

5.3.3.Payment Certificate Issued

The **Payment Certificate Issued** document records the certified value of the subcontractor's work, based on the *Payment Application Received*. It represents the main certification document confirming the amount payable to the subcontractor for the current period.

How to Create

The Payment Certificate Issued document is primarily generated from the received Payment Application using the **Generate** function, which automatically pulls in all default information.

The screenshot shows a software interface for a 'Payment Application Received' document. At the top, the document title is 'Payment Application Received ME0025-00000003 dated 11/27/2025 4:14:10 PM'. Below the title are navigation tabs: 'Main', 'Approvals', 'History of Approval', 'History of Object Status Changes', and 'Taken Decisions'. A toolbar contains buttons for 'Post and close', 'Save', 'Post', and a 'Generate' button which is highlighted with a red box. Below the toolbar is a sub-tabbed menu with 'Main', 'Services (3)', 'Deductions', and 'Additional Information', with 'Payment Certificate Issued' selected. The form fields include: Company: General Contracting LLC; Contract: # 555 (AED); Number: ME0025-00000003; From: 11/27/2025 4:14:10 PM; Entity: MRB Engineering and Contracting; Basis: Subcontractor Agreement MESA25-00000003 dated 11; Delivery Date: 12/28/2025; Subcontractor Agreement Initial: Subcontractor Agreement MESA25-; Project: Villa #351 - Dubai South. There are also checkboxes for 'Apply Retention', 'Calculation VAT at Retention Invoice', and 'Recognize expenses in Payment application received'. A comment box is at the bottom.

Alternatively, it can be created **manually** in the Project Costing or Purchasing module.

1. Project Costing Subcontractors Management Payment certificate issued.

The screenshot shows a navigation menu with a yellow sidebar on the left and a main content area on the right. The sidebar contains icons and labels for: Quick menu, CRM, Sales, Purchasing, Warehouse, Production, Money, Project Costing (highlighted with a red box), and HR & Payroll. The main content area is titled 'Subcontractors Management' and lists: Subcontractor Agreement, Payment Application Received, and Payment Certificate Issued (highlighted with a red box). Below this is a section titled 'Project Management Documents' with a list: Project Damages/Losses Report, Project Item Pricing, Project Scheduling, Requisitions, and Request for Information (RFI).

2. Purchasing Subcontractors Management Payment certificate Issued.

Sales	<h2>Tendering Documents</h2> <ul style="list-style-type: none"> Suppliers Tendering Requests for Quotations RFQ Responses <h2>Subcontractors Management</h2> <ul style="list-style-type: none"> Subcontractor Agreement Payment Application Received Payment Certificate Issued
 Purchasing	
Warehouse	
Production	
Money	
Project Costing	
HR & Payroll	
Asset Management	

Main

It captures the main details of the certification:

- **Company** - The company for whom the payment certificate is created.
- **Contract** - Defines billing and certification based on the selected contract type.
 1. **Apply Retention** - Withholds a specified portion of the payment according to the contract's retention rules.
 2. **Ret. VAT at Retention Invoice** - Applies VAT to the retention amount when the retention invoice is issued. Both options are automatically set based on the linked contract and are **non-editable** in the document.
- **Subcontractor Agreement Initial** - Links the certificate to the original Subcontractor's Agreement document.
- **Entity** - The legal party issuing the payment certificate.
- **Basis** - Indicates the origin of the certificate, whether generated from a *Payment Application Received* or created manually to record progress.
- **Project** - Linked project used to auto-fill WBS, service lines, and cost tracking information in the payment certificate.
- **Comment** - Field for entering any additional notes, remarks, or internal instructions related to this certification.

← → ☆ Payment Certificate Issued ME0025-00000004 dated 10/26/2025 5:12:49 PM

Main [Approvals](#) [History of Approval](#) [History of Object Status Changes](#) [Taken Decisions](#)

Post and close Save Post Generate -

Main **Services (1)** Deductions Additional Information

Company: RR Building Contracting Number: ME0025-00000004 From: 10/26/2025 5:12:49 PM

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

Apply Retention Calculation VAT at Retention Invoice Basis: Payment Application Received ME0025-00000004 dated

Subcontractor Agreement Initial: Subcontractor Agreement ME0025-00000003 dated Delivery Date: 9/30/2025

Project: Building construction #12314 [AED • VAT Applied • Prices Do Not Include VAT](#)

Progressive Advance Invoice

Comment

Service Tab

Displays the work items or services being certified for the current period.

- **Subcontractor WBS** - Optional code to identify work as defined by the subcontractor.
- **Item / Content** - Description of the work or service performed.
- **UOM** - Unit of measure (e.g., m, pcs, hrs).

- **Price**- Unit rate as defined in the SA.
- **Agreement**
 - a. **Qty** - Original contracted quantity.
 - b. **Amount** - Original contract value.
- **Payment Application**
 - a. **Qty** - Quantity claimed by subcontractor in the payment application.
 - b. **Amount** - Claimed amount.
 - c. **%** - Percentage of the agreement claimed.
- **Payment Certificate**
 - a. **Previous Qty** - Quantity certified in prior certificates.
 - b. **Previous Amount** - Amount certified in prior certificates.
 - c. **Previous %** - Percentage certified in prior certificates.
 - d. **Current %** - Percentage certified in the current certificate.
 - e. **Cumulative %** - Total percentage certified to date, including current and previous certificates.

Payment Certificate Issued ME0025-00000004 dated 10/26/2025 5:12:49 PM

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

Post and close Save Post Dr Cr Generate More actions ?

Main Services (1) Deductions Additional Information

Fill Search (Ctrl+F) More actions

#	Subcontractor WBS	Item	Content	UOM	Price	Agreement		Payment Application			Payment Certificate			Quant	
						Qty	Amount	Qty	Amount	%	Previous Qty	Previous Amount	Previous %		Current %
1	# 456 (AED), 1	Gr.25/20 to foundation footings	Supplying and placing of concrete Gr.25/20 to...	m3	42.00	200.000	8,400.00	100.000	4,200.00	50.000	60.000	2,520.00	30.000	20.000	50.000

> Summary

Agreement		Payment Application		Payment Certificate		Invoiced	
Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
200.000	8,400.00	100.000	4,200.00	100.000	4,200.00	60.000	2,520.00

Show Summary for the Selected Row Refresh

Posted VAT: 79.80 AED Deductions: 0.00 AED Retention: 84.00 AED
 Administrator Total Due: 1,675.80 AED Prepayments: 0.00 AED

In work (changed 10/26/2025)

- **Quantity** - Quantity of work certified in this certificate
- **Amount (Excl. VAT)** - Certified amount excluding VAT.
- **VAT %** - Applicable VAT rate (e.g., 5%).
- **Retention-**
 - a. **Total (before retention)** - Certified amount before applying retention.
 - b. **Retention%** - The percentage of the amount to be retained.
 - c. **Retention** - The calculated retention value based on the retention percentage.
 - d. **Retention VAT** - VAT portion attributable to the retained amount.
- **VAT Amount** - VAT on the non-retained portion.
- **Total** - Final amount payable, including VAT, after retention.
- **Project Task** - Specific task linked to the item.
- **Project WBS** - Work Breakdown Structure reference.
- **Requisition** - Reference to the requisition document.
- **Comment** - notes for clarification or remarks.

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

Post and close Save Post Generate -

Main Services (1) Deductions Additional Information

Fill Search (Ctrl+F) More actions -

#	Current %		Cumulative %		Quantity	Amount	VAT, %	Retention				VAT Amount	Total	Project Task	Project WBS	Requisition	Comment
								Total (before Retention)	Retention, %	Retention	Retention VAT						
1	20.000	50.000	40.000	1,680.00	5%		1,764.00	5.00	84.00	4.20	79.80	1,675.80	In Situ Concrete	Building construction #12314, 3.1.1			

> Summary

Agreement		Payment Application		Payment Certificate		Invoiced	
Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
200.000	8,400.00	100.000	4,200.00	100.000	4,200.00	60.000	2,520.00

Summary Tab

The **Summary Tab** provides a consolidated view of key quantities and financial metrics throughout the subcontractor payment process, allowing quick comparison across different stages:

- **Agreement** - Original contract quantity and value agreed with the subcontractor.
- **Payment Application** - Quantity and value claimed by the subcontractor in submitted applications.
- **Payment Certificate** - Quantity & value certified to the subcontractor
- **Invoiced** - Quantity and value formally invoiced by subcontractor for payment.

Each section displays:

- **Qty** - units of work.
- **Amount** - value of the work.

> Summary

Agreement		Payment Application		Payment Certificate		Invoiced	
Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
200.000	8,400.00	100.000	4,200.00	100.000	4,200.00	60.000	2,520.00

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

Deduction Tab

Used to record amounts that need to be deducted from a subcontractor's payment certificate.

- **Item** - The deducted service, work item, or reason for deduction.
- **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%** - Applicable VAT rate
- **VAT Amount** - VAT calculated on the deduction.

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

- **Amount** - Total deduction value before VAT.
- **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

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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 Services (1) Deductions (1) Additional Information

Add Search (Ctrl+F) More actions -

#	Item	Content	Quantity	UOM	Price	VAT, %	VAT Amount	Amount	Total	Subcontractor WBS	GL Account	Department	Business Activity	Income Item	Comment
1	Fuel	Fuel	1.000	Litre	50.00	5%	2.50	50.00	52.50	# 456 (AED), 1	Other Operating Income	Main Department	Main Activity	Other Operating Income	

Advance Offset

The offset can be entered manually or carried forward from the Payment Application received. It doesn't perform the actual financial offset but helps prefill the offset value in the progressive invoice, avoiding the need for re-selection.

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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 Services (1) Deductions (1) Additional Information

Add Search (Ctrl+F) More actions -

#	Item	Amount
1	Fuel	52.50

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/...		790.00	5%	37.62

To Offset

Auto Fill Search (Ctrl+F) More actions -

Document	Order	Amount (AED)	VAT, %	VAT (AED)

OK Cancel More actions -

Posted VAT: 79.80 AED Deductions: 52.50 AED Retention: 84.00 AED
 Administrator Total Due: 1,675.80 AED Prepayments: 0.00 AED

Additional Information

Includes optional and reference fields for internal notes or cross-references:

- **In Doc. #** - Reference number of the incoming or related document.
- **In Doc Date** - Date of the linked or received document.
- **Department** - Department responsible for preparing or managing the certificate.
- **Responsible** - Person accountable for review, approval, or submission.
- **Additional Data for Print** - Template or text source used for printed terms and conditions.

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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 Services (1) Deductions Additional Information

In. Doc. #: 562 From: 10/26/2025 Department: Main Department

Additional Data for Print Responsible: Yusuf

Terms and Conditions: Terms&Conditions Temp #1

B U

[b]* NOTE[/b]


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

[b]* QUALIFICATIONS & EXCLUSIONS[/b]

- 1 All Approvals from Building security,local authority, if any to be paid AS PER ACTUALS by Client.
- 2 Lifting free issue Material to be by Client
- 3 Manlift/cradle/ scaffolding to be provided by Client
- 4 Temporary water, light and power for construction to be provided by the Client within the site premises free of cost.
- 5 Paint system application surface minor preparation works by Holford
- 6 All interior paints shall be jotun and exterior from National Paints
- 7 Raised Access Flooring Make China with 8 weeks delivery lead time is considered

Print Forms

Two standard print layouts are available for Payment Certificate documents.



Payment Certificate

Payment Certificate (Summary)

a) **Payment Certificate** - Detailed layout showing certified items, deductions, and payable values.

PAYMENT CERTIFICATE



ME0025-00000004
October 26, 2025

Client:	Contractor:
MRB Engineering and Contracting LLC TRN: 100001023120301 Address: Office 2202, Smart Heights Tower, PO Box:1233333, Dubai, UAE Tel.: +971 (4) 0000000 E-mail: MBR@gmail.com	RR Building Contracting TRN: rty876456789 Address: Tel.: E-mail:

Bank Details:	
Emirates NBD IBAN: AE0013243567897654322345678 Account No: 13243567897654322345678	SWIFT: AAABBCC Beneficiary: MRB Engineering and Contracting LLC

Subcontract Agreement Details:			
# 456 (AED)	Value :	8,400.00	
Ref: Subcontractor Agreement ME0025-0000003 dated 9/2/2025	Payments Received:	1,000.00	
Duration (days):	Advance Balance:	790.00	
	Retention %:	5	

Subcontract Agreement Line Items						Certified					
WBS	Description	UOM	Qty	Price	Amount (Excl VAT)	Previous		Current		Cumulative	
						Amount (Excl VAT)	%	Amount (Excl VAT)	%	Amount (Excl VAT)	%
1	Supplying and placing of concrete Gr.25/20 to foundation footings	m3	200.00	42.00	8,400.00	2,520.00	30.000	1,680.00	20.000	4,200.00	50.000
Grand total:					8,400.00	2,520.00	30.000	1,680.00		4,200.00	

Total amount as per this Payment Certificate: Eight hundred eighty five and 80/100 AED ONLY		Sub-total (Excl VAT) (AED): 1,680.00 Retention (Excl VAT) (AED): 84.00 Advance (Excl VAT) (AED): 752.38 Deduction (Excl VAT) (AED): 0 Taxable Amount (AED): 843.62 VAT (AED): 42.18 Total (AED): 885.80
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Terms and Conditions:
* NOTE

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

b) Payment Certificate (Summary) - Simplified version displaying overall certified amounts and totals.

PAYMENT CERTIFICATE



ME0025-00000004
October 26, 2025

Client:	Contractor:
MRB Engineering and Contracting LLC TRN: 100001023120301 Address: Office 2202, Smart Heights Tower, PO Box:1233333, Dubai, UAE Tel.: +971 (4) 0000000 E-mail: MBR@gmail.com	RR Building Contracting TRN: rty876456789 Address: Tel.: E-mail:

Bank Details:	
Emirates NBD IBAN: AE0013243567897654322345678 Account No: 13243567897654322345678	SWIFT: AAABBCC Beneficiary: MRB Engineering and Contracting LLC

Subcontract Agreement Details:			
# 456 (AED)	Value :	8,400.00	
Ref: Subcontractor Agreement ME0025-0000003 dated 9/2/2025	Payments Received:	1,000.00	
Duration (days):	Advance Balance:	790.00	
	Retention %:	5	

Certificate:		
Payment Milestone no. 562	Amount (Excl VAT) (AED): 1,680.00 Retention (Excl VAT) (AED): 84.00 Advance (Excl VAT) (AED): 752.38 Deduction (Excl VAT) (AED): 0 Taxable Amount (AED): 843.62 VAT (AED): 42.18 Total (AED): 885.80	

Total amount as per this Payment Certificate: Eight hundred eighty five and 80/100 AED ONLY

Terms and Conditions:
* NOTE

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