

Billing Retention through an AR Invoice

On the AR Invoice Distribution:

Enter a negative amount on the first row for the retention you want to bill.
Enter zero in the retention column.

Enter the amount of retention you want to bill in the second column.
Enter 100 in the retention column.

Note

Your form may by need to be modified to facilitate the retention billing.
(Hide the detail section, and remove the subtotal section for the gross billing)