



# Retention Claim Invoices

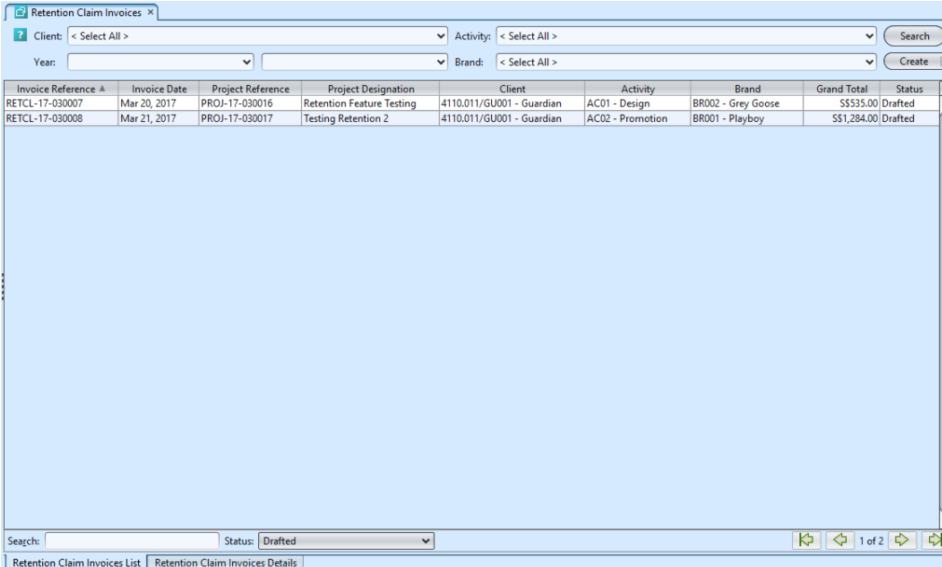
**Retention** is a percentage (i.e. 5%) of the amount certified as due to the contractor on an interim certificate, that is deducted from the amount due and retained by the client. The purpose of **retention** is to ensure that the contractor properly completes the activities required of them under the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



Invoice Reference	Invoice Date	Project Reference	Project Designation	Client	Activity	Brand	Grand Total	Status
RETCL-17-030007	Mar 20, 2017	PROJ-17-030016	Retention Feature Testing	4110.011/GU001 - Guardian	AC01 - Design	BR002 - Grey Goose	\$5535.00	Drafted
RETCL-17-030008	Mar 21, 2017	PROJ-17-030017	Testing Retention 2	4110.011/GU001 - Guardian	AC02 - Promotion	BR001 - Playboy	\$51,284.00	Drafted

## 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

The screenshot shows the 'Retention Claim Invoices' window with the 'Posted' status. The 'Header' section contains the following fields:

- Invoice Date: 03/04/2017
- Invoice Reference: RETCL-17-040013
- Client Manager: EM01 - Christopher
- Branch: HQ - Head Office
- Project Reference: PROJ-17-030019
- Payment Term: 60D-EOM - 60 Days End Of Month
- Activity: AC03 - Marketing
- Client: 4110.011/CH001 - Chanel
- Currency: SGD
- Client Location: Chanel - HQ
- Contact Person: Cecilia Tan
- Project Designation: Marketing for new products line for Chanel Eyewear
- Brand: BR003 - Chanel Eyewear

The 'Invoice Lines' tab is selected, showing a table with the following data:

#	Service	Description	Total Amt	Tax Rate	Tax Amount
1	SRV-Proposal - Creative Proposal	Marketing campaign for new products line for Chanel Eyewear in May 2017 Media channels: TV, radio, and publicity events at 3 designated malls	\$52,000.00	Sales Tax Accou...	\$5140.00

The bottom of the window shows the total amount: Total [Amount: \$52,000.00 + Tax: \$5140.00] = Grand Total: \$57,140.00. Buttons for 'Undo-Post Retention Invoices', 'Open Project', 'Create New', 'Save', 'Revert', and 'Delete' are visible.

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

The screenshot shows the 'Projects' window with the 'On Going' status. The 'Project Documents' tab is selected, showing a list of documents. The 'Header' section contains the following fields:

- Document Date: 30/03/2017
- Project Number: PROJ-17-030019
- Document Type: Proposal
- Document Date: 30/03/2017
- Person in Charge: EM01 - Christopher
- Project Manager: EM01 - Christopher
- Retention %: 10.00
- Retention Due Days: 180

The 'Project Documents' table is shown below:

Document Number	Document Type	Document Date	Billing Customer	Vendor	Representative	Grand Total	Status
PROJ-17-030036	Proposal	Mar 30, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$5128,400.00	Approved
PRI-17-040024	Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$523,540.00	Posted
PRI-17-040031	Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$594,160.00	Posted
RETCL-17-040013	Project Retention Claim Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$52,140.00	Posted
DO-17-040073	Project Delivery Order	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher		Approved
PO-17-040015	Purchase Order	Apr 3, 2017		6002.001/CO001 - Co...		\$51,070.00	Approved
PUV-17-040012	Purchase Voucher	Apr 3, 2017		6002.001/CO001 - Co...		\$51,070.00	Posted

The bottom of the window shows buttons for 'Complete Project(s)', 'Open Proposal', 'Create New', 'Save', 'Revert', and 'Delete'.

