

## 3.3.3.2. Payment Application Issued

The **Payment Application** is used to request payment for completed project works, based on the progress achieved. It links project estimation, actual progress, and contractual terms to calculate the amount due for the current period. This document forms the basis for generating the **Payment Certificate** and eventually the **Progressive Invoice**.

It can be accessed from

Project costing Project Progress Reports Payment Application



### How to Create the Document

Click **Create** and select the required project from the list.

The system fills in the details automatically based on the project's structure and settings. This includes contract-related information like billing terms, retention rules, and VAT. Users can still manually adjust progress percentages, discounts, retention, amounts, and other relevant fields if needed.

Alternatively, it can be generated using the "Generate" option in the **Project Progress Report document**.

If a project progress report is added as the basis, the system can use it to fill in the document. A confirmation message will appear before replacing any existing data.

### Main Tab

- **Project** - Connects the document to the project and its data.
- **Company** - The client or contracting company.
- **Contract** - Taken from the project; includes pricing, retention, and advanced details.
- **Entity** - Legal entity creating the document.
- **Basis** - Shows where the data comes from, like a Project Progress Report.
- **Retention** - Indicates if retention rules are used.
- **Ret. VAT at Retention Invoice** - If enabled, VAT will be included as part of the retention amount and calculated when the retention invoice is issued.
- **Currency and Price Settings** - Taken from the contract.
- **Comment** - Optional note or remark.

← → ☆ Payment Application Issued ME0025-00000001 dated 7/11/2025 12:16:38 PM

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 Number: ME0025-00000001 Date: 7/11/2025 12:16:38 PM

Company: Times Security LLC Entity: MRB Engineering and Contracting

Contract: # 090825 (AED) Basis: Project Progress Report ME0025-00000001 dated 7/11/2025

Apply Retention  Ret. VAT at Retention Invoice ?  
 Progressive  Advance Invoice

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

Comment

Select the invoice type to determine the applicable structure:

- **Progressive** - Used for billing based on completed work or project milestones.
- **Advance** - Used for requesting upfront payments before work begins.

Note: Based on the selected invoice type, the **relevant tabs, fields, and calculations** will automatically adjust to suit the billing method.

1. If the Progressive option is enabled, the following tabs will be available

### Project Structure tab

It displays the list of project tasks with their hierarchy, estimates, progress, and billing details for preparing the payment application.

- **Code** - WBS code showing task hierarchy.
- **Project Task** - Name or description of the Task.
- **Estimate Qty/Amount** - Planned quantity and planned total contract amount for the task.
- **Progress Reports Qty/%** - Actual completed quantity and percentage based on progress updates.
- **Payment Application Previous Qty/Amount/%** - This is the amount posted in previous Payment applications.

Payment Application Issued ME0025-0000001 dated 7/11/2025 12:16:38 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	Project Task	Estimate		Progress Reports		Payment Application		
		Qty	Amount	Qty	%	Previous Qty	Previous Amount	
Project			350,350.00		19.167			
1	DETAIL DESIGN & ENGINEERING FIRE FIGHTING PUMP UL-LISTED		31,850.00		20.000			
1.1	DESIGN FIRE FIGHTING PUMP	DESIGN FIRE FIGHTING PUMP ELECTRIC DIESEL ...	Pcs	31,850.00	1.000	31,850.00	0.200	20.000
2	MOBILIZATION		31,850.00		20.000			
2.1	MOBILIZATION MANPOWER AND EQUIPMENT	MOBILIZATION MANPOWER AND EQUIPMENT	Pcs	31,850.00	1.000	31,850.00	0.200	20.000
3	CONSTRUCTION SCOPE		254,800.00		21.250			
3.1	FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 50...	FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 50...	Pcs	31,850.00	1.000	31,850.00	0.200	20.000
3.2	GATE VALVE SIZE 12",	GATE VALVE SIZE 12", Body: ASTM A216 GR WC...	Pcs	31,850.00	1.000	31,850.00	0.200	20.000
3.3	PIPE GALVANIZED SEAMLESS CARBON STE...	PIPE GALVANIZED SEAMLESS CARBON STEEL	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	30.000
3.5	PIPE SIZE 6"	PIPE SIZE 6"	Mtr	31,850.00	1.000	31,850.00	0.200	20.000
3.6	PIPE SIZE 4"	PIPE SIZE 4"	Mtr	31,850.00	1.000	31,850.00	0.200	20.000
3.7	PIPE SIZE 3"	PIPE SIZE 3"	Mtr	31,850.00	1.000	31,850.00	0.200	20.000

> Summary

In work (cha... Posted Administrator Progress: 19.167 % VAT: 3,153.16 AED Deductions: 0.00 AED Retention: 7,357.36 AED

Cumulative Progress: 19.167 % Total Due: 66,216.16 AED Prepayments: 0.00 AED

- **Current%** - Percentage of work being claimed in this application.
- **Cumulative%** - Total completed percentage, including current and previous.
- **Quantity** - Calculated from cumulative % and estimate.
- **Amount (Excl. VAT)** - Net value of current application before VAT.
- **VAT%** - Tax rate applied (e.g., 5%).
- **Total (before retention):** Gross amount before applying retention.
- **% / Retention / Retention VAT: %** indicates the retention rate, **Retention** is the withheld amount, and **Retention VAT** is the VAT calculated on that amount, displayed only when the **Ret. VAT** option is enabled in the retention invoice.
- **VAT Amount** - VAT on the payable amount after retention.
- **Total** - Final payable amount (amount minus retention plus VAT).
- **Comment** - Any additional remarks, if needed.

Payment Application		Quantit y	Amount (Excl VAT)	VAT, %	Retention				VAT Amount	Total	Com ment
Previous Qty	Previous Amount				Previous %	Current %	Cumulative %	Total (before Retenti...			
					19.167	19.167	70,376.66	5%	3,518.88	66,857.78	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					21.250	21.250	54,145.00	5%	2,707.25	51,437.75	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					30.000	30.000	9,555.00	5%	478.88	9,076.12	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					20.000	20.000	6,370.00	5%	318.75	6,051.25	
					10.000	10.000	3,185.00	5%	159.25	3,025.75	
					10.000	10.000	3,185.00	5%	159.25	3,025.75	

**Note:** Some columns are editable, including Price, Current %, Cumulative %, Quantity, and Amount (excluding VAT). All other columns are read-only and show reference or calculated values.

### Summary linked table

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

- **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, shown as quantity or %, based on the latest progress report (can be negative if reversed).
- **Payment Application Qty & Amount** - The portion of progress being claimed for payment in this application may differ from the actual progress.
- **Payment Certificate Qty & Amount** - The approved amount from the client or consultant after reviewing the payment application.
- **Invoiced Qty & Amount** - The value already invoiced, typically matching the certified amount unless split or deferred.

The screenshot shows a software interface for a 'Payment Application Issued' window. The 'Project Structure' tab is active, displaying a table of items. Below the main table, a 'Summary' table is visible, showing aggregated data for Estimate, Progress reports, Payment Application, Payment Certificate, and Invoiced. The summary table has columns for Qty and Amount for each category. At the bottom, there are summary statistics for Progress, VAT, Deductions, Retention, and Prepayments.

Code	Item	Content	UOM	Price	Estimate Qty	Estimate Am...	Progress Qty	Progress %	Payment Application Pr...	Payment Application Pre...	Payment Application Pr...	Payment Application C...	Payment Application Cu...	Quantity	Amount (Excl VAT)	VA %	Retention Tot...	Retention Ret...	Retention R...	Retention Refent...	VAT Amount
-	PIPE SIZE 8"	PIPE SIZE 8"	Mtr	31...	1.000	31,...	0.200	2...				2...	20...	0.200	6,370.00	...	6,6...	10.00	6...	31.85	286.65
-	PIPE SIZE 6"	PIPE SIZE 6"	Mtr	31...	1.000	31,...															10.00
-	PIPE SIZE 4"	PIPE SIZE 4"	Mtr	31...	1.000	31,...															10.00
-	PIPE SIZE 3"	PIPE SIZE 3"	Mtr	31...	1.000	31,...															10.00
-	CONSUMA... REQUIRE...	CONSUMABL REQUIRE...	Pcs	31...	1.000	31,...															10.00
-	FITTINGS REQUIRED...	FITTINGS REQUIRED...	Pcs	24...	1.000																10.00

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		0.200	6,370.00	0.300	9,555.00	0.300		9,555.00

Show Summary for the Selected Row [Refresh](#)

In work (cha... Posted Administrator Progress:  % VAT:  AED Deductions:  AED Retention:  AED  
 Cumulative Progress:  % Total Due:  AED Prepayments:  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

The **Deductions** tab is used to apply reductions like penalties or back charges before calculating the net payable amount.

- **Item / Content**-Identifies the specific service, work, or resource being billed.
- **Quantity**: Indicates how many units are being applied for in this billing cycle.
- **UOM (Unit of Measure)**: Defines the measurement types.
- **Price**: Unit rate defined in the contract.
- **VAT% and VAT Amount**: Displays the tax rate and calculated VAT for the selected item. This VAT is not posted for tax liability, as the deduction function creates no VAT accounting entries. Recommended mainly for out-of-scope expenses.
- **Amount**: The total value before tax, calculated from quantity multiplied by price.
- **Total**: Represents the complete billing amount, which may include VAT depending on system logic.

Payment Application Issued ME0025-0000001 dated 7/11/2025 12:16:38 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 (1) Additional Information

Add Search (Ctrl+F) More actions -

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

### Additional Information tab

This tab is for adding extra details related to the project

- **Bank Account** - Client bank details
- **Additional Data for Print** - Custom reference info for printed forms.
- **Terms and Conditions** - Standard clauses or payment terms.

These fields do **not affect accounting**, but they ensure clarity in printed documents like the payment certificate and invoice.

Payment Application Issued ME0025-0000002 dated 7/1/2025 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 Additional Information

Bank Account: [ ] Responsible: Siam

Additional Data For Print

Ref. Doc. #: [ ] From: [ ]

Terms and Conditions: Terms&Conditions Temp #1

[B] [U]

[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

[b]\* QUALIFICATIONS & EXCLUSIONS[/b]

- All Approvals from Building security, local authority, if any to be paid AS PER ACTUALS by Client.
- Lifting free issue Material to be by Client
- Manlift/cradle/ scaffolding to be provided by Client
- Temporary water, light and power for construction to be provided by the Client within the site premises free of cost.

In work (cha... Posted Administrator Progress: 0.000 % VAT: 0.00 AED Deductions: 0.00 AED Retention: 0.00 AED  
Cumulative Progress: 0.000 % Total Due: 0.00 AED Prepayments: 0.00 AED

### 2. If the Advance option is enabled, below tabs will be available

When the **Advance Invoice** type is selected, the **Advance** tab becomes available, prompting users to enter the required details. After posting the Payment Application, a Payment Certificate can be generated, which serves as the basis for issuing an Invoice designated as an advance. Once this Invoice is paid, the received amount is recorded as a prepayment and can subsequently be offset against a future Invoice.

Payment Application Issued ME0025-0000002 dated 7/1/2025 12:00:00 AM

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

Post and close Save Post [Icons] Generate [Icon]

Main **Advance (1)** Additional Information

Project: REPLACE FIRE FIGHTING PUMPS Number: ME0025-0000002 Date: 7/ 1/2025 12:00:00 AM

Company: Times Security LLC Entity: MRB Engineering and Contracting

Contract: # 090825 (AED) Basis: [Dropdown]

Progressive  **Advance Invoice**

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

Comment

### Advance/ Prepayment offset

When an invoice is generated from a Payment Application and Certificate document marked as an advance invoice type, it is recognized as an advance or prepayment. This amount can subsequently be offset within the Payment Application document.

If only a Payment Application with the advance type is created without the corresponding advance invoice, it will not appear in the offset list. The advance invoice must be paid to be available for offsetting.

While offsetting can occur in the final invoice, including the advance in these documents serves two key purposes:

- To reflect the advanced impact on the print form
- To automatically carry forward the advance amount in the prepayment field to subsequent linked documents, such as payment certificates and invoices, thereby eliminating the need for manual selection on each document.

Payment Application Issued ME0025-0000001 dated 7/29/2025 12:28:43 PM \*

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

Post and close Save Post [Icons] Generate [Icon] More actions

Main Project Structure Deductions Additional Information

Project: REPLACE FIRE FIGHTING PUMPS Number: ME0025-0000001 Date: 7/29/2025 12:28:43 PM

Company: Times Security LLC Entity: MRB Engineering and Contracting

Contract: # 090825 (AED) Basis: Project Progress Report ME0025-0000002 dated 7/26/2025

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)

Total: 0.00 AED

OK Cancel More actions

3,177.05 AED

In work (cha...)

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

Print form

← → ☆ Payment Application Issued ME0025-00000001 dated 7/11/2025 12:16:38 PM

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

Post and close Save Post [edit] [notifications] [Dr Cr] [print] Generate [print]

Main Project Structure Deductions Additional Information

Project: REPLACE FIRE FIGHTING PUMPS


Payment Application  
Payment Application (Summary)

Company: Times Security LLC

a) Payment Application- It provides a complete breakdown of all items, including VAT, retention amounts, progress details, and any deductions applied.

### PAYMENT APPLICATION

# ME0025-00000001  
July 25, 2025



Contractor:				Client:								
MRB Engineering and Contracting LLC				Times Security LLC								
TRN: 100001023120301				TRN: 100000032834799								
Address: Office 2202, Smart Heights Tower, PO Box:1233333, Dubai, UAE				Address:								
Tel.: +971 (4) 0000000				Tel.:								
E-mail: MBR@gmail.com				E-mail:								
Bank Details:												
Emirates NBD				SWIFT: AAABBBCC								
IBAN: AE0013243567897654322345678				Beneficiary: MRB Engineering and Contracting LLC								
Account No: 13243567897654322345678												
Project Details:												
REPLACE FIRE FIGHTING PUMPS (MEP00000004)				Project Value : 382,200.00								
Duration (days):				Payments Received: 0.00								
Retention %: 10.00				Advance Balance: 525.00								
Main Contractor: New Standard Gulf FZCO				Consultant: Mr. Otman								
Contract Details						Applications						
WBS	Var	Description	UOM	Qty	Price	Amount (Excl VAT)	Amount (Excl VAT)	%	Amount (Excl VAT)	%	Amount (Excl VAT)	%
1		DETAIL DESIGN & ENGINEERING FIRE FIGHTING PUMP UL-LISTED				31,850.00	0.00	0.000	0.00	0.000	0.00	0.000
1.1		DESIGN FIRE FIGHTING PUMP ELECTRIC DIESEL JOCKEY 750 GPM @ 7 BAR WITH ALL STANDADRD RELATED MECHANICAL AND ELECTRICAL ACCAESORIES FOR INSTALLATION	Pcs	1.00	31,850.00	31,850.00	0.00	0.000	0.00	0.000	0.00	0.000
2		MOBILIZATION				31,850.00	0.00	0.000	0.00	0.000	0.00	0.000
2.1		MOBILIZATION MANPOWER AND EQUIPMENT	Pcs	1.00	31,850.00	31,850.00	0.00	0.000	0.00	0.000	0.00	0.000
3		CONSTRUCTION SCOPE				254,800.00	0.00	0.000	6,370.00	2.500	6,370.00	2.500
3.1		FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 500 GPM @ 7 BAR WITH STANDARD ELECTRICAL AND MECHANICAL ACCAESORIES UL/FM LISTED	Pcs	1.00	31,850.00	31,850.00	0.00	0.000	0.00	0.000	0.00	0.000

b) Payment Application (Summary)- Shows just the key totals like net payable amount, VAT, and advance offsets for a concise overview.



Document Print



Copies:



**PAYMENT APPLICATION**



# ME0025-00000001  
July 25, 2025

<b>Contractor:</b>		<b>Client:</b>	
<b>MRB Engineering and Contracting LLC</b>		<b>Times Security LLC</b>	
<b>TRN:</b> 100001023120301	<b>Address:</b> Office 2202, Smart Heights Tower, PO Box:1233333, Dubai, UAE	<b>TRN:</b> 100000032834799	<b>Address:</b>
<b>Tel.:</b> +971 (4) 0000000	<b>E-mail:</b> MBR@gmail.com	<b>Tel.:</b>	<b>E-mail:</b>
<b>Bank Details:</b>			
<b>Emirates NBD</b>		<b>SWIFT:</b> AAABBBCC	
<b>IBAN:</b> AE0013243567897654322345678	<b>Account No:</b> 13243567897654322345678	<b>Beneficiary:</b> MRB Engineering and Contracting LLC	
<b>Project Details:</b>			
<b>REPLACE FIRE FIGHTING PUMPS (MEP00000004)</b>		<b>Project Value :</b> 382,200.00	<b>Payments Received:</b> 0.00
<b>Duration (days):</b> 10.00	<b>Retention %:</b> 10.00	<b>Advance Balance:</b> 525.00	<b>Consultant:</b> Mr. Otman
<b>Main Contractor:</b> New Standard Gulf FZCO			

<b>Application:</b>															
Payment Milestone no.	<table border="1"> <tr><td><b>Amount (AED):</b></td><td><b>6,370.00</b></td></tr> <tr><td><b>Retention (AED):</b></td><td><b>637.00</b></td></tr> <tr><td><b>Advance (AED):</b></td><td><b>500.00</b></td></tr> <tr><td><b>Deduction (AED):</b></td><td><b>0</b></td></tr> <tr><td><b>Taxable Amount (AED):</b></td><td><b>5,233.00</b></td></tr> <tr><td><b>VAT (AED):</b></td><td><b>261.65</b></td></tr> <tr><td><b>Total (AED):</b></td><td><b>5,494.65</b></td></tr> </table>	<b>Amount (AED):</b>	<b>6,370.00</b>	<b>Retention (AED):</b>	<b>637.00</b>	<b>Advance (AED):</b>	<b>500.00</b>	<b>Deduction (AED):</b>	<b>0</b>	<b>Taxable Amount (AED):</b>	<b>5,233.00</b>	<b>VAT (AED):</b>	<b>261.65</b>	<b>Total (AED):</b>	<b>5,494.65</b>
<b>Amount (AED):</b>	<b>6,370.00</b>														
<b>Retention (AED):</b>	<b>637.00</b>														
<b>Advance (AED):</b>	<b>500.00</b>														
<b>Deduction (AED):</b>	<b>0</b>														
<b>Taxable Amount (AED):</b>	<b>5,233.00</b>														
<b>VAT (AED):</b>	<b>261.65</b>														
<b>Total (AED):</b>	<b>5,494.65</b>														

**Total amount as per this Payment Application:**  
Five thousand four hundred ninety four and 65/100 AED ONLY