AIA Billing in SedonaOffice

August 2026

For SedonaOffice Version 6.2.0.23

Contents

Overview

What is AIA Billing?

AIA (American Institute of Architects) Billing is a standardized billing system used in the construction industry for progress billing on projects. The SedonaOffice AIA Billing feature allows you to create, manage, and process AIA billing applications using the Application and Certification for Payment form (similar to industry-standard G702) and the Continuation Sheet form (similar to industry-standard G703).

Key Benefits

- Replace traditional job invoicing with AIA-standard billing applications
- Automated calculation of scheduled values, previous amounts, and current amounts due
- Integration with Jobs, Accounts Receivable (AR), and General Ledger (GL) modules
- Support for retainage, stored materials, and change orders
- Tax calculation based on taxable install items
- Revision and reversal capabilities for corrections

Business Justification

This feature enables businesses with construction installation operations to bill customers according to AIA standards, facilitating compliance with industry practices and customer requirements.

Prerequisites and Setup

System Requirements

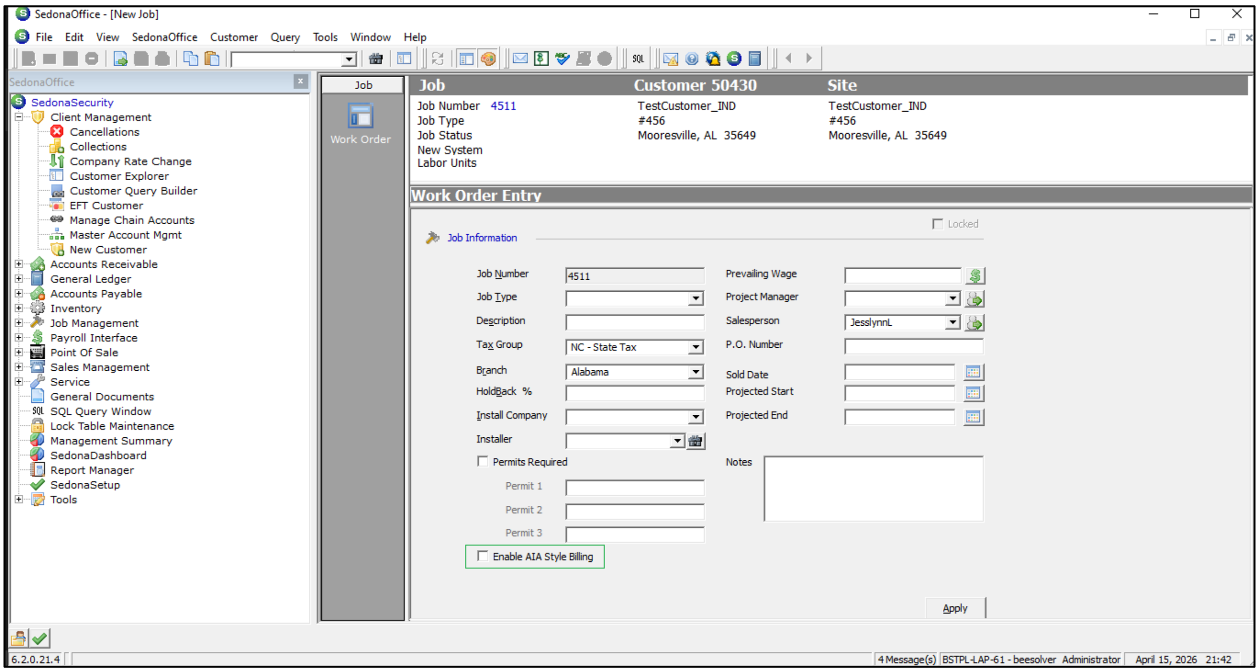
Before using AIA Billing, ensure your SedonaOffice system meets these requirements:

1. Job Module Access: Users must have appropriate permissions to create and manage jobs
2. AR Module Access: Required for invoice generation and customer billing
3. GL Integration: Properly configured GL accounts for revenue recognition
4. Install Items: Understanding of how to create and manage install items in jobs

Company Setup

There is no specific setup to enable AIA billing. Sites that have updated to SedonaOffice 6.2.0.23 can begin using AIA style billing, if needed.

To use AIA Billing, on the Job Work Order Entry form, users select the **Enable AIA Style Billing** checkbox. This changes the Install Items on a job/work order to Scheduled Values.



User Permissions

Ensure you have the following permissions:

- Create and edit jobs
- Manage install items
- Create billing applications
- View and print AIA forms (Application and Certification for Payment form and Continuation Sheet form)
- Post AR invoices

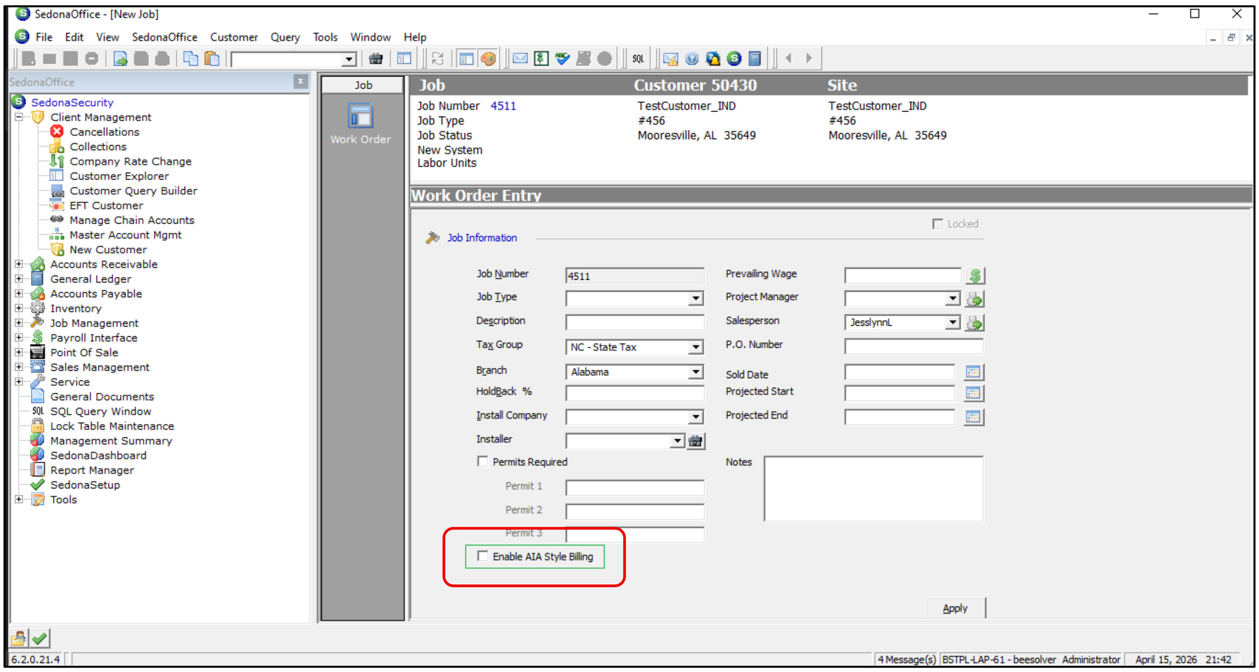
Getting Started with AIA Billing

Step 1: Flag a Job for AIA Billing

When creating or editing a job that requires AIA billing:

1. Navigate to the Jobs module in SedonaOffice.
2. Open an existing job or create a new job.

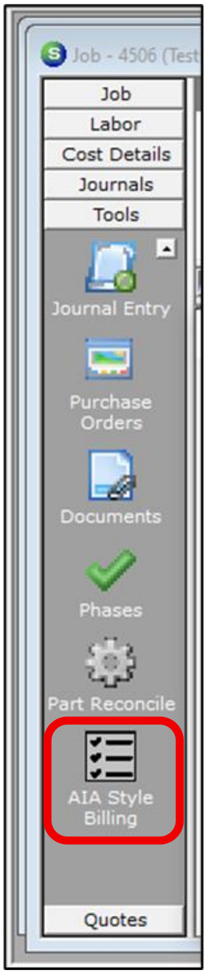
3. Locate and select the **Enable AIA Style Billing** checkbox.
4. Save the job.



Important Notes:

- Once a job is flagged for AIA style billing, you will use AIA billing applications instead of traditional job invoices.

- The **AIA Style Billing** button will become available in the job's toolbar.



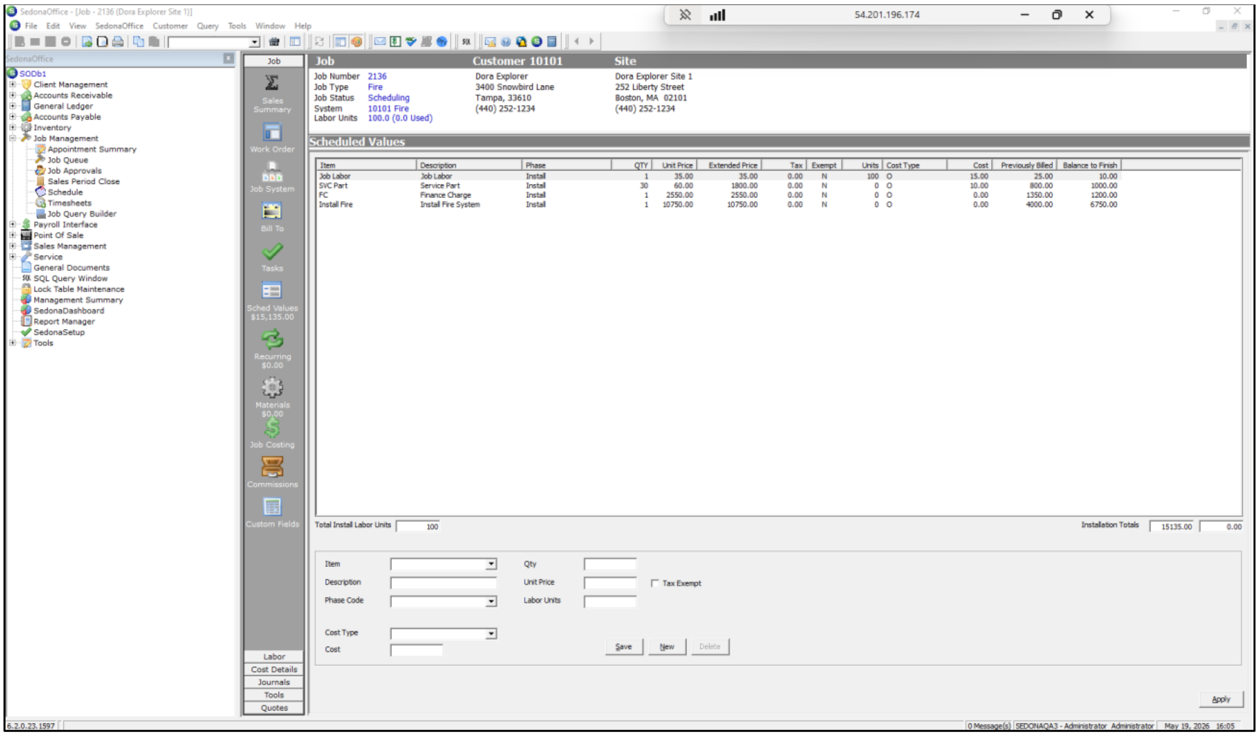
- On the Job toolbar, "Install items" becomes "Scheduled values" and this will be used to populate the Continuation Sheet form.

Step 2: Set Up Scheduled Values

1. Scheduled values, when added, will appear on your Continuation Sheet form:
2. Open the job flagged for AIA billing.
3. In the side toolbar, click Job > Scheduled Values.
4. Go to the Scheduled Values section.
    a. Add line items for each component of work, including:
        1) Description of work
        2) Scheduled value (contract amount for this item)
        3) Tax settings (if applicable)

b. If needed, click **Apply Template** to choose a template with a predefined list of items.

5. Save your items.



Step 3: Configure Job Settings

Additional job-level settings for AIA billing:

1. Bill To Customer: This is the customer who will receive the AIA billing application.
2. Project Information: Enter location and site.
3. Contract Date and Number: Record the original contract details.
4. Retainage Percentage: If applicable, this is the retainage percentage to be held.

Creating AIA Billing Applications

Understanding Application Numbers

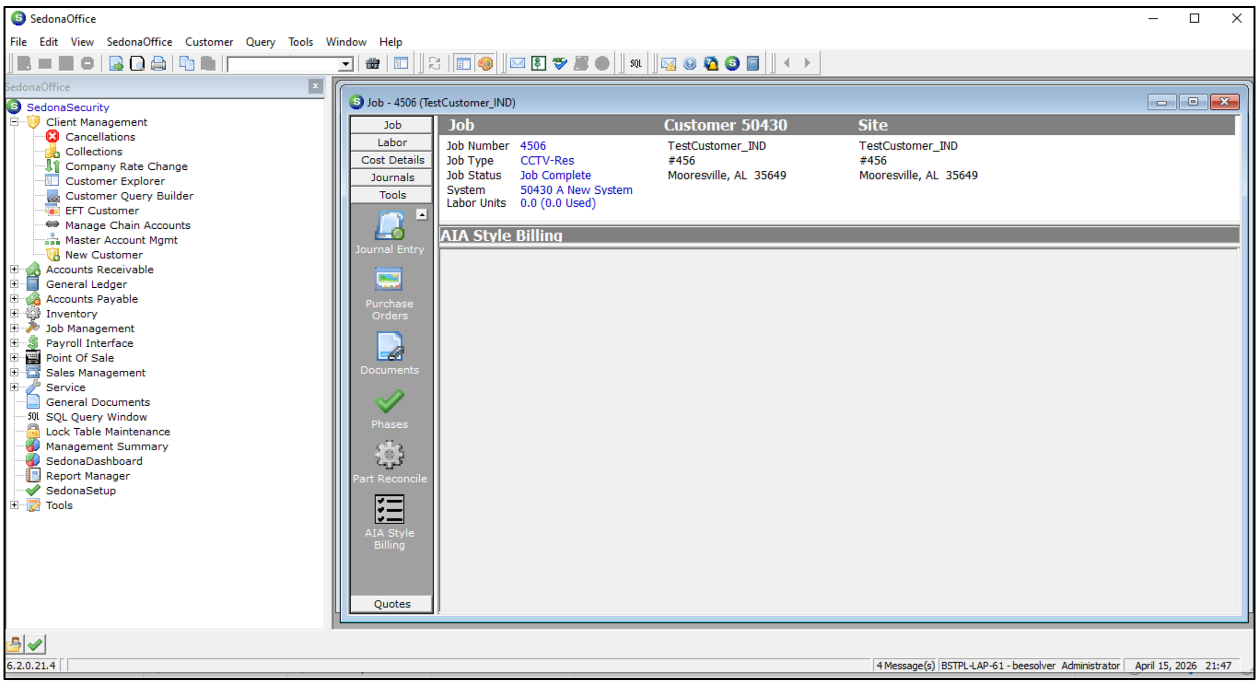
Each AIA style billing application is assigned a sequential application number (e.g., 1, 2, 3). This number tracks the billing period and ensures proper progression of billing.

Creating a New Billing Application

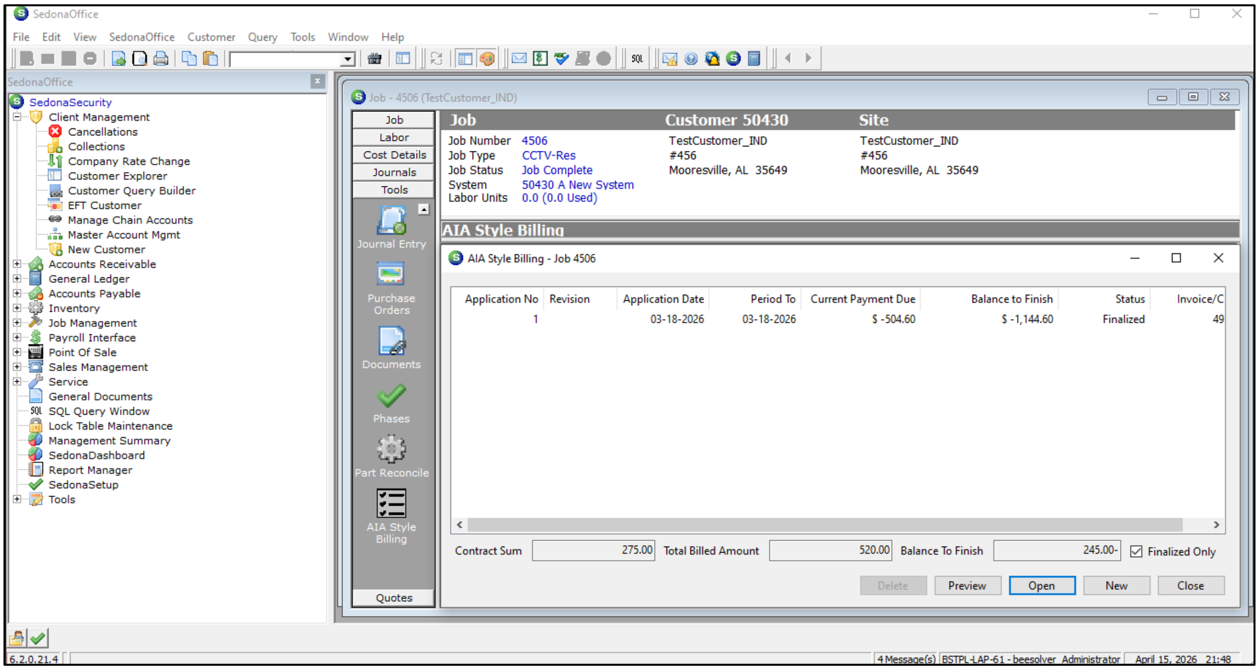
Follow these steps to create a new AIA billing application:

1. Open the AIA Billing Tool.
   a. Open the job with AIA style billing enabled.
   b. Click the **AIA Style Billing** button in the side toolbar.
   c. The system will automatically determine the next application number.

Initially, this will be empty.

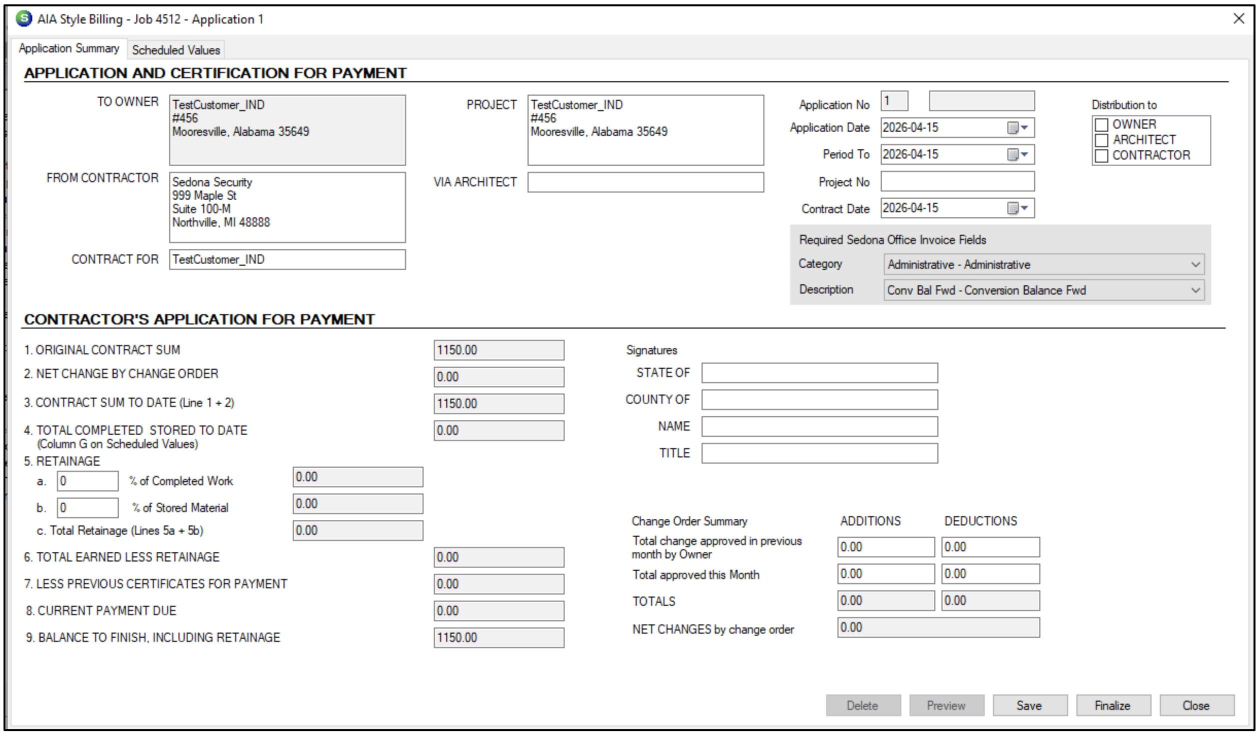


As users create jobs with AIA billing enabled, they will appear in the list.



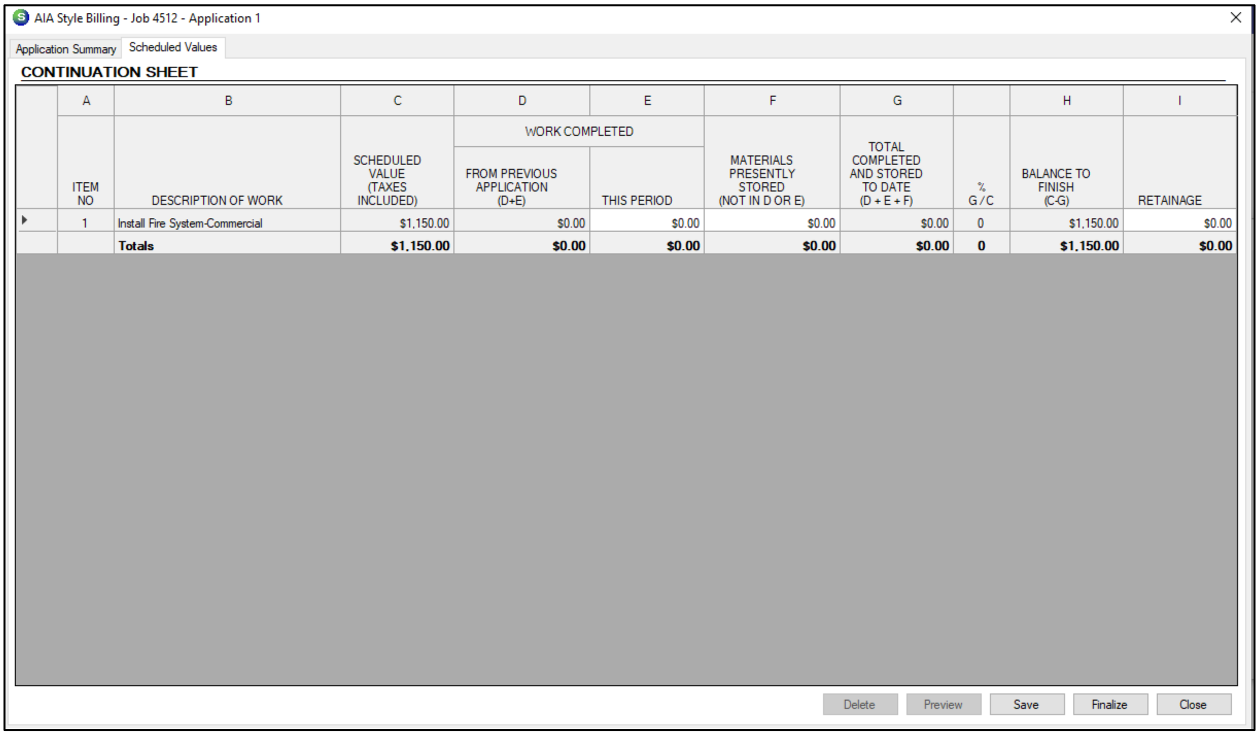
2. Enter Application Information.
   a. Select the application in the list and click **Open** or click **New**.
   b. **Application Number**: Auto populated with the next sequential number.
   c. **Application Date**: The date of this billing application (defaults to current date).

d. **Period To**: The billing period covered by this application.



3. Review Scheduled Values.
   - The Continuation Sheet form (Scheduled Values tab) will automatically populate with your install items.
   - Each line shows these:
     - Column A: Item number
     - Column B: Description of work
     - Column C: Scheduled value (from install items)
     - Column D: Previous applications (auto calculated from prior applications)
     - Column E: Work completed this period
     - Column F: Materials presently stored (if applicable)
     - Column G: Total completed and stored to date (auto calculated)
     - Column H: Retainage (auto calculated based on percentage)

- Column I: Total earned less retainage (auto calculated)

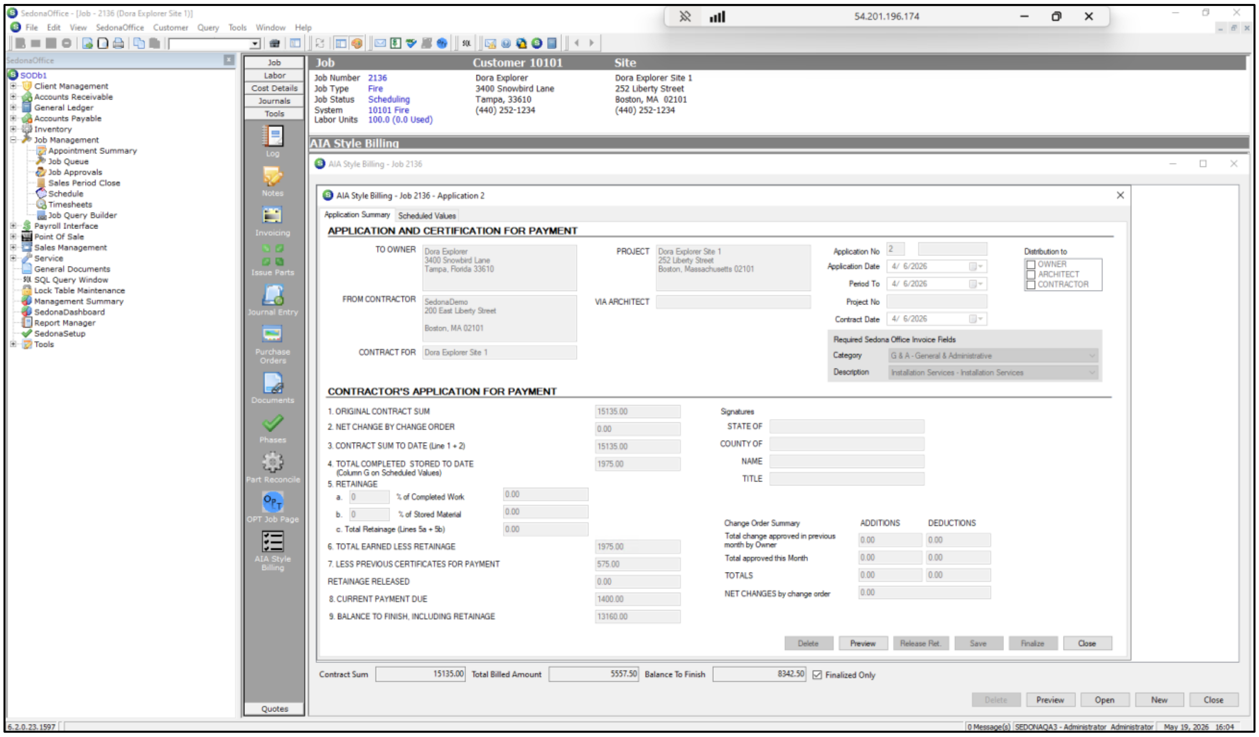


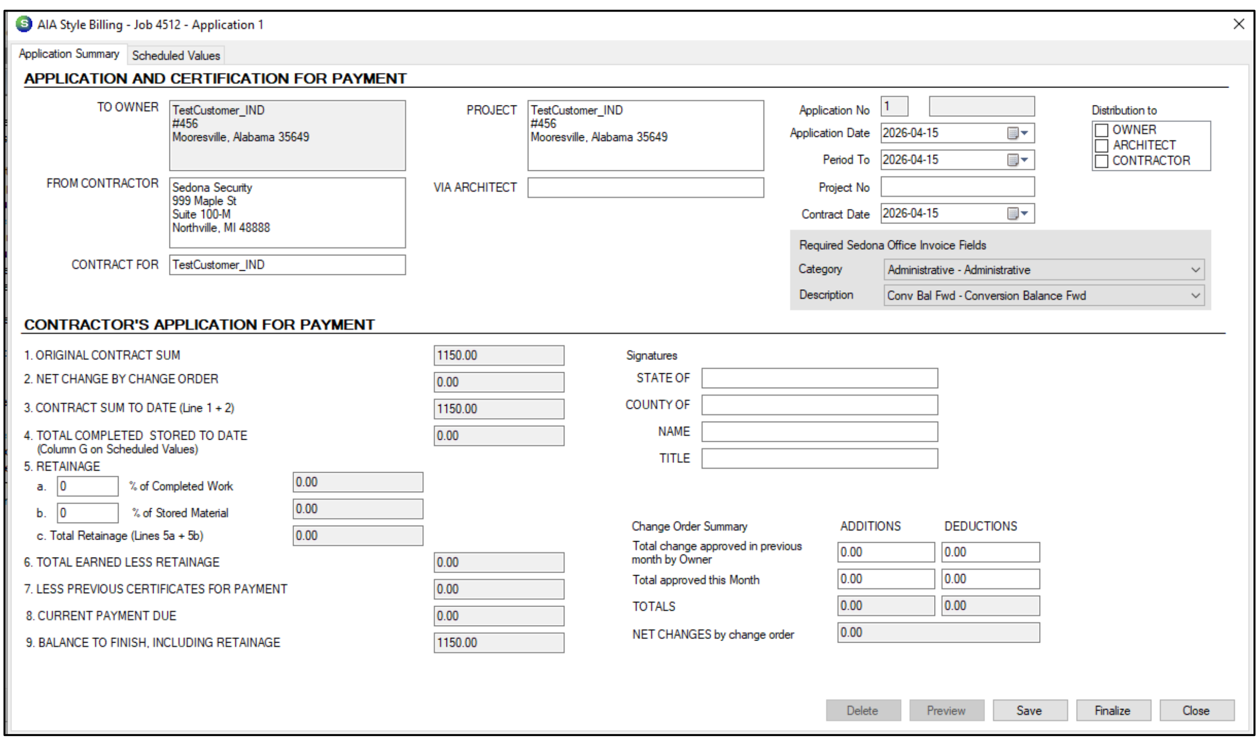
4. Enter Current Period Values.
   - For each line item, enter the value in Column E (work completed this period).
   - If applicable, enter values for Column F (stored materials).
   - The system will automatically calculate totals and retainage.
5. Save the Application.
   - Click **Save** to save your work in progress.
   - You can return to edit the application before finalizing.

Managing the AIA Forms

Application and Certificate for Payment

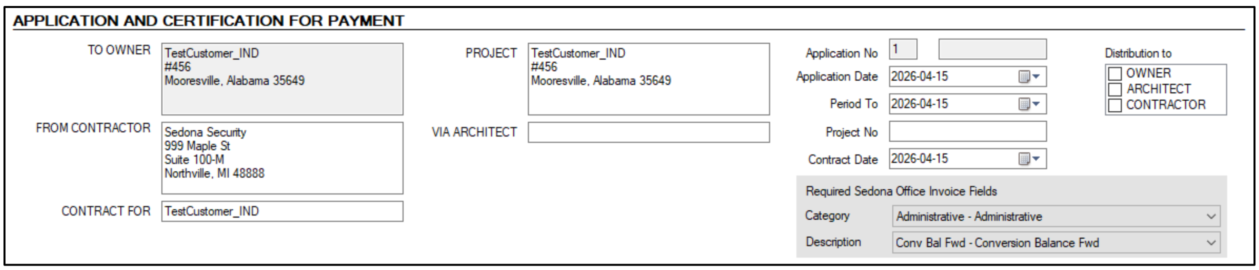
The Application and Certification for Payment form is the cover sheet for your billing application. It includes these sections: header information, summary totals, and certification section.


Job
Customer 10101
Site
AIA Style Billing
APPLICATION AND CERTIFICATION FOR PAYMENT
CONTRACTOR'S APPLICATION FOR PAYMENT


AIA Style Billing - Job 4512 - Application 1
Application Summary
Scheduled Values
APPLICATION AND CERTIFICATION FOR PAYMENT
TO OWNER
TestCustomer_IND
#456
Mooresville, Alabama 35649
PROJECT
TestCustomer_IND
#456
Mooresville, Alabama 35649
Application No
1
Application Date
2026-04-15
Period To
2026-04-15
Project No
Contract Date
2026-04-15
Distribution to
OWNER
ARCHITECT
CONTRACTOR
FROM CONTRACTOR
Sedona Security
999 Maple St
Suite 100-M
Northville, MI 48888
VIA ARCHITECT
CONTRACT FOR
TestCustomer_IND
Required Sedona Office Invoice Fields
Category
Administrative - Administrative
Description
Conv Bal Fwd - Conversion Balance Fwd
CONTRACTOR'S APPLICATION FOR PAYMENT
1. ORIGINAL CONTRACT SUM
1150.00
2. NET CHANGE BY CHANGE ORDER
0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)
1150.00
4. TOTAL COMPLETED STORED TO DATE
(Column G on Scheduled Values)
0.00
5. RETAINAGE
a.
0
% of Completed Work
0.00
b.
0
% of Stored Material
0.00
c. Total Retainage (Lines 5a + 5b)
0.00
6. TOTAL EARNED LESS RETAINAGE
0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
0.00
8. CURRENT PAYMENT DUE
0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
1150.00
Signatures
STATE OF
COUNTY OF
NAME
TITLE
Change Order Summary
ADDITIONS
DEDUCTIONS
Total change approved in previous month by Owner
0.00
0.00
Total approved this Month
0.00
0.00
TOTALS
0.00
0.00
NET CHANGES by change order
0.00
Delete
Preview
Save
Finalize
Close

Header Information

- Project name, location, and address
- Applicant (your company) information
- Owner/customer information
- Contractor information
- Architect information
- Contract date and number

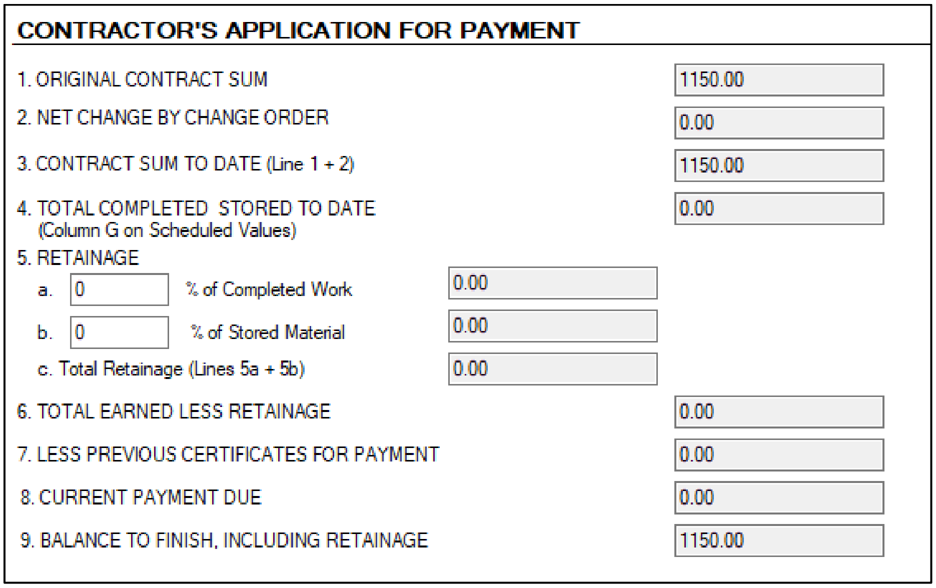


Summary Totals

The Application and Certification for Payment form automatically summarizes these:

- Original contract sum
- Net change by change orders
- Contract sum to date
- Total completed and stored to date
- Retainage
- Total earned less retainage
- Less previous certificates for payment
- Current payment due

- Balance to finish, including retainage

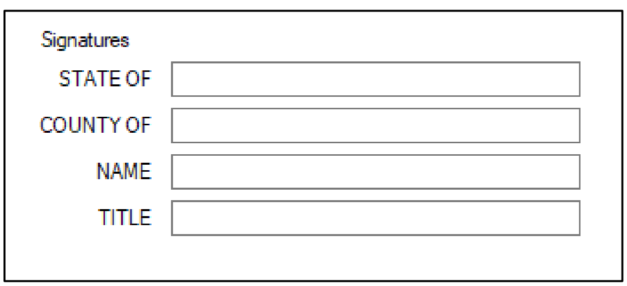


CONTRACTOR'S APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM		1150.00
2. NET CHANGE BY CHANGE ORDER		0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)		1150.00
4. TOTAL COMPLETED STORED TO DATE (Column G on Scheduled Values)		0.00
5. RETAINAGE		
a. 0 % of Completed Work	0.00	
b. 0 % of Stored Material	0.00	
c. Total Retainage (Lines 5a + 5b)	0.00	
6. TOTAL EARNED LESS RETAINAGE		0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		0.00
8. CURRENT PAYMENT DUE		0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE		1150.00

Signatures Section

- Applicant's certification signature and date
- Architect's certification (to be completed by architect/engineer)
- Owner's/lender's approval sections



Signatures

STATE OF

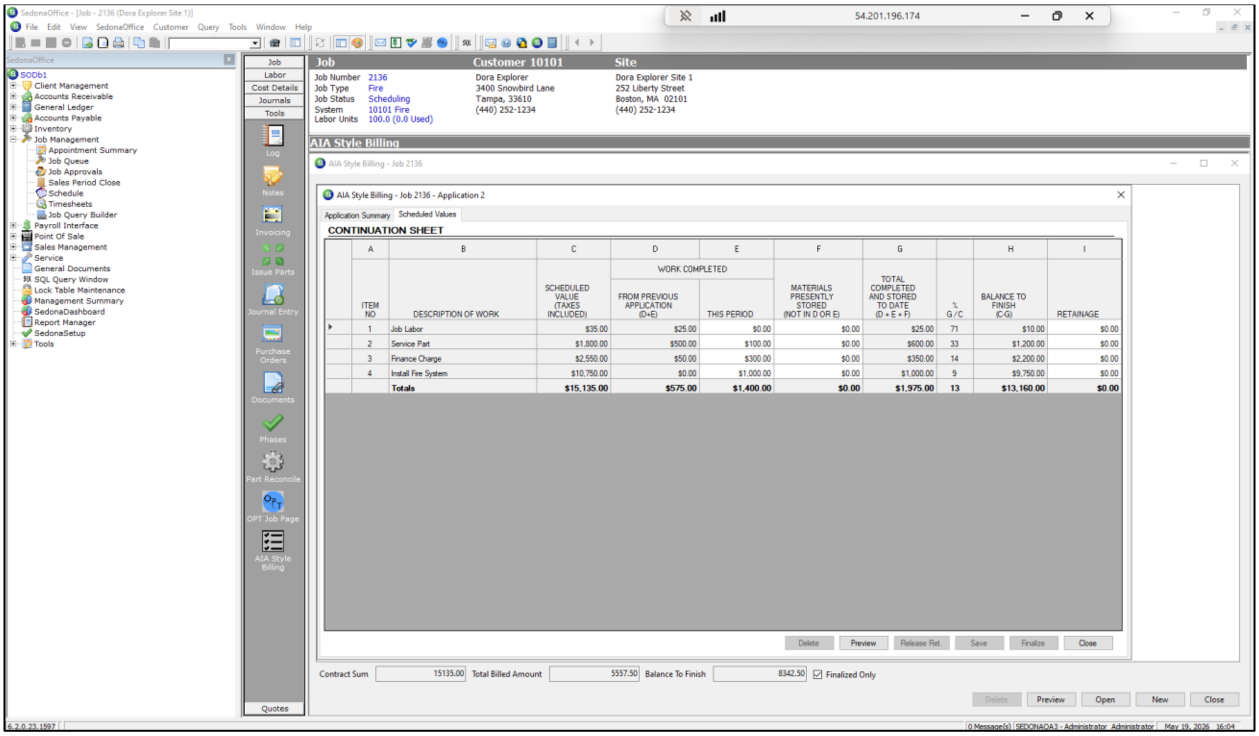
COUNTY OF

NAME

TITLE

Continuation Sheet

The Continuation Sheet form contains the detailed line items.



Line Item Details

Each install item appears as a line with these:

- Item number
- Description of work
- Scheduled value (taxes included)
- Previous applications total
- This period's work
- Materials stored
- Total completed and stored to date
- Balance to finish
- Retainage

Automatic Calculations

The system performs these calculations automatically:

- Previous Totals: Sum of all prior applications for each line
- Total to Date: Previous + current period
- Retainage: Calculated at the specified percentage
- Net Earned: Total to date minus retainage

Viewing and Printing Forms

1. View forms:
   - Click the **Preview** button at the bottom of the Application and Certification for Payment form and Continuation Sheet form to view.
   - The system displays the forms in AIA style formatting.
   - Review all calculated values and entries.
2. Print forms:
   - Click Print to generate physical copies.
   - Forms print in AIA style formatting.
   - Print to PDF for electronic delivery.
3. Edit applications (if needed):
   - Open a saved application.
   - Modify values as needed.
   - Re-save and re-print.

Integration with Core Modules

Jobs Module Integration

AIA Billing is fully integrated with the Jobs module:

- Install Items: Serve as the source for the scheduled values (Continuation Sheet form).
- Job Costs: Can be referenced when determining work completed.
- Job Status: Track billing progress alongside job completion.
- Change Orders: Automatically update scheduled values and contract sums.

Accounts Receivable (AR) Integration

When you finalize an AIA billing application, the system creates an AR invoice.

1. Automatic Invoice Generation:
   - Click the **Finalize** button on a completed application.
   - The system creates an AR invoice for the “Current Payment Due” amount.
   - The invoice references the AIA application number.
   - GL accounts are appropriately updated.
2. Invoice Details:
   - Invoice amount equals the current payment due (Application and Certification for Payment form total).
   - Invoice description includes application number and period.
   - Due date based on customer terms.
   - Tax calculated per AR rules (see Tax Handling section).

General Ledger (GL) Integration

AIA billing applications post to the General Ledger for proper revenue recognition:

1. Revenue Recognition:
   - When an AIA application is finalized, revenue is recognized.
   - GL entries are created based on the install items and their GL account mappings.
   - Revenue is posted in the period of the application.
2. Account Mapping:
   - Install items should be mapped to appropriate GL revenue accounts.
   - Tax accounts are used for taxable items.
   - Retainage may be tracked in a separate GL account.
3. Financial Reporting:
   - AIA billing appears in revenue reports.
   - Job profitability includes AIA billing amounts.
   - Retainage can be tracked and reported separately.

Tax Handling in AIA Billing

Taxable Install Items

SedonaOffice automatically handles tax calculations for AIA billing applications:

1. Marking items as taxable:
   - When creating install items, mark them as taxable if applicable.
   - Set the appropriate tax rate or tax code.
   - The scheduled value should be the pre-tax amount.
2. Tax calculation on the Continuation Sheet form:
   - For taxable items, tax is automatically calculated.
   - Tax is added to the scheduled value.
   - The Continuation Sheet form displays the tax-inclusive amounts.
3. Tax on current period work:
   - When you enter work completed this period (Column E), tax is calculated on that amount.
   - Tax is proportional to the percentage of work completed.
   - Running tax totals are maintained.

Tax Limits

SedonaOffice supports tax limits for items with capped tax amounts:

1. Setting Tax Limits
   - For install items with tax limits, specify the maximum tax amount.
   - This is common for large-value items in some jurisdictions.
2. Tax Limit Calculation
   - As work progresses, the system tracks the cumulative tax charged.
   - When the tax limit is reached, no additional tax is charged.
   - The Continuation Sheet form reflects the correct tax amount.

AR Invoice Tax Rules

When the AIA application generates an AR invoice:

- Tax follows the standard AR invoice tax rules.
- Tax amount from the Continuation Sheet form carries to the AR invoice.
- Customer is billed for the tax-inclusive amount.
- Tax is properly posted to GL tax accounts.

Revisions and Reversals

Understanding Revisions and Reversals

Sometimes you may need to correct or reverse an AIA billing application after it has been finalized:

- Revision: Correcting errors in a previously submitted application
- Reversal: Completely backing out an application that should not have been submitted

Creating a Revision

To create a revision for a previously submitted application:

1. Access the Original Application:
   - Open the job with AIA billing.
   - Find the application you need to revise.
   - Click Create Revision.
2. Revision Application Number:
   - The system assigns a revision identifier (e.g., “3-R”, “3-R1”, “3-R2”).
   - The base number stays the same as the original.
   - Each subsequent revision increments the revision number.
3. Make Corrections:
   - Edit the values in the Continuation Sheet form as needed.
   - The revision shows the corrected amounts.
   - Save and finalize the revision.
4. AR and GL Impact:
   - A new AR invoice is created for the difference.
   - If the revision reduces the amount, a credit is issued.
   - GL entries are adjusted accordingly.

Creating a Reversal

To completely reverse an application:

1. Create a Reversal Application:
   - Open the application to reverse.
   - Click Create Reversal.
   - The system creates a reversal application (e.g., “4-R”).

2. Negative Values:
   - The reversal contains negative values in Column E.
   - These offset the original application amounts.
   - Net effect is to zero out the original application.
3. AR Credit Memo:
   - The reversal generates an AR credit memo.
   - The credit reduces the customer's balance.
   - Original invoice and credit both remain in AR history.
4. Resubmit Corrected Application:
   - After reversal, you can create a new application with correct values.
   - This becomes the next sequential application number.

Tips and Best Practices

Planning and Setup

1. Job Setup:
   - Flag jobs for AIA billing at the time of job creation.
   - Set up all install items before creating your first application.
   - Ensure install item descriptions match your contract schedule of values.
2. Install Items Best Practices:
   - Use clear, descriptive names that match your contract.
   - Break down work into appropriate detail levels.
   - Include line items for allowances and contingencies.
   - Set scheduled values to match your contract exactly.
3. Change Orders:
   - Process any change orders promptly.
   - Ensure change orders update install item scheduled values.
   - Verify the change order total appears correctly on the Application and Certification for Payment form.

Creating Applications

1. Regular Billing Cycles
   - Bill on a consistent schedule (e.g., monthly).
   - Do not skip application numbers.
   - Maintain sequential numbering.

2. Accurate Current Period Values
   - Be conservative when estimating work completed.
   - Document your basis for percentage complete calculations.
   - Consider site visits or photos to support your billing.
3. Stored Materials
   - Only bill for materials properly stored on-site or off-site.
   - Ensure stored materials are protected and insured.
   - Follow contract requirements for stored materials billing.
4. Review Before Finalizing
   - Double-check all calculated values.
   - Verify retainage calculations.
   - Review the Application and Certification for Payment form total against your expectations.
   - Preview the printed forms before finalizing.

After Posting

1. AR Invoice Review
   - Verify the AR invoice was created correctly.
   - Check that the amount matches the Application and Certification for Payment form current payment due.
   - Ensure the customer account was properly updated.
2. GL Verification
   - Review GL entries to ensure proper revenue recognition.
   - Verify tax amounts posted to correct tax accounts.
   - Check that retainage is properly tracked if applicable.
3. Record Keeping
   - Print and save copies of all Application and Certification for Payment form and Continuation Sheet form.
   - Maintain documentation supporting your billing amounts.
   - Keep architect certifications and owner approvals with your records.

Troubleshooting

1. Application Number Issues
   - If the system suggests an incorrect application number, check for missing applications.
   - Ensure all prior applications were properly finalized.
   - Contact support if numbering is incorrect.

2. Calculation Discrepancies
   - Verify install item scheduled values are correct.
   - Check that retainage percentage is set correctly.
   - Review prior applications for accuracy.
   - Ensure tax settings are correct for taxable items.
3. Invoice Generation Problems
   - Verify the customer is set up correctly in AR.
   - Check that install items have proper GL account mappings.
   - Ensure AR posting is not blocked by period locks.

Compliance and Best Practices

1. AIA Form Standards
   - SedonaOffice generates forms that comply with AIA standards.
   - Do not modify the form structure or layout.
   - Ensure all required fields are completed.
2. Architect Certification
   - The architect/engineer must certify the application per your contract.
   - Submit forms to the architect for review and signature.
   - Do not alter forms after architect certification.
3. Owner Approval
   - Follow your contract requirements for owner approval.
   - Obtain necessary signatures before expecting payment.
   - Maintain records of all approvals.

Support and Assistance

If you encounter issues or have questions about AIA Billing in SedonaOffice:

1. Contact your System Administrator:
   - For setup and permission issues
   - For company-specific configuration questions
2. Review this Guide:
   - Check the relevant section for your question
   - Review tips and best practices
   - Consult the troubleshooting section

3. Contact SedonaOffice Support:
   - For technical issues with the AIA billing functionality
   - For questions about calculations or form generation

Training Resources

- Request AIA billing training from your SedonaOffice account manager