

5.3.2.Payment Application Received

The **Payment Application Received** document is used to record a subcontractor’s claimed amount for work performed under a Subcontractor Agreement (SA). It provides the basis for certifying the value of work completed and, when configured, for recognizing related expenses in the financial accounts.

How to Create

The Payment Application Received document is mainly created from the Subcontractor Agreement using the generate feature, which automatically transfers all default information from the subcontractor agreement.

Subcontractor Agreement MESA25-0000003 dated 11/27/2025 4:13:54 PM

Main

Approvals

History of Approval

History of Object Status Changes

Subcontractors Agreement Versions

Taken Decisions

Post and close

Save

Post

Generate

Settings

Print

Status: In Process

Execute

Cancel

Main

Services (3)

Additional Information

Company:

General Contracting LLC

Contract:

555 (AED)

☒ Apply Retention

☒ Calculation VAT at Retention Invoice

☐ Recognize expenses in Payment application received

Project:

Villa #351 - Dubai South

From:

11/27/2025 4:13:54 PM

Delivery Date:

12/28/2025

Planned Start Date:

Planned Finish Date:

Planned Duration:

0

AED • VAT Applied • Prices Do Not Include VAT

Bank Payment

Cash Payment

Cheque Issued

Payment Application Received

Subcontractor Agreement (Revision)

Subcontractor Agreement (Variation)

Alternatively, it can also be created from the Project Costing and Purchasing module.

- **Project Costing Subcontractor Management Payment Application Received.**

 Quick menu

 CRM

 Sales

 Purchasing

 Warehouse

 Production

 Money

 Project Costing

 HR & Payroll

 Asset Management

 Accounting

 Taxes

 Analysis

 Process Management

Project Budgets

Project Cash Flow Plan

Project Statements of Account

Subcontractors Management

Subcontractor Agreement

Payment Application Received

Payment Certificate Issued

Project Management Documents

Project Damages/Losses Report

Project Item Pricing

Project Scheduling

Requisitions

Request for Information (RFI)

Resource Planning Document

Resource Planning Document Adjustments

Time Cards

Project Progress

- Purchasing Subcontractor Management Payment Application Received.

 Purchasing	Debit Notes
 Warehouse	Tax Credit Notes Received
 Production	Additional Expenses
 Money	Customs Declarations (Import)
 Project Costing	Retention Transactions (Purchasing)
 HR & Payroll	Tendering Documents
 Asset Management	Suppliers Tendering
 Accounting	Requests for Quotations
 Taxes	RFQ Responses
 Analysis	Subcontractors Management
 Process Management	Subcontractor Agreement
 Administration	Payment Application Received
	Payment Certificate Issued
	Master Data

Main Tab

Captures the general details and linkages of the document

- **Company** - Subcontractor submitting the payment request.
- **Contract** - Contract associated with the subcontractor.
- **Apply Retention / VAT on Retention** - Option to hold back a portion of the payment to ensure work quality; VAT is to be calculated on the retained amount.
- **Recognize Expenses in Payment Application Received-**

If the Subcontractor Agreement Basis is set to *Recognize Expenses by Payment Application*, expense recognition and financial postings occur when the document is approved/posted

GL Transactions:

Dr Expense (based on the linked cost item and analytics)

Cr Unbilled Purchase (liability representing the subcontractor's claim)

When the subcontractor's invoice is later received, this liability is cleared to Payables

- **Subcontract Agreement Initial** - Reference to the original subcontract agreement document.
- **Project** - Project linked to the payment claim.
- **Delivery Date** - Indicates the time period or cut-off date for the claimed work.

← → ☆ **Payment Application Received ME0025-00000003 dated 9/9/2025 3:20:44 PM**

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[History of Approval](#)
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[Taken Decisions](#)

Post and close
Save
Post

Generate ▾

Main
Services (2)
Additional Information

Company:
RR Building Contracting

Number:
ME0025-00000003
From:
9/ 9/2025 3:20:44 PM

Contract:
Venus (AED)

Entity:
MRB Engineering and Contracting

☒ Apply Retention
☒ Calculation VAT at Retention Invoice

☐ Recognize expenses in Payment application received

Subcontractor Agreement Initial:
Subcontractor Agreement ME0025-

Basis:

Project:
Venus Oil Infrastructure

Delivery Date:
9/24/2025

☒ Progressive
☐ Advance Invoice

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

Comment

Services Tab

The Service tab provides a detailed breakdown of all work items or services being claimed by the subcontractor in a payment application.

- **Subcontractor WBS** - Optional code to identify work as defined by the subcontractor.
- **Item** - BOQ line service item.
- **Content** - Description of this work or service performed.
- **UOM** - Unit of measure.
- **Price** - The agreed unit rate for this work item as defined in the Subcontract Agreement (SA).
- **Agreement** - This section shows the quantities and values that were originally agreed upon in the Subcontractor Agreement (SA)
 - a. **Quantity** - The total number of units of work agreed in the SA for this item.
 - b. **Amount** - Total value based on the linked Subcontractor Agreement.
- **Payment Application**
 - a. **Previous Quantity** - Cumulative quantity of work approved in all prior payment applications.
 - b. **Previous Amount** -Total value of previously approved quantities.
 - c. **Previous %** - Percentage of progress achieved up to the last approved application.
 - d. **Current %** - Progress percentage being claimed for the current application document.
 - e. **Cumulative %** - Total progress achieved to date, including previous and current claims.
- **Quantity** - Units of work being billed
- **Amount** - Gross value of work before retention and VAT.
- **VAT %** - Percentage of VAT applied to the billed amount

Payment Application Received ME0025-00000003 dated 9/9/2025 3:20:44 PM

Conversation

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Generate -

More actions -

Main

Services (2)

Deductions

Additional Information

Fill

Search (Ctrl+F)

More actions -

#	Subcontractor WBS	Item	Content	UOM	Price	Agreement		Payment Application					Quantity	Amount	VAT, %
						Qty	Amount	Previous Qty	Previous Amount	Previous %	Current %	Cumulative %			
1	Gr 25/20 to foundation...	Gr 25/20 to foundation footings	Supplying and placing of concrete Gr 25/20 to...	m3	32.00	4.000	128.00				10.000	10.000	0.400	12.80	5%
2	Gr 20 concrete, 1.1.3	Gr 20 concrete	Supplying and placing of Gr 20 concrete as...	m3	34.00	2.000	68.00				30.000	30.000	0.600	20.40	5%

> Summary

Agreement		Payment Application		Payment Certificate		Invoiced		VAT
Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
4.020	128.64	0.802	25.66	0.802	25.66	0.800		25.60

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

Posted

Administrator

In work (changed 9/9/2025)

VAT: 1.50 AED

Deductions: 0.00 AED

Retention: 3.32 AED

Total Due: 31.38 AED

Prepayments: 0.00 AED

- **Retention** - Portion of the payment withheld to ensure contractual and quality compliance
 - a. **Total (before retention)** - The total billed value before retention is deducted.
 - b. **Retention %** - Rate used to calculate the retained amount
 - c. **Retention** - The monetary value withheld based on the retention percentage.
 - d. **Retention VAT** - VAT amount applied to the retained portion.
- **VAT Amount** - Total VAT calculated (including VAT on retention where applicable).
- **Total** - Net payable amount after retention and VAT calculations.
- **Project Task** - Specific task the work relates to within the project.
- **Project WBS** - Work Breakdown Structure code to classify the tasks within the project hierarchy.
- **Requisition** - Original request or source of the work order.
- **Department** - Department responsible for or related to the deduction.
- **Business Activity** - Work category or operational classification.
- **Expense Item** - Cost or budget category used for expense tracking.
- **Comment** - Additional text or details can be added in the field.

- > Summary

Subcontractor WBS	Item	Content	UOM	Agreement		Payment Application		Payment Certificate		Invoiced	
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
Gr.25/20 to foundation footings, 1.1.1	Gr.25/20 to foundation footings	Supplying and placing of concrete Gr.25/20 to ...	m3	4.020	128.64	0.802	25.66	0.802	25.66	0.800	25.60
Gr.20 concrete, 1.1.3	Gr.20 concrete	Supplying and placing of Gr.20 concrete as ...	m3	2.000	68.00	0.800	27.20	0.800	27.20	0.400	13.60

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

Posted

Administrator

In work (changed 9/9/2025)

VAT:

1.50

AED

Deductions:

0.00

AED

Retention:

3.32

AED

Total Due:

31.38

AED

Prepayments:

0.00

AED

If **"Show Summary for the Selected Row"** is enabled, the summary displays only the totals related to the specific subcontract service line currently selected. When disabled, the summary shows totals for the entire subcontract payment application document.

Deduction Tab

This tab is used to record **deductions applied to the subcontractor’s claim**, such as penalties, material supply recoveries, advance recoveries, or other contractual adjustments

- **Item** - Name of the material, service, or deduction type.
- **Content** - Details or description of the deduction.
- **Quantity** - Quantity being deducted.
- **UOM (Unit of Measure)** - Measurement unit for the quantity.
- **Price** - Unit rate of the item.
- **VAT %** - Tax percentage applied to the item.
- **VAT Amount** - Tax amount calculated from VAT %.

Note: VAT % and VAT Amount in this tab are for *calculation purposes only* and **will not be posted as output VAT**. Proper VAT posting can be done by issuing the **Invoice** document for subcontractor's deduction-related transactions.

- **Amount** - Total deduction amount before tax (Quantity × Price).
- **Total Amount** - Total deduction amount including VAT (Net + VAT).
- **Subcontractor WBS** - Optional code to identify work as defined by the subcontractor
- **GL Account** - Ledger account where the deduction is posted.
- **Department** - Department responsible for or related to the deduction.
- **Business Activity** - Type of business activity associated with the deduction
- **Income Item** - Income category or account linked to the deduction
- **Comment** - Free-text field for notes or explanations about the deduction

←→

☆ Payment Application Received ME0025-00000003 dated 9/9/2025 3:20:44 PM *

🔗 Conversation ⋮ ×

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

Post and close Save Post 🗑️ 📌 🔄 📄 Generate -

More actions - ?

Main Services (2) Deductions (1) Additional Information

Add ⬆️ ⬇️ ⬆️

Search (Ctrl+F) × More actions -

#	Item	Content	Quantity	UOM	Price	VAT...	VAT Amo...	Amount	Total	Subcontractor WBS	GL Account	Department	Business Acti...	Income Item	Comment
1	Fuel	Fuel	1.000	Litre	50.00	5%	2.50	50.00	52.50	Gr:25/20 to foundation footing...	Other Operating Income	Main Department	Main Activity	Other Operating...	

Advance Offset

Only the advance payment is recorded as an **offset balance** and entered into the **prepayment field**, regardless of the payment method (bank transfer, cheque, etc.). This advance is linked to the current document so that any subsequent linked document automatically carries forward the prepayment. The **final accounting offset** occurs in the **Invoice** Received document.

Payment Application Received ME0025-00000004 dated 10/26/2025 5:12:33 PM *

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

Post and close Save Post Generate - More actions - ?

Main Services (1) Deductions Additional Information

Company: RR Building Contracting Number: ME0025-00000004 From: 10/26/2025 5:12:33 PM

Contract: # 456 (AED) Entity: MRB Engineering and Contracting

☒ Apply Retention ☐ Calculation VAT at Retention Invoice Basis:

☐ Recognize expenses in Payment application received Delivery Date: 9/30/2025

Subcontractor Agreement Initial: Subcontractor Agreement ME0025-4 AED • VAT Applied • Prices Do Not Include VAT

Project: ☒ Progressive ☐ Advance In

Comment

Offset Prepayment

Entity: MRB Engineering and Contracting Company: RR Building Contracting

Prepayments

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

Document	Order	Amount (AED)	VAT, %	VAT (AED)
Cheque Issued MECHQI25-000002 from 9/2/2025		790.00	5%	37.62

To Offset

Auto Fill Search (Ctrl+F) More actions -

Document	Order	Amount (AED)	VAT, %	VAT (AED)
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OK Cancel More actions -

Posted Administrator In work (changed 10/26/2025)

VAT: 39.90 AED Deductions: 0.00 AED Retention: 42.00 AED

Total Due: 837.90 AED Prepayments: 0.00 AED

Additional Information Tab

This tab is for adding extra details related to the project

- **In Doc. # and date**- Internal or reference document number linked to this payment application.
- **Department**- Department responsible for reviewing and approving the subcontractor's payment.
- **Responsible**- Person who prepared or approved the payment record.
- **Terms and Conditions Dropdown**- Stores predefined T&C templates for printing.

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

Post and close Save Post Generate -

Main Services (2) Deductions Additional Information

In. Doc. #: 4541 From: 10/29/2025 Department: Main Department

Additional Data for Print

Terms and Conditions: Terms&Conditions Interior Responsible: Yusuf

B U

[b]NOTES :[b]

** If there is any changes in the sizes and requirement as per the actual site measurements, there will be variation and will be priced accordingly.
** Cancellation of Order shall have a 10% penalty/deduction of the Net Total Amount "IF" client decided to cancel the order.

[b]EXCLUSIONS[/b]

1.00 Any items/works not mentioned in the attached BOQ
2.00 All Local authorities fees, NOCs and Permits
3.00 Contractor's All Risk Insurance
4.00 Water, electricity and site access during execution of works will be provided by the client
5.00 5% VAT will be implemented for all the scope of works starting January 1, 2018
6.00 Any wall paneling design, kitchen/pantry, buffet cabinet & wardrobes are not included as per given price above.
7.00 Any AC, electrical, plumbing works & electrical accessories (sockets and switches) are not included as per given price.
8.00 Kindly note that only provided samples and specification from Classic Home's proposal will be valid selection in choosing the materials and finishes. Any materials or finishes that the client prefers which are not included in the offered samples and specifications will be considered as variations and will be measured and priced separately.