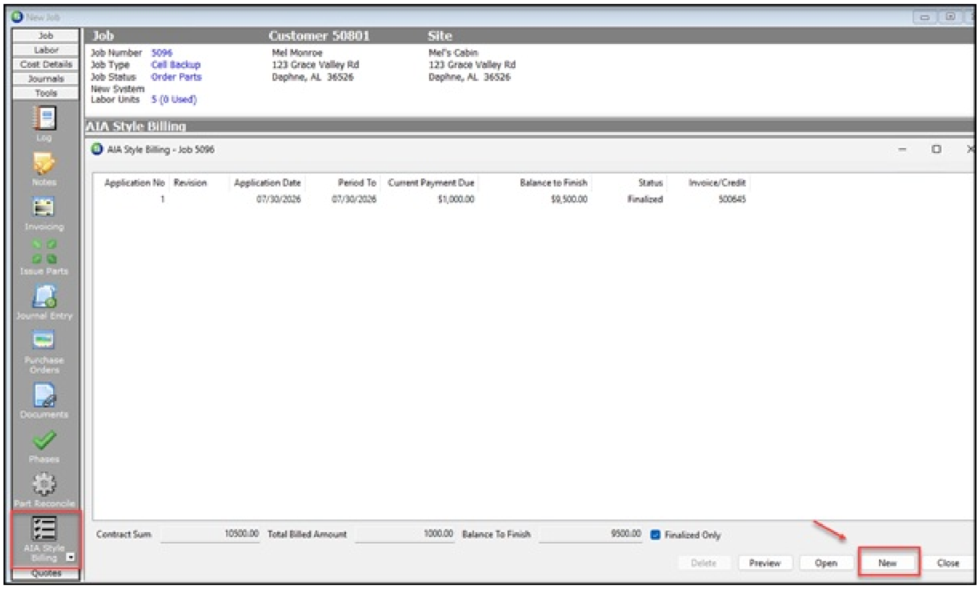
AIA Style Billing – Application Revisions

Last Modified on 09/11/2026 11:00 am EDT

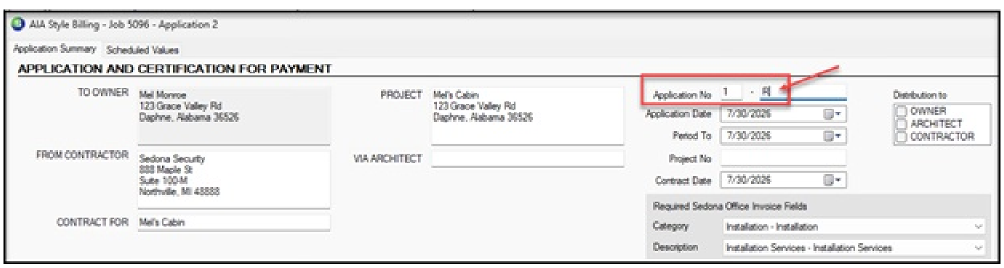
To revise an AIA Style Billing Application, follow the steps below. There is currently no Revision button.

AIA Style Billing Tab

To Revise an AIA Style Billing Application Invoice, navigate to the AIA Billing Tab and select New.



When the application opens, enter the previous application number and enter **"R"** in the field to the right of the **Application No.** field.

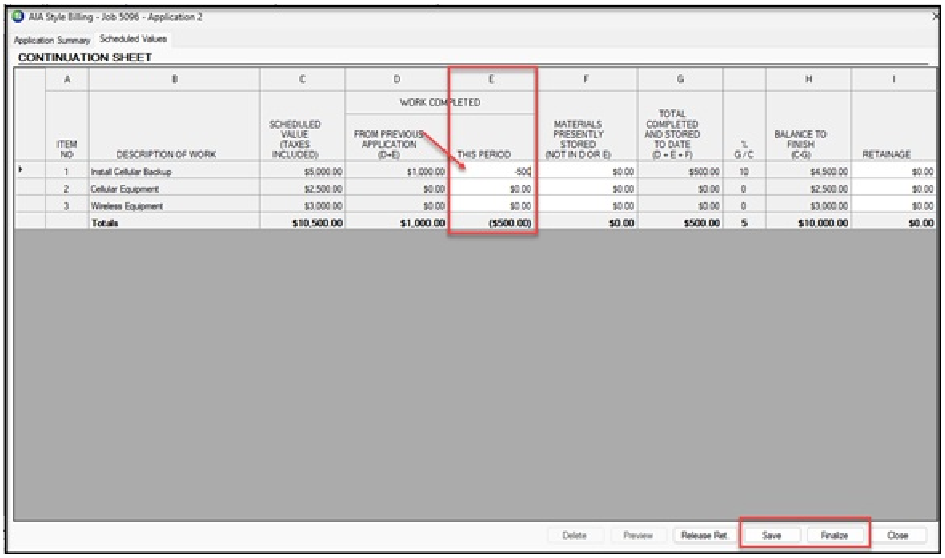


Select the **Scheduled Values** tab and enter a negative amount for the appropriate line item(s).

Then:

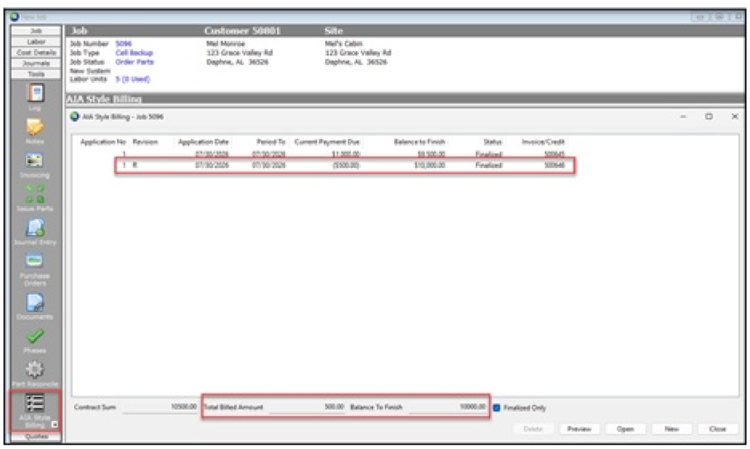
Select **Save** if you need to review the application before completing the revision.

Select **Finalize** when you are ready to complete the revision.

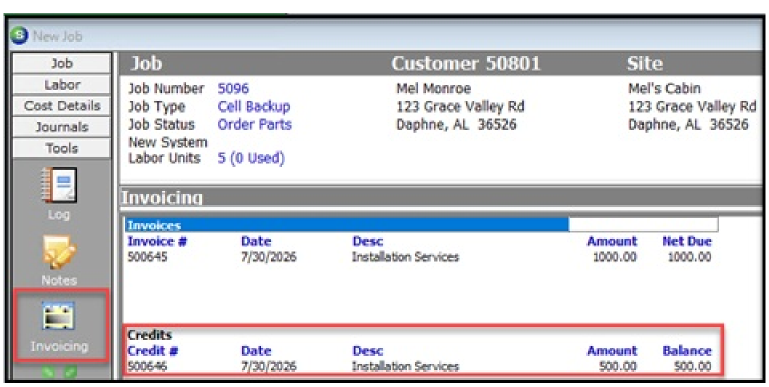


Once Finalized, a Credit Invoice will be generated and shown on the AIA Billing Summary with an “R” under the Revision Column. The Credit will need to be manually applied to the Invoice.

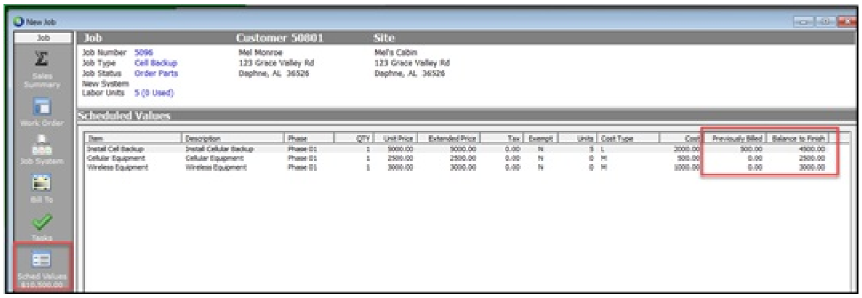
The Total Billed Amount and Balance to Finish Amounts are also updated.



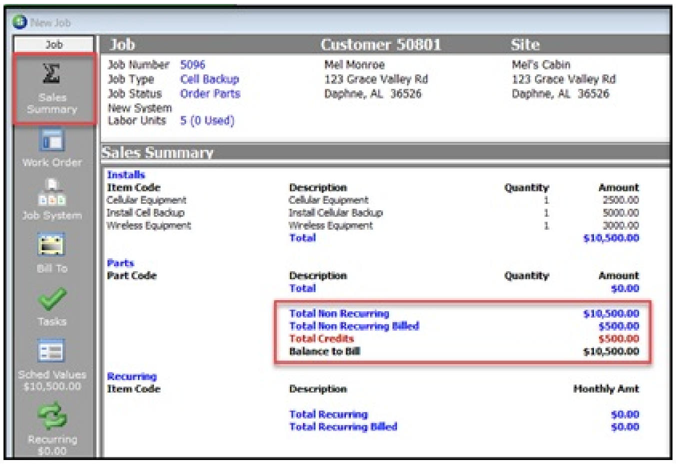
The Invoicing Tab also displays the Credit that was generated.



The Scheduled Values Tab updates the Line Item to show the Credit.



The Sales Summary also updates to show the Credit.



***Important Note**: If the invoice being revised has been paid in full or has a partial payment applied, the system will still allow the revision to be completed. However, any existing payment must first be unapplied from the job invoice by creating a Negative Payment Batch.

After the revised invoice is generated, the payment can be reapplied to the updated invoice.

If the payment amount is greater than the revised invoice total, the remaining balance can be applied as an Advance Deposit, Unapplied Cash, or processed as a Refund.