



# BILLING GROUPS, PARTIAL BILLING, & AIA

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The webinar will begin shortly... Thank you for attending!



# BILLING GROUPS, PARTIAL BILLING & AIA REPORTS

## AGENDA

- Creating Billing Groups & Reasons to Use Billing Groups
- Partial Billing
- Percentage Billing
- AIA Billing

# BILLING GROUPS...

## WHAT ARE THEY GOOD FOR?

- Connects multiple orders for reporting and processing
- Can be used in a retail or commercial environment
  - One Large Project with different phases or billings
  - Different jobs that you want to associate
  - Retail job with a repair or add-on
  - Can be same or different sold to / ship to
- Change Order Designation and Tracking
- Baseline Creation and Review
- AIA Billing
- Partial (Progress) Billing
- Percentage Billing

# Billing Groups – Where do I start?



How do I know if something is already in a billing group?

The screenshot displays the RFMS software interface. At the top, there is a search bar with 'MAR' entered and radio buttons for 'RFMS Smart Search', 'Invoice Number', 'Customer Name', and 'MAIN'. Below this is a table of orders with columns: Store, Order No, Delivered, Customer Name, PO Number, Type, Sidemark, MAIN, SECONDARY, Ship-To Name, Ship-To Address #1, Customer Type, Ordered, and Install Date. The table contains several rows, with the last row (Order No CG000024) highlighted in blue. To the right of the table is a detailed view of the selected order, including fields for Sold To, Ship To, Email, and various dates and totals. A blue circle highlights the 'Billing Group' field in the detailed view, which is currently set to 'Partial Billed'. Other fields in the detailed view include Order Date (02/28/20), Order Total (\$6,214.56), Grand Total (\$6,214.56), and Sales Reps (BRUCE BLOOMER).

Store	Order No	Delivered	Customer Name	PO Number	Type	Sidemark	MAIN	SECONDARY	Ship-To Name	Ship-To Address #1	Customer Type	Ordered	Install Date
"1"	CG000018	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 43 CPT/HWD	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 43	BUILDER	02/28/20	
"1"	CG000019	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 58 CPT/HWD	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 58	BUILDER	02/28/20	
"1"	CG000020	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 58 SHOWER	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 58	BUILDER	02/28/20	
"1"	CG000021	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 62 CPT/HWD	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 62	BUILDER	02/28/20	
"1"	CG000022	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 62 SHOWER	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 62	BUILDER	02/28/20	
"1"	CG000023	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 75 LAM	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 75	BUILDER	02/28/20	
"1"	CG000024	\$	MAR MAR BUILDERS		Original Order	MMB-SUNNYSIDE 93 LAM	215-785-6253		MAR MAR BUILDERS	SUNNYSIDE LOT 93	BUILDER	02/28/20	

**Order Details:**

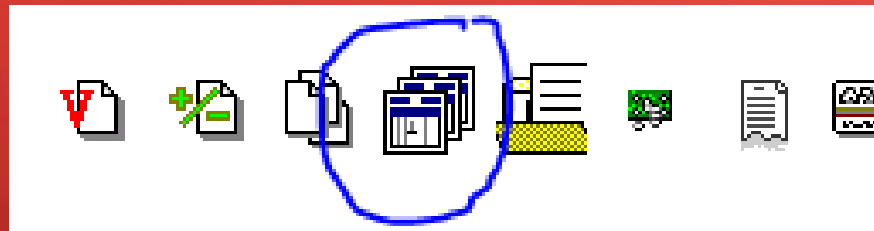
Sold To: MAR MAR BUILDERS, 123 ANYWAY, ANYTOWN, PA 19057  
Ship To: MAR MAR BUILDERS, SUNNYSIDE LOT 58, ANYTOWN, PA 19057  
Email: MAIN 215-785-6253  
Order Date: 02/28/20, ERRM  
Install Date: [ ]  
Measure Date: [ ]  
Bill Date: [ ]  
Invoice Date: [ ]  
Delivery Date: [ ]  
Close Date: [ ]  
Order Total: \$6,214.56  
AO / CM: \$0.00  
Grand Total: \$6,214.56  
Balance: \$6,214.56  
Sales Reps: BRUCE BLOOMER  
Billing Group:  Partial Billed  
Claims: [none]  
Slot: \*\* No Time Specified \*\*  
Occupied: No  
Status: \*\* No Status Specified \*\*

# Billing Groups – Where do I start?



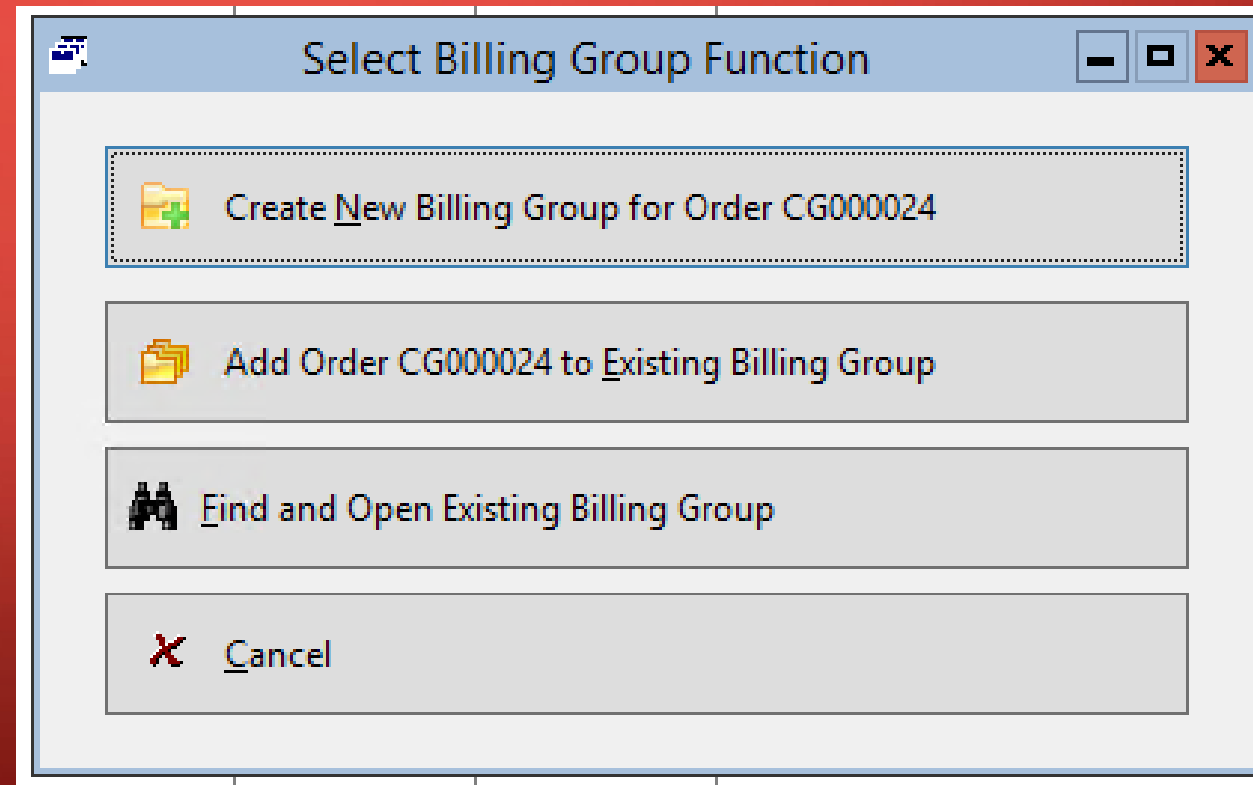
How do I use  
the Billing Group  
Icon?

Highlighting a non-billing group job & click on the Billing Group Icon



A software toolbar is shown at the top of the screenshot. It contains several icons: a document with a red 'V', a document with a green plus sign, a document with a blue plus sign, a document with a blue plus sign and a calendar icon (the Billing Group icon, circled in blue), a document with a yellow grid, a document with a green checkmark, a document with a red 'X', and a document with a red 'X' and a blue plus sign.

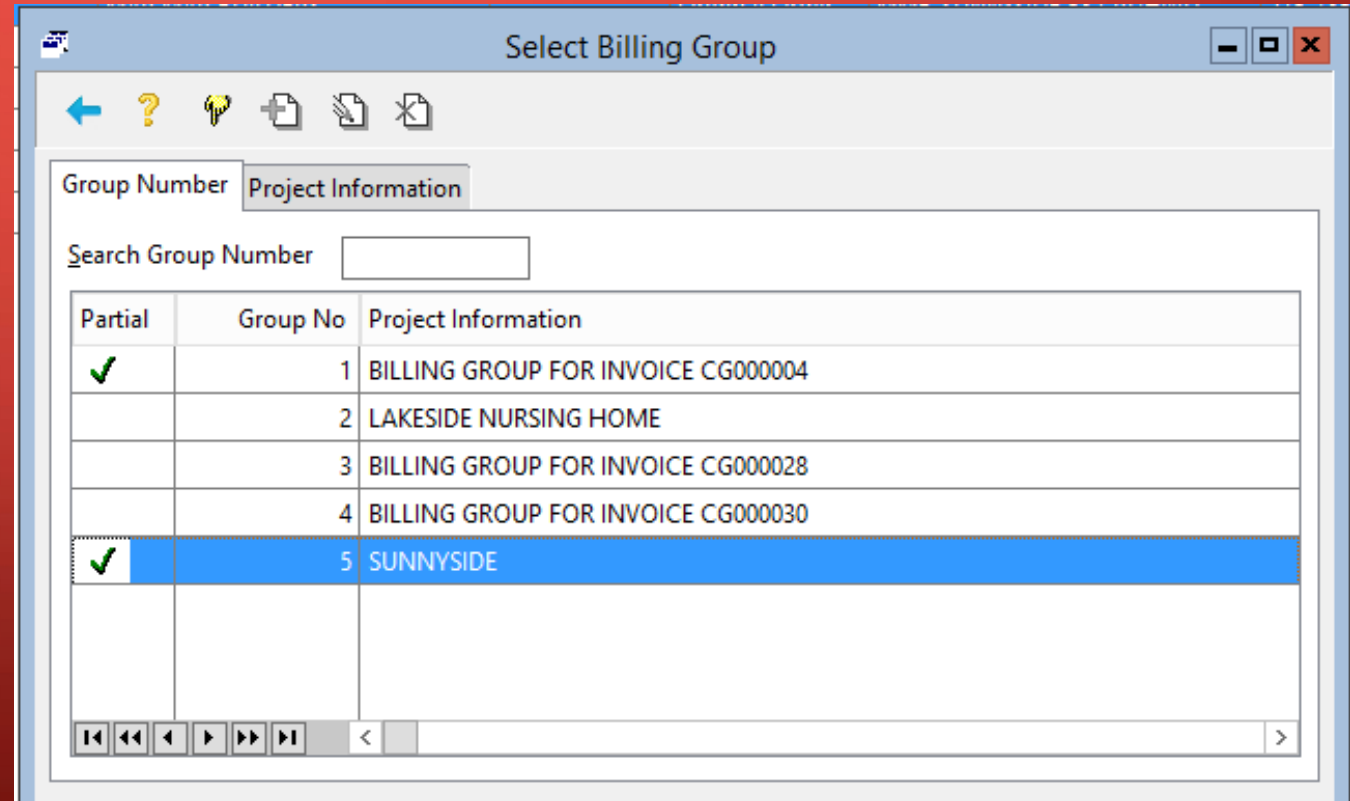
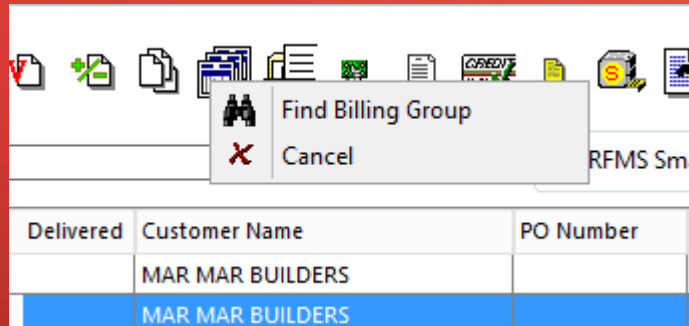
Delivered	Customer Name
	MAR MAR BUILDERS
	MAR MAR BUILDERS
	MAR MAR BUILDERS



# Billing Groups – Where do I start?



Highlight any order in a billing group & RIGHT click the Billing Group Icon



# Billing Groups – Where do I start?



What if I highlight a Billing Group Job and click the Icon?

To open a billing group, double click on the order OR highlight the order and click on the Billing Group Icon

**Project Information**  
Primary Order No: CG000018 Project Number: PROJECT #5  
Project Information: SUNNYSIDE

**Contract**  
Contract Amount: 119,429.37  
Date To Contract: 05/12/20  
Allow Finance Charge:

**Partial Billing**  
 Partial Billing Group  
Last Delivered Date:   
Last Bill Date:   
Last Billing Number:   
None Delivered

**Retainage**  
Amount: \$11,942.94  
Percent: 10.000000  
Days: 0  
Due:   
Billed:

**Projected Costs & Profit**  
Original Orders: 119,429.37  
Change Orders: 0.00  
**Grand Total: \$119,429.37**  
Payments (Less FC): 0.00  
**Balance: \$119,429.37**  
Delivered Total: 0.00  
Undelivered Total: 119,429.37  
Material Cost: 48,125.90  
Service Cost: 18,164.94  
Overhead Margin: 982.17  
Freight Cost: 70.59  
Load: 0.00  
Tax Cost: 4,812.59  
Gross Profit: 47,273.18  
Net Sale: 119,429.37  
**GP Percent: 39.58%**  
(Gross Profit / Net Sale)

**Orders**  
Contact Information

Order Number	Customer Name	Order Date	Delivered Date	Billing Number
✓	"1" CG000018			MAR MAR BUILDERS
	"1" CG000019			MAR MAR BUILDERS
	"1" CG000020			MAR MAR BUILDERS
	"1" CG000021			MAR MAR BUILDERS
	"1" CG000022			MAR MAR BUILDERS
	"1" CG000023			MAR MAR BUILDERS

**Order Details**  
Sold To: MAR MAR BUILDERS  
123 ANYWAY  
ANYTOWN, PA 19057  
Ship To: MAR MAR BUILDERS  
SUNNYSIDE LOT 58  
ANYTOWN, PA 19057  
Sales Reps: BRUCE BLOOMER  
Order Date: 02/28/20  
Install Date:   
Bill Date:   
Invoice Date:   
Delivered:   
Close Date:   
Order Total: \$34,433.88  
AO / CM: \$0.00  
**Grand Total: \$34,433.88**  
**Balance: \$34,433.88**

Number of Invoices: 6  
 AO/CM Exists  Overage Exists  Change Order  No Retainage ERRM

# Billing Groups – Where do I start?



## What Just Happened?

### A Billing Group Shows:

- Every order in the billing group
- Designations for Change Orders
- The original contract amount
- Any discrepancies from the contract amount
- A full picture of all projected revenue, cost, and profit.

**Billing Group No. 5**

**Project Information**  
Primary Order No: CG000018 Project Number: PROJECT #5  
Project Information: SUNNYSIDE

**Contract**  
Set Undo  
Contract Amount: 119,429.37  
Date To Contract: 05/12/20  
Allow Finance Charge:

**Partial Billing**  
Set Undo  
 Partial Billing Group  
Last Delivered Date:   
Last Bill Date:   
Last Billing Number:   
None Delivered

**Retainage**  
Amount: \$11,942.94  
Percent: 10.000000  
Days: 0  
Due:   
Billed:

**Projected Costs & Profit**  
Original Orders: 119,429.37  
Change Orders: 0.00  
**Grand Total: \$119,429.37**  
Payments (Less FC): 0.00  
**Balance: \$119,429.37**  
Delivered Total: 0.00  
Undelivered Total: 119,429.37

Material Cost: 48,125.90  
Service Cost: 18,164.94  
Overhead Margin: 982.17  
Freight Cost: 70.59  
Load: 0.00  
Tax Cost: 4,812.59  
Gross Profit: 47,273.18  
Net Sale: 119,429.37  
**GP Percent: 39.58%**  
(Gross Profit / Net Sale)

Suspend Total Calculations

**Orders** Contact Information

Order Number	Customer Name	Order Date	Delivered Date	Billing Number
	Store	Order No	Delivered	Customer Name
✓	"1"	CG000018		MAR MAR BUILDERS
	"1"	CG000019		MAR MAR BUILDERS
	"1"	CG000020		MAR MAR BUILDERS
	"1"	CG000021		MAR MAR BUILDERS
	"1"	CG000022		MAR MAR BUILDERS
	"1"	CG000023		MAR MAR BUILDERS

Number of Invoices: 6

**Order Details**  
Sold To: MAR MAR BUILDERS  
123 ANYWAY  
ANYTOWN, PA 19057  
Ship To: MAR MAR BUILDERS  
SUNNYSIDE LOT 58  
ANYTOWN, PA 19057  
Sales Reps: BRUCE BLOOMER

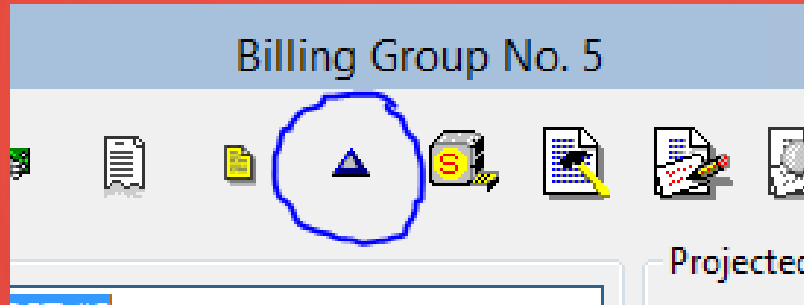
Order Date: 02/28/20  
Install Date:   
Bill Date:   
Invoice Date:   
Delivered:   
Close Date:   
Order Total: \$34,433.88  
AO / CM: \$0.00  
Grand Total: \$34,433.88  
Balance: \$34,433.88

AO/CM Exists  Overage Exists  Change Order  No Retainage **ERRM**

# Billing Groups – Where do I start?



Change Orders? You mean Game Changers!



Change Orders:

- Color Designations show stage of C/O
- Keep track of all reference numbers, notes, contacts
- Ensure you get paid for every C/O

Update Change Order Request

Change Order Status:  Requested  Approved  NA

Description: COVE BASE IN HALLWAY

Request #: [ ]

Requested By: MIKE PIERCE

Requested Approval Date: [ ] F8

Request Received By: MELISSA AT CORP

Date Approved: [ ] F8

Approved By: [ ]

No Retainage:

Details

original bid did not include new cove base in hallway - supposed to reuse existing - only labor on original bid. Mike requested new base be ordered. 5/12/20

5/12 - called Melissa at corporate for PO for new material. Called Terri in purchasing, do not order until PO rec'd

Change Order Record Information


Date Created: 05/12/20 10:44 AM

Created By: LTHRASHER

Date Edited: 05/12/20 10:44 AM

Edited By: LTHRASHER

Buttons: Undo Change Order, Save, Cancel

"1"	CG000021
"1"	CG000022
"1"	CG000023
 "1"	CG000024
"1"	CG000032

# Billing Groups – Where do I start?



Tell me about PROFIT!

Billing Group No. 5

Project Information  
Primary Order No: CG000018 Project Number: PROJECT #5  
Project Information: SUNNYSIDE

Contract  
Set Undo  
Contract Amount: 119,429.37  
Date To Contract: 05/12/20  
Allow Finance Charge:

Partial Billing  
Set Undo  
 Partial Billing Group  
Last Delivered Date: 04/19/20  
Last Bill Date: 04/19/20  
Last Billing Number:

Retainage  
Amount: \$13,490.28  
Percent: 10.000000  
Days: 0  
Due:   
Billed:

Projected Costs & Profit

Original Orders:	128,688.20	Material Cost:	53,587.21
Change Orders:	6,214.56	Service Cost:	19,518.18
<b>Grand Total:</b>	<b>\$134,902.76</b>	Overhead Margin:	1,093.65
Payments (Less FC):	0.00	Freight Cost:	105.26
<b>Balance:</b>	<b>\$134,902.76</b>	Load:	0.00
Delivered Total:	9,258.83	Tax Cost:	5,787.64
Undelivered Total:	125,643.93	Gross Profit:	54,810.82
<b>Discrepancy:</b>	<b>-9,258.83</b>	Net Sale:	134,061.05
		<b>GP Percent:</b>	<b>40.88%</b>
		(Gross Profit / Net Sale)	

Suspend Total Calculations Recalculate Totals

Order Details  
Sold To: MAR MAR BUILDERS  
123 ANYWAY

Orders Contact Information

Order Number	Customer Name	Order Date	Delivered Date	Billing Number
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# Partial & Percentage Billing



So now I know I am going to make money, how do I bill it?

## Partial Billing VS Percentage Billing

### Partial Billing

- Billed by specific material and labor lines as completed
  - True billed cost
  - True gross profit
- Lines are exported from original job to a new job within billing group
- New job can be billed, booked, and delivered (or delivered in non ERRM) within billing group

### Percentage Billing

- Billed by percentage
- Guesstimate of your billed cost(s)
  - Can use desired GP
- Generates a negative percentage billing line on original order, and creates a new order with the percentage billing lines at designated revenue and costs.



# Partial Billing

OOOH, tell me more about Partial Billing!

- Click Export
  - Tag Material Lines
    - Tag Labor Lines
  - Click the Selector Tool
- \*\*Make sure EXPORT IN BILLING GROUP is selected\*\***

The screenshot shows a software interface with a main table and two dialog boxes. A large yellow arrow points from the 'Export' button in the main interface to the 'Export Lines to New Order' dialog box.

**Select Lines to Export from CG000023**

Line #	Group	Product Code	Roll/Item #	Style/Item	Color/Description	Width
0001	06	LAMINATE	*Pricing*	ANTHEM PLUS	CALIFORNIA DRMN	----
0002	17	LAMINATE ACCESSORIES	*Pricing*	MPR L	CALIFORNIA DRMN	----
0003	17	LAMINATE ACCESSORIES	*Pricing*	T MOLDING L	CALIFORNIA DRMN	----
0004	17	LAMINATE ACCESSORIES	*Pricing*	STAIRNOSE L	CALIFORNIA DRMN	----
0005	09	SUNDRIES/SUPPLIES	*Pricing*	FOAM UNDERLAYME	FOAM UNDERLAYME	----
0006	75	LAMINATE LABOR	*Pricing*	LAMINATE-CLICK/FLOATI		----
0007	73	WOOD LABOR	*Pricing*	WOOD/LAMINATE TRANS		----

Lines: 7      Lines Tagged: 3      \$8,258.25

**Export Lines to New Order**

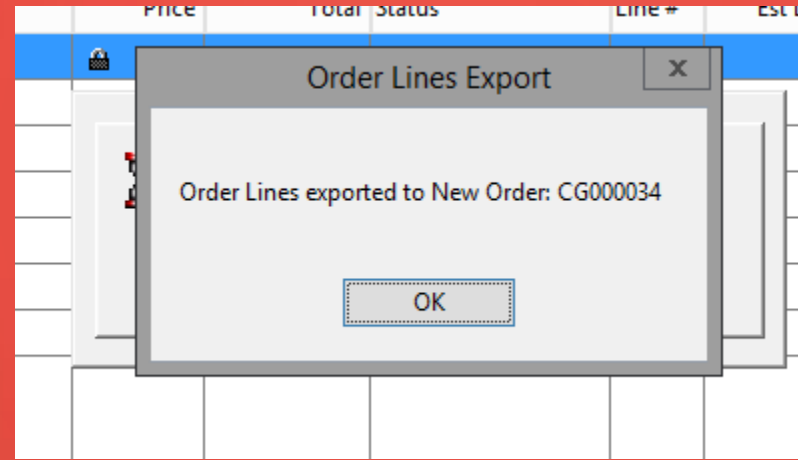
Send selected lines to New Order

Yes No

# Partial Billing



Where did the lines  
GO?



- New Job #
- Those lines are removed from original job

Sales Rep #1	BRUCE BLOOMER	Tax Status	Taxable													
Sales Rep #2		PO Number														
Time Slot	-None-	Status	** No Status Specified **													
Line #	Style	Product Code	Roll/Item Number	Color/Description	Status	Group										
Search Line Number	0000															
Group	PC	Roll/Item #	Style / Item Name	Color / Description	Width	Length	Quantity	Units	Price	Total	Status	Line #	Est Del	Store	Item Sequen	
	17	SVMP2	MPR L	CALIFORNIA DRMN	0.146	7.833	4.00	EA	0.00	0.00	Gen PO	0002		n/a		
	17	SVTM2	T MOLDING L	CALIFORNIA DRMN	0.146	7.833	1.00	EA	0.00	0.00	Gen PO	0003		n/a		
	09	LCFOA	FOAM UNDERLAYM	FOAM UNDERLAYM	4	25	10.00	EA	0.00	0.00	Gen PO	0005		n/a		
	73	WL1	WOOD/LAMINATE		-----	-----	40.00	LF	0.00	0.00	None	0007		n/a		

# Partial Billing



Aha!

	CG000021		MAR MAR BUILDERS
"1"	CG000022		MAR MAR BUILDERS
"1"	CG000023		MAR MAR BUILDERS
▲ "1"	CG000024		MAR MAR BUILDERS
"1"	CG000032	05/12/20	BICKEL, JIMMY
"1"	CG000034		MAR MAR BUILDERS

- New job in Billing Group
- Lines on New Job
- This can now be billed, booked, and job costed.

ch Line Number		0000							
	Group	PC	Roll/Item #	Style / Item Name	Color / Description	Width	Length	Q	
		06	SL425	ANTHEM PLUS	CALIFORNIA DRMN	0.583	4.167	1	
		17	SVST2	STAIRNOSE L	CALIFORNIA DRMN	0.178	7.833		
		75	L1	LAMINATE-CLICK/F		-----	-----	1	

# Partial Billing

But what about provider labor that was on the original order?

The screenshot shows a software interface for managing service providers. The main window is titled "Browse Service Providers for Order Number CG000023". It features a toolbar with various icons, including a move icon (four arrows pointing outwards) which is highlighted with a red box. A yellow arrow points from this icon to a table below. The table has columns for "Worker #", "Certified", "Provider", and "Product Code". One row is highlighted in blue, showing "WE GOT YOU COVERED, LLC" and "75 - LAMINATE". To the right, there is a section titled "Balances by Product Code" with a sub-header "Not Balanced". It contains a table with columns "PC", "Providers", and "Svc Lines".

PC	Providers	Svc Lines
73	0.00	40.00
75	2,500.00	0.00

Below the main window is a dialog box titled "Move Provider Information". It contains the following information:

**Order #:** CG000023  
**Provider:** WE GOT YOU COVERED, LLC  
**Product Code:** 75 - UNKNOWN  
**Service:**  
**Service #:**  
**Earnings:** \$2,500.00  
**Pay Type:** Subcontractor  
**Store:** "1"

**Move to Order:** CG000034 [F8]  
**Order Date:** 02/28/2020  
**Sold To:** MAR MAR BUILDERS  
123 ANYWAY  
ANYTOWN, PA 19057

At the bottom of the dialog are "OK" and "Cancel" buttons.

- Move Labor Line to Any Uncosted Job
- Click Move Icon
- Select Job
- Click OK

# Percentage Billing



So what if I don't want to bill exact lines?

- Click Export
  - Select Export Lines to Another Order
  - Tag Material Lines
  - Tag Labor Lines
  - Click the Selector Tool
- \*\*Make sure EXPORT IN BILLING GROUP is selected\*\*

10	08042	TWOLED/TIRES/BAS	DURANGO	0.17	0.3	3.00	PC
16	68060	STAIRNOSE1/4-1/2S	DURANGO	0.25	6.5	1.00	PC
71	CP1	CARPET INST/ALL				224.00	SY
73	W2	WOOD-GLU				1,675.00	SF
73	WL1	WOOD/LAM				28.00	LF

**Step 1**

**Step 2**

# Percentage Billing

Oh Wow – LOTS of options!!

Can set:  
Percent to Bill  
Estimated GP  
--OR--

You can manipulate the revenue and cost of the material and labor

**THIS IS A ONE WAY STREET!!**

### Step 3

**Percentage Billing**  
SUNNYSIDE  
Source Order Number: CG000019

Percent to Bill   
Estimated G/P Percent   
Target Order Number  F8  
Billing Date  F8  
Tax Type: Use Tax

Current Totals

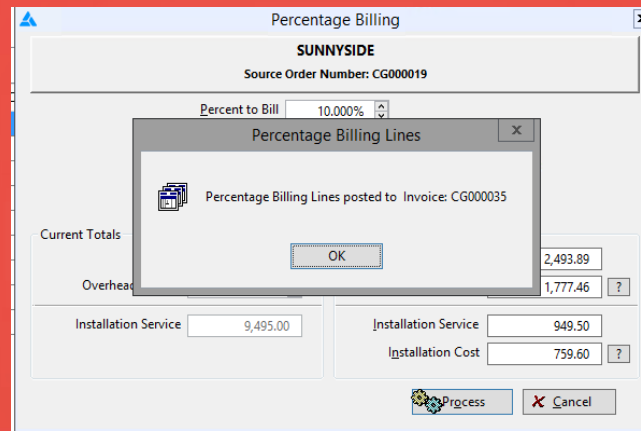
Material	<input type="text" value="24,938.88"/>
Overhead Margin	<input type="text" value="2.00%"/>
Installation Service	<input type="text" value="9,495.00"/>

To Be Billed

Material	<input type="text" value="2,493.89"/>
Material Cost	<input type="text" value="1,777.46"/> ?
Installation Service	<input type="text" value="949.50"/>
Installation Cost	<input type="text" value="759.60"/> ?

# Percentage Billing

Then What?



Group	PC	Roll/Item #	Style / Item Name	Color / Description	Width	Length	Quantity	Units		Price	Total	Status
	01	CG0000190001	ABSOLUTELY IT	SPLIT RAIL	12.00	168.00	224.00	SY		25.65	5,745.60	On Orde
	03	PY81A	COMFORT SUPREM	12	6	30	224.00	SY		23.47	5,257.28	Gen PO
	04	91400	AMERICAN ORIGINAL	DURANGO	0.42	0	1,675.00	SF		8.32	13,936.00	On Orde
	10	90602	BOSTIK EFA 5GAL	5 GAL PAIL	0	0	9.00	PA		0.00	0.00	Gen PO
	16	68042	TMOLD/THRES/BAS	DURANGO	0.17	6.5	3.00	PC		0.00	0.00	On Orde
	16	68060	STAIRNOSE1/4-1/2S	DURANGO	0.25	6.5	1.00	PC		0.00	0.00	On Orde
	71	CP1	CARPET INSTALL - S		-----	-----	224.00	SY		5.00	1,120.00	None
	73	W2	WOOD-GLUE/FLOA		-----	-----	1,675.00	SF		5.00	8,375.00	None
	73	WL1	WOOD/LAMINATE		-----	-----	28.00	LF		0.00	0.00	None
	69		10.000% BILLING	MAY 12, 2020	-----	-----	-1.00	EA		,493.89	-2,493.89	Billing
	98		10.000% BILLING	MAY 12, 2020	-----	-----	-1.00	EA		949.50	-949.50	Billing

# Percentage Billing



And where do  
THOSE lines go?

### Original Order

Order #   Store   Order Date

**Sold To** ➔

MAR MAR BUILDERS 123 ANYWAY ANYTOWN, PA 19057	MAR MAR BUILDERS SUNNYSIDE LOT 58 ANYTOWN, PA 19057
-----------------------------------------------------	-----------------------------------------------------------

Sales Rep #1    
Sales Rep #2    
Time Slot

Tax Status   
PO Number   
Status

Line #	Style	Product Code	Roll/Item Number	Color/Description	Status	Group
--------	-------	--------------	------------------	-------------------	--------	-------

Search Line Number

Group	PC	Roll/Item #	Style / Item Name	Color / Description	Width	Length	Quantity	Units	Price	Total	Status
	69		10.000% BILLING	MAY 12, 2020	-----	-----	1.00	EA	,493.89	2,493.89	Billing
	98		10.000% BILLING	MAY 12, 2020	-----	-----	1.00	EA	949.50	949.50	Billing

# AIA Billing: Making Flooring Stores Happy Since 1992



- Standardized way for contractors to submit work related paperwork to architects
  - Created in 1992
    - AIA = American Institute of Architects
      - Forms are the G702 and G703
  - If your contractor requires the actual forms, must buy directly from the AIA
    - Some contractors require their own forms/spreadsheets
      - **AIA Billing is NOT an Accounts Receivable action**

# AIA Document G702™ – 1992

## Application and Certificate for Payment

TO OWNER:	PROJECT:	APPLICATION NO:	<u>Distribution to:</u>
		PERIOD TO:	OWNER <input type="checkbox"/>
		CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
FROM CONTRACTOR:	VIA ARCHITECT:	CONTRACT DATE:	CONTRACTOR <input type="checkbox"/>
		PROJECT NOS:	FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ \_\_\_\_\_
2. NET CHANGE BY CHANGE ORDERS ..... \$ \_\_\_\_\_
3. CONTRACT SUM TO DATE (Line 1 & Line 2) ..... \$ \_\_\_\_\_
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) ..... \$ \_\_\_\_\_
5. RETAINAGE:
  - a. \_\_\_\_\_% of Completed Work  
(Columns D + E on G703) ..... \$ \_\_\_\_\_
  - b. \_\_\_\_\_% of Stored Material  
(Column F on G703) ..... \$ \_\_\_\_\_
- Total Retainage (Lines 5a + 5b, or Total in Column 1 of G703) ..... \$ \_\_\_\_\_
6. TOTAL EARNED LESS RETAINAGE ..... \$ \_\_\_\_\_  
(Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ \_\_\_\_\_  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$ \_\_\_\_\_
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ \_\_\_\_\_  
(Line 3 minus Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certifications for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Subscribed and sworn to before me  
me this: \_\_\_\_\_ day of \_\_\_\_\_

Notary Public:  
My commission expires: \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ _____	\$ _____
Total approved this month	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
NET CHANGES by Change Order	\$ _____	

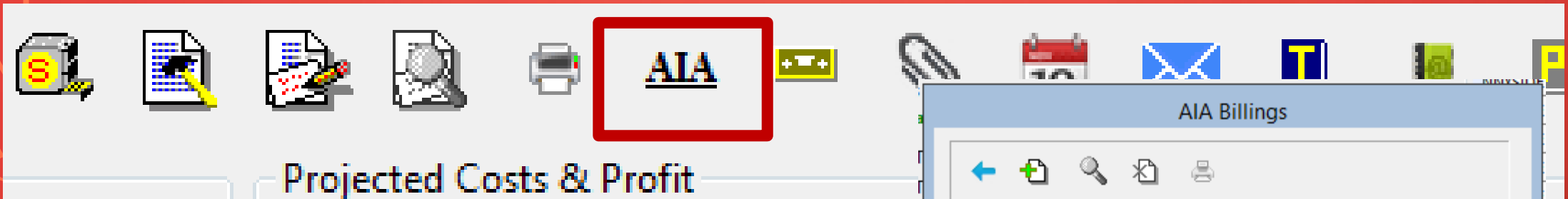
CAUTION: You should sign an original AIA Document, on which this text appears in RED. An original assures that changes will not be obscured.

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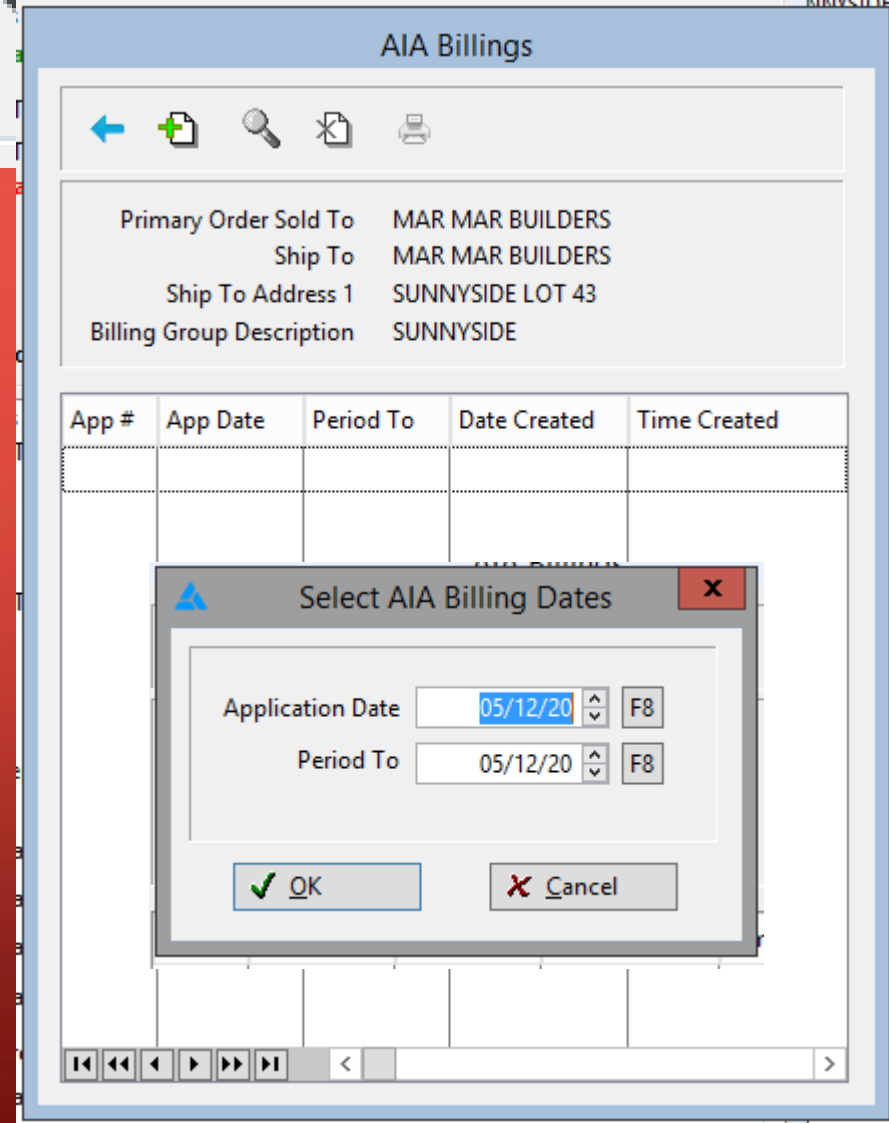




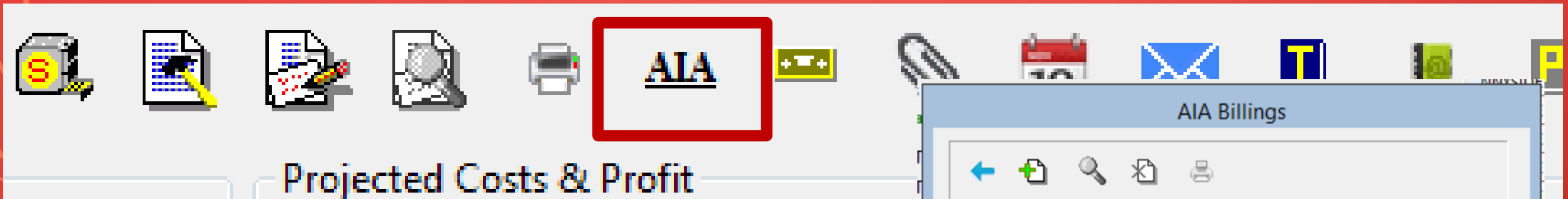
# AIA Billing



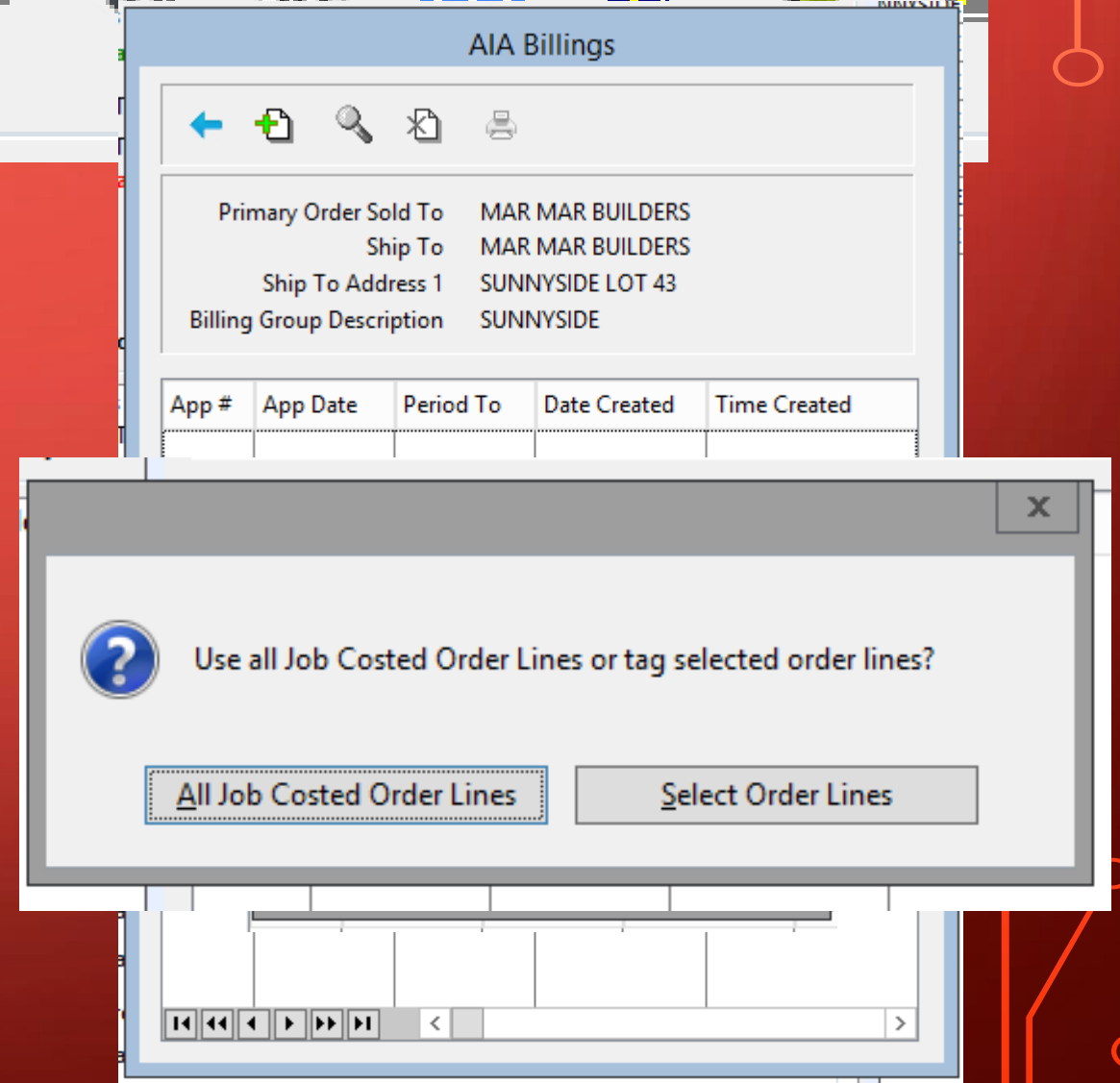
- Click on AIA Icon within Billing Group
- Listing of all previous AIA Billing Will Appear
- Click Green Plus to Create New Billing
- Set App Dates & Period To Date



# AIA Billing



- Click on AIA Icon within Billing Group
- Listing of all previous AIA Billing Will Appear
- Click Green Plus to Create New Billing
- Set App Dates & Period To Date
- Selected All job costed order lines, or select order lines



# AIA Billing

Select Order Lines to Include in AIA Billing

Cancel Without Selecting Lines
  Create AIA Billing for Tagged Order Lines
  Copy Description of Work to Tagged Order Lines

Order #	Line #	Line Status	PC	PC Description	AIA Line Type	Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing	Current Materials Stored	Order Line Total	Style/Item	Color/Description	Width	Line Qty	Price
CG000018	1	On Order	01	CARPET	Primary	CARPET	0.00	3,762.09	100.00%	3,762.09	0.00	3,762.09	AMESBURY ULT	FINE PRINT	12.00	146.67	25.65
CG000018	2	Gen PO	03	PAD	Primary	PAD	0.00	5,257.28	100.00%	5,257.28	0.00	5,257.28	COMFORT SUPREME - PA	12	-----	224.00	23.47
CG000018	3	On Order	04	WOOD	Primary	WOOD	0.00	19,389.76	100.00%	19,389.76	0.00	19,389.76	AMERICAN HONOR RO 3	OF THE WOODS	-----	2,330.50	8.32
CG000018	4	Gen PO	10	ADHESIVES	Primary	ADHESIVES	0.00	0.00	100.00%	0.00	0.00	0.00	BOSTIK EFA 5GAL	5 GAL PAIL	-----	12.00	0.00
CG000018	5	On Order	16	WOOD ACCESS	Primary	WOOD ACCESSORIES	0.00	0.00	100.00%	0.00	0.00	0.00	AMERICAN HICKORY RED	NATURAL	-----	3.00	0.00
CG000018	7	None	71	CARPET LABOR	Primary	CARPET LABOR	0.00	1,120.00	100.00%	1,120.00	0.00	1,120.00	CARPET INSTALL - STANE		-----	224.00	5.00
CG000018	8	None	73	WOOD LABOR	Primary	WOOD LABOR	0.00	11,652.50	100.00%	11,652.50	0.00	11,652.50	WOOD-GLUE/FLOATING		-----	2,330.50	5.00
CG000018	9	None	73	WOOD LABOR	Primary	WOOD LABOR	0.00	0.00	100.00%	0.00	0.00	0.00	WOOD/LAMINATE TRAN		-----	21.00	0.00
CG000018	10	On Order	01	CARPET	Primary	CARPET	0.00	1,983.51	100.00%	1,983.51	0.00	1,983.51	AMESBURY ULT	FINE PRINT	12.00	77.33	25.65
CG000019	1	On Order	01	CARPET	Primary	CARPET	0.00	5,745.60	100.00%	5,745.60	0.00	5,745.60	ABSOLUTELY IT	SPLIT RAIL	12.00	224.00	25.65
CG000019	2	Gen PO	03	PAD	Primary	PAD	0.00	5,257.28	100.00%	5,257.28	0.00	5,257.28	COMFORT SUPREME - PA	12	-----	224.00	23.47
CG000019	3	On Order	04	WOOD	Primary	WOOD	0.00	13,936.00	100.00%	13,936.00	0.00	13,936.00	AMERICAN ORIGINALS 5	DURANGO	-----	1,675.00	8.32
CG000019	4	Gen PO	10	ADHESIVES	Primary	ADHESIVES	0.00	0.00	100.00%	0.00	0.00	0.00	BOSTIK EFA 5GAL	5 GAL PAIL	-----	9.00	0.00
CG000019	5	On Order	16	WOOD ACCESS	Primary	WOOD ACCESSORIES	0.00	0.00	100.00%	0.00	0.00	0.00	TMOLD/THRES/BASE T1D	DURANGO	-----	3.00	0.00
CG000019	6	On Order	16	WOOD ACCESS	Primary	WOOD ACCESSORIES	0.00	0.00	100.00%	0.00	0.00	0.00	STAIRNOSE1/4-1/2SS1D	DURANGO	-----	1.00	0.00
CG000019	7	None	71	CARPET LABOR	Primary	CARPET LABOR	0.00	1,120.00	100.00%	1,120.00	0.00	1,120.00	CARPET INSTALL - STANE		-----	224.00	5.00
CG000019	8	None	73	WOOD LABOR	Primary	WOOD LABOR	0.00	8,375.00	100.00%	8,375.00	0.00	8,375.00	WOOD-GLUE/FLOATING		-----	1,675.00	5.00
CG000019	9	None	73	WOOD LABOR	Primary	WOOD LABOR	0.00	0.00	100.00%	0.00	0.00	0.00	WOOD/LAMINATE TRAN		-----	28.00	0.00
CG000020	1	On Order	05	TILE	Primary	TILE	0.00	2,219.46	100.00%	2,219.46	0.00	2,219.46	AMBASSADOR FIELD TILE	WANDERLUST WHITE UN	-----	281.30	7.89
CG000020	2	On Order	05	TILE	Primary	TILE	0.00	408.00	100.00%	408.00	0.00	408.00	AMBASSADOR BULLNOSE	WANDERLUST WHITE UN	-----	68.00	6.00
CG000020	3	On Order	05	TILE	Primary	TILE	0.00	713.92	100.00%	713.92	0.00	713.92	AMBASSADOR FIELD TILE	GLOBAL GREY UNPOLISH	-----	31.04	23.00
CG000020	4	Gen PO	21	TRIMS & TRANS	Primary	TRIMS & TRANSITIONS	0.00	750.00	100.00%	750.00	0.00	750.00	SHOWER BASE KIT 36X48	.	-----	1.00	750.00

White columns are editable:

Description of work

Current %

Current Billing

Current Materials Stored

# AIA Billing

Select Order Lines to Include in AIA Billing

Without Tagging Lines    Create AIA Billing for Tagged Order Lines   Copy Description of Work to Tagged Order Lines

Order #	Line #	Line Status	PC	PC Description	AIA Line Type	Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing	Current Materials Stored	Order Line Total	Style/Item	Color/Description	Width	Line Qty	Price
CG000018	1	On Order	01	CARPET	Primary	EDITED DESCRIPTION	0.00	3,762.09	10.00%	376.21	3,385.88	3,762.09	AMESBURY ULT	FINE PRINT	12.00	146.67	25.65
CG000018	2	Gen PO	03	PAD	Primary	TO MATCH BID	0.00	5,257.28	10.00%	525.73	500.00	5,257.28	COMFORT SUPREME - PA	12	-----	224.00	23.47

White columns are editable:

Description of work – can edit from CARPET, for example, to a specific carpet style or any verbiage you choose

Current %

Current Billing – will automatically calculate, but you can overwrite, and it will edit the percentage to match

Current Materials Stored

WILL NOT allow you to overbill.

You will get an error message.

Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing	Current Materials Stored	Order Line Total	Style/Item
EDITED DESCRIPTION	0.00	3,762.09	6.65%	3,000.00	2,000.00	3,762.09	AMESBURY
TO MATCH BID	0.00	5,257.28	10.00%	525.73	500.00	5,257.28	COMFORT
WOOD	0.00	19,389.76	100.00%	19,389.76	0.00	19,389.76	AMERICAN
ADHESIVES	0.00	0.00	100.00%	0.00	0.00	0.00	BOSTIK EFA
WOOD ACCESSORIE							AMERICAN
CARPET LABOR							CARPET IN
WOOD LABOR							WOOD-GL
WOOD LABOR							WOOD/LA
CARPET							AMESBURY
CARPET							ABSOLUTE
PAD							COMFORT
WOOD	0.00	13,936.00	100.00%	13,936.00	0.00	13,936.00	AMERICAN

**Order Line Total Error**

⚠ Previously Billed + Current Billing + Current Materials Stored for this line exceeds the current Order Line Total

OK

# AIA Billing



AIA Billing for Application Number: 1 Date: 05/12/20

View AIA Order Lines Save Only Save & Print

B	C	D	E	F	G		H	I
Description of Work	Contract Value	Work Completed Previous (D+E)	Work Completed This Period	Materials Presently Stored (Not D or E)	Completed & Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
CARPET	19,395.00	0.00	0.00	0.00	0.00	0.00%	19,395.00	0.00
CARPET LABOR	2,873.00	0.00	0.00	0.00	0.00	0.00%	2,873.00	0.00
EDITED DESCRIPTION	3,762.09	0.00	250.00	2,000.00	2,250.00	59.81%	1,512.09	225.00
LAMINATE	9,210.00	0.00	0.00	0.00	0.00	0.00%	9,210.00	0.00
LAMINATE LABOR	5,263.00	0.00	0.00	0.00	0.00	0.00%	5,263.00	0.00
PAD	7,487.00	0.00	0.00	0.00	0.00	0.00%	7,487.00	0.00
SUNDRIES/SUPPLIES	300.00	0.00	0.00	0.00	0.00	0.00%	300.00	0.00
TILE	5,820.00	0.00	0.00	0.00	0.00	0.00%	5,820.00	0.00
TILE LABOR	2,374.00	0.00	0.00	0.00	0.00	0.00%	2,374.00	0.00
TO MATCH BID	5,257.28	0.00	526.00	500.00	1,026.00	19.52%	4,231.28	102.60
TRIMS & TRANSITIONS	1,500.00	0.00	0.00	0.00	0.00	0.00%	1,500.00	0.00
WOOD	44,142.00	0.00	0.00	0.00	0.00	0.00%	44,142.00	0.00
WOOD ACCESSORIES	150.00	0.00	0.00	0.00	0.00	0.00%	150.00	0.00
WOOD LABOR	26,528.00	0.00	0.00	0.00	0.00	0.00%	26,528.00	0.00

View AIA Order Lines Save Only Save & Print

B	C	D	E
Description of Work	Contract Value	Work Completed Previous (D+E)	Work Completed This Period

# AIA Billing



View AIA Order Lines Save Only Save & Print

B	C	D	E
Description of Work	Contract Value	Work Completed Previous (D+E)	Work Completed This

View Order Lines Included in AIA

Order #	Line #	Line Status	PC	PC Description	AIA Line Type	Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing	Current
CG000018	1	On Order	01	CARPET	Primary	EDITED DESCRIPTION	0.00	3,762.09	6.65%	250.00	
CG000018	2	Gen PO	03	PAD	Primary	TO MATCH BID	0.00	5,257.28	10.00%	525.73	

### AIA Billings

Primary Order Sold To: MAR MAR BUILDERS  
Ship To: MAR MAR BUILDERS  
Ship To Address 1: SUNNYSIDE LOT 43  
Billing Group Description: SUNNYSIDE

App #	App Date	Period To	Date Created	Time Created
1	05/12/20	05/12/20	05/12/20	12:34PM

Price
25.65
23.47

# AIA Billing



View AIA Order Lines

**Save Only** Save & Print

B	C	D	E
Description of Work	Contract Value	Work Completed Previous (D+E)	Work Completed This

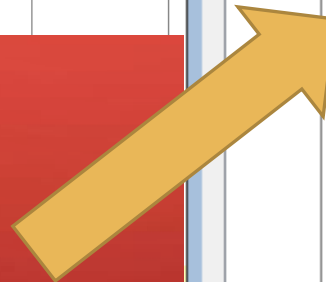
View Order Lines Included in A

Order #	Line #	Line Status	PC	PC Description	AIA Line Type	Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing
CG000018	1	On Order	01	CARPET	Primary	EDITED DESCRIPTION	0.00	3,762.09	6.65%	250.00
CG000018	2	Gen PO	03	PAD	Primary	TO MATCH BID	0.00	5,257.28	10.00%	525.73

AIA Billings

Primary Order Sold To MAR MAR BUILDERS  
Ship To MAR MAR BUILDERS  
Ship To Address 1 SUNNYSIDE LOT 43  
Billing Group Description SUNNYSIDE

App #	App Date	Period To	Date Created	Time Created
1	05/12/20	05/12/20	05/12/20	12:34PM



# AIA Billing



View AIA Order Lines

Save Only

Save & Print

B	C	D	E
Description of Work	Contract Value	Work Completed Previous (D+E)	Work Completed This P

View Order Lines Included in AIA Billing

Order #	Line #	Line Status	PC	PC Description	AIA Line Type	Description of Work	Previously Billed	Remaining To Bill	Current %	Current Billing	Current Materials Stored	Order Line Total	Style/Item	Color/Description	Width	Line Qty	Price
CG000018	1	On Order	01	CARPET	Primary	EDITED DESCRIPTION	0.00	3,762.09	6.65%	250.00	2,000.00	3,762.09	AMESBURY ULT	FINE PRINT	12.00	146.67	25.65
CG000018	2	Gen PO	03	PAD	Primary	TO MATCH BID	0.00	5,257.28	10.00%	525.73	500.00	5,257.28	COMFORT SUPREME - PA	12	-----	224.00	23.47

# AIA Billing

1  
05/12/20  
05/12/20  
PROJECT #5

1	CARPET	19,395.00	0.00	0.00	0.00	0.00	0.00	19,395.00	0.00
2	CARPET LABOR	2,873.00	0.00	0.00	0.00	0.00	0.00	2,873.00	0.00
3	EDITED DESCRIPTION	3,762.09	0.00	250.00	2,000.00	2,250.00	59.81	1,512.09	225.00
4	LAMINATE	9,210.00	0.00	0.00	0.00	0.00	0.00	9,210.00	0.00
5	LAMINATE LABOR	5,263.00	0.00	0.00	0.00	0.00	0.00	5,263.00	0.00
6	PAD	7,487.00	0.00	0.00	0.00	0.00	0.00	7,487.00	0.00
7	SUNDRIES/SUPPLIES	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00
8	TILE	5,820.00	0.00	0.00	0.00	0.00	0.00	5,820.00	0.00
9	TILE LABOR	2,374.00	0.00	0.00	0.00	0.00	0.00	2,374.00	0.00
10	TO MATCH BID	5,257.28	0.00	526.00	500.00	1,026.00	19.52	4,231.28	102.60
11	TRIMS & TRANSITIONS	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
12	WOOD	44,142.00	0.00	0.00	0.00	0.00	0.00	44,142.00	0.00
13	WOOD ACCESSORIES	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00
14	WOOD LABOR	26,528.00	0.00	0.00	0.00	0.00	0.00	26,528.00	0.00
	WOOD LABOR	134,061.37	0.00	776.00	2,500.00	3,276.00		130,785.37	327.60

# AIA Billing

MAR MAR BUILDERS  
123 ANYWAY  
ANYTOWN PA 19057

MAR MAR BUILDERS  
SUNNYSIDE LOT 43  
ANYTOWN PA 19057

1  
05/12/20

MAR MAR BUILDERS

05/12/20

PROJECT #5

YOUR FLOORING STORE  
123 MAIN STREET  
ANYTOWN AL 35405

128,688.00

6,215.00

134,903.00

3,276.00

10.00

77.60

10.00

250.00

327.60

2,948.40

0.00

2,948.40

131,954.60

0.00 0.00

6,215.00 0.00

6,215.00 0.00

6,215.00



# TODAY WE HAVE DISCUSSED: BILLING GROUPS, PARTIAL BILLING & AIA REPORTS

- Creating Billing Groups & Reasons to Use Billing Groups
- Partial Billing
- Percentage Billing
- AIA Billing

• Laura Thrasher

• [lthrasher@rfms.com](mailto:lthrasher@rfms.com)

• 800-701-7367 x 3529



Systems for Success

# Client Success Manager Territory Map Winter 2020

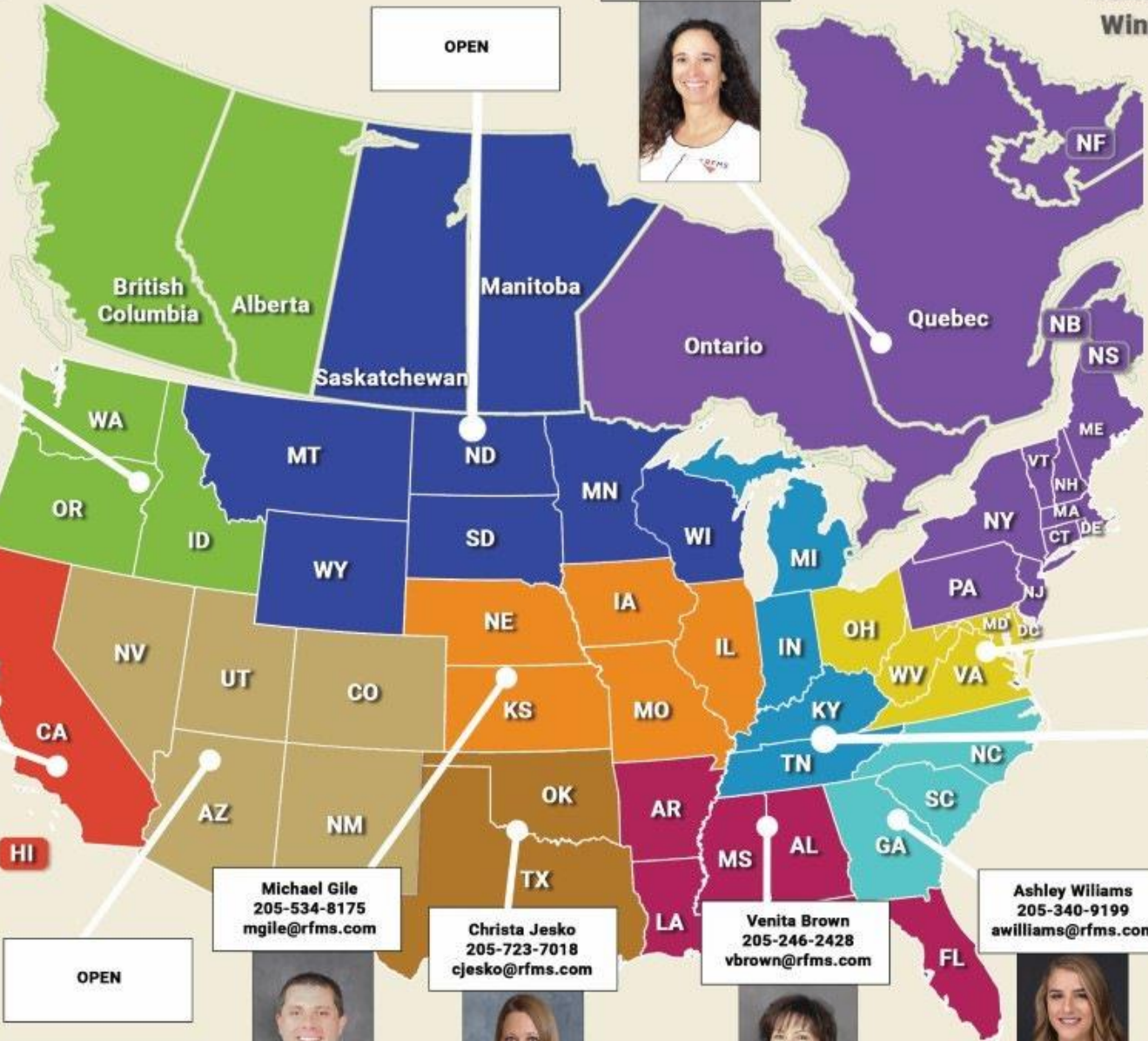
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**Ashley Williams**  
205-340-9199  
awilliams@rfms.com



The background is a solid dark red color. In the four corners, there are decorative elements consisting of thin, light red lines that resemble circuit traces or a stylized tree structure. These lines connect to small, hollow circles. The top-left and bottom-left corners have more complex, branching patterns, while the top-right and bottom-right corners have simpler, more linear patterns.

THANK YOU FOR ATTENDING TODAY!