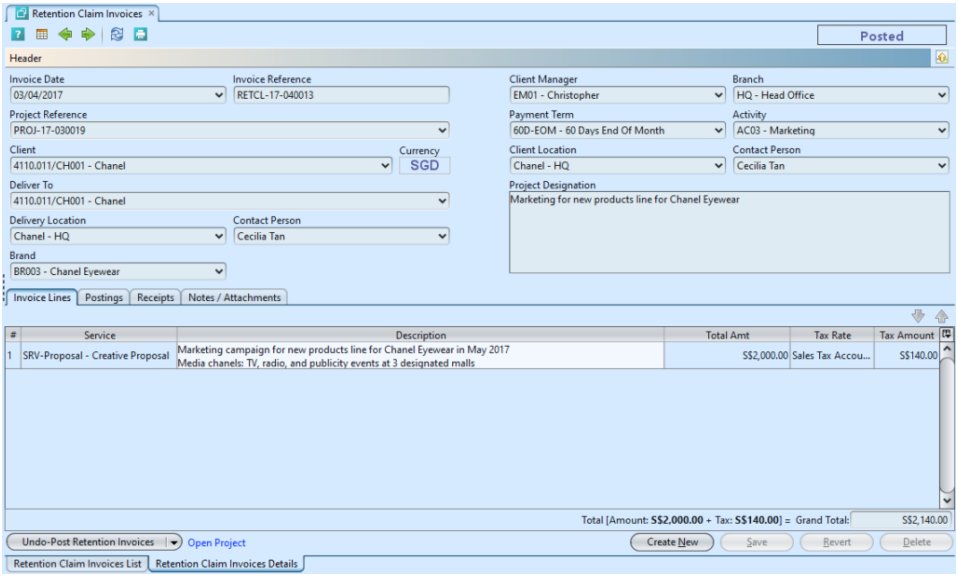
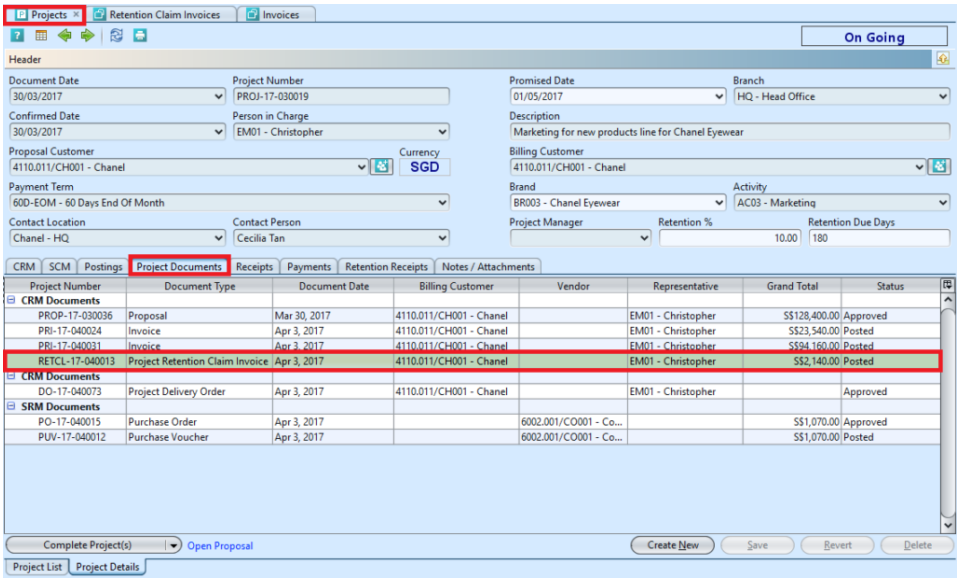
View and Search for Invoice Details:

1. Click on ***"Retention Claim Invoices List"*** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which client to search for in the ***"Client"*** text field box or select from drop-down list

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on invoice document to view full details of the document, it will bring up the details on ***"Retention Claim Invoice Details"*** tab for the selected document



5. User able to see the Retention Claim Invoice related to the project in the project's "***Project Documents***" tab