



# Retention Claim Invoices

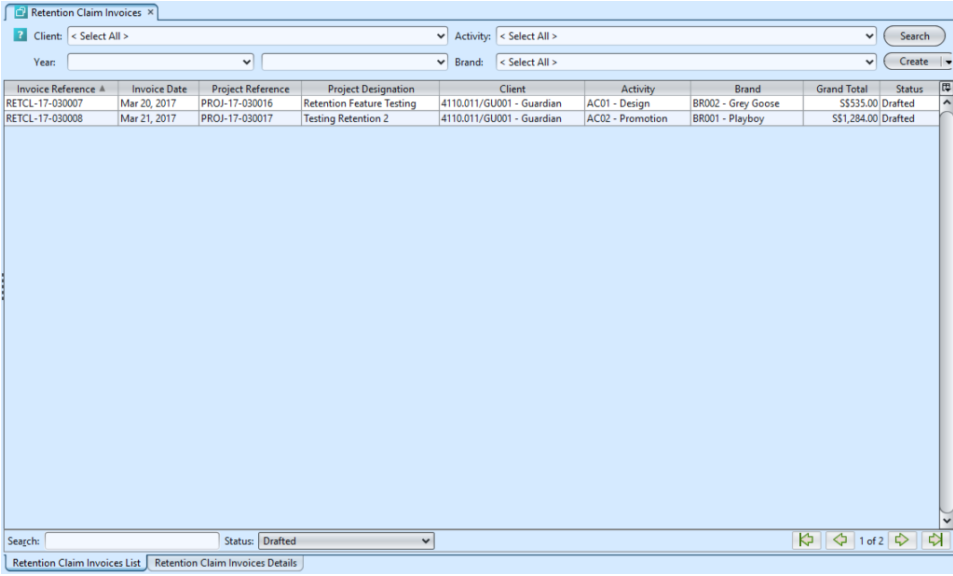
**Retention** is a percentage (i.e. 5%) of the amount certified as due to the contractor on an interim certificate, that is deducted from the amount due and retained by the client. The purpose of **retention** is to ensure that the contractor properly completes the activities required of them under the 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	\$5335.00	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

Retention Claim Invoices

Posted

Header

Invoice Date: 03/04/2017 Invoice Reference: RETCL-17-040013

Client Manager: EM01 - Christopher Branch: HQ - Head Office

Payment Term: 60D-EOM - 60 Days End Of Month Activity: AC03 - Marketing

Client Location: Chanel - HQ Contact Person: Cecilia Tan

Project Designation: Marketing for new products line for Chanel Eyewear

Invoice Lines Postings Receipts Notes / Attachments

#	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

Total [Amount: \$52,000.00 + Tax: \$5140.00] = Grand Total: \$57,140.00

Undo-Post Retention Invoices Open Project Create New Save Revert Delete

Retention Claim Invoices List Retention Claim Invoices Details

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

Projects Retention Claim Invoices Invoices

On Going

Header

Document Date: 30/03/2017 Project Number: PROJ-17-030019

Confirmed Date: 30/03/2017 Person in Charge: EM01 - Christopher

Proposal Customer: 4110.011/CH001 - Chanel Currency: SGD

Payment Term: 60D-EOM - 60 Days End Of Month

Contact Location: Chanel - HQ Contact Person: Cecilia Tan

Promised Date: 01/05/2017 Branch: HQ - Head Office

Description: Marketing for new products line for Chanel Eyewear

Billing Customer: 4110.011/CH001 - Chanel

Brand: BR003 - Chanel Eyewear Activity: AC03 - Marketing

Project Manager: Retention %: 10.00 Retention Due Days: 180

CRM SCM Postings Project Documents Receipts Payments Retention Receipts Notes / Attachments

Project 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

Complete Project(s) Open Proposal Create New Save Revert Delete

Project List Project Details

