There are several different ways retention can be billed in the ComputerEase program. You can use Freeform Invoicing, AIA Invoicing, Contract Invoicing, or Unit Billing Invoicing. We do not suggest that you use Batch Entry to generate any Retention Billing. This feature is designed for entering the initial balances when you originally start using this program.

**BILLING RETENTION ON AN AIA INVOICE**  
(This is also applicable to Unit Billing Invoicing)

- Select to Work on AIA Billing. Select to Enter Work Completed. Select the ALL tab for the applicable phase.

- Select to “Zero Out” the Retention Amount and/or Percentage to create an invoice for the Retention that has been held. Or you can select to enter the Percentage that you desire to bill at this time. If the entire Retention amount has been withheld, you can select to only bill a portion of the Retention by keying in the dollar amount that you want to continue to withhold. For example, if $100.00 has been withheld and you want to bill $75.00, then you would enter $25.00 (the remaining balance) in the ‘Retention for Work’ field.

**RECAP:**

- Retention has not been withheld:  
Enter an Amount/Percentage to hold Retention for future billing.

- To create a Retention Invoice for the total amount of the Retention previously withheld:  
Zero Out the Amount/Percentage fields.

- To create a Retention Invoice for a portion of the Retention previously withheld:  
Enter the Retention amount remaining in the ‘Retention for Work’ field. The system will bill the difference on the Invoice.
BILLING RETENTION ON A FREEFORM INVOICE

- Select to Work on Freeform Invoices.
- Select to create the Invoice as normal. Be sure to specify the percentage amount of Retention that you desire to hold. Enter all applicable billing detail. Save the Invoice as normal.
- Select to Enter a Retention Invoice. Select the Job, Customer, and Invoice number. (All of these prompts provide a F2 lookup feature.)
- Enter the amount of Retention that you desire to Invoice.
- Select to Create an Invoice as normal. You may specify an invoice number or let the system generate the next consecutive invoice number.