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.
2. Revision Application Number:
    - Type a revision number or letters in the field beside the Application No field (e.g., “3-R1”, “3-R2”).
    - For reference, the base number should stay the same as the original.
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.