



# AIA Billing in SedonaOffice

August 2026

For SedonaOffice Version 6.2.0.23

**SedonaOffice®**

## Contents

|                                               |    |
|-----------------------------------------------|----|
| Overview .....                                | 3  |
| What is AIA Billing? .....                    | 3  |
| Key Benefits .....                            | 3  |
| Business Justification.....                   | 3  |
| Prerequisites and Setup .....                 | 3  |
| System Requirements .....                     | 3  |
| Company Setup .....                           | 3  |
| User Permissions .....                        | 4  |
| Getting Started with AIA Billing .....        | 4  |
| Step 1: Flag a Job for AIA Billing.....       | 4  |
| Step 2: Set Up Scheduled Values .....         | 6  |
| Step 3: Configure Job Settings.....           | 7  |
| Creating AIA Billing Applications .....       | 7  |
| Understanding Application Numbers .....       | 7  |
| Creating a New Billing Application .....      | 8  |
| Managing the AIA Forms .....                  | 11 |
| Application and Certificate for Payment ..... | 11 |
| Header Information.....                       | 13 |
| Summary Totals .....                          | 13 |
| Signatures Section .....                      | 14 |
| Continuation Sheet .....                      | 15 |
| Line Item Details.....                        | 15 |
| Automatic Calculations.....                   | 16 |
| Viewing and Printing Forms .....              | 16 |
| Integration with Core Modules .....           | 16 |
| Jobs Module Integration .....                 | 16 |
| Accounts Receivable (AR) Integration.....     | 17 |

General Ledger (GL) Integration .....17

Tax Handling in AIA Billing.....17

    Taxable Install Items .....17

    Tax Limits .....18

    AR Invoice Tax Rules.....18

Revisions and Reversals.....19

    Understanding Revisions and Reversals.....19

    Creating a Revision .....19

    Creating a Reversal.....19

Tips and Best Practices.....20

    Planning and Setup .....20

    Creating Applications .....20

    After Posting .....21

    Troubleshooting.....21

    Compliance and Best Practices .....22

Support and Assistance .....22

## 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.

The screenshot shows the SedonaOffice application window titled "SedonaOffice - [New Job]". The interface includes a menu bar (File, Edit, View, SedonaOffice, Customer, Query, Tools, Window, Help) and a toolbar. On the left is a tree view with categories like SedonaSecurity, SedonaOffice, and various modules. The main area displays the "Work Order Entry" form. At the top, there are tabs for "Job", "Customer", and "Site". The "Job" tab is active, showing fields for Job Number (4511), Job Type, Job Status, New System, and Labor Units. The "Customer" tab shows Customer 50430, TestCustomer\_ID #456, and address in Mooresville, AL. The "Site" tab shows TestCustomer\_ID #456 and address in Mooresville, AL. The "Work Order Entry" form has a "Job Information" section with fields for Job Number (4511), Prevailing Wage, Job Type, Project Manager, Description, Salesperson (JesslynML), Tag Group (NC - State Tax), P.O. Number, Branch (Alabama), Solid Date, Holdback %, Projected Start, Install Company, Projected End, and Installer. There is a checkbox for "Permits Required" and three fields for Permit 1, Permit 2, and Permit 3. At the bottom of the form is a checkbox labeled "Enable AIA Style Billing" which is highlighted with a green box. An "Apply" button is at the bottom right. The status bar at the bottom shows "6.2.0.21.4" and "4 Message(s) BSTPL-LAP-61 - beesolver Administrator April 15, 2026 21:42".

## 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.

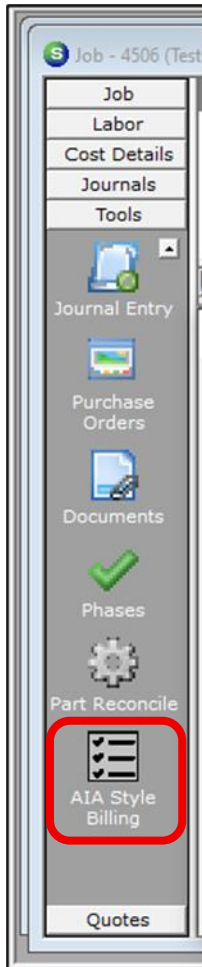
3. Locate and select the **Enable AIA Style Billing** checkbox.
4. Save the job.

The screenshot displays the SedonaOffice application window. On the left is a tree view with categories like SedonaSecurity, General Ledger, and Tools. The main area is titled 'Work Order Entry' and contains a 'Job Information' section. This section includes fields for Job Number (4511), Job Type, Description, Tag Group (NC - State Tax), Branch (Alabama), Holdback %, Install Company, and Installer. There are also fields for Prevailing Wage, Project Manager, Salesperson (JesslynML), P.O. Number, Solid Date, Projected Start, and Projected End. A 'Permits Required' section has fields for Permit 1, Permit 2, and Permit 3. At the bottom of this section, the checkbox 'Enable AIA Style Billing' is highlighted with a red rectangular box. An 'Apply' button is located at the bottom right of the form. The status bar at the bottom shows the version 6.2.0.21.4 and a message log.

### 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.

| Item         | Description         | Phase   | QTY | Unit Price | Extended Price | Tax  | Exempt | Units | Cost Type | Cost  | Previously Billed | Balance to Finish |
|--------------|---------------------|---------|-----|------------|----------------|------|--------|-------|-----------|-------|-------------------|-------------------|
| Job Labor    | Job Labor           | Install | 1   | 35.00      | 35.00          | 0.00 | N      | 100   | O         | 15.00 | 25.00             | 10.00             |
| Service Part | Service Part        | Install | 30  | 60.00      | 1800.00        | 0.00 | N      | 0     | O         | 10.00 | 800.00            | 3000.00           |
| PC           | Finance Charge      | Install | 1   | 2500.00    | 2500.00        | 0.00 | N      | 0     | O         | 0.00  | 1350.00           | 1300.00           |
| Install Fire | Install Fire System | Install | 1   | 10750.00   | 10750.00       | 0.00 | N      | 0     | O         | 0.00  | 4000.00           | 6750.00           |

Total Install Labor Units: 100

Installation Totals: 15135.00 0.00

Item: [ ] QTY: [ ] Unit Price: [ ] Tax Exempt: ☐

Description: [ ] Labor Units: [ ]

Phase Code: [ ] Cost Type: [ ] Cost: [ ]

Save New Delete

## 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

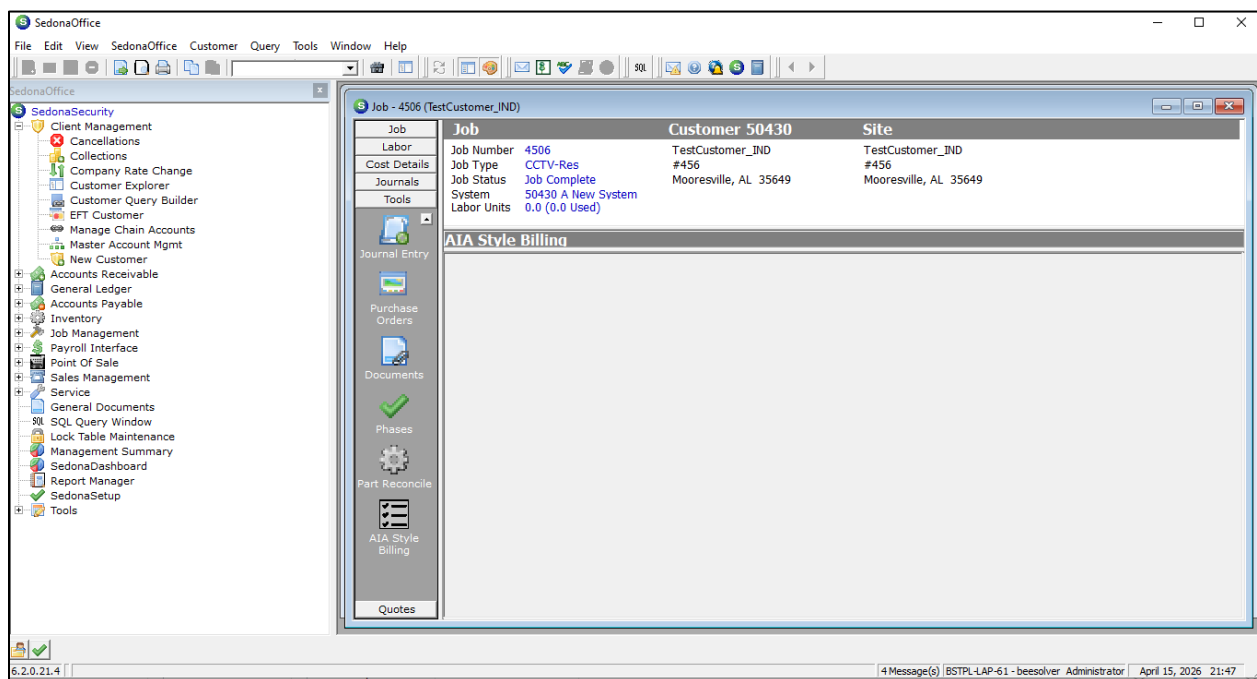
Each AIA style billing application is assigned a sequential application number (e.g., 1, 2, 3). This number tracks the billing period and ensures proper progression of billing.

## Creating a New Billing Application

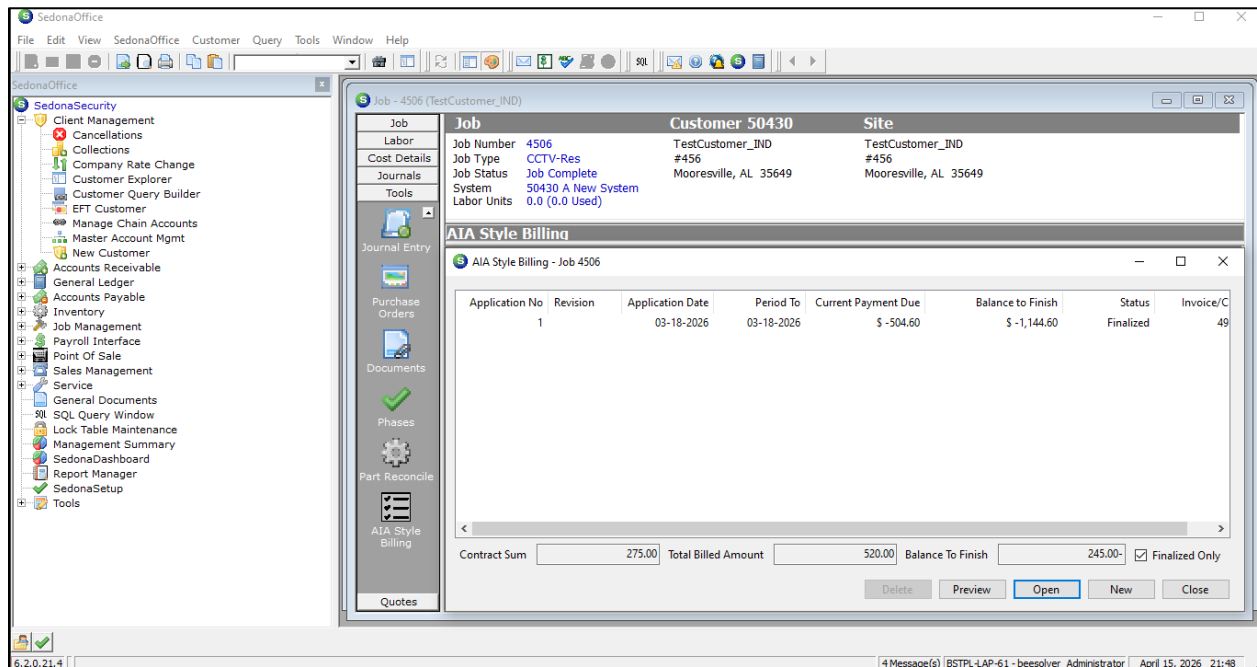
Follow these steps to create a new AIA billing application:

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.

ALA Style Billing - Job 4512 - Application 1

Application Summary | Scheduled Values

### APPLICATION AND CERTIFICATION FOR PAYMENT

|                 |                                                                        |               |                                                       |                  |            |                                                                                                                                |
|-----------------|------------------------------------------------------------------------|---------------|-------------------------------------------------------|------------------|------------|--------------------------------------------------------------------------------------------------------------------------------|
| TO OWNER        | TestCustomer_IND<br>#456<br>Mooreville, Alabama 35649                  | PROJECT       | TestCustomer_IND<br>#456<br>Mooreville, Alabama 35649 | Application No   | 1          | Distribution to<br><input type="checkbox"/> OWNER<br><input type="checkbox"/> ARCHITECT<br><input type="checkbox"/> CONTRACTOR |
| FROM CONTRACTOR | Sedona Security<br>999 Maple St<br>Suite 100-M<br>Northville, MI 48888 | VIA ARCHITECT |                                                       | Application Date | 2026-04-15 |                                                                                                                                |
| CONTRACT FOR    | TestCustomer_IND                                                       |               |                                                       | Period To        | 2026-04-15 |                                                                                                                                |
|                 |                                                                        |               |                                                       | Project No       |            |                                                                                                                                |
|                 |                                                                        |               |                                                       | Contract Date    | 2026-04-15 |                                                                                                                                |

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 | Signatures<br>STATE OF<br>COUNTY OF<br>NAME<br>TITLE |
| 2. NET CHANGE BY CHANGE ORDER                                       | 0.00    |                                                      |
| 3. CONTRACT SUM TO DATE (Line 1 + 2)                                | 1150.00 |                                                      |
| 4. TOTAL COMPLETED STORED TO DATE<br>(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    | Change Order Summary<br>Total change approved in previous month by Owner<br>Total approved this Month<br>TOTALS<br>NET CHANGES by change order | ADDITIONS<br>DEDUCTIONS |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT | 0.00    |                                                                                                                                                |                         |
| 8. CURRENT PAYMENT DUE                    | 0.00    |                                                                                                                                                |                         |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE | 1150.00 |                                                                                                                                                |                         |

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Delete Preview Save Finalize Close

### 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)

AIA Style Billing - Job 4512 - Application 1

Application Summary Scheduled Values

**CONTINUATION SHEET**

| A       | B                              | C                                | D                               |               | E                                          | F                                              | G        |                         | H             | I |
|---------|--------------------------------|----------------------------------|---------------------------------|---------------|--------------------------------------------|------------------------------------------------|----------|-------------------------|---------------|---|
| ITEM NO | DESCRIPTION OF WORK            | SCHEDULED VALUE (TAXES INCLUDED) | WORK COMPLETED                  |               | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G / C  | BALANCE TO FINISH (C-G) | RETAINAGE     |   |
|         |                                |                                  | FROM PREVIOUS APPLICATION (D+E) | THIS PERIOD   |                                            |                                                |          |                         |               |   |
| 1       | Install Fire System-Commercial | \$1,150.00                       | \$0.00                          | \$0.00        | \$0.00                                     | \$0.00                                         | 0        | \$1,150.00              | \$0.00        |   |
|         | <b>Totals</b>                  | <b>\$1,150.00</b>                | <b>\$0.00</b>                   | <b>\$0.00</b> | <b>\$0.00</b>                              | <b>\$0.00</b>                                  | <b>0</b> | <b>\$1,150.00</b>       | <b>\$0.00</b> |   |

Delete Preview Save Finalize Close

- 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.
- 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.

SedonaOffice - [Job - 2136 (Dora Explorer Site 1)]

File Edit View SedonaOffice Customer Query Tools Window Help

54.201.196.174

**Job**  
 Job Number: 2136  
 Job Type: Fire  
 Job Status: Scheduling  
 System: 10101 Fire  
 Labor Units: 100.0 (0.0 Used)

**Customer 10101**  
 Dora Explorer  
 3400 Snowbird Lane  
 Tampa, 33610  
 (440) 252-1234

**Site**  
 Dora Explorer Site 1  
 252 Liberty Street  
 Boston, MA 02101  
 (440) 252-1234

**AIA Style Billing - Job 2136**

**AIA Style Billing - Job 2136 - Application 2**

Application Summary | Scheduled Values

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER: Dora Explorer, 3400 Snowbird Lane, Tampa, Florida 33610  
 FROM CONTRACTOR: SedonaDemp, 200 East Liberty Street, Boston, MA 02101  
 CONTRACT FOR: Dora Explorer Site 1

PROJECT: Dora Explorer Site 1, 252 Liberty Street, Boston, Massachusetts 02101  
 VIA ARCHITECT

Application No: 2  
 Application Date: 4/ 6/2026  
 Period To: 4/ 6/2026  
 Project No:  
 Contract Date: 4/ 6/2026

Distribution to:  
☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

Required Sedona Office Invoice Fields  
 Category: G & A - General & Administrative  
 Description: Installation Services - Installation Services

**CONTRACTOR'S APPLICATION FOR PAYMENT**

|                                                                  |          |
|------------------------------------------------------------------|----------|
| 1. ORIGINAL CONTRACT SUM                                         | 15135.00 |
| 2. NET CHANGE BY CHANGE ORDER                                    | 0.00     |
| 3. CONTRACT SUM TO DATE (Line 1 + 2)                             | 15135.00 |
| 4. TOTAL COMPLETED STORED TO DATE (Column G on Scheduled Values) | 1975.00  |
| 5. RETAINAGE                                                     |          |
| a. <input type="text"/> % of Completed Work                      | 0.00     |
| b. <input type="text"/> % of Stored Material                     | 0.00     |
| c. Total Retainage (Lines 5a + 5b)                               | 0.00     |
| 6. TOTAL EARNED LESS RETAINAGE                                   | 1975.00  |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT                        | 575.00   |
| RETAINAGE RELEASED                                               | 0.00     |
| 8. CURRENT PAYMENT DUE                                           | 1400.00  |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE                        | 13160.00 |

Signatures  
 STATE OF  
 COUNTY OF  
 NAME  
 TITLE

Change Order Summary  
 Total change approved in previous month by Owner: 0.00  
 Total approved this Month: 0.00  
 TOTALS: 0.00  
 NET CHANGES by change order: 0.00

ADDITIONS: 0.00  
 DEDUCTIONS: 0.00

Contract Sum: 15135.00 | Total Billed Amount: 5557.50 | Balance to Finish: 8342.50 | ☒ Finalized Only

6.3.0.23.1997 | 0 Message(s) | SEDONAQA3 - Administrator Administrator | May 28, 2026 16:04

**AIA Style Billing - Job 4512 - Application 1**

Application Summary | Scheduled Values

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER: TestCustomer\_IND #456, Mooresville, Alabama 35649  
 FROM CONTRACTOR: Sedona Security, 999 Maple St, Suite 100-M, Northville, MI 48888  
 CONTRACT FOR: TestCustomer\_IND

PROJECT: TestCustomer\_IND #456, Mooresville, Alabama 35649  
 VIA ARCHITECT

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

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. <input type="text"/> % of Completed Work                      | 0.00    |
| b. <input type="text"/> % 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  
 Total change approved in previous month by Owner: 0.00  
 Total approved this Month: 0.00  
 TOTALS: 0.00  
 NET CHANGES by change order: 0.00

ADDITIONS: 0.00  
 DEDUCTIONS: 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

| APPLICATION AND CERTIFICATION FOR PAYMENT |                                                                        |                                                                                                                                          |                                                       |
|-------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| TO OWNER                                  | TestCustomer_IND<br>#456<br>Mooreville, Alabama 35649                  | PROJECT                                                                                                                                  | TestCustomer_IND<br>#456<br>Mooreville, Alabama 35649 |
| FROM CONTRACTOR                           | Sedona Security<br>999 Maple St<br>Suite 100-M<br>Northville, MI 48888 | VIA ARCHITECT                                                                                                                            |                                                       |
| CONTRACT FOR                              | TestCustomer_IND                                                       | Application No                                                                                                                           | 1                                                     |
|                                           |                                                                        | Application Date                                                                                                                         | 2026-04-15                                            |
|                                           |                                                                        | Period To                                                                                                                                | 2026-04-15                                            |
|                                           |                                                                        | Project No                                                                                                                               |                                                       |
|                                           |                                                                        | Contract Date                                                                                                                            | 2026-04-15                                            |
|                                           |                                                                        | Distribution to<br><input type="checkbox"/> OWNER<br><input type="checkbox"/> ARCHITECT<br><input type="checkbox"/> CONTRACTOR           |                                                       |
|                                           |                                                                        | Required Sedona Office Invoice Fields<br>Category: Administrative - Administrative<br>Description: Conv Bal Fwd - Conversion Balance Fwd |                                                       |

## 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<br>(Column G on Scheduled Values) | 0.00    |
| 5. RETAINAGE                                                        |         |
| a. <input type="text" value="0"/> % of Completed Work               | 0.00    |
| b. <input type="text" value="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   | <input type="text"/> |
| COUNTY OF  | <input type="text"/> |
| NAME       | <input type="text"/> |
| TITLE      | <input type="text"/> |

## Continuation Sheet

The Continuation Sheet form contains the detailed line items.

**Job Information:**

| Job                                                                                                                 | Customer                                                                                | Site                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Job Number: 2136<br>Job Type: Fire<br>Job Status: Scheduling<br>System: 10101 Fire<br>Labor Units: 100.0 (0.0 Used) | Customer 10101<br>Dora Explorer<br>3400 Snowbird Lane<br>Tampa, 33610<br>(440) 252-1234 | Site<br>Dora Explorer Site 1<br>252 Liberty Street<br>Boston, MA 02101<br>(440) 252-1234 |

**Continuation Sheet Table:**

| ITEM NO       | DESCRIPTION OF WORK | SCHEDULED VALUE (TAXES INCLUDED) | WORK COMPLETED                  |                   | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G/C     | BALANCE TO FINISH (C-G) | RETAINAGE     |
|---------------|---------------------|----------------------------------|---------------------------------|-------------------|--------------------------------------------|------------------------------------------------|-----------|-------------------------|---------------|
|               |                     |                                  | FROM PREVIOUS APPLICATION (D+E) | THIS PERIOD       |                                            |                                                |           |                         |               |
| 1             | Job Labor           | \$35.00                          | \$25.00                         | \$0.00            | \$0.00                                     | \$25.00                                        | 71        | \$10.00                 | \$0.00        |
| 2             | Service Part        | \$1,800.00                       | \$500.00                        | \$100.00          | \$0.00                                     | \$600.00                                       | 33        | \$1,200.00              | \$0.00        |
| 3             | Finance Charge      | \$2,550.00                       | \$50.00                         | \$300.00          | \$0.00                                     | \$350.00                                       | 14        | \$2,200.00              | \$0.00        |
| 4             | Install Fire System | \$10,750.00                      | \$0.00                          | \$1,000.00        | \$0.00                                     | \$1,000.00                                     | 9         | \$9,750.00              | \$0.00        |
| <b>Totals</b> |                     | <b>\$15,135.00</b>               | <b>\$575.00</b>                 | <b>\$1,400.00</b> | <b>\$0.00</b>                              | <b>\$1,975.00</b>                              | <b>13</b> | <b>\$13,160.00</b>      | <b>\$0.00</b> |

**Summary:**

| Contract Sum | Total Billed Amount | Balance To Finish |
|--------------|---------------------|-------------------|
| 15135.00     | 5557.50             | 8342.50           |

## 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