

Hold Back Invoice Created during Job Closing

Last Modified on 01/11/2023 2:49 pm EST

If amounts were withheld from Job Invoices for Hold Back purposes and no manual retention invoices were created, when closing the Job, you will be prompted to enter the information for creating and posting the Retention (Hold Back) Invoice. You will not be able to close the Job without generating the Retention (Hold Back) Invoice.

Note: All Job Tasks must be approved and all materials reconciled to be able to close the Job.

1. Open the Job to be closed.

2. From the Job toolbar, click the Tasks button. At the lower left of the Tasks form click the Close Job button.

□

3. The Load Equipment form will be displayed. At the top of the form enter the date on which the equipment was installed. The upper tier of the form lists all the inventory parts used on the Job. To the left of each part is a checkbox indicating this part is a serviceable part and should be loaded to the Systems Equipment list for future servicing of the system. This checkbox defaults from the part setup. If any parts in the list should not be saved with the System Equipment List, un-check the checkbox to the left of those part.

Click the Save button located at the lower right of the form.

□ DO NOT click on the Close button - If this is accidentally done, the parts will NOT load to the System Equipment List and you will have to be manually add them to the System from the Customer Explorer.

□

4. The Job Close form will be displayed. Enter the Job End Date, Warranty Start Date and Contract Start Date according to your company policies and procedures.

In the Holdback Invoice section there are three field that must be populated. When finished entering the information click the Save button located at the lower right of the form; the Job is now closed and the Hold Back Invoice has been posted.

- Invoice Date - Enter the date for the Hold Back Invoice. This date must be in an open accounting period
- Aging Date - The date on which the invoice will begin to age. Many contractors will not accept a hold back invoice until 30 days from the completion of the Job. You may enter a future date in this field and enter a terms code in the next field such as Net 30. This way the invoice may be submitted now to the customer, or held and mailed at a future date.
- Term - Select the Term Code for the invoice.

Note: When creating the Hold Back invoice through the Job Closing process, you do not have the option of selecting an Invoice Description or typing in a Memo. Once the Invoice has been posted, you may open the Hold Back Invoice from the Job or Customer Explorer and change the Invoice Description and enter text into the Memo field.

□

Below is a sample of a Hold Back Invoice created by the Job Closing process.

□

