

Creating a Revision

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To create a revision for a previously submitted application:

1. Access the Original Application:

- Open the job with AIA style 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.
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