

Job Invoicing Holdback for Dynamics 365 Business Central Setup Guide



Job Invoicing Holdback for Business Central

CORPORATE RENAISSANCE GROUP

 Dynamics 365 Business Central

Free trial

Free trial

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Easily include a hold-back of a set percentage when you are invoicing or being invoiced for jobs.

Easily include holdbacks when you are invoicing or being invoiced for jobs in Microsoft Dynamics 365 Business Central.

A holdback is a contractual amount of an invoice not paid until the entire job is complete, typically used in the construction, professional services, or government industries. Organizations looking to apply holdbacks to invoices or payments will find it impossible to accomplish this natively in Business Central without tedious and error-prone tracking outside of Dynamics. Until now!

CRGroup, a Quisitive Company, is pleased to bring you CRG Job Invoicing Holdback for Business Central. Developed using CRGroup's extensive experience in the Dynamics ERP space, this easy-to-use add-on will allow you to apply holdbacks in Business Central.

- Automatically create percentage holdbacks per job, which can be applied to payables and/or receivables at the time of invoicing
- Holdbacks can be applied to individual job planning lines
- Posted holdbacks are captured in the factbox pane on the job master record with drill-down capability, allowing the user visibility into the transactions which created the holdback
- Holdbacks are released through purchase or sales invoices, which reference a unique project dimension code assigned to the job at job setup

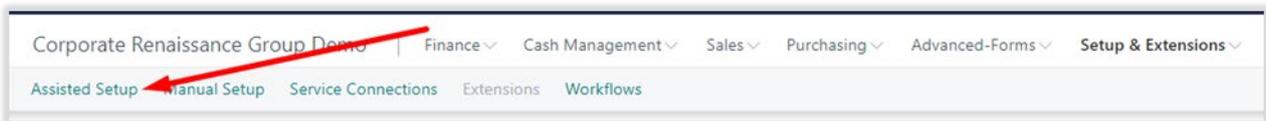
This application is available only in English. The app supports the Essentials and Premium Editions of Microsoft Dynamics 365 Business Central. All countries are supported.

Save Time & Simplify Your Invoicing

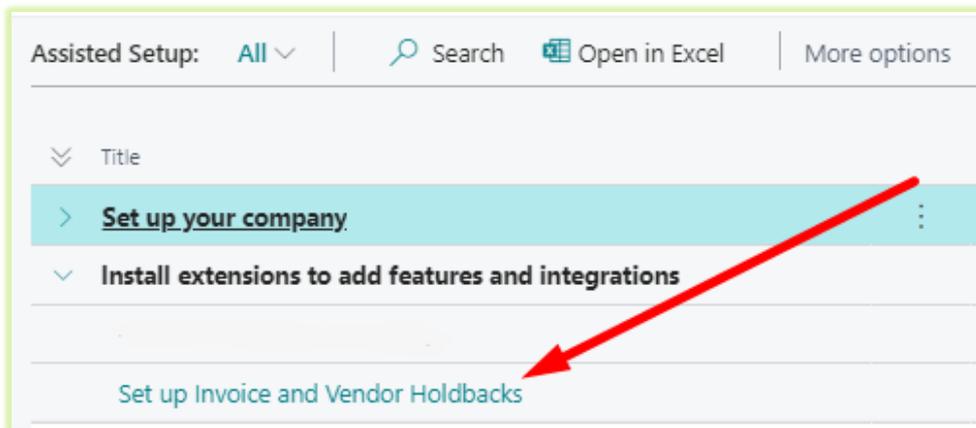
CRG Job Invoicing Holdback is the only extension available for Dynamics 365 Business Central that allows for automated holdbacks when invoicing or being invoiced for jobs. **Save time, simplify invoicing, and get more from your existing Business Central Jobs setup today!** [Contact us to learn more.](#)

One-time Setup

1. **Once the App is installed, go to the Assisted Setup to complete the setup.**



2. **Select the App from the list.**



3. **Get trial license key.**

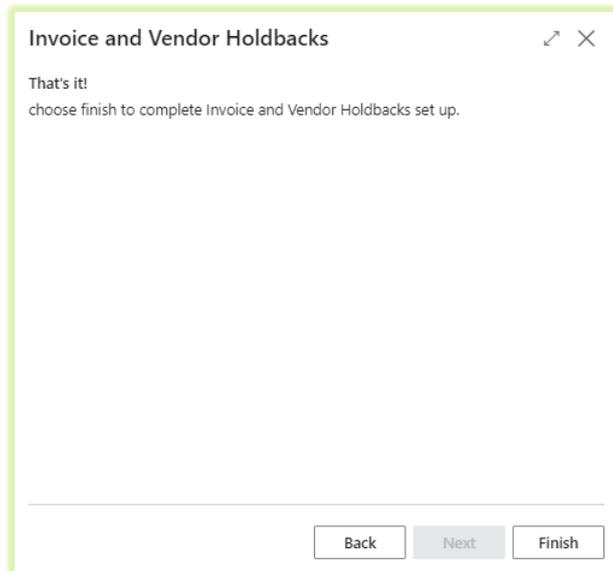
The screenshot shows a dialog box titled "Invoice and Vendor Holdbacks". At the top right, there are icons for a link and a close button. Below the title bar, there is a "License" section with a button labeled "+ Get Trials License Key" which is highlighted with a red rectangular box. To the right of this button is the text "More options". Below the "License" section, there are three input fields: "LicenseKey", "Expire Date", and "License Type", each followed by a grayed-out text box. At the bottom of the dialog, there are three buttons: "Back", "Next" (which is highlighted in teal), and "Finish".

4. **Update with the Job Dimension Code**

Note: Project should be set as one of the dimensions.

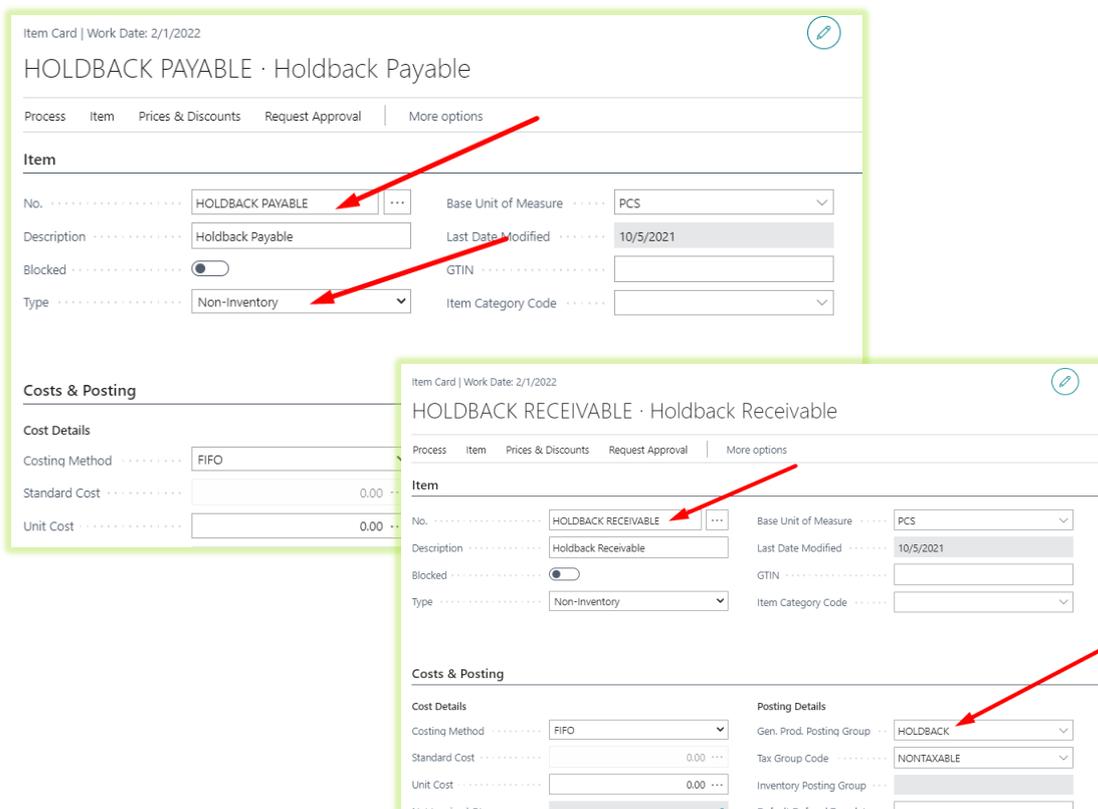
The screenshot shows the same "Invoice and Vendor Holdbacks" dialog box. The "License" section now has a dropdown menu with "X Get Trials License Key" selected. Below this, there is a "Job Dimension" section. Underneath, there is a "Job Dimension Code" field with a dropdown menu showing "PROJECT". A red arrow points from the top right towards the "PROJECT" selection in the dropdown. At the bottom, the "Next" button is highlighted in teal.

5. Click Finish



6. Create 2 general ledger accounts, one for each holdback. Setup a general product posting group for holdback using the 2 new G/L accounts.

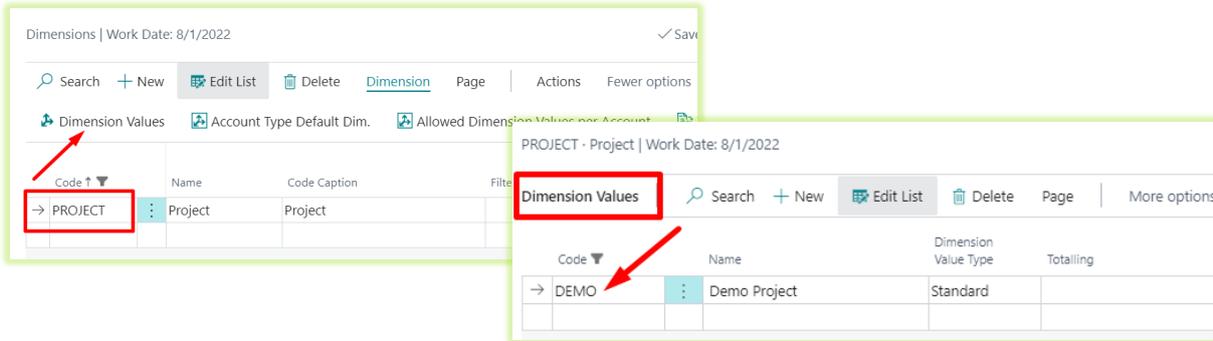
7. Create 2 non-inventory items, one for each holdback.



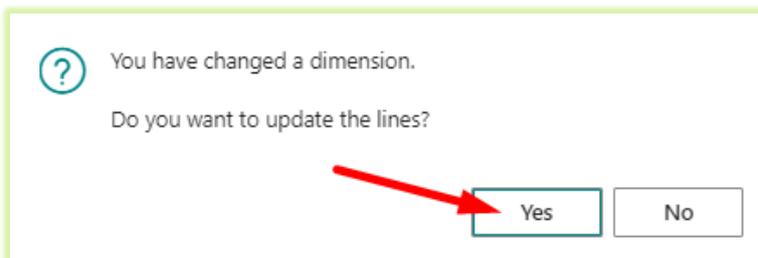
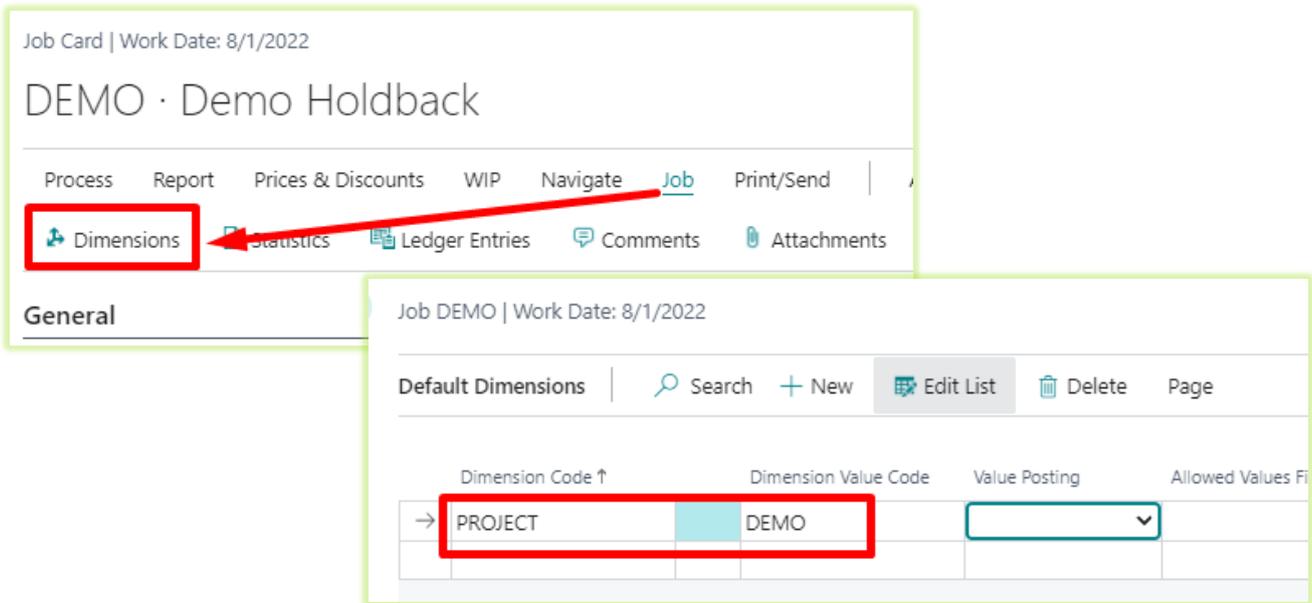
Jobs Module Setups Per Job

1. Linking the job number to a dimension value.

First create the dimension value on the dimension setup card.



Add this dimension value to the job dimension.



2. Setup the holdback items and percentage on the job. You can setup one or both holdback items.

Job Card | Work Date: 8/1/2022

DEMO · Demo Holdback

Process Report Prices & Discounts WIP Navigate Job Print/Send Actions Related Reports

General Show more

No.	DEMO	Last Date Modified	10/6/2021
Description	Demo Holdback	Project Manager	
Bill-to Customer No.	50000	Holdback Item	HOLDBACK RECEIVABLE
Bill-to Contact No.	CT000009	Holdback %	10
Name	Relecloud	Vendor Holdback Item	HOLDBACK PAYABLE
Person Responsible		Vendor Holdback %	10
Blocked			

3. Assign holdback to job planning lines.

Check the holdback column to activate the holdback. Leave blank if a holdback does not apply. The holdback percentage amount will populate based on the setup under the General FastTab. The holdback percentage can also be changed at the line level if it differs from the global holdback percentage for the job.

DEMO Demo Holdback 200 Billing | Work Date: 8/1/2022

Job Planning Lines | Search + New Edit List Delete Process Report Outlook Page More options

Job Task No. ↑	Line Type	Planning Date	Planned Delivery Date	Type ↑	No. ↑	Description	Holdba...	Holdback %	Vendor Holdback	Vendor Holdback %
100	Both Budge...	8/1/2021	8/1/2021	Item	1896-S	ATHENS Desk	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	10
100	Both Budge...	8/1/2021	8/1/2021	Item	1908-S	LONDON Swivel Chair, blue	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	5
→ 200	Both Budge...	8/1/2021	8/1/2021	G/L Account	46000	Sales	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	0
100	Both Budge...	8/1/2021	8/1/2021	G/L Account	61300	Travel	<input type="checkbox"/>	0	<input type="checkbox"/>	0

4. Monitor the holdback using the FactPane Box

Job Details	
Job No.	DEMO
Budget Cost	
Resource	0.00
Item	6,976.00
G/L Account	1,500.00
Total	8,476.00
Actual Cost	
Resource	0.00
Item	0.00
G/L Account	0.00
Total	0.00
Billable Price	
Resource	0.00
Item	8,944.50
<u>G/L Account</u>	16,000.00
Total	24,944.50
Invoiced Price	
Resource	0.00
Item	0.00
G/L Account	0.00
Total	0.00
Holdback Amounts	
Invoice Holdback	0.00
Vendor Holdback	0.00

5. Capture a holdback on a purchase invoice.

Enter the line item assigned to the job planning lines, the job no. and job task number and quantity of the line item and it will automatically populate the project field and add a second line to the invoice for the calculated holdback amount.

Once the purchase invoice is posted, the holdback amount will appear on the job card FactPane Box.

Purchase Invoice | Work Date: 8/1/2022

107328 · Wide World Importers

Invoice Posting Request Approval Incoming Document Release Navigate More options

General

Vendor No. 40000 Posting Date 9/1/2021 DIOT T

Vendor Name Wide World Importers Due Date 9/30/2021 Assigne

Contact Toby Rhode Vendor Invoice No. * 56456464 Status

Type	No.	Description/Comment	Job No.	Project	Job Task No.	Job Line Type	Location Code	Quantity	Direct Unit Cost	Exc. Tax	Line Amount	Exc. Tax
→ Item	1896-S	ATHENS Desk	DEMO	DEMO	100	Both Budge...	MAIN	1	1,172.70		1,172.70	
Item	HOLDBACK P...	Holdback Payable						-1	117.27		-117.27	

Job Details	
Job No.	DEMO
Holdback Amounts	
Invoice Holdback	0.00
Vendor Holdback	-117.27

6. Release the holdback.

To release a vendor holdback, create a purchase invoice for that vendor the holdback was applied to. Enter the project dimension value to trigger the holdback link to the job.

Type	No.	Description/Comment	Job No.	Project	Job Task No.	Job Line Type	Location Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax
Item		HOLDBACK P...		DEMO				1	117.27	117.27
→ Item	*	*								

Holdback Amounts	
Invoice Holdback	0.00
Vendor Holdback	0.00

7. For sales holdbacks, it works the same way. When sales invoices are created from the job, a holdback line will be created. When it is time to release the holdback, simply create a sales invoice and select the "holdback receivable" item, project number and amount.

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business management platform.

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more about the power of Dynamics 365
Business Central

[START YOUR FREE TRIAL](#)

