After Posting

Last Modified on 08/05/2026 9:19 pm EDT

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.