

Creating AIA Style Billing Applications

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Understanding Application Numbers

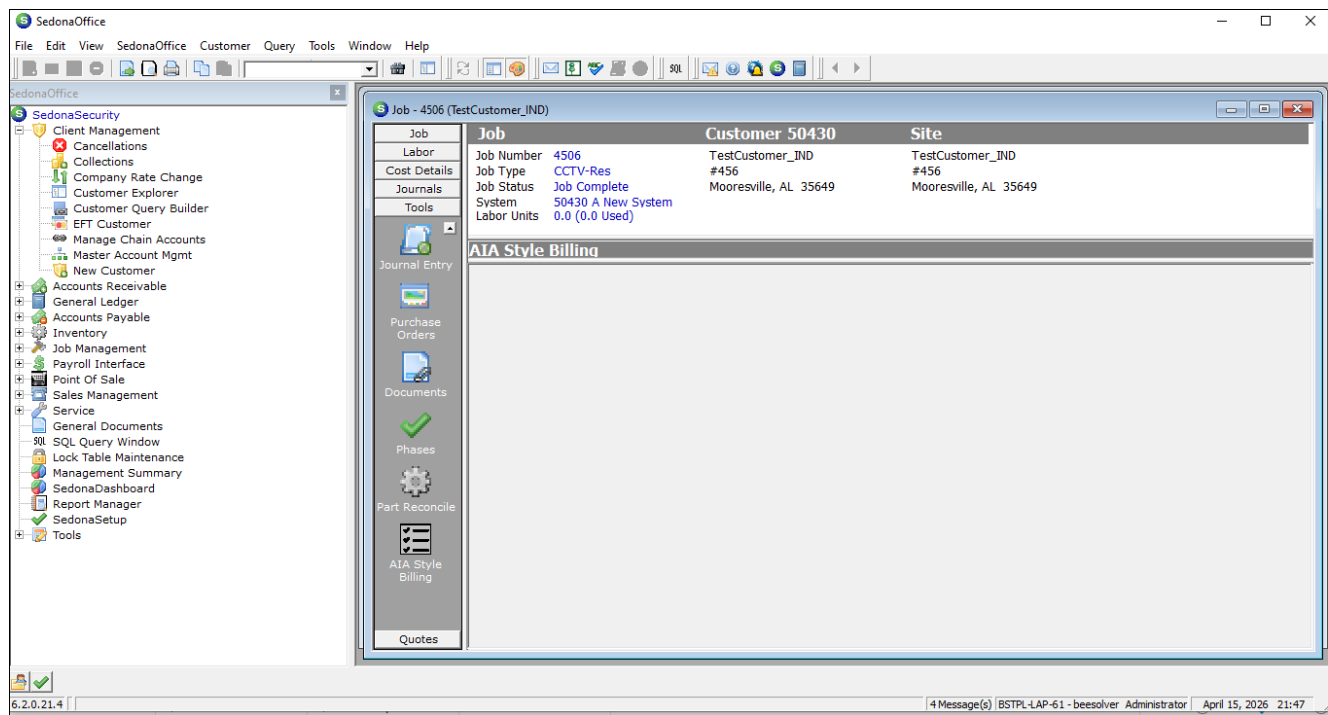
Each AIA style billing application is assigned a sequential application number (e.g., 1, 2, 3). This number tracks the billing period and ensures proper progression of billing.

Creating a New Billing Application

Follow these steps to create a new AIA style billing application:

1. Open the AIA Style 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 style billing enabled, they will appear in the list.

SedonaOffice

File Edit View SedonaOffice Customer Query Tools Window Help

SedonaOffice

SedonaSecurity

- Client Management
 - Cancellations
 - Collections
 - Company Rate Change
 - Customer Explorer
 - Customer Query Builder
 - EFT Customer
 - Manage Chain Accounts
 - Master Account Mgmt
 - New Customer
- Accounts Receivable
- General Ledger
- Accounts Payable
- Inventory
- Job Management
- Payroll Interface
- Point Of Sale
- Sales Management
- Service
- General Documents
- SQL Query Window
- Lock Table Maintenance
- Management Summary
- SedonaDashboard
- Report Manager
- SedonaSetup
- Tools

Job - 4506 (TestCustomer_IND)

Job

Job Number 4506
Job Type CCTV-Res
Job Status Job Complete
System 50430 A New System
Labor Units 0.0 (0.0 Used)

Customer 50430
TestCustomer_IND #456
Mooreville, AL 35649

Site
TestCustomer_IND #456
Mooreville, AL 35649

AIA Style Billing

AIA Style Billing - Job 4506

Application No	Revision	Application Date	Period To	Current Payment Due	Balance to Finish	Status	Invoice/C
1		03-18-2026	03-18-2026	\$ -504.60	\$ -1,144.60	Finalized	49

Contract Sum 275.00 Total Billed Amount 520.00 Balance To Finish 245.00- ☒ Finalized Only

Delete Preview Open New Close

6.2.0.21.4 | [4 Message(s)] BSTPL-LAP-61 - beesolver Administrator | April 15, 2026 21:48

2. Enter Application Information.

- Select the application in the list and click Open or click New.
- Application Number: Auto populated with the next sequential number.
- Application Date: The date of this billing application (defaults to current date).
- Period To: The billing period covered by this application.

AIA Style Billing - Job 4512 - Application 1

Application Summary Scheduled Values

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER TestCustomer_IND #456
Mooreville, Alabama 35649

PROJECT TestCustomer_IND #456
Mooreville, Alabama 35649

FROM CONTRACTOR Sedona Security
999 Maple St
Suite 100-M
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
☐ 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	Signatures STATE OF COUNTY OF NAME 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 (Column G on Scheduled Values)	0.00	
5. RETAINAGE		Change Order Summary Total change approved in previous month by Owner Total approved this Month TOTALS NET CHANGES by change order
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	

ADDITIONS 0.00
DEDUCTIONS 0.00

0.00 0.00

0.00 0.00

0.00 0.00

0.00

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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
	Totals	\$1,150.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,150.00	\$0.00

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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.