

3.3.3.3.Payment Certificate Received

The **Payment Certificate Received** document is used to **record and confirm the certified value of work completed** on a project, as assessed and issued by the client or consultant.

It serves as an official acknowledgment of-

- Work progress approved by the client
- Amounts certified for invoicing
- Retention, VAT, and deductions as per contract

Once recorded, it can be used to generate a Progressive Invoice, Offset prepayments, and Track certified progress, comparing it with the applied progress.

Project Costing Project Progress Payment Certificates Received.

<ul style="list-style-type: none">Project CostingHR & PayrollAsset ManagementAccountingTaxesAnalysisProcess ManagementAdministrationTelegram	<h3>Project Management Documents</h3> <ul style="list-style-type: none">Project Damages/Losses ReportProject Item PricingProject SchedulingRequisitionsRequest for Information (RFI)Resource Planning DocumentResource Planning Document AdjustmentsTime Cards <h3>Project Progress</h3> <ul style="list-style-type: none">Project Progress ReportsPayment Applications IssuedPayment Certificates Received <h3>Equipment Management</h3> <ul style="list-style-type: none">Equipment ManagementResource Calendar
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How to Create the Document

Click **Create**, then select the **Project**. The certificate details will be automatically filled based on the chosen project.

Alternatively, it can be generated using the "Generate" option in the **Payment Application Issued document**.

Main Tab

The Main Tab contains key information that sets up the Payment Certificate.

- **Project**- Linked project used to auto-fill WBS, service lines, and cost tracking information in the certificate.
- **Company** - The company for whom the payment certificate is created
- **Contract**- Sets the rules for billing and certification based on the chosen contract type. It includes project details, involved parties, currency, and rules for VAT, retention, advances, and pricing. Also, it automatically fills in Terms & Conditions.

- **Apply Retention** withholds a portion of the payment as specified by the contract, and **Ret. VAT at Retention Invoice** applies VAT to the retention amount when the retention invoice is issued. Both options are set based on the selected contract and are non-editable from the document.
- **Entity** - The legal party that issues the payment certificate
- **Basis** - Indicates whether the certificate was generated from a Payment Application or created manually for progress.
- The **Progress / Advance** selector allows the user to define the **purpose** of the certificate.

a) **Progress**- For certifications tied to actual work completed.

b) **Advance**- Used to acknowledge advance payments or prepayments under the contract. Selecting this option displays an **Advanced** tab for requesting or recording such payments instead of actual work completed. It does not create

- **Comment**- Field for entering additional notes, remarks, or instructions.

← →
☆
Payment Certificate Received (create) *

Main
Approvals
History of Approval
History of Object Status Changes
Taken Decisions

Post and close
Save
Post

Generate ▾

Main
Project Structure
Deductions
Additional Information

Project: REPLACE FIRE FIGHTING PUMPS ▾

Company: Times Security LLC

Contract: # 090825 (AED)

Number: Date: 7/17/2025 2:40:52 AM

Entity: MRB Engineering and Contracting ▾

Basis: ▾

Apply Retention Ret. VAT at Retention Invoice ?

Progressive Advance Invoice

[AED • VAT Applied • Prices Do Not Include VAT](#)

Comment

Project structure

- **Code**- BOQ or WBS code identifying each work item in the project structure.
- **Item / Content**- Description of the service or work item selected for certification.
- **UOM (Unit of Measure)**- Unit in which the work is measured (e.g., Pcs, Mtr, m³).
- **Price**- Unit rate as per the contract or BOQ.
- **Estimate Qty / Amount**- Planned quantity and total planned amount for the item (Quantity × Price).
- **Payment Application Issued - Qty / Amount / %**- Shows the quantity, value, and progress percentage already applied for in submitted payment applications.
- **Payment Certificate - Previous Qty / Amount / %**- Displays the quantity, value, and percentage that were certified in earlier Payment Certificates.
- **Current%**- Progress is certified in this document.
- **Cumulative%**- Total progress certified to date.
- **Quantity**- Quantity of work certified in this certificate.
- **Amount (Excl. VAT)**- Certified amount excluding VAT.
- **VAT%**- VAT rate applied (e.g., 5%).
- **Retention Total (before retention)**- Certified amount before applying retention.
- **Retention% / Amount**- Retention percentage and corresponding deduction.
- **VAT Amount**- VAT value calculated on the amount.
- **Total**- Final amount payable (including VAT, after retention).
- **Comment**- Optional notes for clarification or remarks.

Payment Certificate Received ME0025-0000001 dated 7/11/2025 12:25:56 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Deductions Additional Information

Fill in by Cumulative Progress Search (Ctrl+F) More actions -

Code	Item	Content	UOM	Price	Estimate		Payment Application Issued			Payment Certificate		
					Qty	Amount	Qty	Amount	%	Previous Qty	Previous Amount	Previous %
	Project					382,200.00	2,500	79,625.00		20,833		
1	DETAIL DESIGN & ENGINEERING FIRE FIGHTING PUMP UL-LISTED					31,850.00	0.200	6,370.00		20,000		
1.1	DESIGN FIRE FIGHTING PUMP	DESIGN FIRE FIGHTING PUMP...	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
2	MOBILIZATION					31,850.00	0.200	6,370.00		20,000		
2.1	MOBILIZATION MANPOW... AND EQUIPMENT	MOBILIZATION MANPOWER AND ...	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3	CONSTRUCTION SCOPE					254,800.00	1,700	54,145.00		21,250		
3.1	FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 500...	FIRE PUMP ELECTRIC, DIESEL...	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3.2	GATE VALVE SIZE 12".	GATE VALVE SIZE 12", Body ASTM A216 ...	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3.3	PIPE GALVANIZED SEAMLESS CARBON ...	PIPE GALVANIZED SEAMLESS CARBO...	Pcs	24,500.00	1,000							
3.4	PIPE SIZE 8"	PIPE SIZE 8"	Mtr	31,850.00	1,000	31,850.00	0.300	9,555.00		30,000		
3.5	PIPE SIZE 6"	PIPE SIZE 6"	Mtr	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3.6	PIPE SIZE 4"	PIPE SIZE 4"	Mtr	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3.7	PIPE SIZE 3"	PIPE SIZE 3"	Mtr	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3.8	CONSUMABLE REQUIRED FOR FIRE PUMP ...	CONSUMABLE REQUIRED FOR FIR...	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
3.9	FITTINGS REQUIRED FOR INSTALLATION	FITTINGS REQUIRED FOR INSTALLATION	Pcs	24,500.00	1,000							
3.10	FOUNDATION FOR FIRE PUMP SIZE 2.4 M3	FOUNDATION FOR FIRE PUMP SIZE 2.4...	m3	31,850.00	1,000	31,850.00	0.200	6,370.00		20,000		
4	MCC & PMCC					31,850.00	0.200	6,370.00		20,000		

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Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Deductions Additional Information

Fill in by Cumulative Progress Search (Ctrl+F) More actions -

Current %	Cumulative %	Quantity	Amount (Excl VAT)	VAT, %	Retention		Retent...	Rete...	VAT Amount	Total	Comment
					Total (before Retention)	Retention, %					
20.833	20.833	20,833	79,625.00		83,606.25	10.00	7,962.50	398.13	3,583.13	75.24...	
20.000	20.000	20,000	6,370.00		6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00		6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
21.250	21.250	21,250	54,145.00		56,852.25	10.00	5,414.50	270.73	2,436.53	51,16...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
				5%							
30.000	30.000	30,000	9,555.00	5%	10,032.75	10.00	955.50	47.78	429.98	9,029...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
				5%							
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	
20.000	20.000	20,000	6,370.00	5%	6,688.50	10.00	637.00	31.85	286.65	6,019...	

Summary Tab

At the bottom of the **Project Structure** tab, a financial **Summary** section provides a quick view of all key billing values.

- **Estimate Qty & Amount**-The original planned quantity and value from the contract or BOQ, used as the baseline.
- **Progress Report Qty & %**-The completed work so far, recorded through progress reports, shown as quantity or percentage.
- **Payment Application Qty & Amount**-The portion of progress that the contractor is *claiming* in the current payment application. This may differ from the actual reported progress.
- **Payment Certificate Qty & Amount**-The portion of the claim that has been *approved* by the consultant/client after review.

- **Invoiced Qty & Amount**-The value already invoiced to the client, usually matching the certified amount, unless invoices are split or postponed.

Payment Certificate Received ME0025-00000001 dated 7/11/2025 12:25:56 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Deductions Additional Information

Fill in by Cumulative Progress Search (Ctrl+F) More actions -

Code	Item	Content	UOM	Price	Estimate		Payment Application Issued			Payment Certificate		
					Qty	Amount	Qty	Amount	%	Previous Qty	Previous Amount	
Project							382,200.00	2,500	79,625.00	20,833		
DETAIL DESIGN & ENGINEERING FIRE FIGHTING PUMP UL-LISTED							31,850.00	0.200	6,370.00	20,000		
1.1	DESIGN FIRE FIGHTING PUMP	DESIGN FIRE FIGHTING PUMP	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00	20,000			
MOBILIZATION							31,850.00	0.200	6,370.00	20,000		
2.1	MOBILIZATION MANPOWER AND EQUIPMENT	MOBILIZATION MANPOWER AND EQUIPMENT	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00	20,000			
CONSTRUCTION SCOPE							254,800.00	1,700	54,145.00	21,250		
3.1	FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 500...	FIRE PUMP ELECTRIC, DIESEL	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00	20,000			
3.2	GATE VALVE SIZE 12",	GATE VALVE SIZE 12", Body, ASTM A216...	Pcs	31,850.00	1,000	31,850.00	0.200	6,370.00	20,000			
3.3	PIPE GALVANIZED SEAMLESS CARBON ...	PIPE GALVANIZED SEAMLESS CARBON ...	Pcs	24,500.00	1,000							
3.4	PIPE SIZE 8"	PIPE SIZE 8"	Mtr	31,850.00	1,000	31,850.00	0.300	9,555.00	30,000			
3.5	PIPE SIZE 6"	PIPE SIZE 6"	Mtr	31,850.00	1,000	31,850.00	0.200	6,370.00	20,000			

> Summary

Estimate		Progress reports		Payment Application		Payment Certificate		Invoiced	
Qty	Amount	Qty	Progress %	Qty	Amount	Qty	Amount	Qty	Amount
1,000	31,850.00					0,200	6,370.00	0,200	6,370.00

Show Summary for the Selected Row Refresh

In work (changed 7/11/2025) Posted Administrator

Progress: 20.833 % VAT: 3,583.13 AED Deductions: 0.00 AED Retention: 8,360.63 AED

Cumulative Progress: 20.833 % Total Due: 75,245.63 AED Prepayments: 0.00 AED

If the "Show Summary for the Selected Row" option is enabled, the summary table is a subordinate table that filters and displays details related to the selected parent row.

Deduction tab

Used to list amounts deducted from the total payable value of a payment certificate or invoice.

- **Item**- What the deducted service or item is.
- **Qty & Price**- How many units and the price per unit.
- **VAT**- The tax status, like whether VAT applies or not.
- **Amount**- The total deduction amount before tax.
- **GL Account**- The expense account where this cost is recorded.
- **Project WBS**- The specific part of the project this relates to.
- **Department**- The department responsible for or related to this item.

Payment Certificate Received ME0025-00000001 dated 7/27/2025 12:00:00 AM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Deductions (1) Additional Information

Add Search (Ctrl+F) More actions -

#	Item	Content	Quantity	UOM	Price	VAT, %	VAT Amount	Amount	Total	Project WBS	GL Account	Department
1	Service 1	Service 1	1,000	Pcs	500.00	Out of Scope		500.00	500.00	500.00	REPLACE FIRE FIGHTIN...	Other Operating Expenses Main Department

Additional information tab

- **Bank Account**- Specifies where the payment should be transferred.
- **Additional Data For Print**- Displays custom or extra info on printed forms.
- **Ref. Doc. #**- Links to related supporting documents.
- **Terms and Conditions**- States any special agreement clauses.
- **Responsible** - Person accountable for the document or process.

← → ☆ Payment Certificate Received ME0025-0000001 dated 7/27/2025 12:00:00 AM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate -

Main Project Structure Deductions (1) **Additional Information**

Bank Account: Responsible: Siam

Additional Data For Print

Ref. Doc. #: From: //

Terms and Conditions: Terms&Conditions Temp #1

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[b]* NOTE[/b]

- All quantities above are indicative. Final Quantity shall be as per actual measurement at site
- All prices indicated are exclusive of VAT / any applicable taxes shall be paid by the Client
- Dedicated storage space shall be provided for material and tools

Advance invoice type

When the **Advance** option is selected, an **Advance** tab appears. This means the certificate is used to confirm the conditions for issuing an advance invoice and to register the advance payment, rather than to record actual work progress.

The Prepayment tab will not appear because this document itself is the advance.

Later, the advance can be used to offset future progress certificates and also serve as the basis for creating an invoice with the advance option.

The service lines can be left blank or include a single lump sum line for the total advance amount.

← → ☆ Payment Certificate Received ME0025-0000002 dated 7/24/2025 9:59:36 AM Conversation

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Advance (1) **Additional Information**

Add Search (Ctrl+F) More actions -

#	Item	Content	Price	Quantity	UOM	VAT, %	VAT Amount	Amount	Total
1	Service 1	Service 1	500.00	1.000	Pcs	5%	25.00	500.00	

In work (changed 7/24/2025) Posted Administrator

VAT: 25.00 AED
Total Due: 525.00 AED

Offset prepayment

The offset can be entered manually or carried forward from the Payment Application document. It is not used for actual offsetting, but it helps in creating the progressive invoice with the offset value already populated, avoiding the need to select it again.

Payment Certificate Received ME0025-00000002 dated 7/29/2025 4:21:11 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Deductions Additional Information

Project: REPLACE FIRE FIGHTING PUMPS Number: ME0025-00000002 Date: 7/29/2025 4:21:11 PM
Company: Times Security LLC Entity: MRB Engineering and Contracting
Contract: # 090825 (AED) Basis: Payment Application Issued ME0025-00000001 dated 7/29/2025 4:21:05 PM
 Apply Retention Ret. VAT at Retention Invoice ?
 Progressive Advance Invoice
[AED • VAT Applied • Prices Do Not Include VAT](#)

Comment

Offset Prepayment

Entity: MRB Engineering and Contracting Company: Times Security LLC

Prepayments

Select Refresh Ask Amount Search (Ctrl+F) More actions -

Document	Order	Amount (AED)	VAT, %	VAT (AED)
Invoice MEINV25-0000001 dated 7/29/2025 4:21:05 PM		500.00	Out of Scope	

To Offset

Auto Fill Search (Ctrl+F) More actions -

Document	Order	Amount (AED)	VAT, %	VAT (AED)
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Total: 0.00 AED

OK Cancel More actions -

In work (cha... 3,177.05 AED

Cumulative Progress: 7.917 % Total Due: 28,593.35 AED Prepayments: 0.00 AED

