

5.1.3.2. Invoice Received for Hired Resources

The **Invoice Received** document is generated directly from the Purchase Order (PO) and is automatically associated with the relevant PO, project, and hired resource.

The screenshot shows a software interface for a Purchase Order (PO) #MEPO25-00002 from 11/1/2025. The interface includes a navigation bar with tabs: Main, Approvals, Consolidated Analysis by Order, Consolidated Analysis by Order by Projects (with Amounts), History of Approval, History of Object Status Changes, and More actions... The main area has a status of 'In Process' and a 'Generate' dropdown menu. The 'Generate' menu is open, showing a list of options: Invoice Received (highlighted), Goods Receipt Note, Cash Payment, Bank Payment, Cheque Issued, Payment Terms Adjustment, Invoice, Event, Other Expenses, Proforma Invoice Received, Proforma Invoice Received (Payment Certificate), Purchase Order (Revision), Purchase Order Adjustment, Resource Planning Document, Subcontractor Report, and Time Card. The main tab displays fields for Company (Kia Motors), Contract (Main Contract), Project (Villa #351 - Dubai South), Valid From (3/1/2025), To (11/30/2025), and Delivery Date (11/30/2025). There is also a 'Comment' field and a 'Rate the Purchase Order' link.

Main Tab

The Main tab captures all the basic and important details of the invoice received.

- **Company** - The company issuing the Invoice received
- **Contract** - The contract under which this invoice was received is being processed
- **Unbilled Purchases** - This means costs were recorded before invoicing, and this option is used to match invoices received to goods or services already received but not yet billed. For resources Unbilled purchase values can be accrued by Time cards and offset by Invoice received with hired resource mark.
- **Apply Retention** - Option to hold back a portion of the payment as retention
- **Transaction Type** - Defines the type of transaction, such as Receipt from vendor
- **Entity** - The entity that is responsible for the document.
- **Order** - The purchase order linked to this document.
- **Requisition** - The original request that led to the purchase order
- **Basis** - A reference used to pull related data.
- **Warehouse** - The location where goods are received, or services are assigned
- **Project** - The project to which the invoice cost will be allocated
- **Comment** - A field to add any notes or additional information

← → ☆ Invoice Received MEIR26-00000001 dated 5/9/2026 2:37:15 PM *

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Company: Number: From:

Contract: Transaction Type:

Unbilled Purchases ? Entity:

Apply Retention

Order: Basis:

Requisition: Warehouse:

Project:

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

Comment

Expense and Consumable Tab

The tab captures quantities and prices based on the defined **Unit of Measure (UOM)**. It is divided into two parts:

1. The **upper table** contains summarized invoice expense lines generated from the Purchase Order and related Time Cards.
2. The **lower table** displays detailed Time Card information linked to the selected expense line.

- **Item** - The service type, resource, or expense item received from the Purchase Order.
- **Content** - Description of the service or resource being invoiced.
- **Quantity** - Number of billed units, such as hours, days, or months.
- **UOM** - Unit of Measure used for invoicing, such as Hour, Day, Shift, or Month.
- **Price** - Agreed rate per unit.
- **Quantity (def. UOM)** - Quantity converted into the item default unit of measure.
- **Price (def. UOM)** - Rate converted into the item default unit for accounting calculations.
- **Discount, %** - Discount percentage applied to the invoice line.
- **Discount** - Total discount amount deducted from the invoice line.
- **Amount** - Total invoiced amount before VAT, after applying quantity, rate, and discounts.
- **VAT, %** - VAT percentage applied to the invoice line.
- **VAT Amount** - VAT amount calculated for the invoice line.
- **Total** - Final payable amount including VAT.

Invoice Received MEIR26-0000001 dated 5/9/2026 2:37:15 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions Payment Terms Analysis Statement of Mutual Settlements

Post and close Save Post Generate Settings Print More actions ?

Main Inventory Expenses and Consumables (1) Payment Terms Additional Information

Include Expenses in Cost Price

Add Pick Create/Cancel Deferral Payroll Deductions Search (Ctrl+F) More actions -

#	Item	Content	Quantity	UOM	Price	Quantity (def. UOM)	Price (def. UOM)	Discount, %	Discount	Amount	VAT, %	VAT Amount	Total	Customer Order	Project Task
	Concrete mixer	Property, Plant and Equipment...	1.000	Month (24 hours shift)	13,900.00	720.000	19.31			13,900.00	5%	695.00	14,595.00		Lintel

Time Cards

Show Time Cards for Selected Row Quantity: 720.000

Discount: 0.00 % VAT: 695.00 AED Total Due: 14,595.00 AED Prepayments: 0.00 AED

Posted Administrator In work (changed 5/9/2026)

- **Customer Order** - Related customer order linked to the item line. (not required)
- **Project Task** - Specific project task associated with the line.
- **Project WBS** - WBS code assigned to the line item.
- **Department** - Department responsible for the expense.
- **Expense Item** - Categorizing the expenses into types of expenses.
- **Business Activity** - Type of business activity the cost relates to (e.g., Main Activity, Support Activity).
- **Cost Object** - Asset, project receiving the cost.
- **Resource** - Fixed asset or employee resource linked to the transaction. Will be used as Cost center for posting of Invoice received with hired resource mark.
- **GL Accounts** - General Ledger accounts used for financial posting.
- **Comment** - Additional notes or explanations related to the invoice line.

Invoice Received MEIR26-0000001 dated 5/9/2026 2:37:15 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions Payment Terms Analysis Statement of Mutual Settlements

Post and close Save Post Generate Settings Print More actions ?

Main Inventory Expenses and Consumables (1) Payment Terms Additional Information

Include Expenses in Cost Price

Add Pick Create/Cancel Deferral Payroll Deductions Search (Ctrl+F) More actions -

#	Item	Project WBS	Department	Expense Item	Business Activity	Cost Object	Resource	GL Accounts	Comment
	Concrete mixer	Villa #351 - Dubai South, 3.4.1	Main Department	Equipment	Main Activity	Not Applicable	Concrete Mixer (Kia Motors)	7030500_2030702	

The Time Cards table is automatically populated from time card entries recorded by each resource against the Purchase Order (PO). Each line reflects the actual work performed and is used directly in calculations.

- **Time Card** - Linked the time card document.
- **Resource** - The individual (Manpower or Fixed asset) who performed and logged the time.
- **UOM** - Default unit of measurement used in the system.
- **Default UOM Values**

- a. **Quantity** - The number of hours worked for a specific day or task, which forms the basis for billing.
- b. **Balance** - Remaining or available hours.
- c. **Price** - The hourly rate defined in the Purchase Order is automatically applied for consistency.
- d. **Amount** - The calculated value for each entry, derived as Quantity × Price

Also, any change in **Quantity** in the Time Cards table will automatically recalculate the related parent line in the "Invoice Received" document.

Time Card	Resource	UOM	Default UOM Values			
			Quantity	Balance	Price	Amount
Time Card ME0025-00000003 dated 10/31/202...	Concrete Mixer (Kia Motors)	Month (24 hours shift)	720.000	720.000	4.17	3,002.40

Show Time Cards for Selected Row Quantity: 720.000

Discount: 0.00 % VAT: 695.00 AED
 Total Due: 14,595.00 AED Prepayments: 0.00 AED

Show Time Cards for Selected Row - Displays the related time card entries for the selected invoice line or resource row.

Additional information

Additional details for the Invoice received.

- **In. Doc. # & From** - Supplier invoice details
- **Department** - Related department
- **Responsible** - Assigned the employee responsible for the document.
- **Delivery Address** - From entity data, editable if needed
- **Delivery Terms** - Delivery conditions.

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Post and close Save Post Generate - Settings Print -

Main **Inventory** Expenses and Consumables (1) **Payment Terms** Additional Information

In. Doc. #: From: Department: Main Department

Additional Data for Print Responsible: Yusuf

Delivery Address: Legal Address
 Office 2202, Smart Heights Tower, PO Box:1233333, Dubai, UAE

Delivery Terms: Pick-Up / Self-Collection

Unbilled Purchase

When **Unbilled Purchase** is enabled in the main tab, the system initially records the timecard, and then the system calculates the cost using hours × PO rate and posts it to the **Unbilled Purchase GL account**. This is a separate general ledger account from the **standard Trade Payables GL account**.

← → ☆ Invoice Received MEIR25-0000003 dated 10/31/2025 12:28:52 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions Payment Terms Analysis Statement of Mutual Settlements

Post and close Save Post Generate Settings Print

Main Inventory Expenses (1) Payment Terms Additional Information

Company: **Kia Motors** Number: MEIR25-0000003 From: 10/31/2025 12:28:52 PM

Contract: Main Contract 5020100_2040100 Transaction Type: Receipt from Vendor

Unbilled Purchases ? 5020400 Entity: MRB Engineering and Contracting

Apply Retention

Order: Purchase Order #MEPO25-00002 from 10/31/2025 Basis: Warehouse: Main Warehouse

Requisition: Requisition MEREQ25-0000003 dated 10/31/2025 12:21: AED • VAT Applied • Prices Do Not Include VAT

Project: Villa #351 - Dubai South

Comment

The entry is recorded as an expense (Dr) with a corresponding credit (Cr) to Unbilled Purchase. The cost is recognized in the accounts, but it is not yet treated as an actual supplier payable because the invoice has not been received., But it remains in the Unbilled Purchase account until the supplier invoice is received, after which it is transferred to the standard payables account.

Dr: Expense
Cr: Unbilled Purchase

The cost is recognized in the accounts, but it is not yet treated as an actual supplier payable because the invoice has not been received.

The *Unbilled Purchase* account functions similarly to **Trade Payables**, but it is maintained as a separate interim account for expected invoices. Once the supplier's invoice arrives, the amount is moved from Unbilled Purchase to the regular Trade Payables account, making it an official liability.

Time Card ME0025-0000003 dated 10/31/2025 12:27:54 PM
Document's Registers Records

Accounting Register "General Ledger"

Period	Account Dr	Extra Dimension Dr	Quantity Dr	Account Cr	Extra Dimension Cr	Quantity Cr	Amount
Entity	Department Dr		Currency Dr	Department Cr		Currency Cr	Accounting Currency
Line Number			Amount (Cur.) Dr			Amount (Cur.) Cr	Content
10/31/2025 12:27:54 PM	MRB Engineering and Contracting	Hired Labor Cost		Unbilled Purchase (Payables)	Kia Motors		3,002.4
					Main Contract	AED	AED
1	Main Department					3,002.4	Hired Resource Time Card

Later, when Invoice Received is created, the system moves the amount from **Unbilled Purchase to Payable**

Dr: Unbilled Purchase
Cr: Payables

Accounting Register "General Ledger"

Period	Account Dr	Extra Dimension Dr	Quantity Dr	Account Cr	Extra Dimension Cr	Quantity Cr	Amount
Entity	Department Dr		Currency Dr	Department Cr		Currency Cr	Accounting Currency
Line Number			Amount (Cur.) Dr			Amount (Cur.) Cr	Content
10/31/2025 12:28:52 PM	MRB Engineering and Contracting	Unbilled Purchase (Payables)		Current Trade Payables	Kia Motors		3,000
					Main Contract	AED	AED
1			3,000			3,000	Expenses reflection
10/31/2025 12:28:52 PM	MRB Engineering and Contracting	Input VAT on Purchases of Services		Current Trade Payables	Kia Motors		150
					Main Contract	AED	AED
2		Reclaim	150			150	Input VAT
10/31/2025 12:28:52 PM	MRB Engineering and Contracting	Unbilled Purchase (Payables)		Banking and Other Costs	Equipment		2.4
					Main Activity		AED
3			2.4	Main Department			Rounding Off