

Retainage Release

Roles: Financial Manager, Financial Manager Assistant
 Project Status: Punchlist, Warranty

Step	Task
1.	Follow the steps to complete a <i>Payment Request</i> <ul style="list-style-type: none"> Refer to the <i>Payment Request</i> job aid.
2.	Highlight the value entered in the <i>Retention Percentage</i> text field and type 0 (zero), to reduce the vendor’s retention percentage.
3.	Enter the total value of the work done by the contract to date in the <i>Total Value of Work to Date</i> text field.
4.	Press the Tab key; the retention percentage and the payment amount are calculated with the retained amount added to the value of the final payment.
5.	Click the Submit command button.
6.	Click the Confirm command button.