

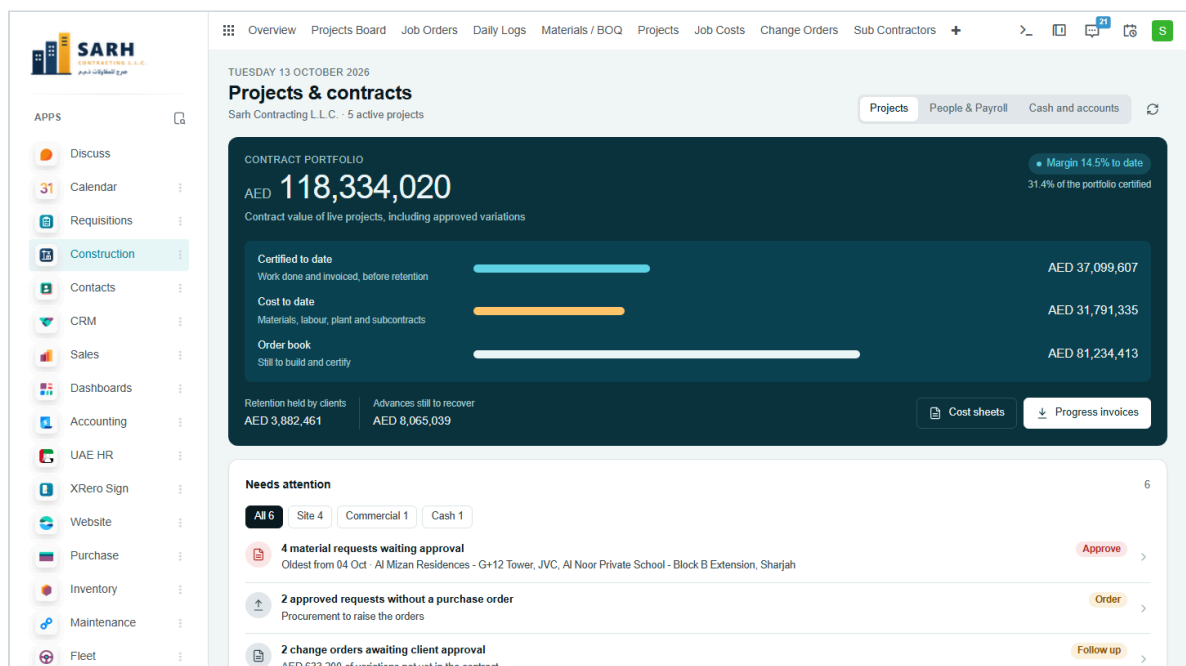


USER GUIDE · CONSTRUCTION

Xrero for Contractors

From tender to handover

A practical, illustrated walk through every screen a UAE contractor uses: projects, costs, purchasing, progress billing, people, payroll and tax. Every example comes from the demo company "Sarh Contracting L.L.C." — a fictional company with fictional data.



Contents

Part 1 — Getting started

- 1 The system at a glance
 - 2 Users and access rights
-

Part 2 — The project cycle

- 3 From opportunity to quotation
 - 4 Projects, phases and job orders
 - 5 The cost sheet and the budget
 - 6 Material requests, purchasing and receipts
 - 7 Subcontractors and e-signature
 - 8 The daily site log
 - 9 Change orders
 - 10 Progress billing, collection and cheques
 - 11 Timesheets and labour cost
-

Part 3 — Stores, plant and assets

- 12 The store
 - 13 Fleet and site plant
 - 14 Fixed assets and depreciation
-

Part 4 — People and payroll

- 15 Employees and their documents
 - 16 Leave and public holidays
 - 17 Payroll, WPS and end of service
 - 18 Expenses and petty cash
-

Part 5 — Accounts and tax

- 19 Accounts, VAT and corporate tax
 - 20 Calendar and website
 - Glossary
-

CHAPTER 1

The system at a glance

What is in the system, how you move between its apps, and what you see when you sign in.

Xrero is one system for the whole contracting business: tenders, projects and their costs, purchasing and stores, progress billing and collection, people and payroll, accounts and tax. Every figure is entered once, where it belongs, and then appears in every report and dashboard that needs it — no separate spreadsheets that disagree.

1.1 The sidebar and the apps

The **Apps** list runs down the side of the screen. Each app is a complete area of work, and every user only sees the apps that belong to his job: a site engineer, for example, sees neither accounts nor payroll. Each app has its own menu bar at the top, next to search, messages, activities and the user picture.

App	What it runs
Construction	Projects, job orders, cost sheets, material requests, daily logs, change orders, subcontractors
CRM	Tender opportunities and their stages up to award
Sales	Tender estimates and quotations
Purchase · Inventory	Purchase orders, receipts, stock and valuation
Accounting	Invoices and certificates, payments, post-dated cheques, assets, tax
UAE HR	Employees, contracts, leave, payroll and WPS, end of service
Fleet · Maintenance	Vehicles and their contracts and services, site plant and its upkeep
Expenses · Time Off · Calendar	Petty cash claims, leave balances, meetings

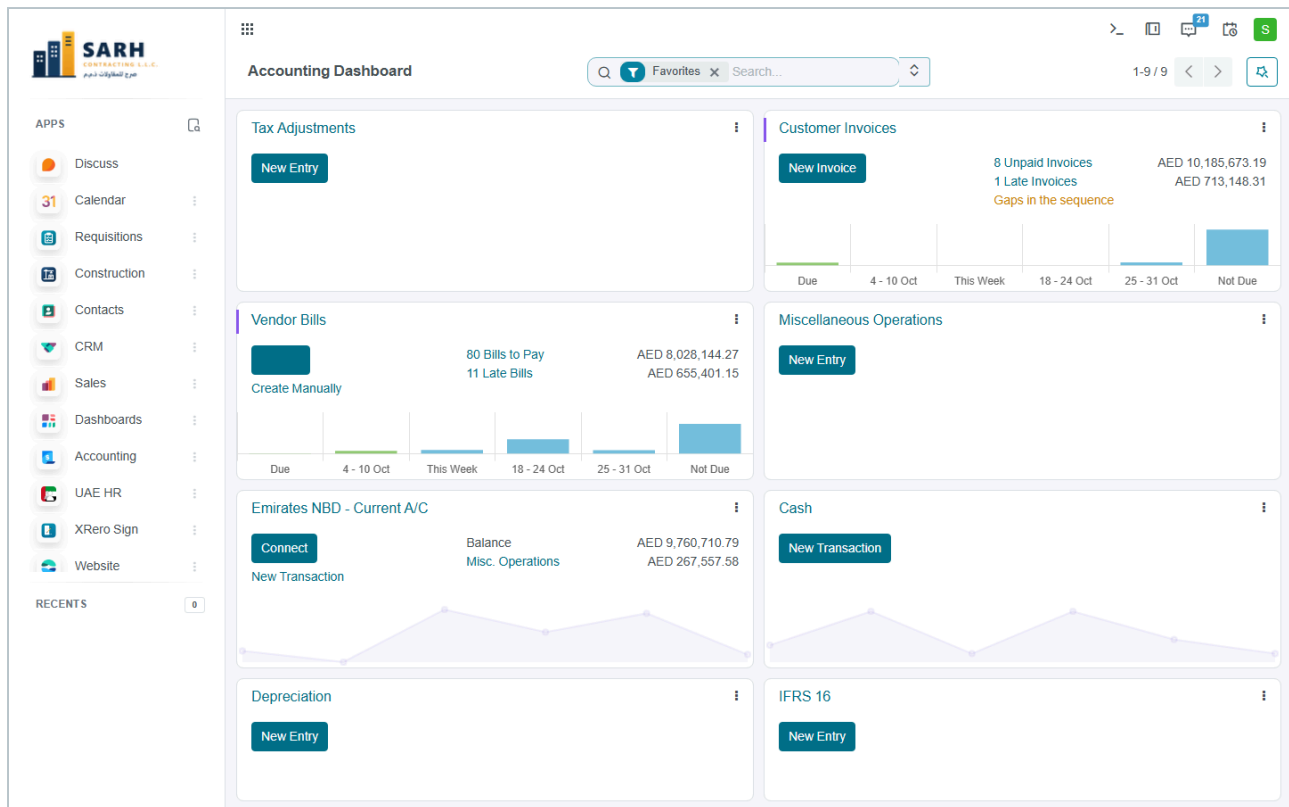


Figure 1.1 — What the general manager sees first: the accounting dashboard — bank balance, unpaid invoices and bills to pay.

1.2 The projects and contracts dashboard

From [Construction > Overview](#) the management dashboard opens. At the top is the value of live contracts, and three figures under it tell the state of the company: work done and certified by the clients, money actually spent, and work still to build. Below it the **Needs attention** list: material requests waiting for approval, change orders the client has not approved, an overdue certificate, sites that did not file their daily log. Every line opens the records behind it.

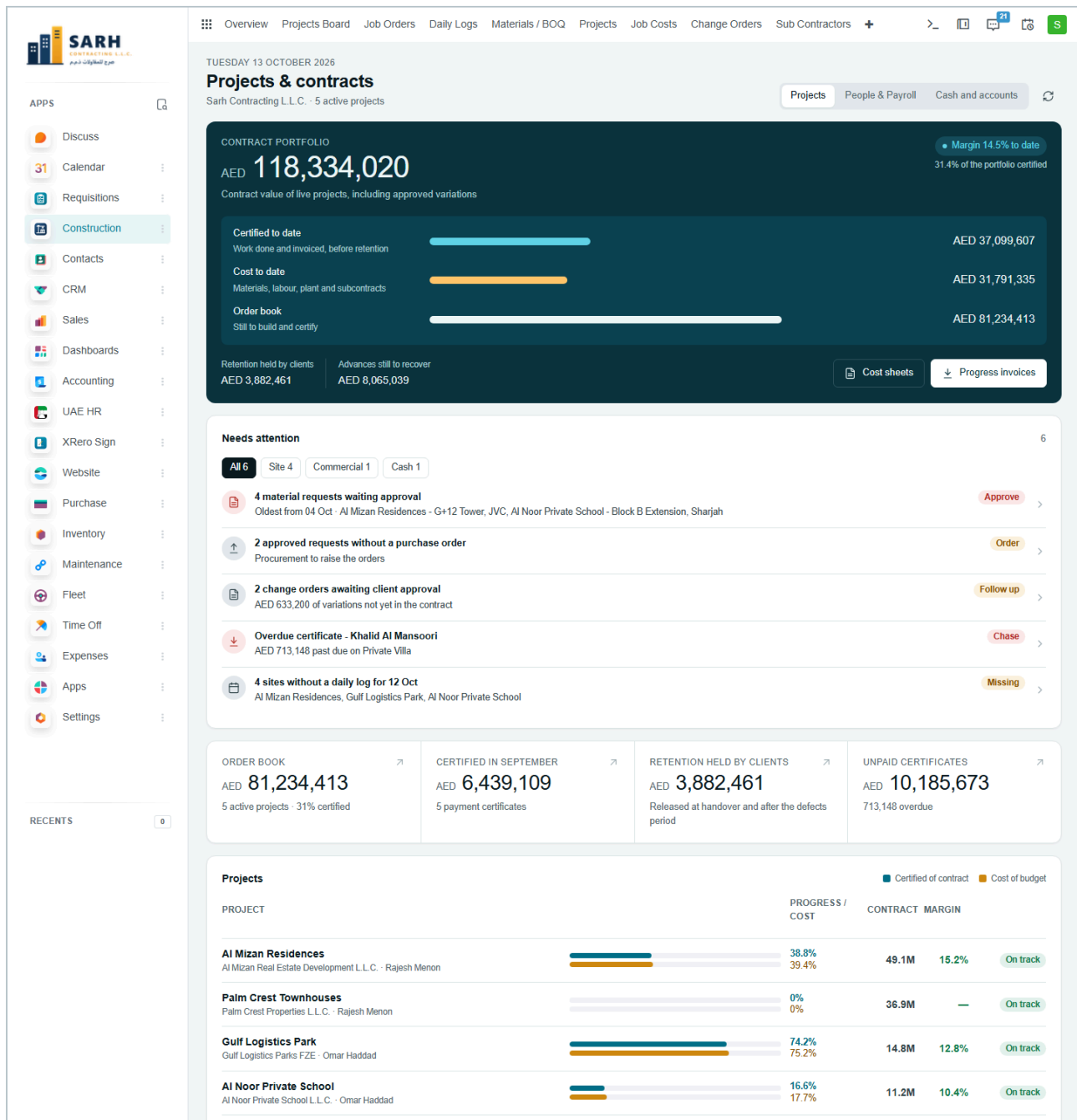


Figure 1.2 — Projects & contracts: the contract portfolio, what needs attention, and the key figures per project.

The same design exists for people and payroll and for cash and accounts — switch between them with the buttons at the top.

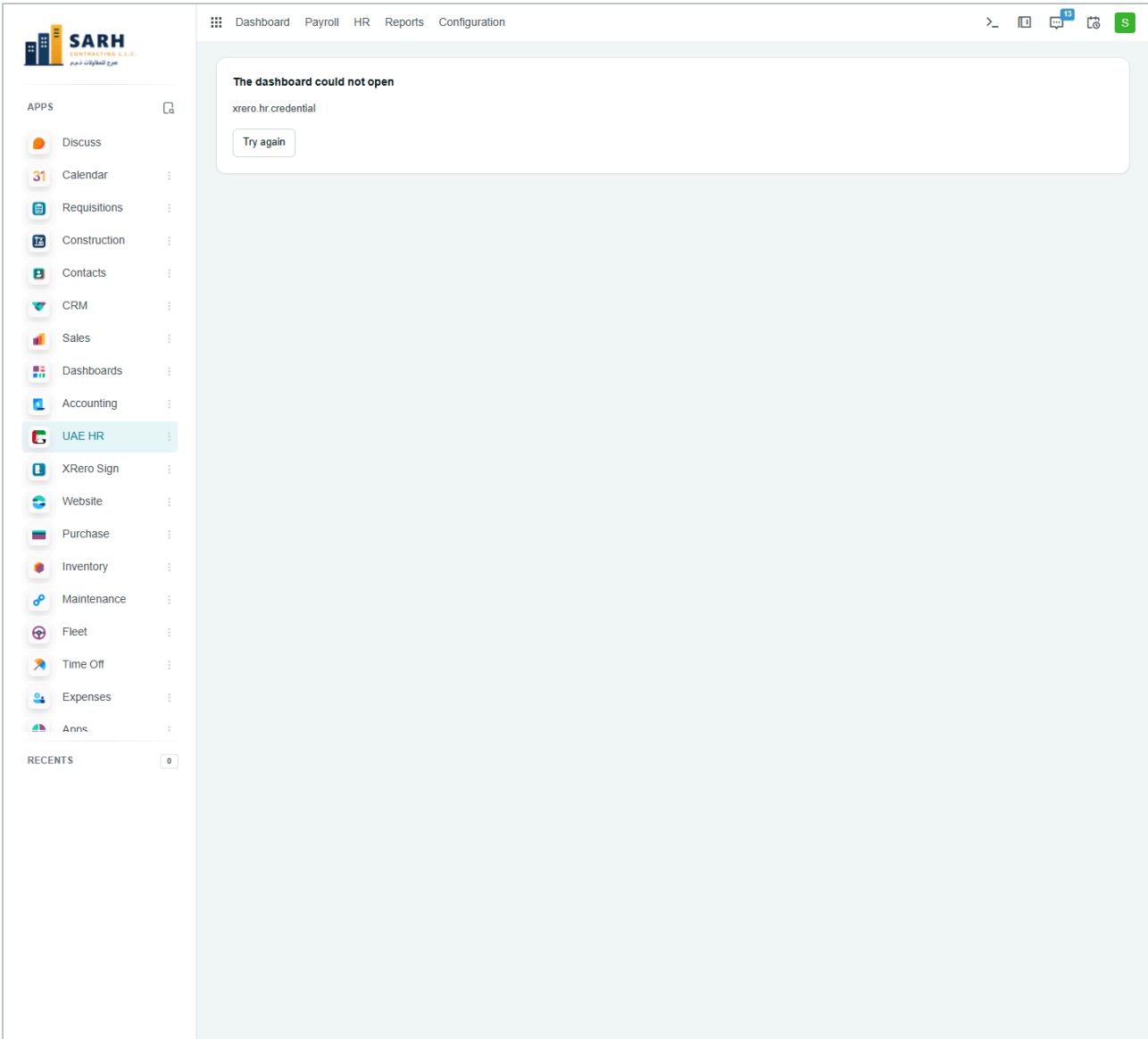


Figure 1.3 — People & payroll: headcount, payroll cost, documents about to expire and the WPS status.

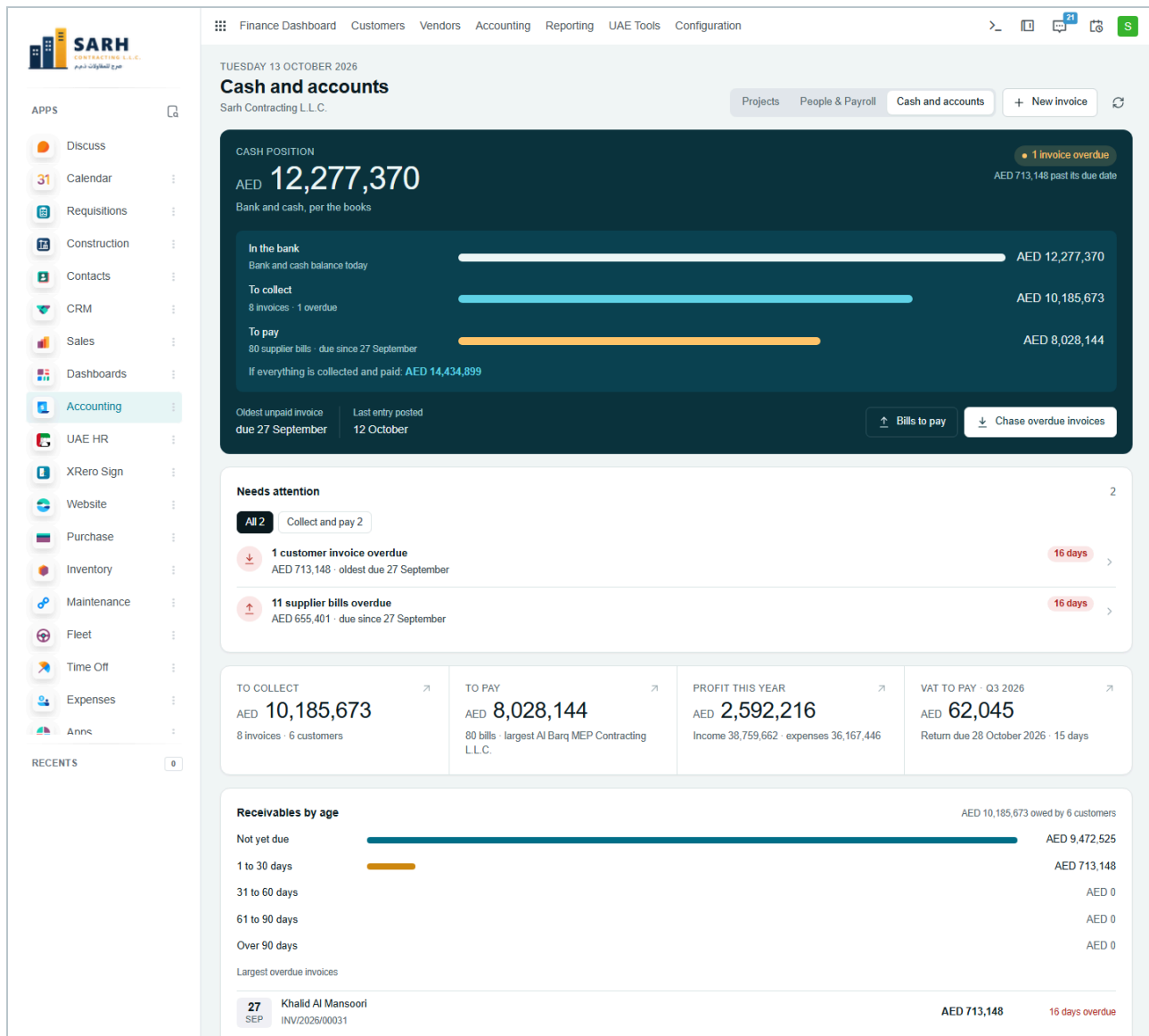


Figure 1.4 — Cash & accounts: cash, what clients owe and what is owed to suppliers, and profit.

1.3 Views and search

- **List**: one line per record — for reviewing, sorting and exporting.
- **Kanban**: cards in columns by stage — drag a card to move it on.
- **Form**: the full record with its buttons, and under it the chatter: messages, notes and every change with who made it.
- The search box takes a name or a number; behind its arrow you find **Filters**, **Group By** and **Favorites**.

Language

Each user picks his language (Arabic or English) from his picture at the top > **Preferences**. The Arabic interface runs right to left; numbers and dates stay as they are.

CHAPTER 2

Users and access rights

Every employee sees only what his work needs — and the manager decides that from one screen.

A user is an employee with a login. From [Settings > Users & Companies > Users](#) the manager adds users and sets each one's rights app by app: none, user or manager. The demo company has eleven users: the general manager, the projects director, three project managers, two site engineers, a senior quantity surveyor, the procurement manager, the finance manager and the HSE manager.

	NAME	LOGIN	LANGUAGE	LATEST AUTHENTICATION	STATUS
☐	1 Ahmed Fathy		English (US)	10/09/2026 00:31:07	Confirmed
☐	2 Arun Pillai		English (US)		Never Connected
☐	3 Faisal Kareem		English (US)		Never Connected
☐	4 Imran Qureshi		English (US)		Never Connected
☐	5 Joseph D'Souza		English (US)		Never Connected
☐	6 Mina Girgis		English (US)		Never Connected
☐	7 Mohammed Rafiq		English (US)		Never Connected
☐	8 Omar Haddad		English (US)		Never Connected
☐	9 Rajesh Menon		English (US)		Never Connected
☐	10 Saeed Al Hammadi		English (US)	10/09/2026 19:15:06	Confirmed
☐	11 Tarek Mansour		English (US)		Never Connected

Figure 2.1 — The users list.

The screenshot displays the Xrero user interface for the Construction edition. On the left is a sidebar with a list of 'APPS' including Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, Website, Purchase, Inventory, Maintenance, Fleet, Time Off, and Expenses. Below this is a 'RECENTS' section with a count of 0. The top navigation bar shows 'General Settings' and 'Users & Companies'. The user profile for 'Ahmed Fathy' is visible, with a 'Send Password Reset Instructions' button and a status indicator showing 'Never Connected' and 'Confirmed'. The main content area has three tabs: 'Access Rights' (selected), 'Preferences', and 'Account Security'. Under 'Access Rights', there are several categories with their respective permissions:

- SALES**: Sales ?
- ACCOUNTING**: Invoicing ?, Bank
- MANUFACTURING**: Maintenance ?
- HUMAN RESOURCES**: Fleet, Employees ?, Time Off ?, Expenses ?
- OTHER**: UAE HR & Payroll ?, Dashboard ?, XRero Sign
- SERVICES**: Project ?, User, Timesheets ? (User: own timesheets only)
- INVENTORY**: Inventory ?, Purchase ?
- WEBSITE**: Website
- ADMINISTRATION**: Administration

Figure 2.2 — Rights of site engineer Ahmed Fathy: projects, daily logs and material requests — no accounts, no payroll.

2.1 What a site engineer sees

When the site engineer signs in he sees only his apps. The daily logs and material requests he sees are his own or belong to his projects — and he cannot delete what was recorded. This is enforced by record rules, not just by hiding buttons.

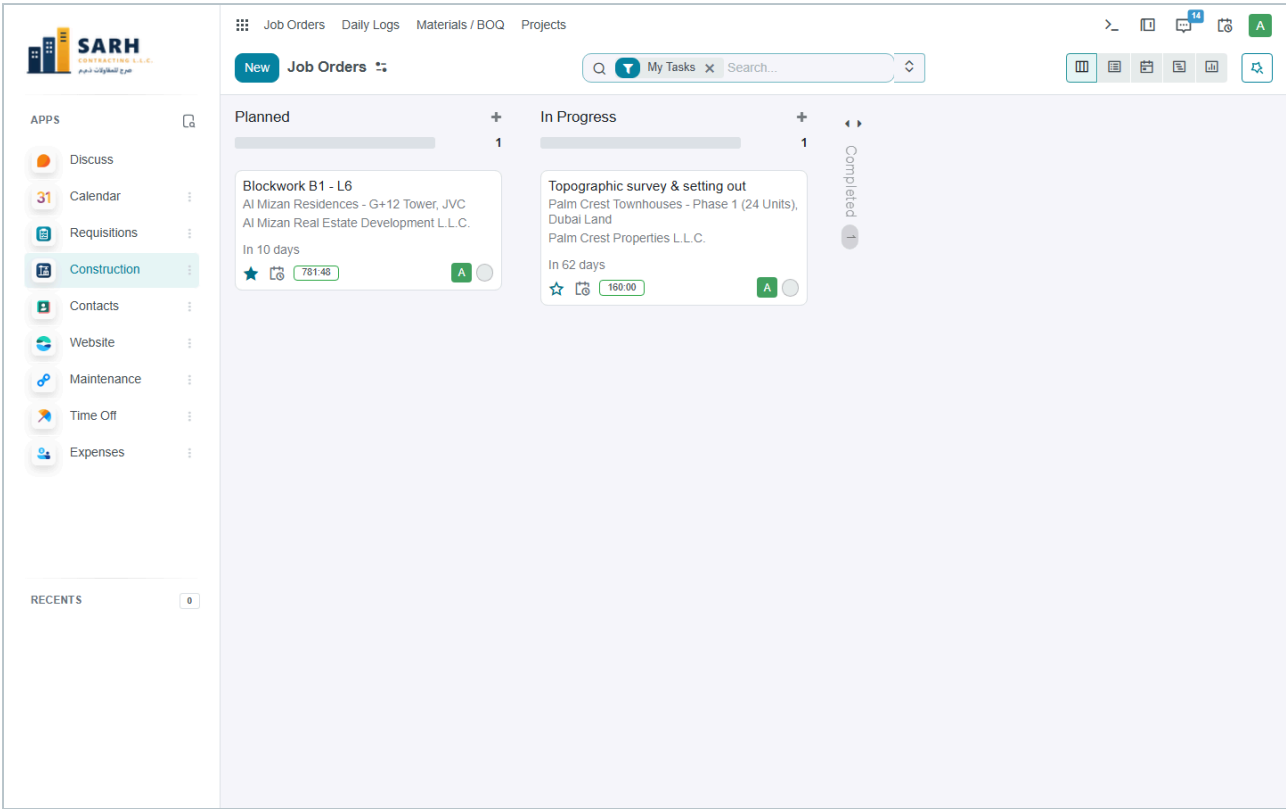


Figure 2.3 — The site engineer's screen after signing in.

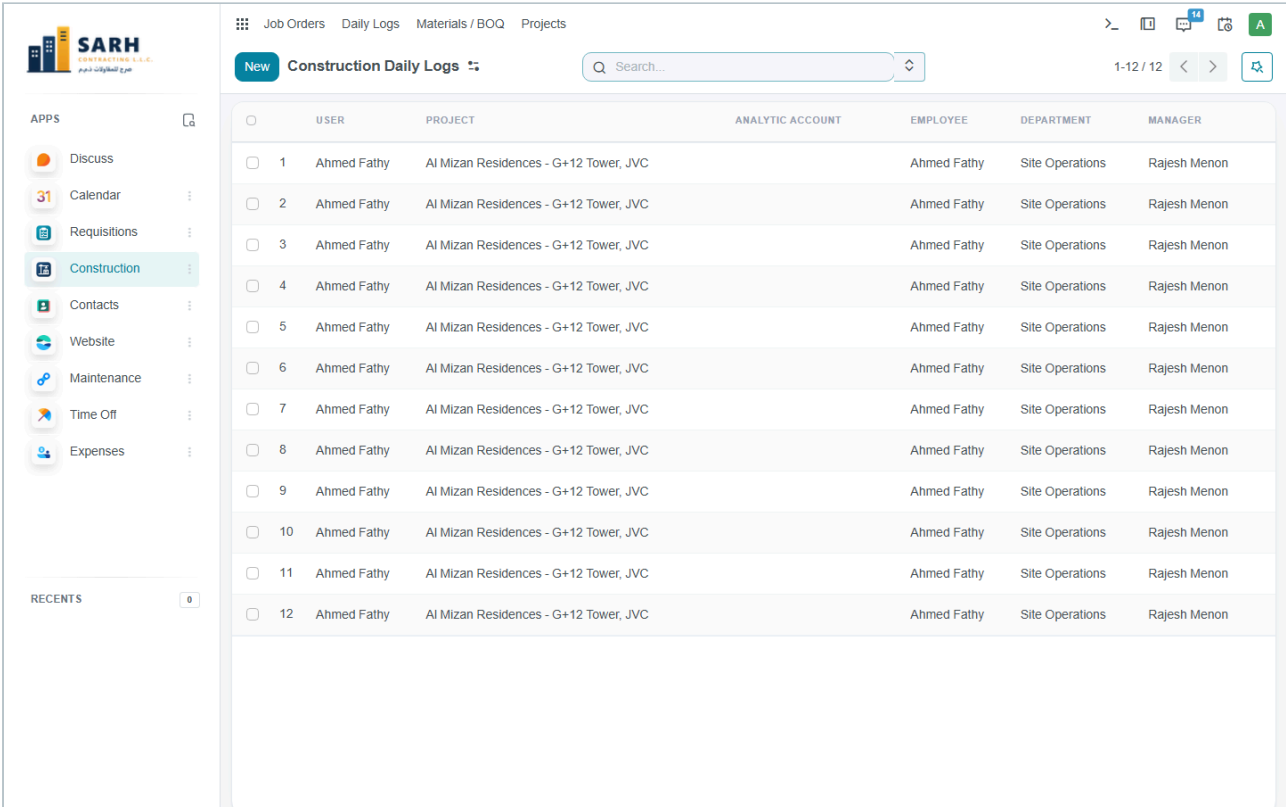


Figure 2.4 — Daily logs as the site engineer sees them: his own only.

Security

Each user has his own password, and two-step verification can be switched on from [Preferences > Security](#). Never share a login between people: the change history relies on it to show who did what.

CHAPTER 3

From opportunity to quotation

Follow every tender from the first contact to the award, and price it from the bill of quantities.

Every tender or client enquiry starts as an **opportunity** in CRM. The stages follow a contractor's work: enquiry, tender documents and site visit, estimation, tender submitted, negotiation, then won or lost.

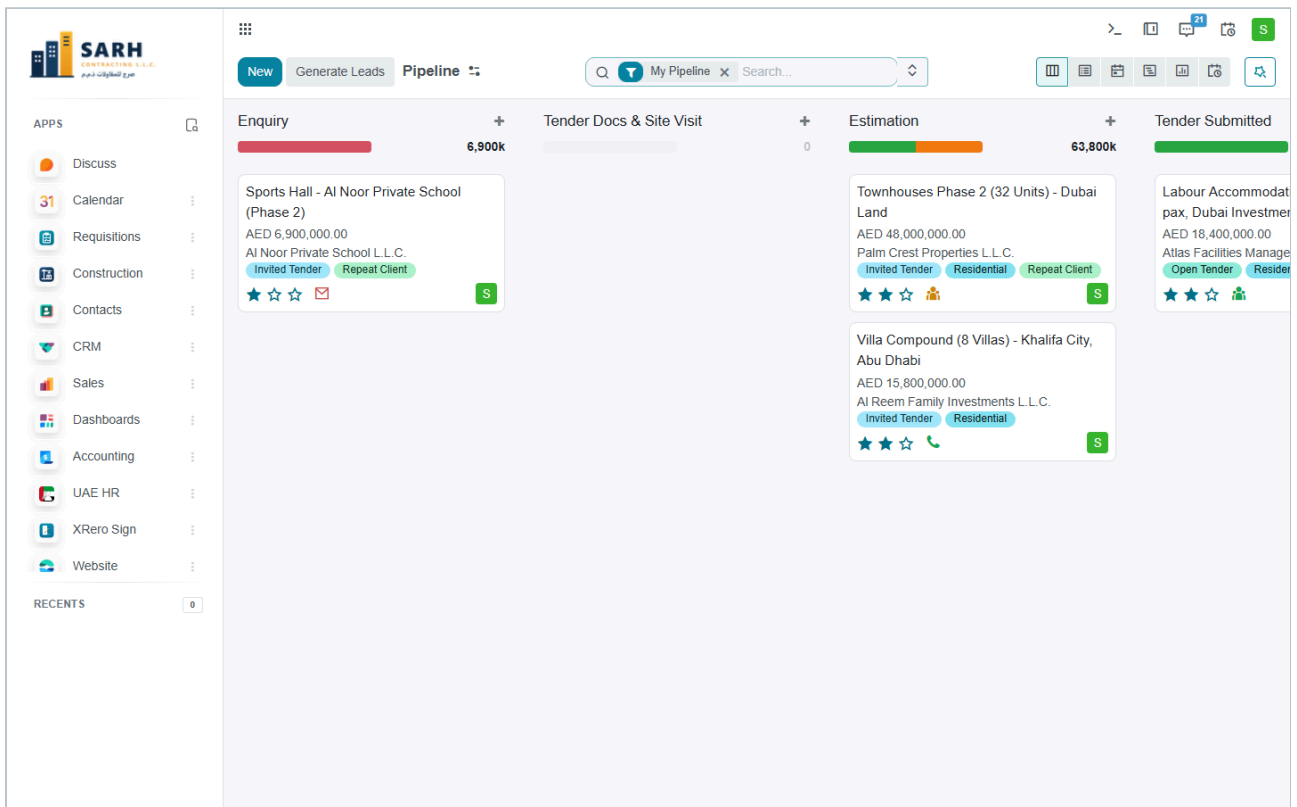


Figure 3.1 — The tender pipeline: one card per opportunity, with its expected value and stage.

Inside the opportunity: the client, expected value and probability, expected closing date and tags (invited tender, residential, repeat client). Underneath are the **planned activities**: a site visit, a call with the consultant or the bid deadline — each with an owner and a date, sitting on its owner's to-do list until it is done.

The screenshot shows the Xrero CRM interface for the 'Townhouses Phase 2 (32 Units) - Dubai Land' opportunity. The sidebar on the left lists various applications including Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, and Website. The main content area displays the opportunity details, including Expected Revenue (AED48,000,000.00 at 34.38 %), Customer (Palm Crest Properties L.L.C.), Salesperson (Saeed Al Hammadi), and Expected Closing (11/17/2026). The opportunity is currently in the 'Estimation' stage, with a progress bar showing '4d' remaining. Below the details, there are tabs for 'Internal Notes' and 'Extra Information', and a section for 'Planned Activities' with a task 'Site visit with client (13 Oct)' for Mohammed Rafiq.

Figure 3.2 — The "Townhouses Phase 2" opportunity: value, stage and the next activity.

3.1 The tender estimate

From Sales > Orders > Job Estimates the bid is priced on three pages: materials, labour, and overheads and subcontracts — each line with its quantity and unit rate. The estimate moves through draft, sent, confirmed and approved. Once approved, **Create Quotation** turns it into a formal quotation for the client without retyping a line.

JOB/EST/0002

Customer: Gulf Logistics Parks FZE
Logistics District, Dubai South
Dubai DU
United Arab Emirates

Date: 09/15/2026

Project:

Analytic Account ?

Payment Terms: 45 Days

Job Types: Materials Labour Overheads & Subcontracts

Customer Reference: G+2 Warehouse & Offices - Dubai South (Plot W7)

Material Estimation Labour Estimation Overhead Estimation Other Info Additional Notes

TYPE	PRODUCT	DESCRIPTION	QUANTITY	UNIT OF MEASU...	UNIT PRICE	DISCOUNT (%)	SUBTOTAL
Mater...	[CON-C30] Ready-mi...	Ready-mix concrete ...	6,443.00	m³	353.80	0.00	2,279,533.00
Mater...	[STL-T16] Rebar B50...	Rebar B500B 16 mm	667.00	t	3,074.00	0.00	2,050,358.00
Mater...	[BLK-H20] Hollow co...	Hollow concrete bloc...	218,124.00	Units	4.18	0.00	911,758.32
Mater...	[FIN-PT60] Porcelain ...	Porcelain floor tile 60 ...	17,545.00	m²	64.96	0.00	1,139,723.00

DESCRIPTION OF JOBS ESTIMATE

G+2 Warehouse & Offices - Dubai South (Plot W7)

Total Material Estimate

Figure 3.3 — The estimate for the Gulf Logistics warehouse & offices — material estimation page.

S00001

Customer * Sajaa Polymers Industries L.L.C.
United Arab Emirates

Expiration: 11/11/2026

Pricelist ? Default AED pricelist (AED)

Payment Terms: 45 Days

Order Lines Optional Products Other Info

PRODUCT	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	TAXES	TAX EXCL.
[CON-C30] Ready-mix concrete...	Ready-mix concrete C30/20	967.00	m³	353.80	0%	AED 342,124.60
[STL-T16] Rebar B500B 16 mm	Rebar B500B 16 mm	100.00	t	3,074.00	0%	AED 307,400.00
[BLK-H20] Hollow concrete bloc...	Hollow concrete block 20 cm	32,746.00	Units	4.18	0%	AED 136,878.28
[FIN-PT60] Porcelain floor tile 6...	Porcelain floor tile 60 x 60 cm	2,634.00	m²	64.96	0%	AED 171,104.64
[SVC-MPS] Skilled manpower s...	Skilled manpower supply (per ...	26,395.00	Hours	22.04	0%	AED 581,745.80
	Unskilled					

Figure 3.4 — The quotation made from the estimate, ready to print or send.

- 1 Open the opportunity and press **New Quotation**, or create an estimate from [Sales > Job Estimates](#).
- 2 Enter material, labour and overhead lines with the quantities from the BOQ.

- 3 **Confirm**, then **Approve** by the projects director.
- 4 **Create Quotation** — it links to the opportunity and shows on its **Quotations** button.
- 5 On award: **Won** on the opportunity, and the project set-up begins (next chapter).

CHAPTER 4

Projects, phases and job orders

The project is the container: every cost, every hour and every certificate carries its name.

Each project has an analytic account with a fixed code (such as SRH-P-001). Every purchase order, supplier bill, hour of work and certificate is recorded against that code, which is why project cost and margin calculate themselves. The demo company has six projects: a residential tower, a warehouse, a school, a villa, an office fit-out already handed over, and a townhouse community that started this month.

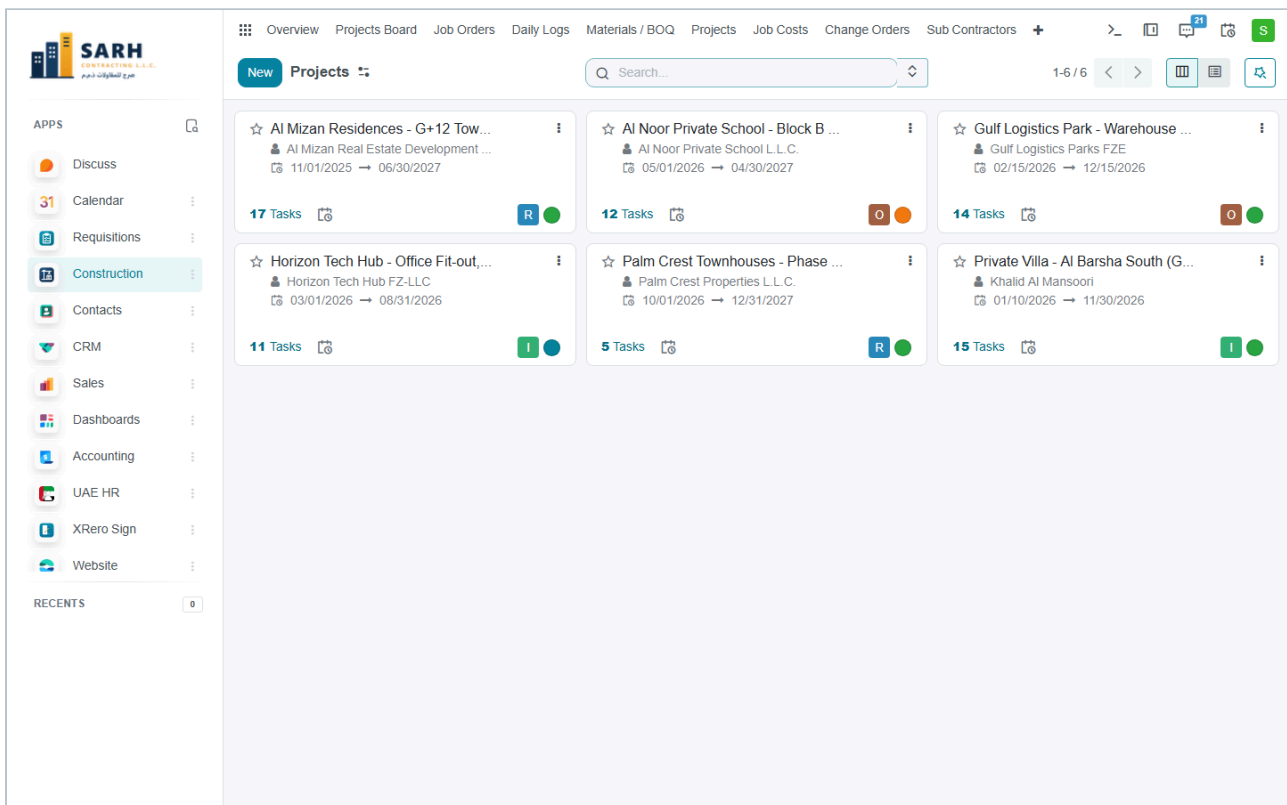


Figure 4.1 — Projects as cards: the manager of each, its tasks and its status.

The screenshot displays the Xrero Construction edition interface. On the left is a sidebar with a list of applications (APPS) including Discuss, Calendar, Requisitions, Construction (highlighted), Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, and Website. Below this is a 'RECENTS' section. The main area shows the project details for 'AI Mizan Residences - G+12 Tower, JVC'. At the top, there's a navigation bar with tabs: Overview, Projects Board, Job Orders, Daily Logs, Materials / BOQ, Projects, Job Costs, Change Orders, and Sub Contractors. Below this, a 'New' button is followed by a search bar and filters for Tasks (17), Project Status (On Track), Phases, and Job Costs (1). The project title is 'AI Mizan Residences - G+12 Tower, JVC'. Below the title, it shows 'Name of the Tasks' (AI Mizan Reside...), 'Project Manager' (Rajesh Menon), 'Planned Date' (11/01/2025), and 'Allocated Hours' (00:00). A 'Tags' section is also present. The main content area has tabs for Description, Settings, and Construction Site Detail. The Description tab is active, showing the main contract value of AED 48,500,000 (excl. VAT) and terms: Retention 10%, advance payment 10%, recovered pro-rata, defects liability 12 months. At the bottom, there are buttons for 'Send message', 'Log note', and 'Activities'. A message at the bottom states 'There are no messages in this conversation.'

Figure 4.2 — "AI Mizan Residences": manager, dates, contract value and terms, with buttons to its tasks, phases and cost sheets.

The **Project Status** button keeps a monthly update from the project manager: on track, at risk, off track or done — with the progress and a short note. Management sees the latest status on the project card without having to ask.

4.1 Phases

A project is split into phases (mobilisation and enabling works, substructure, frame, finishes, MEP, handover...), each with a start and an end date. [Project > Project Phases](#) lists them for every project.

The screenshot displays the SARH Project Phases interface. On the left is a sidebar with 'APPS' (Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, Website) and 'RECENTS' (0). The main area is titled 'Project Phases' with a search bar and a 'New' button. It contains a grid of 12 project phase cards, each with a title, project name, and a 'Tasks' link.

Project Phase	Project	Tasks
Mobilisation & Enabling Works	Project - Al Mizan Residences - G+12 Tower, JVC	Tasks
Mobilisation	Project - Gulf Logistics Park - Warehouse W3, Dubai South	Tasks
Mobilisation	Project - Al Noor Private School - Block B Extension, Sharjah	Tasks
Mobilisation	Project - Private Villa - Al Barsha South (G+1+Roof)	Tasks
Design Coordination & Approvals	Project - Horizon Tech Hub - Office Fit-out, Business Bay	Tasks
Mobilisation & Site Setup	Project - Palm Crest Townhouses - Phase 1 (24 Units), Dubai Land	Tasks
Excavation, Shoring & Dewatering	Project - Al Mizan Residences - G+12 Tower, JVC	Tasks
Earthworks & Foundations	Project - Gulf Logistics Park - Warehouse W3, Dubai South	Tasks
Substructure	Project - Al Noor Private School - Block B Extension, Sharjah	Tasks
Substructure	Project - Private Villa - Al Barsha South (G+1+Roof)	Tasks
Partitions & Ceilings	Project - Horizon Tech Hub - Office Fit-out, Business Bay	Tasks
Infrastructure & Earthworks	Project - Palm Crest Townhouses - Phase 1 (24 Units), Dubai Land	Tasks
Raft Foundation & Basement	Project - Al Mizan Residences - G+12 Tower, JVC	Tasks
Steel Structure Erection	Project - Gulf Logistics Park - Warehouse W3, Dubai South	Tasks
Superstructure	Project - Al Noor Private School - Block B Extension, Sharjah	Tasks
Superstructure	Project - Private Villa - Al Barsha South (G+1+Roof)	Tasks
MEP Modifications	Project - Horizon Tech Hub - Office Fit-out, Business Bay	Tasks
Foundations (Cluster A)	Project - Palm Crest Townhouses - Phase 1 (24 Units), Dubai Land	Tasks

Figure 4.3 — Project phases and their dates.

4.2 Job orders

A job order is a specific piece of work inside a phase (the level 9 slab pour, blockwork, roof waterproofing). It has a number JOB/00001, an owner, planned hours and a deadline. Material requests and subcontractor jobs are created right from it, and hours and consumed materials are booked to it.

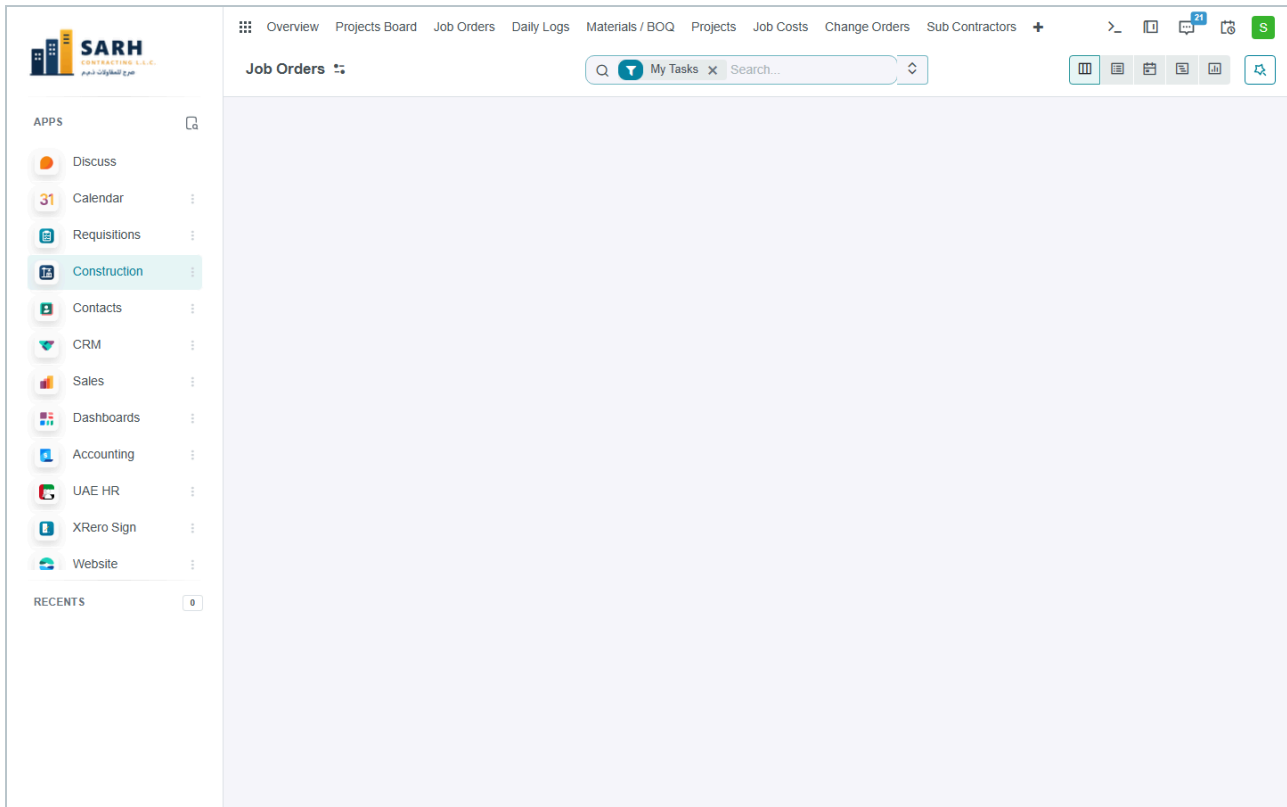


Figure 4.4 — Job orders in columns by stage: planned, in progress, inspection/QA, completed.

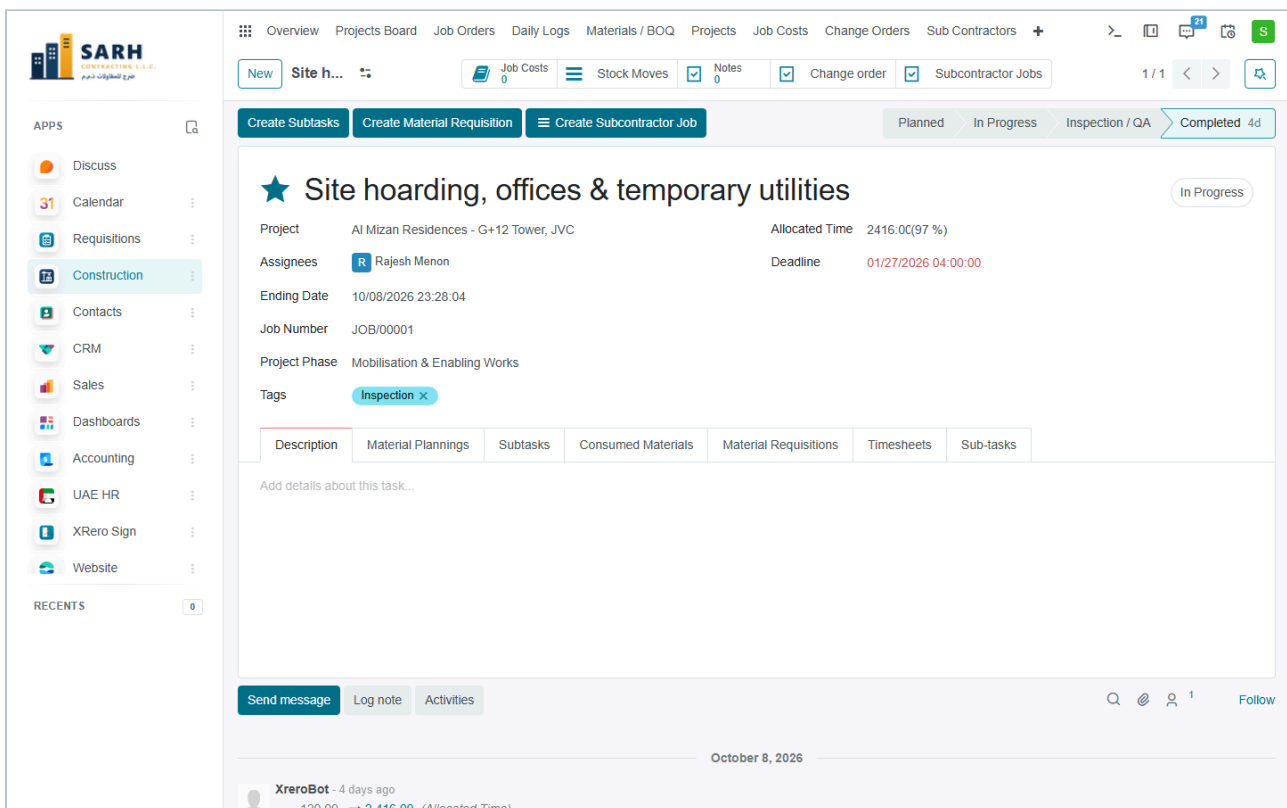


Figure 4.5 — A job order: **Create Material Requisition** and **Create Subcontractor Job** buttons, and the material planning, consumed materials and timesheets pages.

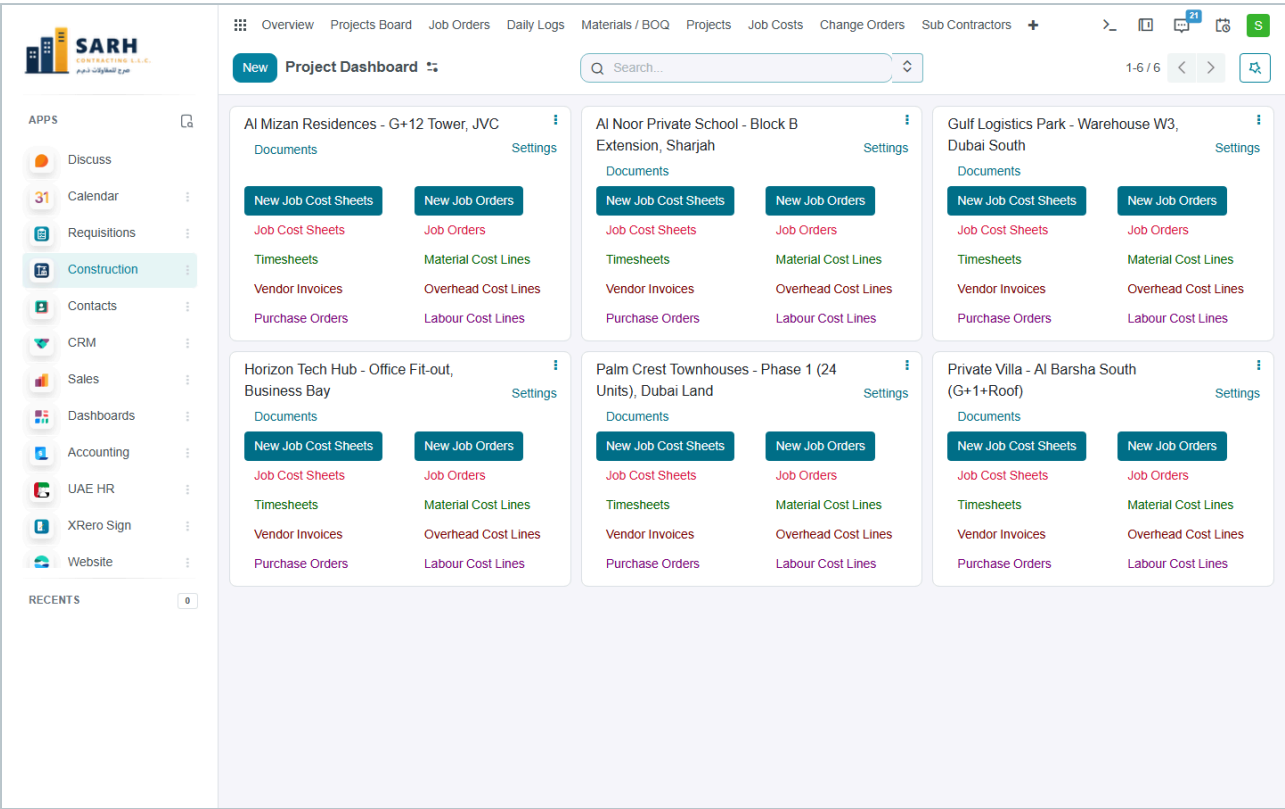


Figure 4.6 — The projects board: one short card per project.

CHAPTER 5

The cost sheet and the budget

The cost sheet is the project budget line by line — and every purchase is measured against it.

From [Construction > Job Costs > Job Cost Sheets](#) each project's cost sheet opens on three pages: **Materials**, **Labours** and **Overhead**. Each line holds the planned quantity and unit cost, then columns that fill themselves from real activity: quantity purchased, quantity billed and hours booked.

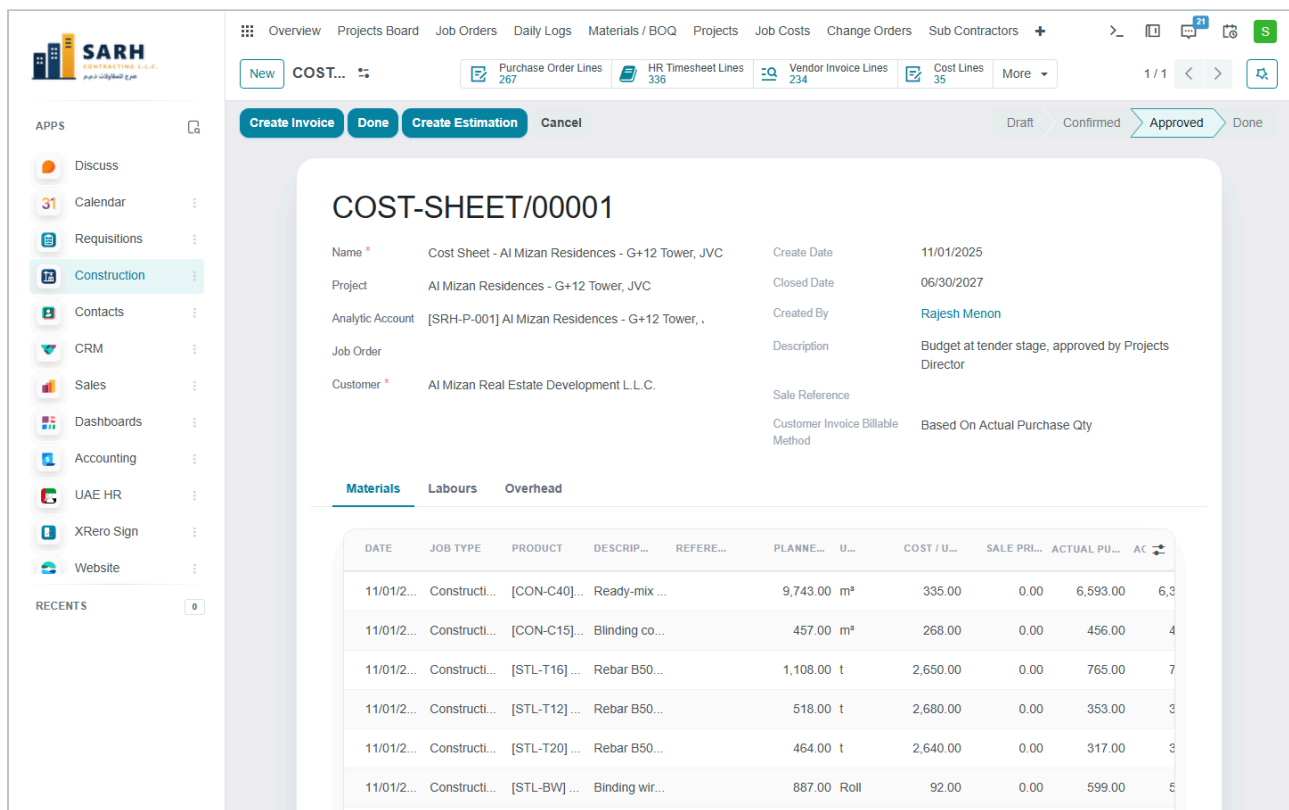


Figure 5.1 — The AI Mizan cost sheet: planned against actually purchased for each material.

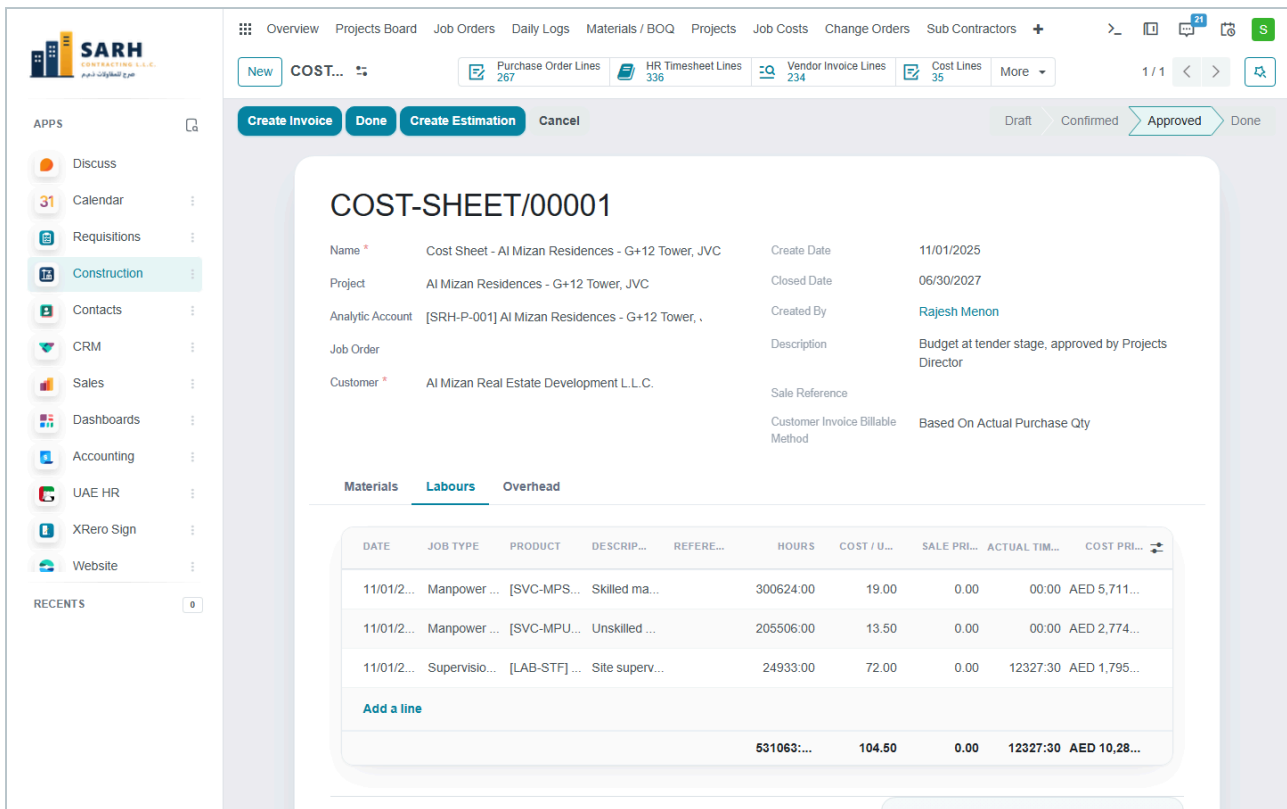


Figure 5.2 — The labour page: planned hours per trade against actual hours.

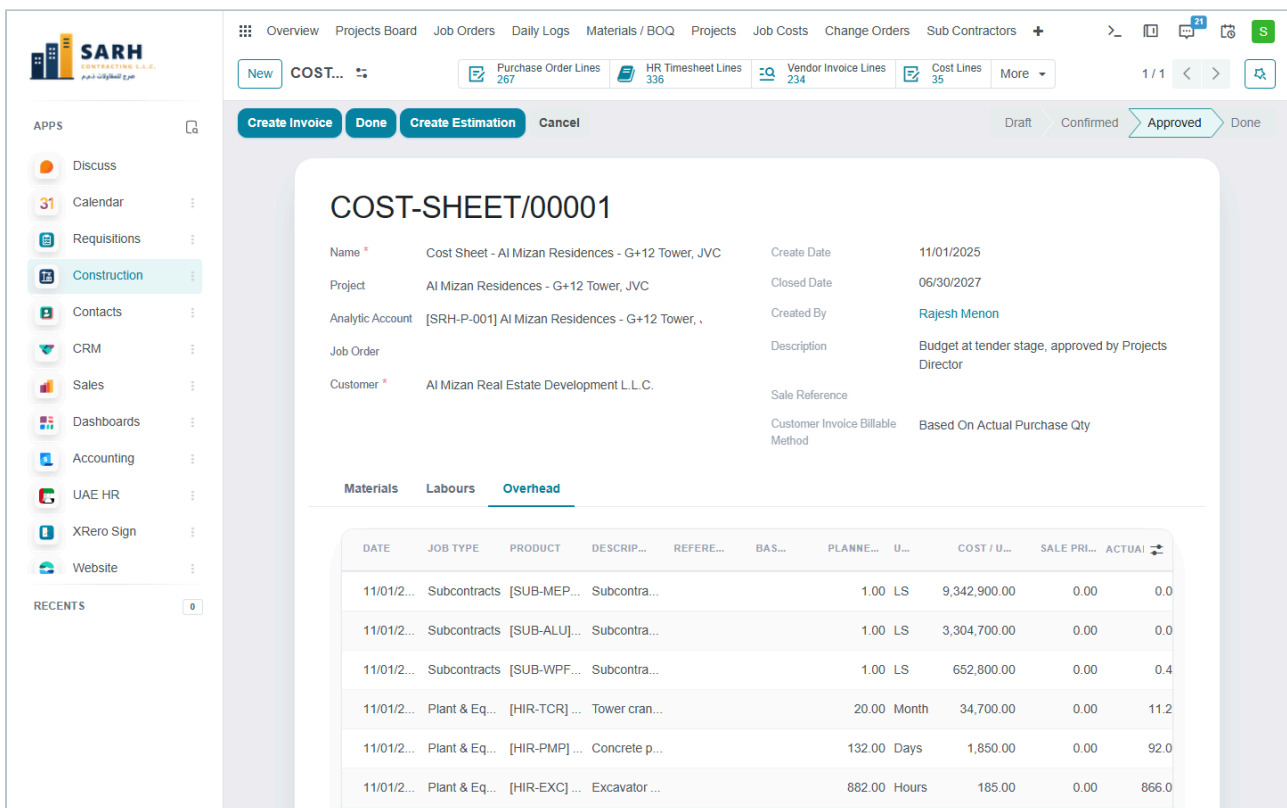
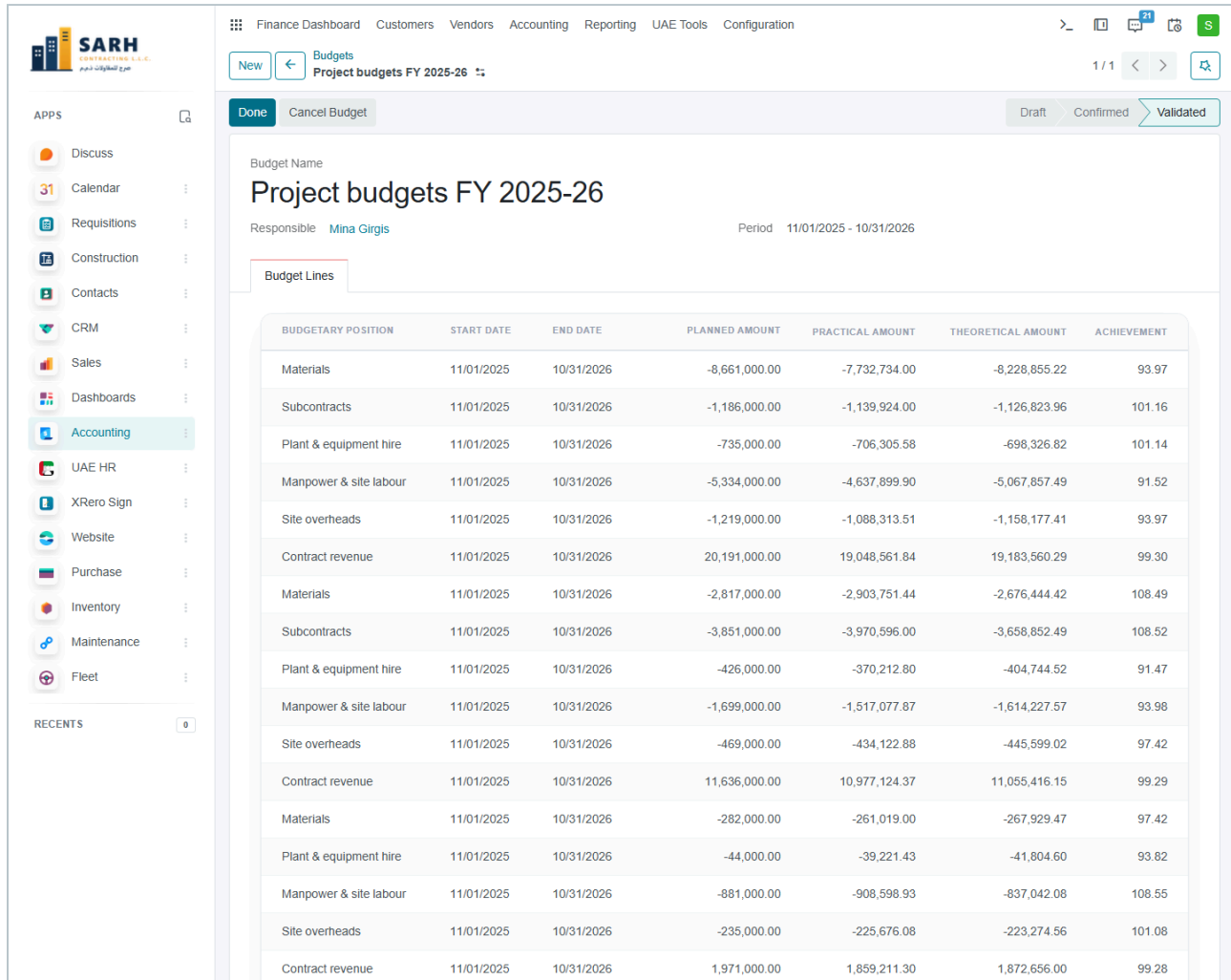


Figure 5.3 — The overheads and subcontracts page.

The buttons on top open what is behind the figures: purchase order lines, timesheets, vendor bill lines. **Create Invoice** bills the client from the sheet itself when the contract is cost-based.

5.1 Budget against actual

From [Accounting > Reporting > Management > Budgets](#) each project's budget is compared with actual by heading: materials, subcontracts, plant, labour, site overheads and contract revenue. The **Practical Amount** column comes from the project's accounting entries, so nothing is typed.



The screenshot displays the 'Project budgets FY 2025-26' interface. The top navigation bar includes links to Finance Dashboard, Customers, Vendors, Accounting, Reporting, UAE Tools, and Configuration. The main content area shows the budget details for 'Project budgets FY 2025-26' with a responsible person of 'Mina Girgis' and a period of '11/01/2025 - 10/31/2026'. The budget lines table is as follows:

BUDGETARY POSITION	START DATE	END DATE	PLANNED AMOUNT	PRACTICAL AMOUNT	THEORETICAL AMOUNT	ACHIEVEMENT
Materials	11/01/2025	10/31/2026	-8,661,000.00	-7,732,734.00	-8,228,855.22	93.97
Subcontracts	11/01/2025	10/31/2026	-1,186,000.00	-1,139,924.00	-1,126,823.96	101.16
Plant & equipment hire	11/01/2025	10/31/2026	-735,000.00	-706,305.58	-698,326.82	101.14
Manpower & site labour	11/01/2025	10/31/2026	-5,334,000.00	-4,637,899.90	-5,067,857.49	91.52
Site overheads	11/01/2025	10/31/2026	-1,219,000.00	-1,088,313.51	-1,158,177.41	93.97
Contract revenue	11/01/2025	10/31/2026	20,191,000.00	19,048,561.84	19,183,560.29	99.30
Materials	11/01/2025	10/31/2026	-2,817,000.00	-2,903,751.44	-2,676,444.42	108.49
Subcontracts	11/01/2025	10/31/2026	-3,851,000.00	-3,970,596.00	-3,658,852.49	108.52
Plant & equipment hire	11/01/2025	10/31/2026	-426,000.00	-370,212.80	-404,744.52	91.47
Manpower & site labour	11/01/2025	10/31/2026	-1,699,000.00	-1,517,077.87	-1,614,227.57	93.98
Site overheads	11/01/2025	10/31/2026	-469,000.00	-434,122.88	-445,599.02	97.42
Contract revenue	11/01/2025	10/31/2026	11,636,000.00	10,977,124.37	11,055,416.15	99.29
Materials	11/01/2025	10/31/2026	-282,000.00	-261,019.00	-267,929.47	97.42
Plant & equipment hire	11/01/2025	10/31/2026	-44,000.00	-39,221.43	-41,804.60	93.82
Manpower & site labour	11/01/2025	10/31/2026	-881,000.00	-908,598.93	-837,042.08	108.55
Site overheads	11/01/2025	10/31/2026	-235,000.00	-225,676.08	-223,274.56	101.08
Contract revenue	11/01/2025	10/31/2026	1,971,000.00	1,859,211.30	1,872,656.00	99.28

Figure 5.4 — Project budgets FY 2025-26: planned, actual and percentage used.

CHAPTER 6

Material requests, purchasing and receipts

From the engineer's request on site to the supplier's bill — with a clear approval chain and no paper.

The site engineer requests the materials a job order needs: the item, the quantity, the cost-sheet line and a suggested supplier. The request then moves through the stages at the top of the screen: new, waiting for department approval, waiting for final approval, approved, purchase/picking created, received.

SARH

CONSTRUCTION S.A.S.C.

شركة البنايات الحديثة

Overview

Projects Board

Job Orders

Daily Logs

Materials / BOQ

Projects

Job Costs

Change Orders

Sub Contractors

+

>

21

S

New

Material Requisitions/ BOQ

Search...

1-14 / 14

<

>

APPS

Discuss

31

Calendar

Requisitions

Construction

Contacts

CRM

Sales

Dashboards

Accounting

UAE HR

XRero Sign

Website

RECENTS

0

	NUMBER	EMPLOYEE	DEPARTMENT	REQUISITION DATE	REQUISITION DEADLINE	STATE	
☐	1	EPR00014	Gurpreet Singh	Site Operations	10/05/2026	10/10/2026	Rejected
☐	2	EPR00013	Ahmed Fathy	Site Operations	10/06/2026	10/11/2026	Waiting IR Approval
☐	3	EPR00012	Ram Bahadur Gurung	Site Operations	10/01/2026	10/06/2026	Received
☐	4	EPR00011	Mark Anthony Reyes	Site Operations	10/07/2026	10/12/2026	New
☐	5	EPR00010	Shahid Iqbal	Site Operations	10/03/2026	10/08/2026	Picking / Purchase Created
☐	6	EPR00009	Arun Pillai	Site Operations	10/06/2026	10/11/2026	Waiting Department Approval
☐	7	EPR00008	Arun Pillai	Site Operations	09/26/2026	10/01/2026	Received
☐	8	EPR00007	Ram Bahadur Gurung	Site Operations	10/05/2026	10/10/2026	Approved
☐	9	EPR00006	Arun Pillai	Site Operations	10/07/2026	10/12/2026	New
☐	10	EPR00005	Ahmed Fathy	Site Operations	09/29/2026	10/04/2026	Picking / Purchase Created
☐	11	EPR00004	Karthik Subramanian	Site Operations	10/02/2026	10/07/2026	Approved
☐	12	EPR00003	Ahmed Fathy	Site Operations	10/04/2026	10/09/2026	Waiting IR Approval
☐	13	EPR00002	Gurpreet Singh	Site Operations	10/06/2026	10/11/2026	Waiting Department Approval
☐	14	EPR00001	Ahmed Fathy	Site Operations	10/07/2026	10/12/2026	New

Figure 6.1 — Material requests in every state.

The screenshot displays the Xrero Construction edition interface. On the left is a sidebar with 'APPS' (Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, Website) and 'RECENTS' (0). The top navigation bar includes 'Overview', 'Projects Board', 'Job Orders', 'Daily Logs', 'Materials / BOQ', 'Projects', 'Job Costs', 'Change Orders', and 'Sub Contractors'. Below this is a 'New' button and a search bar containing 'EPR00009'. To the right of the search bar are buttons for 'Internal Picking' and 'Purchase Order', and a pagination indicator '1 / 1'. The main content area shows the request details for 'EPR00009'. It includes fields for Employee (Arun Pillai), Department (Site Operations), Requisition Responsible (Faisal Kareem), Requisition Date (10/06/2026), Received Date, and Requisition Deadline (10/11/2026). The 'Task / Job Order' field is empty. The 'Construction Project' is 'Al Noor Private School - Block B Extension, Sharjah'. Below these fields are tabs for 'Requisitions Lines', 'Picking Details', 'Other Information', and 'Materials / BOQ Cost'. The 'Requisitions Lines' tab is active, showing a table with three lines of requisitions. The table has columns: REQUISITION A..., PRODUCT, JOB COST CENTER, JOB COST LINE, DESCRIPTION, QUANTITY, UNIT OF MEASU..., and VENDORS. The first line is for 'Purchase Order' [CON-C40] Ready-mix concrete, 140.00 m³, from 'Desert Rose Ready M'. The second line is for 'Purchase Order' [STL-T16] Rebar B500B 16 mm, 16.00 t, from 'Gulf Rebar Trading L'. The third line is for 'Purchase Order' [STL-T12] Rebar B500B 12 mm, 7.00 t, from 'Gulf Rebar Trading L'. There is an 'Add a line' button below the table. At the bottom, the 'Reason for Requisitions' is 'First-floor slab pour - Block B'. At the very bottom of the interface are buttons for 'Send message' and 'Log note', and a 'Follow' button.

Figure 6.2 — Request EPR00009 for Al Noor School waiting for department approval: concrete and rebar for the first-floor slab.

- 1 The engineer creates the request from the job order or from Construction > Materials / BOQ > Material Requisitions and presses **Confirm**.
- 2 The department manager approves, then the procurement manager or the GM gives final approval.
- 3 Procurement presses **Create Purchase Order**: one purchase order per supplier with the lines and prices, linked to the project.
- 4 The storekeeper receives the quantities on the receipt, and stock goes up.
- 5 The accountant records the supplier bill from the purchase order — no quantity is paid that was not received.

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Overview Projects Board Job Orders Daily Logs Materials / BOQ Projects Job Costs Change Orders Sub Contractors +

New EPR00012 Internal Picking Purchase Order 1 / 1

Reset To Draft New Waiting Department Approval Waiting IR Approval Approved Picking / Purchase Created Received

EPR00012

Employee Ram Bahadur Gurung Requisition Date 10/01/2026
 Department Site Operations Received Date 10/08/2026
 Requisition Responsible Faisal Kareem Requisition Deadline 10/06/2026
 Task / Job Order
 Task / Job Order User
 Construction Project Private Villa - Al Barsha South (G+1+Roof)

Requisitions Lines Picking Details Other Information Materials / BOQ Cost

REQUISITION A...	PRODUCT	JOB COST CENTER	JOB COST LINE	DESCRIPTION	QUANTITY	UNIT OF MEASU...	VENDORS
Purchase Order	[FIN-TEX20] Exteri...	COST-SHEET/000...	Exterior primer & te...	Exterior primer & te...	60.00	Units	Royal Coat Paints Tr

Reason for Requisitions External texture coat - north & east elevations

Send message Log note Follow

Figure 6.3 — A completed request: the purchase order and the receipt show on the buttons above.

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Orders Products Reporting Configuration

New Purchase Orders Search... 1-80 / 457

	REFERENCE	CONFIRMATION ...	VENDOR	BUYER	ACTIVITIES	SOURCE DOCU...	TOTAL	BILLING STATUS	EXPECTED ARRI...
☐	1	☆ P00457	10/02/2026 10:00...	Royal Coat Paint...	Xrer...	EPR00012	AED 10,395.00	Waiting Bills	10/04/2026 09:00...
☐	2	☆ P00456	10/04/2026 10:00...	Al Wasl Building ...	Xrer...	EPR00010	AED 6,184.50	Waiting Bills	10/06/2026 09:00...
☐	3	☆ P00455	10/04/2026 10:00...	Silverline Blocks ...	Xrer...	EPR00010	AED 49,266.00	Waiting Bills	10/06/2026 09:00...
☐	4	☆ P00454	09/27/2026 10:00...	Gulf Rebar Tradin...	Xrer...	EPR00008	AED 25,042.50	Waiting Bills	09/29/2026 09:00...
☐	5	☆ P00453	09/27/2026 10:00...	Desert Rose Rea...	Xrer...	EPR00008	AED 33,416.25	Waiting Bills	09/29/2026 09:00...
☐	6	☆ P00452	09/30/2026 10:00...	Crescent Scaffold...	Xrer...	EPR00005	AED 18,249.00	Waiting Bills	10/02/2026 09:00...
☐	7	☆ P00451	09/30/2026 10:00...	Gulf Rebar Tradin...	Xrer...	EPR00005	AED 56,448.00	Waiting Bills	10/02/2026 09:00...
☐	8	☆ P00450	10/05/2026 15:00...	SafeSite HSE Su...	Xrer...	Palm Crest Town...	AED 1,697.18	Waiting Bills	10/07/2026 13:00...
☐	9	☆ P00449	10/07/2026 15:00...	Dubai Municipality	Xrer...	Palm Crest Town...	AED 222,810.00	Waiting Bills	10/09/2026 13:00...
☐	10	☆ P00448	10/07/2026 15:00...	Gulf Shield Insura...	Xrer...	Palm Crest Town...	AED 148,470.00	Waiting Bills	10/09/2026 13:00...
☐	11	☆ P00447	10/07/2026 15:00...	Al Wasl Building ...	Xrer...	Palm Crest Town...	AED 5,451.60	Waiting Bills	10/09/2026 13:00...
☐	12	☆ P00446	10/07/2026 15:00...	Pure Spring Wate...	Xrer...	Palm Crest Town...	AED 3,558.15	Waiting Bills	10/09/2026 13:00...
☐	13	☆ P00445	10/07/2026 15:00...	Al Khail Fuel Serv...	Xrer...	Palm Crest Town...	AED 5,766.84	Waiting Bills	10/09/2026 13:00...
☐	14	☆ P00444	10/07/2026 15:00...	Falcon Heavy Eq...	Xrer...	Palm Crest Town...	AED 143,543.74	Waiting Bills	10/09/2026 13:00...
☐	15	☆ P00443	10/07/2026 15:00...	Al Itihad Manpow...	Xrer...	Palm Crest Town...	AED 122,209.92	Waiting Bills	10/09/2026 13:00...
☐	16	☆ P00442	10/07/2026 15:00...	Gulf Rebar Tradin...	Xrer...	Palm Crest Town...	AED 263,993.32	Waiting Bills	10/09/2026 13:00...

Figure 6.4 — Purchase orders.

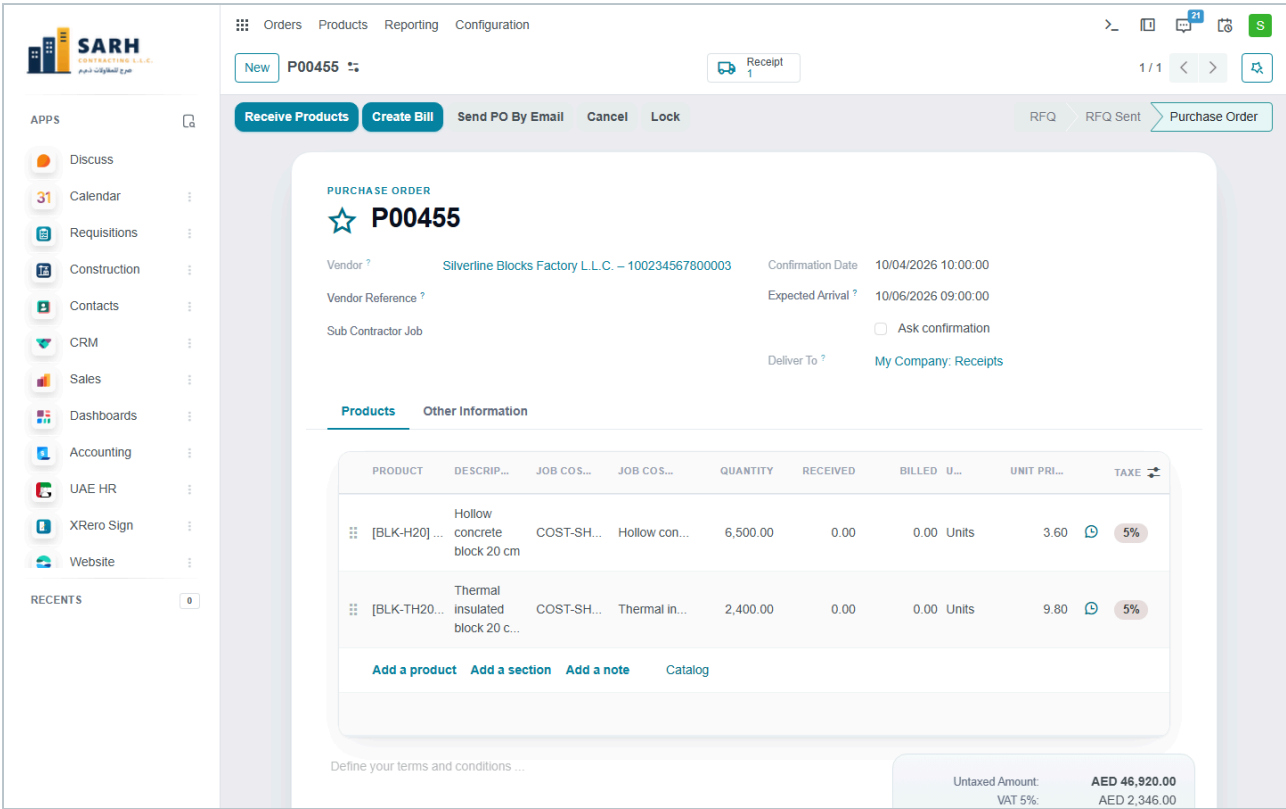


Figure 6.5 — A purchase order for blocks from Silverline: lines, prices, VAT and the delivery date.

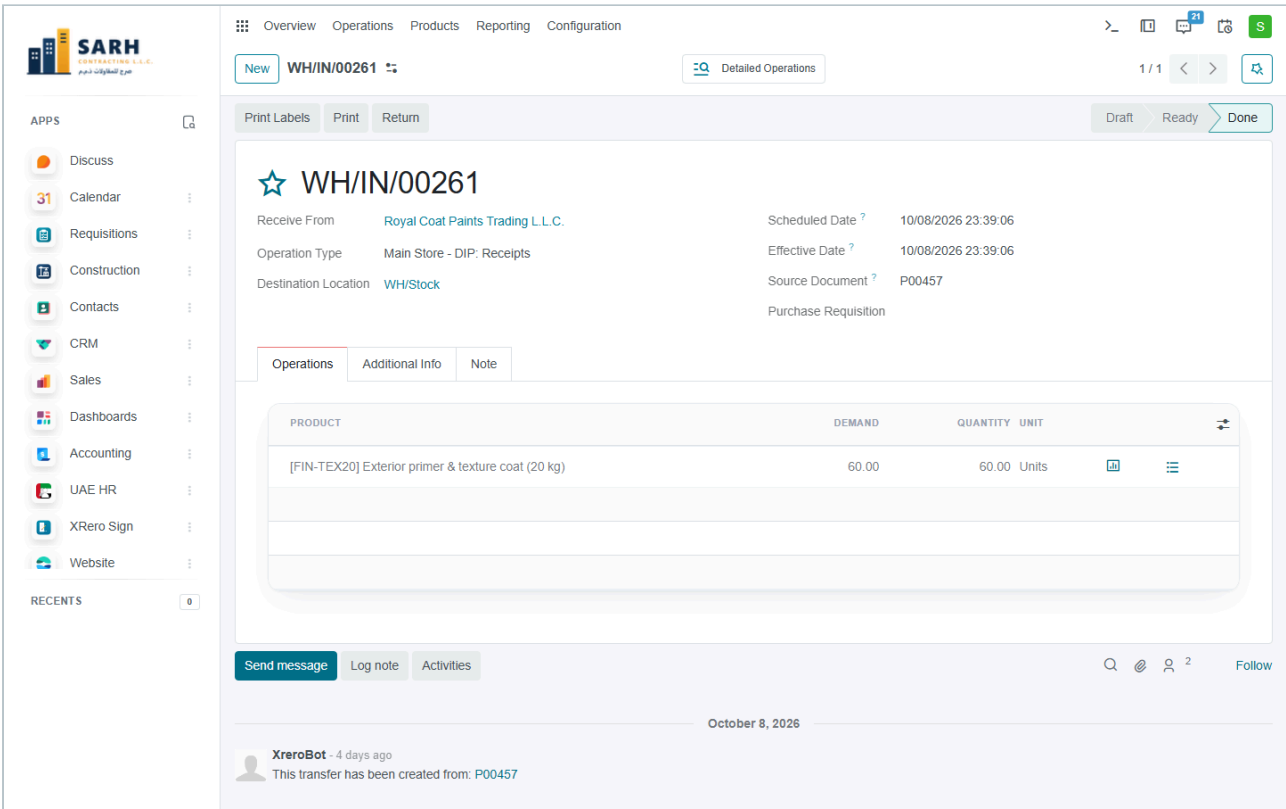


Figure 6.6 — A receipt into the store.

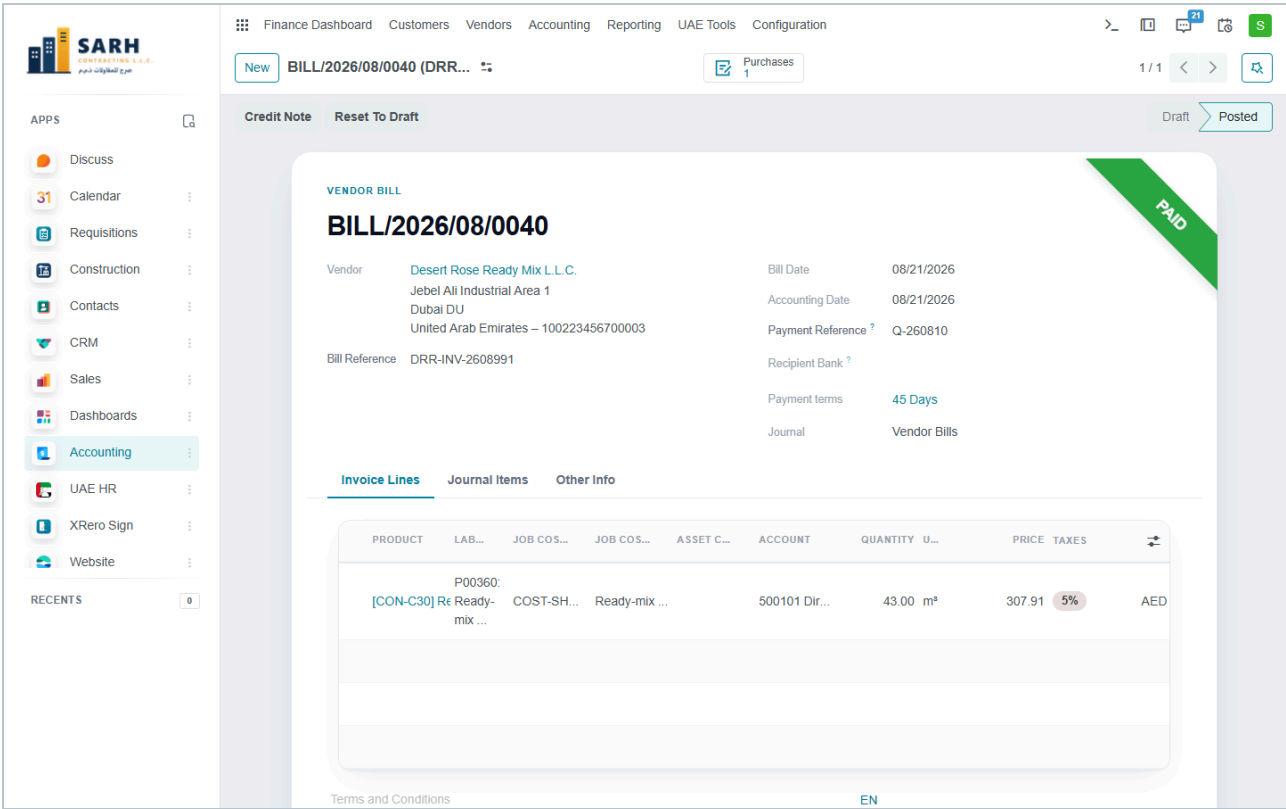


Figure 6.7 — A ready-mix concrete supplier bill booked to the project.

CHAPTER 7

Subcontractors and e-signature

The subcontract is signed electronically, and retention is held from its bills automatically.

Subcontractors (MEP, aluminium and glazing, steel structures, waterproofing, landscaping) are kept under Construction > Sub Contractors. From a job order a **subcontractor job** is created with its scope and value and followed on its own.

Overview	Projects Board	Job Orders	Daily Logs	Materials / BOQ	Projects	Job Costs	Change Orders	Sub Contractors
New Contractors								
Vendor Bills x Search...								
1-27 / 27								
Abdul Rehman pro@con.xrero.com	Ahmed Fathy ahmed.fathy@con.xrero.com	AI Barq MEP Contracting L.L.C. Subcontractor Dubai, United Arab Emirates	AI Ittihad Manpower Supply L.L.C. Manpower Supply Dubai, United Arab Emirates	AI Khail Fuel Services L.L.C. Supplier Dubai, United Arab Emirates	AI Quoz Auto Care Garage L.L.C. Dubai, United Arab Emirates	AI Wasl Building Materials Trading L.L.C. Supplier Dubai, United Arab Emirates	BlueWave Sanitary & Plumbing Trading L.L.C. Supplier Sharjah, United Arab Emirates	Crescent Scaffolding & Formwork L.L.C. Supplier Sharjah, United Arab Emirates
Desert Rose Ready Mix L.L.C. Supplier Dubai, United Arab Emirates	Dubai Municipality Authority Dubai, United Arab Emirates	Falcon Heavy Equipment Rental L.L.C. Supplier Dubai, United Arab Emirates	Glassline Aluminium & Glazing L.L.C. Subcontractor Sharjah, United Arab Emirates	GreenScape Landscaping L.L.C. Subcontractor Dubai, United Arab Emirates	Gulf Rebar Trading L.L.C. Supplier Dubai, United Arab Emirates	Gulf Shield Insurance Brokers L.L.C. Dubai, United Arab Emirates	Karavan Prefab Cabins L.L.C. Sharjah, United Arab Emirates	Prime Gypsum & Interiors L.L.C. Subcontractor Dubai, United Arab Emirates

Figure 7.1 — The subcontractors list.

A subcontractor's monthly bill carries a negative retention line (10%) booked to **Retention Payable - Subcontractors** and not paid until the end of the defects period — so it shows in the accounts as a real liability.

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Finance Dashboard Customers Vendors Accounting Reporting UAE Tools Configuration

New BILL/2026/10/0008 (SSL-... Purchases 1 1 / 1

Register Payment Credit Note Reset To Draft Draft Posted

VENDOR BILL

BILL/2026/10/0008

Vendor: Steelcraft Structures L.L.C.
Al Jurf Industrial Area 2, Ajman
Ajman AJ
United Arab Emirates – 100455667700003

Bill Date: 10/07/2026
Accounting Date: 10/07/2026
Payment Reference: Q-260928
Recipient Bank: ?
Payment terms: 45 Days
Journal: Vendor Bills

Bill Reference: SSL-INV-2610209

Invoice Lines Journal Items Other Info

PRODUCT	LABEL	JOB COS...	JOB COS...	ASSET C...	ACCOUNT	QUANTITY	U...	PRICE	TAXES	
P00207: [SUB-STL] Su	Subcontr...	COST-SH...	Subcontra...		500102 Su...	0.16	LS	4,276,200.00	5%	AE
Less: [BIL-SRET] Le	Retention				201032 Re...	1.00	LS	-68,419.20	5%	AE
	10% (held...									

Figure 7.2 — The steel-structure bill for warehouse W3 with its retention line.

7.1 Electronic signature

The contract is uploaded as a PDF to the **Sign** app and the signature and date boxes are placed for each party. Then a signing request is sent: the first party gets a secure link, reads and signs from his phone, and the request moves to the next party. After the last signature the signed contract is kept with a fingerprint that prevents changes.

Subcontract Agreement - Aluminium & Glazing (Palm Crest)

PDF Document * Subcontract SRH-SC-2026-014 - Glazing - Palm Crest.pdf Responsible Tarek Mansour

Number of Pages 1 Redirect URL ? https://... Redirect Button Text Go to Document

Signature Fields

FIELD TYPE	SIGNER ROLE	LABEL	PAGE	X POSITION	Y POSITION	WIDTH	HEIGHT	REQUIRED	PLACEHOLDER
Signature	Company	Company signature	1	0.10	0.78	0.38	0.08	☒	
Signature	Customer	Customer signature	1	0.53	0.78	0.38	0.08	☒	
Text	Customer	Customer text	1	0.63	0.89	0.26	0.02	☐	
Date	Company	Company date	1	0.13	0.91	0.20	0.02	☒	
Date	Customer	Customer date	1	0.56	0.91	0.20	0.02	☒	

[Add a line](#)

[Send message](#) [Log note](#) [Follow](#)

October 12, 2026

Figure 7.3 — The subcontract template SRH-SC-2026-014 for the Palm Crest aluminium & glazing works.

SRH-SC-2026-014 - Glassline - Palm Crest glazing

Template * Subcontract Agreement - Aluminium & Glazing (Palm Crest) Progress 0 %

Subject Please sign: Subcontract SRH-SC-2026-014 (Palm Crest glazing) Signed 0 Total 2

Signers **CC Partners**

SIGNER	EMAIL	STATUS	
Glassline Aluminium & Glazing L.L.C.		Waiting	
Tarek Mansour	tarek@con.xrero.com	Draft	

[Add a line](#)

[Send message](#) [Log note](#) [Follow](#)

October 12, 2026

XreroBot - 1 hour ago
Sent for signature to Glassline Aluminium & Glazing (first), then Tarek Mansour.

XreroBot - 1 hour ago
XRero Sign Request created

Figure 7.4 — The signing request: the subcontractor first, then the projects director.

CHAPTER 8

The daily site log

What happened on site today, recorded the same day and sent to the manager with one press.

Every working day the site engineer files a log: the project, the weather, the manpower, the working hours, the job orders that moved and by how much, the subcontractors on site and the morning toolbox talk. **Send Report To Manager** sends it to the project manager, and the management dashboard flags any site that did not file.

	USER	PROJECT	ANALYTIC ACCOUNT	EMPLOYEE	DEPARTMENT	MANAGER
☐	1	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	2	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	3	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	4	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	5	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	6	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	7	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	8	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	9	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	10	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	11	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	12	Ahmed Fathy	Al Mizan Residences - G+12 Tower, JVC	Ahmed Fathy	Site Operations	Rajesh Menon
☐	13	Arun Pillai	Gulf Logistics Park - Warehouse W3, Dubai South	Arun Pillai	Site Operations	Omar Haddad
☐	14	Arun Pillai	Gulf Logistics Park - Warehouse W3, Dubai South	Arun Pillai	Site Operations	Omar Haddad
☐	15	Arun Pillai	Gulf Logistics Park - Warehouse W3, Dubai South	Arun Pillai	Site Operations	Omar Haddad
☐	16	Arun Pillai	Gulf Logistics Park - Warehouse W3, Dubai South	Arun Pillai	Site Operations	Omar Haddad

Figure 8.1 — Daily logs from every site.

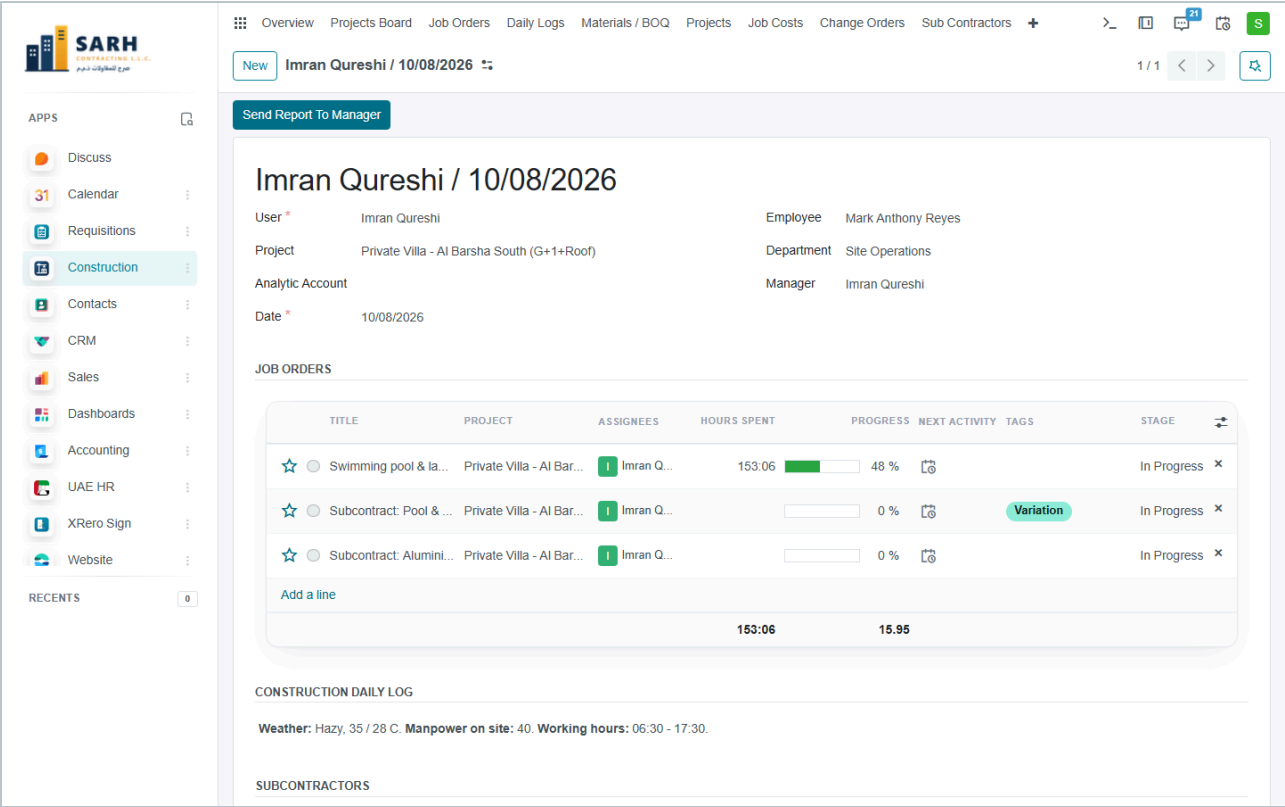


Figure 8.2 — The 8 October log for the Al Barsha villa: job orders and progress, weather and manpower.

CHAPTER 9

Change orders

Every extra the client asks for gets a price and an approval before it is built — and joins the contract value once approved.

A change order is recorded on the project with its lines (item, description, quantity, price, VAT) and moves through draft, confirmed, approved internally, customer approved and done. The revised contract value is the original contract plus the change orders the client approved. **Create Quotation** turns the order into a quotation for the client.

	NUMBER	CUSTOMER	CREATE DATE	PROJECT	JOB ORDER	CURRENCY	ORIGINAL CO...	TOTAL	TOTAL CONT...	STATE
☐	1	CO00004	Gulf Logistics P...	10/05/2026 14:...	Gulf Logistics P...		AED 14,800,00...	AED 355,200.00	AED 15,155,20...	Confirmed
☐	2	CO00003	Khalid Al Mans...	10/03/2026 14:...	Private Villa - A...		AED 6,350,000...	AED 278,000.00	AED 6,628,000...	Approved
☐	3	CO00002	Al Mizan Real ...	09/29/2026 14:...	Al Mizan Resid...		AED 48,500,00...	AED 271,120.00	AED 49,084,02...	Customer Ap...
☐	4	CO00001	Al Mizan Real ...	09/24/2026 14:...	Al Mizan Resid...		AED 48,500,00...	AED 312,900.00	AED 49,084,02...	Done

Figure 9.1 — Change orders and their states.

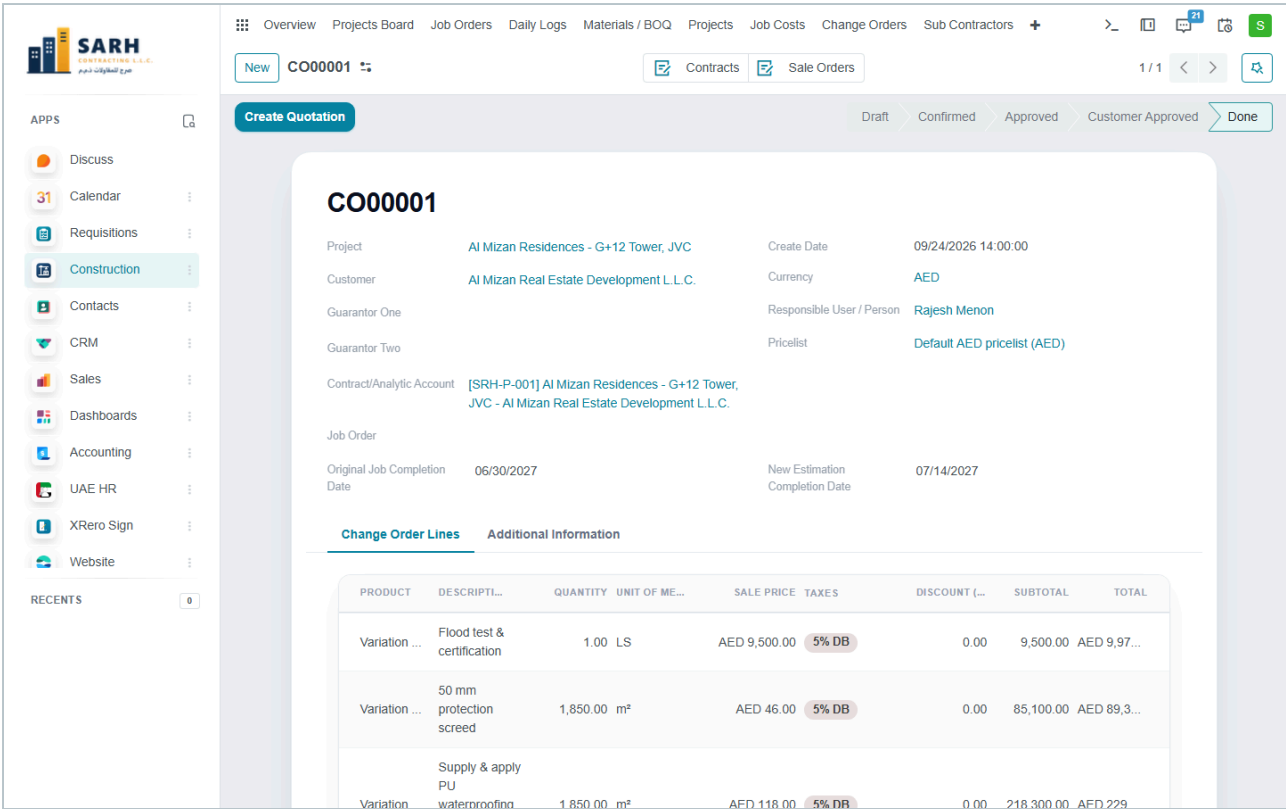


Figure 9.2 — Change order CO00001 for AI Mizan: flood test, protection screed and PU waterproofing.

On the dashboard

Change orders the client has not approved yet appear under **Needs attention** with their value, so no work is built without contract cover.

CHAPTER 10

Progress billing, collection and cheques

The monthly certificate: work done, less retention and advance recovery, with VAT.

A progress certificate is a customer invoice that carries the certificate title and number and is linked to the project. Its lines: work done this period, less 10% retention, less 10% advance recovery — with 5% VAT calculated by emirate. Retention goes to **Retention Receivable - Contracts** and the advance is taken off **Advances Received from Customers**.

	NUMBER	CUSTOMER	INVOICE DATE	DUE DATE	ACTIVITIES	TAX EXCLUDED	TOTAL	PAYMENT	STATUS
☐	1	INV/2026/00041	Palm Crest Properties L.L.C.	10/06/2026	In 23 days	AED 3,690,000.00	AED 3,874,500.00	Not Paid	Posted
☐	2	INV/2026/00040	Horizon Tech Hub FZ-LLC	09/28/2026	In 15 days	AED 172,500.00	AED 181,125.00	Not Paid	Posted
☐	3	INV/2026/00032	Khalid Al Mansoori	09/27/2026	In 14 days	AED 512,826.71	AED 538,468.04	Not Paid	Posted
☐	4	INV/2026/00023	Al Noor Private School L.L.C.	09/27/2026	In 29 days	AED 336,647.53	AED 353,479.90	Not Paid	Posted
☐	5	INV/2026/00017	Gulf Logistics Parks FZE	09/27/2026	In 29 days	AED 1,639,462.52	AED 1,721,435.65	Not Paid	Posted
☐	6	INV/2026/00009	Al Mizan Real Estate Development ...	09/27/2026	In 29 days	AED 2,601,032.84	AED 2,731,084.47	Not Paid	Posted
☐	7	INV/2026/00039	Horizon Tech Hub FZ-LLC	09/10/2026	In 12 days	AED 68,982.69	AED 72,431.82	Not Paid	Posted
☐	8	INV/2026/00038	Horizon Tech Hub FZ-LLC	08/28/2026		AED 206,840.20	AED 217,182.21	Paid	Posted
☐	9	INV/2026/00031	Khalid Al Mansoori	08/28/2026	16 days ago	AED 679,188.87	AED 713,148.31	Not Paid	Posted
☐	10	INV/2026/00022	Al Noor Private School L.L.C.	08/28/2026		AED 334,410.21	AED 351,130.73	Paid	Posted
☐	11	INV/2026/00016	Gulf Logistics Parks FZE	08/28/2026		AED 1,880,109.07	AED 1,974,114.53	Paid	Posted

Figure 10.1 — Customer invoices and certificates.

CUSTOMER INVOICE

INV/2026/00009

Customer: **Al Mizan Real Estate Development L.L.C.**
Office 2105, Marina Plaza, Dubai Marina
Dubai DU
United Arab Emirates – 100245781200003

Invoice Date: 09/27/2026
Payment Reference: INV/2026/00009
Payment terms: 45 Days
Progress Billing Title: Interim Payment Certificate No. 11 - September 2026
Project: [SRH-P-001] Al Mizan Residences - G+12 Tower, JVC - Al Mizan Real Estate Development L.L.C.
Journal: Customer Invoices

PRODUCT	LABEL	ACCOUNT	QUANTITY	UOM	PRICE	TAXES	VAT AMOUNT	TAX EXCL.
Construction work done this period - IPC No. 1...		400101 Contr...	1.00	LS	3,251,291.06	5% DB	AED 162,564...	AED 3,251,2...
Less: [BIL-RET] Retention 10% of ...		102031 Rete...	1.00	LS	-325,129.11	5% DB	AED -16,256...	AED -325,12...
Less: [BIL-ADR] Advance payment		201031 Adva...	1.00	LS	-325,129.11	5% DB	AED -16,256...	AED -325,12...

Figure 10.2 — Interim payment certificate No. 11 for Al Mizan (September 2026).

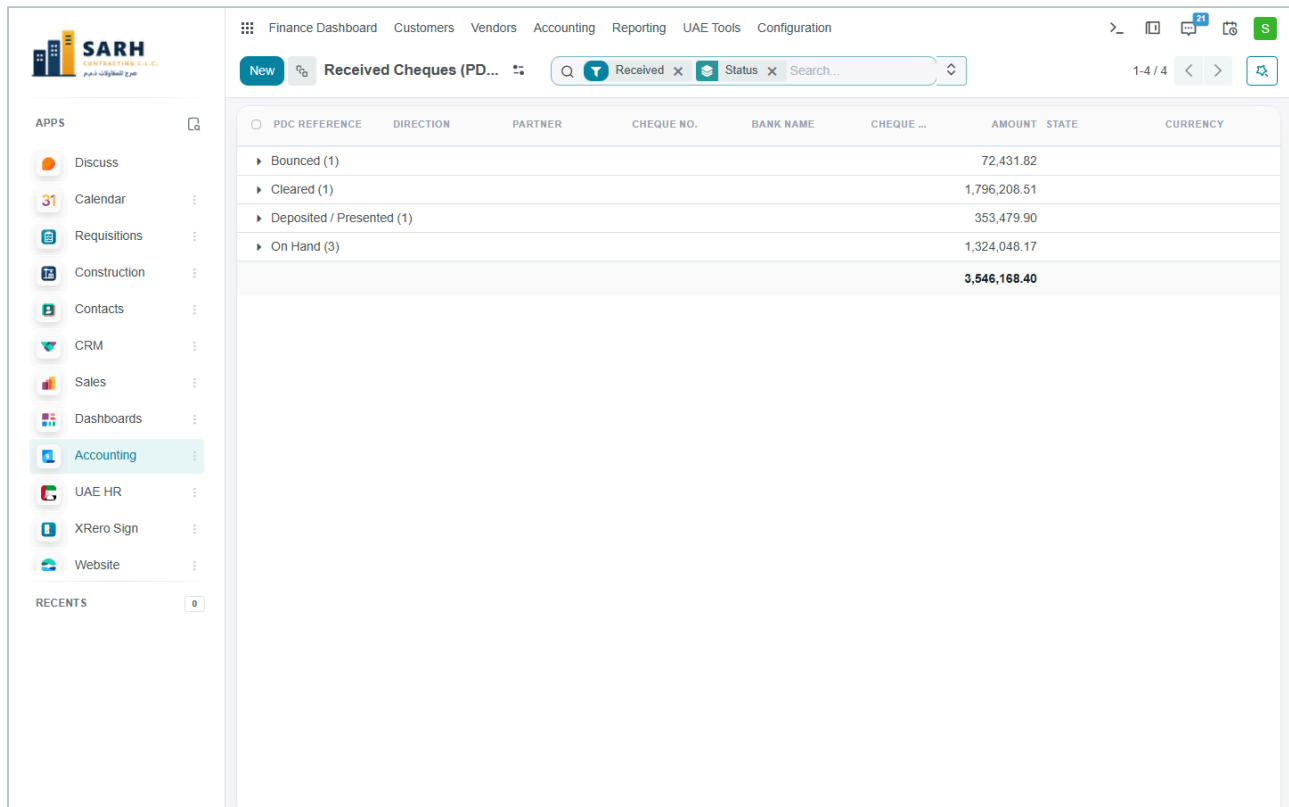
The invoice prints in Arabic and English together in the UAE tax-invoice layout, goes out by e-mail or WhatsApp, and payment is recorded on it with **Register Payment**.

<

Figure 10.3 — Customer payments.

10.1 Post-dated cheques

Many clients pay by post-dated cheque. Each cheque is recorded with its date, bank and the invoice it covers, and moves: on hand, deposited, cleared or bounced. On deposit it is booked to a clearing account, on clearance to the bank, and the invoice is settled. A bounced cheque reverses its entry and puts the debt back on the client. Cheques the company issues to suppliers are followed the same way.



The screenshot shows the SARH Accounting application interface. The sidebar on the left lists various apps: Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting (highlighted), UAE HR, XRero Sign, and Website. The main area displays the 'Received Cheques (PD...)' screen with a search bar and a table of cheque status and amounts.

PDC REFERENCE	DIRECTION	PARTNER	CHEQUE NO.	BANK NAME	CHEQUE ...	AMOUNT	STATE	CURRENCY
▶ Bounced (1)						72,431.82		
▶ Cleared (1)						1,796,208.51		
▶ Deposited / Presented (1)						353,479.90		
▶ On Hand (3)						1,324,048.17		
						3,546,168.40		

Figure 10.4 — Cheques received: cleared, deposited, on hand, and a bounced one with its replacement.

The screenshot displays the SARH Xrero Construction edition interface. The top navigation bar includes links for Finance Dashboard, Customers, Vendors, Accounting, Reporting, UAE Tools, and Configuration. The left sidebar lists various applications (APPS) such as Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting (highlighted), UAE HR, XRero Sign, and Website. Below the sidebar is a 'RECENTS' section with a count of 0.

The main content area shows a cheque entry for 'PDC/2026/00003'. At the top, there is a 'New' button and a search bar containing '004418'. Below this, a status bar indicates 'Reset To On Hand' and a progress bar with stages: 'On Hand', 'Deposited / Presented', and 'Cleared' (which is currently selected).

The cheque details are organized into three sections:

- CHEQUE INFO:**
 - Direction: Received (from Customer)
 - Partner: Al Mizan Real Estate Development L.L.C.
 - Cheque No.: 004418
 - Bank Name: Emirates Islamic
 - Bank Branch:
 - Cheque Date: 09/30/2026
 - Amount: 1,796,208.51
 - Linked Invoice / Bill: INV/2026/00008 (IPC-10/P1)
- TRACKING:**
 - Reminder (days before due): 3
 - Deposit / Presentation Date: 09/30/2026
 - Clearance Date: 10/02/2026
- JOURNAL ENTRIES:**
 - Deposit Journal Entry: BNK1/2026/00011 (PDC 004418 — deposit)
 - Clearance Journal Entry: BNK1/2026/00012 (PDC 004418 — cleared)
- NOTES:**

Figure 10.5 — A cleared client cheque and its entries.

10.2 Statements

From Accounting > Reporting > Partner Statements a statement is produced for any client or supplier for a period: opening balance, movements and closing balance — ready to send.

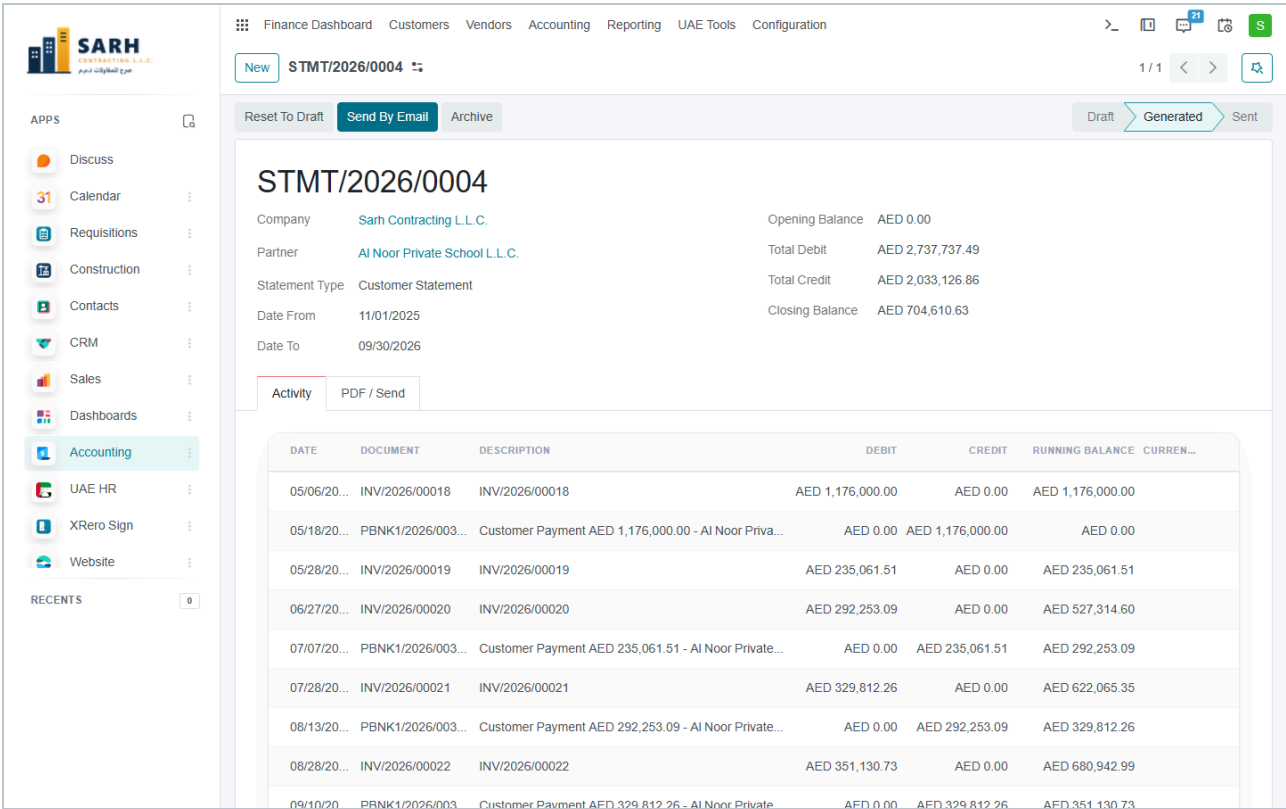


Figure 10.6 — A client statement.

CHAPTER 11

Timesheets and labour cost

Engineers' and supervisors' hours are booked to job orders and enter project cost at each employee's hourly cost.

Every employee has an hourly cost. When he books hours to a job order, their cost joins the project's analytic account at once. The report by project, employee or job order shows where the hours went.

	DATE	EMPLOYEE	PROJECT	TASK	DESCRIPT...	START TL...	END TIME	JOB COST...	JOB COST...	SALES OR...	HOURS S...
1	10/05/2026	S Saeed Al...	Internal	Meeting	Analysis	00:00	00:00				00:00
2	10/05/2026	S Saeed Al...	Internal	Training	Analysis	00:00	00:00				00:00
3	10/03/2026	B Bilal Ak...	Private Villa...	Swimming ...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		14:42
4	10/03/2026	R Ram Bah...	Private Villa...	Swimming ...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		14:42
5	10/03/2026	M Mark Ant...	Private Villa...	Swimming ...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		25:42
6	10/03/2026	I Imran Q...	Private Villa...	Swimming ...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		25:42
7	10/03/2026	S Shahid I...	Al Noor Priv...	Blockwork ...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		32:06
8	10/03/2026	A Arun Pl...	Al Noor Priv...	First floor c...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		48:00
9	10/03/2026	O Omar H...	Al Noor Priv...	Second floo...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		48:00
10	10/03/2026	R Ravi Ku...	Gulf Logisti...	Asphalt & y...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		32:12
11	10/03/2026	R Ram Bah...	Gulf Logisti...	Sprinklers &...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		32:12
12	10/03/2026	A Arun Pl...	Gulf Logisti...	Asphalt & y...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		48:00
13	10/03/2026	O Omar H...	Gulf Logisti...	Sprinklers &...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		48:00
14	10/03/2026	B Bilal Ak...	Al Mizan Re...	Blockwork ...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		30:48
15	10/03/2026	K Karthik S...	Al Mizan Re...	MEP first fix...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		30:48
16	10/03/2026	R Ravi Ku...	Al Mizan Re...	Internal pla...	Site supervi...	00:00	00:00	COST-SHE...	Site supervi...		30:48

Figure 11.1 — The timesheet register.

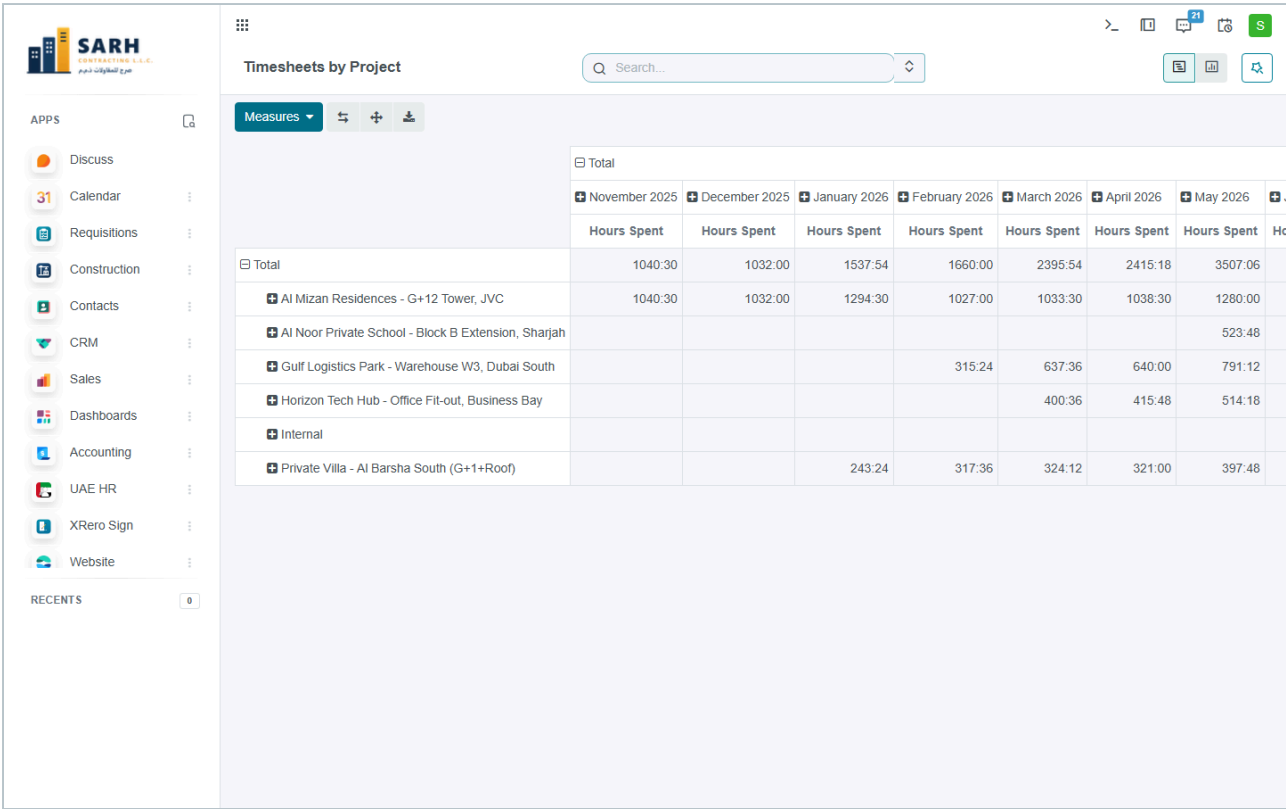


Figure 11.2 — Hours analysed by project.

CHAPTER 12

The store

Every material's quantity and value, its reorder level and what was damaged — in one place.

The store receives purchase-order materials and issues them to the sites. Quantity and value move with every receipt and issue. Key materials have a **reordering rule** with a minimum and a maximum, so purchasing is proposed before stock runs out. Damaged stock (broken tiles, wet cement) is recorded as **scrap** and leaves stock at its value.

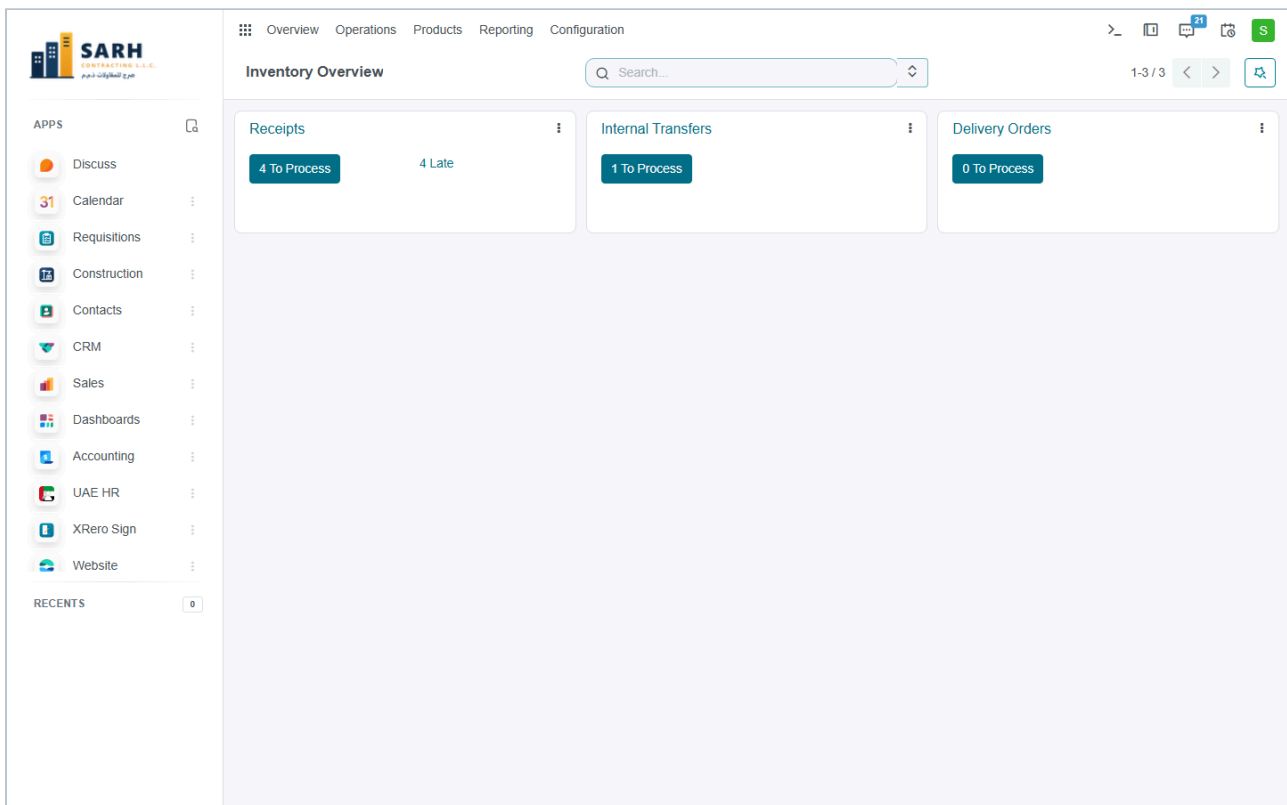


Figure 12.1 — Inventory overview: receipts and deliveries waiting.



SARH
مركز المعلومات

Overview Operations Products Reporting Configuration

>

New Stock

Q Search...

1-13 / 13

	PRODUCT	UNIT COST	TOTAL VALUE	ON HAND	FREE TO USE	INCOMING	OUTGOING	UNL...	
☐									
☐	1 [ELE-C25] ...	AED 142.00	AED 58,78...	414.00		414.00	0.00	0.00 Roll	History
☐	2 [ELE-C4] C...	AED 215.00	AED 44,07...	205.00		205.00	0.00	0.00 Roll	History
☐	3 [ELE-DB24...	AED 655.00	AED 22.92...	35.00		35.00	0.00	0.00 Units	History
☐	4 [ELE-PC20...	AED 3.30	AED 14,69...	4,453.00		4,453.00	0.00	0.00 Length	History
☐	5 [FIN-ADH] ...	AED 23.00	AED 121.6...	5,291.00		4,691.00	0.00	0.00 Bag	History
☐	6 [FIN-EMU1...	AED 182.00	AED 152,3...	837.00		837.00	0.00	0.00 Units	History
☐	7 [FIN-GB12...	AED 24.50	AED 249,3...	10,176.00		10,176.00	0.00	0.00 Sheet	History
☐	8 [FIN-PT60]...	AED 56.00	AED 477,7...	8,532.00		7,632.00	0.00	0.00 m²	History
☐	9 [FIN-TEX2...	AED 165.00	AED 60,22...	365.00		365.00	0.00	0.00 Units	History
☐	10 [HSE-PPE]...	AED 95.00	AED 130,2...	1,371.00		1,371.00	0.00	0.00 Units	History
☐	11 [HSE-SGN...	AED 0.00	AED 0.00	0.00		0.00	0.00	0.00 Units	History
☐	12 [PLB-PPR...	AED 0.00	AED 0.00	0.00		0.00	0.00	0.00 Length	History
☐	13 [PLB-U110...	AED 0.00	AED 0.00	0.00		0.00	0.00	0.00 Length	History
			AED 1,332...	31,679.00		30,179.00	0.00	0.00	

APPS

- Discuss
- Calendar
- Requisitions
- Construction
- Contacts
- CRM
- Sales
- Dashboards
- Accounting
- UAE HR
- XRero Sign
- Website

RECENTS

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Figure 12.2 — Stock on hand.



XERO

مركز الخدمات الإلكترونية

Overview Operations Products Reporting Configuration

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New

Reordering Rules 🏠

📋
☰
★

	PRODUCT	LOCATION	ON HAND	FORECAST	MIN QUA...	MAX QUA...	TO ORDER UO...	
❏ 1	Viverra nam	Integer vitae	22.44	9.24 ⚠️	83.40	84.31	61.72	⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 2	Integer vitae	Integer vitae	13.05	27.31 📅	28.33	17.45	38.02	⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 3	Laoreet id	Integer vitae	99.85	64.57 📅	45.86	95.15	14.09	⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 4	Voluptat bi	Viverra nam	88.92	86.49 📅	22.25	83.08	95.42	⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 5	Voluptat bi...	Laoreet id						⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 6	Laoreet id	Viverra na						⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 7	Voluptat bi...	Integer v						⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 8	Laoreet id	In massa						⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 9	Integer vitae	In massa						⚡ Order Once ⌛ Automate ⌚ Snooze
❏ 10	In massa	In massa						⚡ Order Once ⌛ Automate ⌚ Snooze



No reordering rule found

Define a minimum stock rule so that Xero automatically creates requests for quotations or confirmed manufacturing orders to resupply your stock.

APPS

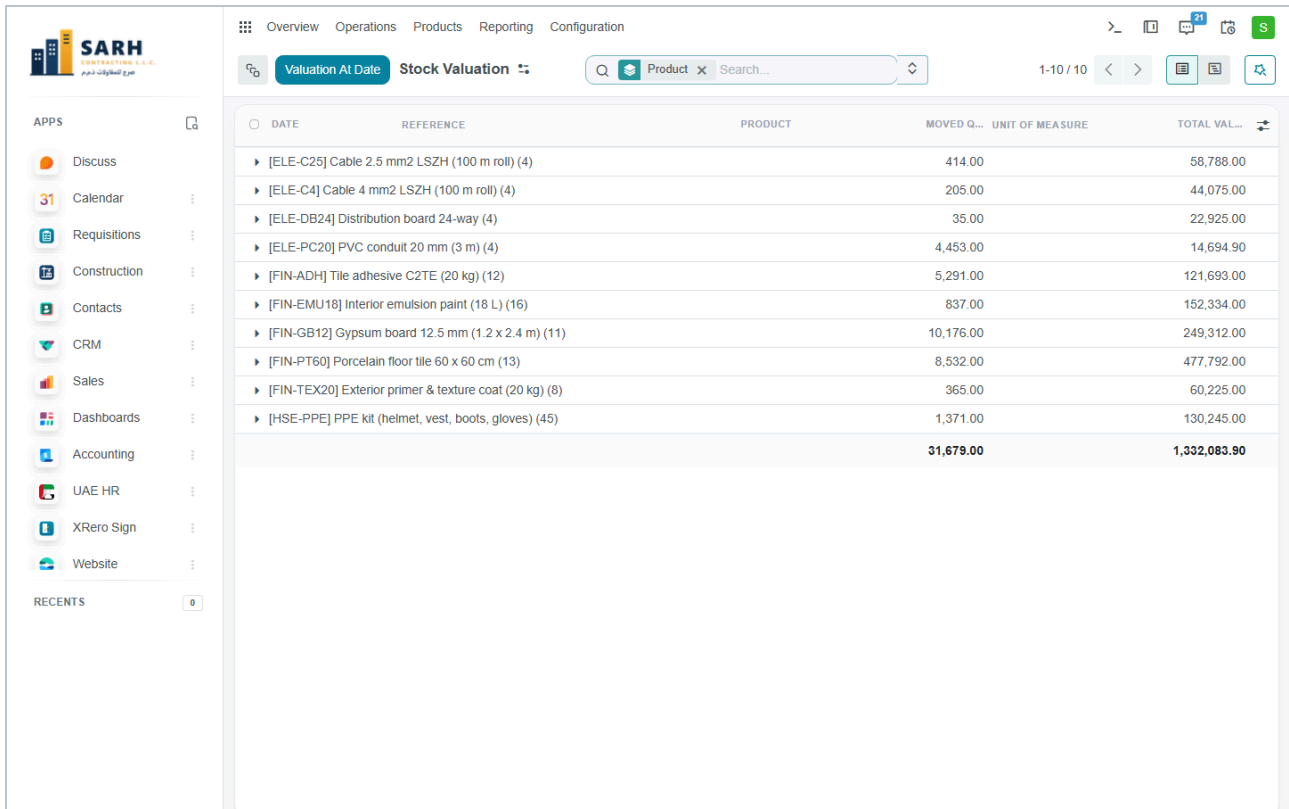
🔖

- 📅 Discuss
- 📅 Calendar
- 📅 Requisitions
- 📅 Construction
- 📅 Contacts
- 📅 CRM
- 📅 Sales
- 📅 Dashboards
- 📅 Accounting
- 📅 UAE HR
- 📅 XRero Sign
- 📅 Website

RECENTS

0

Figure 12.3 — Reordering rules.



DATE	REFERENCE	PRODUCT	MOVED Q...	UNIT OF MEASURE	TOTAL VAL...
		[ELE-C25] Cable 2.5 mm2 LSZH (100 m roll) (4)	414.00		58,788.00
		[ELE-C4] Cable 4 mm2 LSZH (100 m roll) (4)	205.00		44,075.00
		[ELE-DB24] Distribution board 24-way (4)	35.00		22,925.00
		[ELE-PC20] PVC conduit 20 mm (3 m) (4)	4,453.00		14,694.90
		[FIN-ADH] Tile adhesive C2TE (20 kg) (12)	5,291.00		121,693.00
		[FIN-EMU18] Interior emulsion paint (18 L) (16)	837.00		152,334.00
		[FIN-GB12] Gypsum board 12.5 mm (1.2 x 2.4 m) (11)	10,176.00		249,312.00
		[FIN-PT60] Porcelain floor tile 60 x 60 cm (13)	8,532.00		477,792.00
		[FIN-TEX20] Exterior primer & texture coat (20 kg) (8)	365.00		60,225.00
		[HSE-PPE] PPE kit (helmet, vest, boots, gloves) (45)	1,371.00		130,245.00
			31,679.00		1,332,083.90

Figure 12.4 — Stock valuation.

12.1 Issuing to site stores

Every site has its own small store. Materials bought into the main store go to a site by **internal transfer**: from the main store to the site store, with quantity and delivery date. A transfer ready to go shows on the inventory overview until it is done, and the project manager then sees the stock of his site.

Figure 12.5 — Transfers from the main store to site stores.

Figure 12.6 — Tiles and adhesive for Al Mizan level 3 finishes, ready to dispatch.

CHAPTER 13

Fleet and site plant

Every car and bus with its insurance, registration and servicing; every machine with its repair requests.

In **Fleet**: cars, pickups, buses and the truck, each with its driver, odometer and contracts — comprehensive insurance and registration (Mulkiya) renewal — with a warning before expiry. Services (oil change, tyres, A/C, repairs) are logged with their cost and garage.

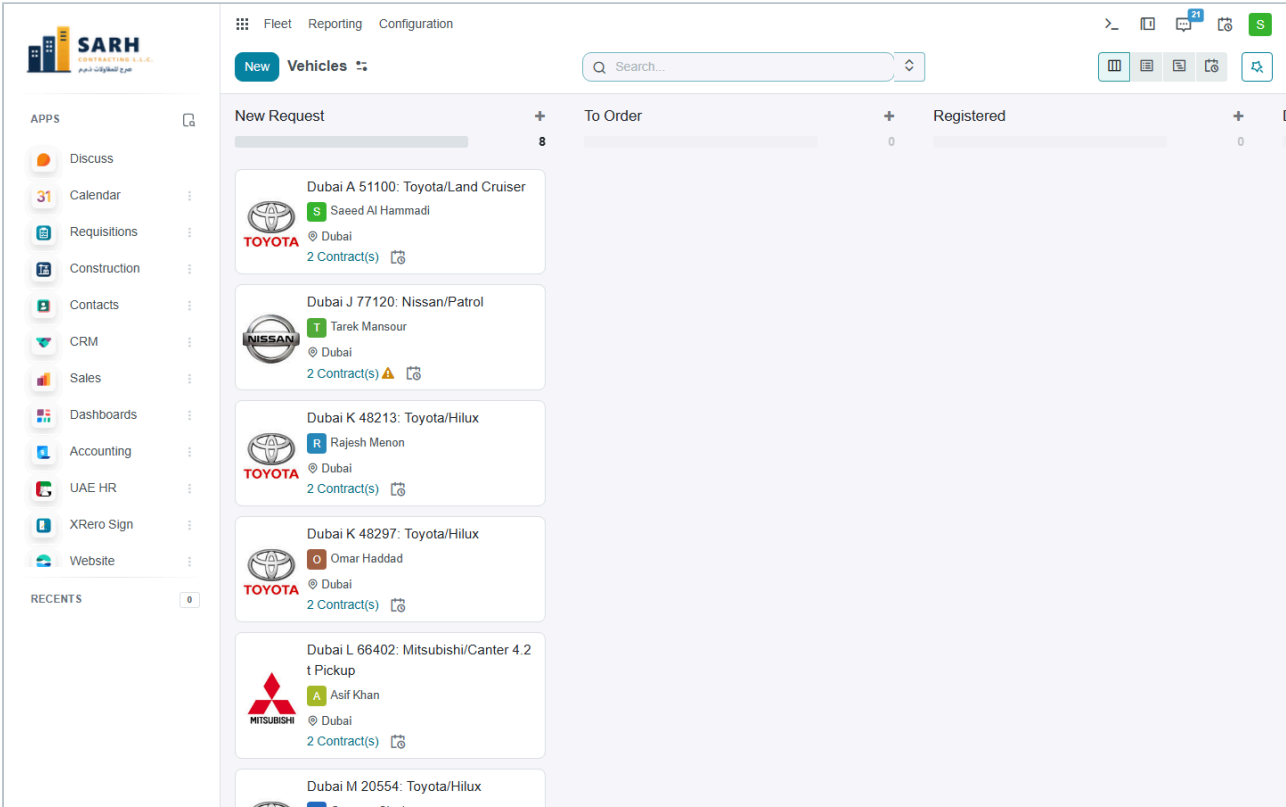


Figure 13.1 — The fleet.

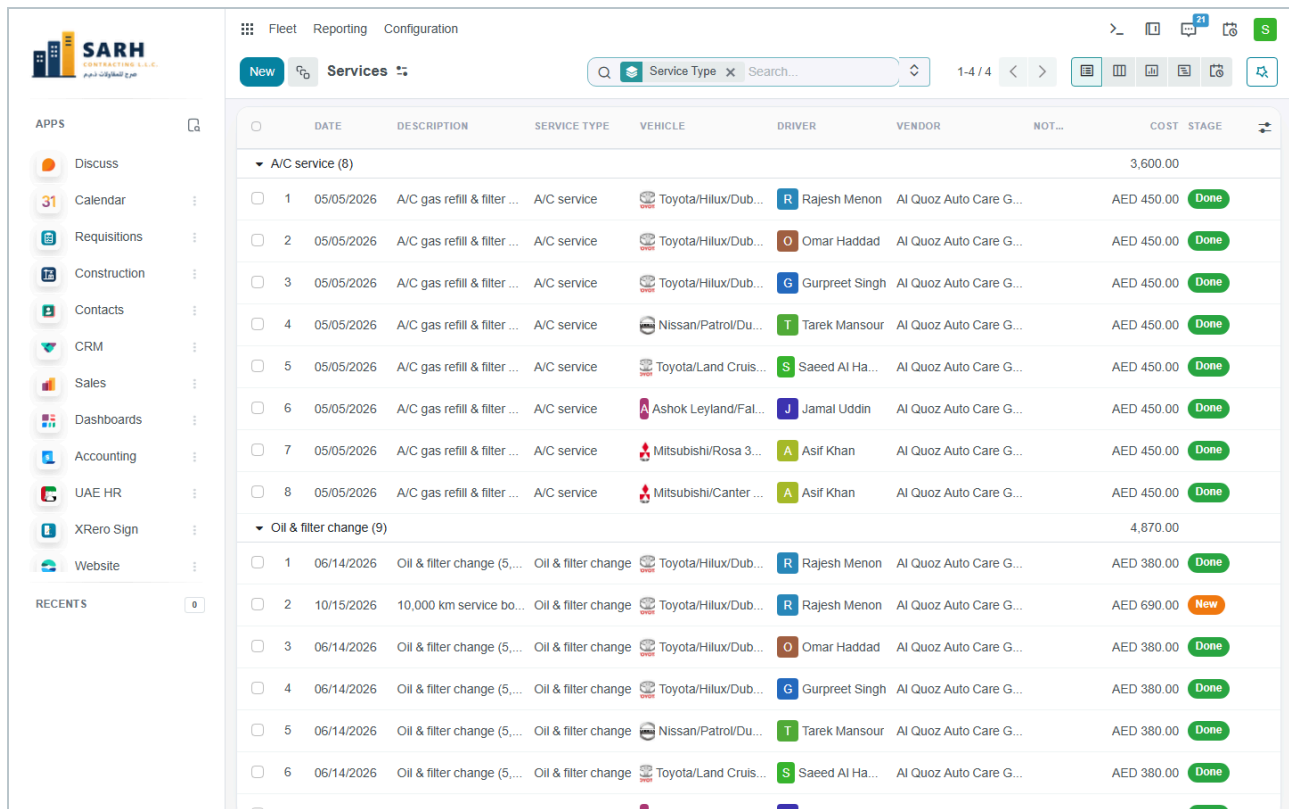
The screenshot displays the 'Ashok Leyland/Falcon 67-Seater Bus' details page. The left sidebar contains navigation links for various applications (Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, Website) and a 'RECENTS' section. The main content area is divided into several sections: 'Model' (Ashok Leyland/Falcon 67-Seater Bus), 'License Plate' (Dubai T 31845), 'Tags', 'DRIVER' (Jamal Uddin), 'VEHICLE' (Category, Order Date, Registration Date, Cancellation Date, Chassis Number, Last Odometer, Fleet Manager, Location), 'FISCALITY' (Horsepower Taxation AED0.00), and 'CONTRACT' (First Contract Date, Catalog Value (VAT)).

Figure 13.2 — Staff bus Dubai T 31845: driver, odometer, contracts and services.

The screenshot displays a table of insurance and registration contracts. The table has columns for NAME, CONTRACT S..., CONTRACT E..., VEHICLE, VENDOR, DRIVER, RECURRING ..., RECURRING ..., and STATUS. The table lists 16 contracts, all of which are 'In Progress'.

	NAME	CONTRACT S...	CONTRACT E...	VEHICLE	VENDOR	DRIVER	RECURRING ...	RECURRING ...	STATUS
1	Mulkiya renewal	10/29/2025	In 15 days	Nissan/Patrol/...	Roads & Trans...	Tarek Man...	AED 0.00	Yearly	In Progress
2	Mulkiya renewal	01/06/2026	In 84 days	Toyota/Hilux/D...	Roads & Trans...	Rajesh Me...	AED 0.00	Yearly	In Progress
3	Comprehensiv...	01/15/2026	In 93 days	Toyota/Hilux/D...	Gulf Shield Ins...	Gurpreet Sl...	AED 0.00	Yearly	In Progress
4	Comprehensiv...	01/15/2026	In 93 days	Toyota/Hilux/D...	Gulf Shield Ins...	Rajesh Me...	AED 0.00	Yearly	In Progress
5	Comprehensiv...	01/15/2026	In 93 days	Toyota/Hilux/D...	Gulf Shield Ins...	Omar Had...	AED 0.00	Yearly	In Progress
6	Comprehensiv...	01/15/2026	In 93 days	Nissan/Patrol/...	Gulf Shield Ins...	Tarek Man...	AED 0.00	Yearly	In Progress
7	Comprehensiv...	01/15/2026	In 93 days	Toyota/Land Cr...	Gulf Shield Ins...	Saeed Al H...	AED 0.00	Yearly	In Progress
8	Comprehensiv...	01/15/2026	In 93 days	Ashok Leyland/...	Gulf Shield Ins...	Jamal Uddin	AED 0.00	Yearly	In Progress
9	Comprehensiv...	01/15/2026	In 93 days	Mitsubishi/Ros...	Gulf Shield Ins...	Asif Khan	AED 0.00	Yearly	In Progress
10	Comprehensiv...	01/15/2026	In 93 days	Mitsubishi/Cant...	Gulf Shield Ins...	Asif Khan	AED 0.00	Yearly	In Progress
11	Mulkiya renewal	02/07/2026	02/06/2027	Toyota/Hilux/D...	Roads & Trans...	Omar Had...	AED 0.00	Yearly	In Progress
12	Mulkiya renewal	03/08/2026	03/07/2027	Toyota/Hilux/D...	Roads & Trans...	Gurpreet Sl...	AED 0.00	Yearly	In Progress
13	Mulkiya renewal	05/10/2026	05/09/2027	Toyota/Land Cr...	Roads & Trans...	Saeed Al H...	AED 0.00	Yearly	In Progress
14	Mulkiya renewal	06/11/2026	06/10/2027	Ashok Leyland/...	Roads & Trans...	Jamal Uddin	AED 0.00	Yearly	In Progress
15	Mulkiya renewal	07/12/2026	07/11/2027	Mitsubishi/Ros...	Roads & Trans...	Asif Khan	AED 0.00	Yearly	In Progress
16	Mulkiya renewal	08/13/2026	08/12/2027	Mitsubishi/Cant...	Roads & Trans...	Asif Khan	AED 0.00	Yearly	In Progress

Figure 13.3 — Insurance and registration contracts.



	DATE	DESCRIPTION	SERVICE TYPE	VEHICLE	DRIVER	VENDOR	NOT...	COST	STAGE
▼ A/C service (8)								3,600.00	
☐	1	05/05/2026	A/C gas refill & filter ...	A/C service	Toyota/Hilux/Dub...	Rajesh Menon	AI Quoz Auto Care G...	AED 450.00	Done
☐	2	05/05/2026	A/C gas refill & filter ...	A/C service	Toyota/Hilux/Dub...	Omar Haddad	AI Quoz Auto Care G...	AED 450.00	Done
☐	3	05/05/2026	A/C gas refill & filter ...	A/C service	Toyota/Hilux/Dub...	Gurpreet Singh	AI Quoz Auto Care G...	AED 450.00	Done
☐	4	05/05/2026	A/C gas refill & filter ...	A/C service	Nissan/Patrol/Du...	Tarek Mansour	AI Quoz Auto Care G...	AED 450.00	Done
☐	5	05/05/2026	A/C gas refill & filter ...	A/C service	Toyota/Land Cruis...	Saeed Al Ha...	AI Quoz Auto Care G...	AED 450.00	Done
☐	6	05/05/2026	A/C gas refill & filter ...	A/C service	Ashok Leyland/Fal...	Jamal Uddin	AI Quoz Auto Care G...	AED 450.00	Done
☐	7	05/05/2026	A/C gas refill & filter ...	A/C service	Mitsubishi/Rosa 3...	Asif Khan	AI Quoz Auto Care G...	AED 450.00	Done
☐	8	05/05/2026	A/C gas refill & filter ...	A/C service	Mitsubishi/Canter ...	Asif Khan	AI Quoz Auto Care G...	AED 450.00	Done
▼ Oil & filter change (9)								4,870.00	
☐	1	06/14/2026	Oil & filter change (5,...	Oil & filter change	Toyota/Hilux/Dub...	Rajesh Menon	AI Quoz Auto Care G...	AED 380.00	Done
☐	2	10/15/2026	10,000 km service bo...	Oil & filter change	Toyota/Hilux/Dub...	Rajesh Menon	AI Quoz Auto Care G...	AED 690.00	New
☐	3	06/14/2026	Oil & filter change (5,...	Oil & filter change	Toyota/Hilux/Dub...	Omar Haddad	AI Quoz Auto Care G...	AED 380.00	Done
☐	4	06/14/2026	Oil & filter change (5,...	Oil & filter change	Toyota/Hilux/Dub...	Gurpreet Singh	AI Quoz Auto Care G...	AED 380.00	Done
☐	5	06/14/2026	Oil & filter change (5,...	Oil & filter change	Nissan/Patrol/Du...	Tarek Mansour	AI Quoz Auto Care G...	AED 380.00	Done
☐	6	06/14/2026	Oil & filter change (5,...	Oil & filter change	Toyota/Land Cruis...	Saeed Al Ha...	AI Quoz Auto Care G...	AED 380.00	Done

Figure 13.4 — The service and repair log.

13.1 Plant and maintenance

Site plant (tower crane, excavator, loader, generator, compressor...) is listed in **Maintenance** with where each one is. A breakdown or a statutory inspection opens a **maintenance request** that moves from new to in repair to done.

SARH CONTRACTING L.L.C.

Dashboard Maintenance Equipment Reporting Configuration

New Equipment Search...

1-12 / 12

Equipment Name	Model	User	Status
Excavator CAT 320 (CAT 320 GC)	CAT0320GKZB04417	Sameer Patil	1 Request, S
Backhoe loader JCB 3CX (JCB 3CX Eco)	JCB3CX2275311	Lalith Perera	L
Skid steer loader Bobcat S650 (Bobcat S650)	B3NM12544	Lalith Perera	L
Vibratory roller 10 t (Dynapac CA2500)	DYN25004491	Sameer Patil	1 Request, S
Tower crane TC-01 (60 m jib) (Potain MCT 205)	POT205-77821	Sameer Patil	1 Request, S
Telehandler 18 m (Manitou MT 1840)	MAN1840-55120	Lalith Perera	1 Request, L
Concrete mixer 350 L (diesel) (Altrad Belle 350)	ALB350-11873	Gurpreet Singh	G
Poker vibrators (set of 4) (Wacker Neuson IRFU)	WN-IRFU-3318	Shahid Iqbal	S
Diesel generator 250 kVA (Perkins 250 kVA)	PK250-90814	Rafael Cruz	1 Request, R
Air compressor 185 cfm (Atlas Copco XAS 97)	AC-XAS97-20177	Rafael Cruz	R
Plate compactor 90 kg (Wacker Neuson VP1550)	WN-VP-1550-221	Shahid Iqbal	S
Total station (Leica TS07 R500)	LTS07-3388210	Ravi Kumar	R

RECENTS 0

Figure 13.5 — Site plant.

SARH CONTRACTING L.L.C.

Dashboard Maintenance Equipment Reporting Configuration

New Maintenance Requests Active Search...

1-12 / 12

New Request + **In Progress** + **Repaired** **Scrap** + Stage

4 0 1 0

Request Description	Equipment	Date	Status
Telehandler - annual load test certificate renewal	Telehandler 18 m/MAN1840-55120 (Lifting)	10/20/2026 12:00:00	J
Generator 250 kVA - coolant leak on radiator hose	Diesel generator 250 kVA/PK250-90814 (Power & Compressors)	10/07/2026 12:00:00	J
Excavator CAT 320 - 500 h service (oil, filters, track tension)	Excavator CAT 320/CAT0320GKZB04417 (Earthmoving)	10/06/2026 12:00:00	J
Tower crane TC-01 - monthly statutory inspection (third party)	Tower crane TC-01 (60 m jib)/POT205-77821 (Lifting)	10/11/2026 12:00:00	J

RECENTS 0

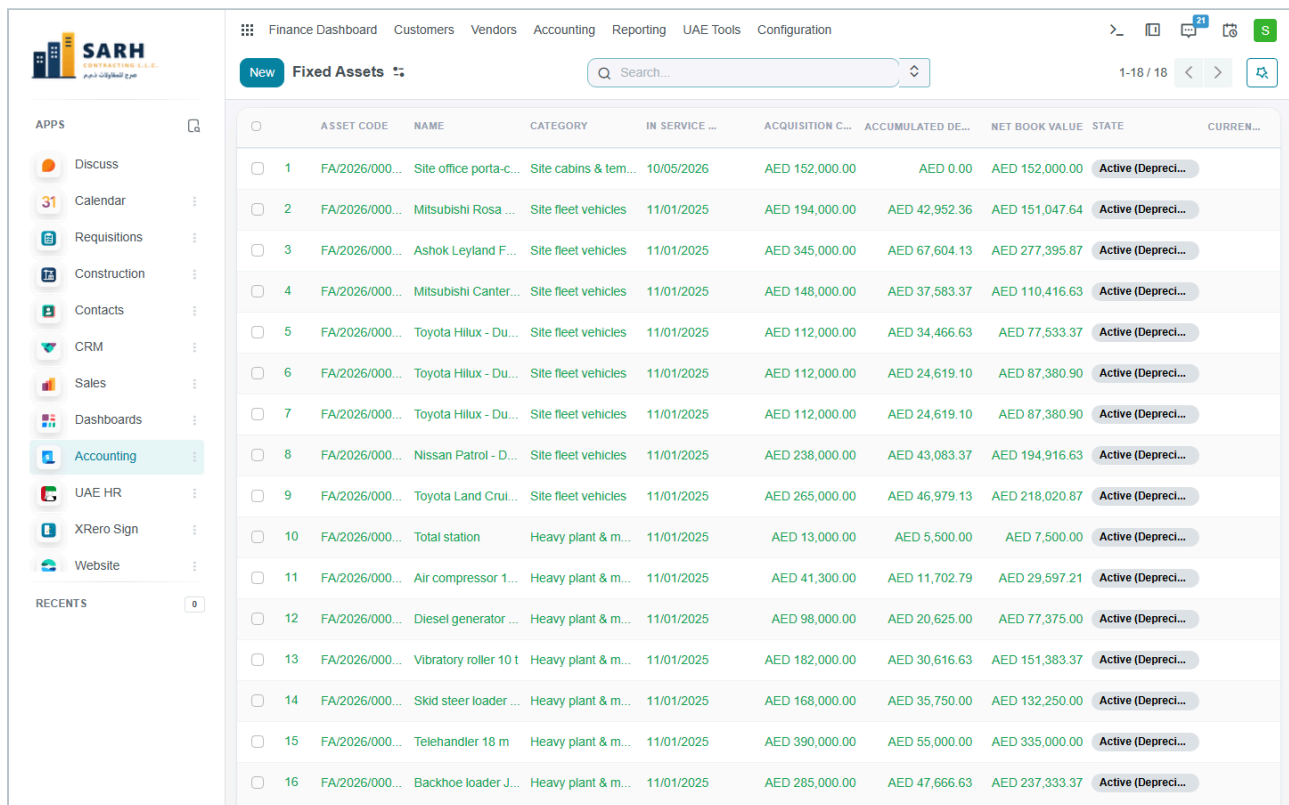
Figure 13.6 — Maintenance requests.

CHAPTER 14

Fixed assets and depreciation

The asset register calculates depreciation every month and posts it itself — each asset's book value is visible on any day.

From [Accounting > UAE Tools > Fixed Assets](#) each asset is recorded: its category (heavy plant, vehicles, site cabins), cost, salvage value, in-service date and useful life. **Compute Schedule** builds the month-by-month depreciation table, and at every month end the depreciation entry posts itself. An asset bought on a supplier bill is linked to it.



	ASSET CODE	NAME	CATEGORY	IN SERVICE ...	ACQUISITION C...	ACCUMULATED DE...	NET BOOK VALUE	STATE	CURREN...
☐	1	FA/2026/000... Site office porta-c...	Site cabins & tem...	10/05/2026	AED 152,000.00	AED 0.00	AED 152,000.00	Active (Depreci...	
☐	2	FA/2026/000... Mitsubishi Rosa ...	Site fleet vehicles	11/01/2025	AED 194,000.00	AED 42,952.36	AED 151,047.64	Active (Depreci...	
☐	3	FA/2026/000... Ashok Leyland F...	Site fleet vehicles	11/01/2025	AED 345,000.00	AED 67,604.13	AED 277,395.87	Active (Depreci...	
☐	4	FA/2026/000... Mitsubishi Canter...	Site fleet vehicles	11/01/2025	AED 148,000.00	AED 37,583.37	AED 110,416.63	Active (Depreci...	
☐	5	FA/2026/000... Toyota Hilux - Du...	Site fleet vehicles	11/01/2025	AED 112,000.00	AED 34,466.63	AED 77,533.37	Active (Depreci...	
☐	6	FA/2026/000... Toyota Hilux - Du...	Site fleet vehicles	11/01/2025	AED 112,000.00	AED 24,619.10	AED 87,380.90	Active (Depreci...	
☐	7	FA/2026/000... Toyota Hilux - Du...	Site fleet vehicles	11/01/2025	AED 112,000.00	AED 24,619.10	AED 87,380.90	Active (Depreci...	
☐	8	FA/2026/000... Nissan Patrol - D...	Site fleet vehicles	11/01/2025	AED 238,000.00	AED 43,083.37	AED 194,916.63	Active (Depreci...	
☐	9	FA/2026/000... Toyota Land Cruis...	Site fleet vehicles	11/01/2025	AED 265,000.00	AED 46,979.13	AED 218,020.87	Active (Depreci...	
☐	10	FA/2026/000... Total station	Heavy plant & m...	11/01/2025	AED 13,000.00	AED 5,500.00	AED 7,500.00	Active (Depreci...	
☐	11	FA/2026/000... Air compressor 1...	Heavy plant & m...	11/01/2025	AED 41,300.00	AED 11,702.79	AED 29,597.21	Active (Depreci...	
☐	12	FA/2026/000... Diesel generator ...	Heavy plant & m...	11/01/2025	AED 98,000.00	AED 20,625.00	AED 77,375.00	Active (Depreci...	
☐	13	FA/2026/000... Vibratory roller 10 t	Heavy plant & m...	11/01/2025	AED 182,000.00	AED 30,616.63	AED 151,383.37	Active (Depreci...	
☐	14	FA/2026/000... Skid steer loader ...	Heavy plant & m...	11/01/2025	AED 168,000.00	AED 35,750.00	AED 132,250.00	Active (Depreci...	
☐	15	FA/2026/000... Telehandler 18 m	Heavy plant & m...	11/01/2025	AED 390,000.00	AED 55,000.00	AED 335,000.00	Active (Depreci...	
☐	16	FA/2026/000... Backhoe loader J...	Heavy plant & m...	11/01/2025	AED 285,000.00	AED 47,666.63	AED 237,333.37	Active (Depreci...	

Figure 14.1 — The asset register: cost, accumulated depreciation and book value.

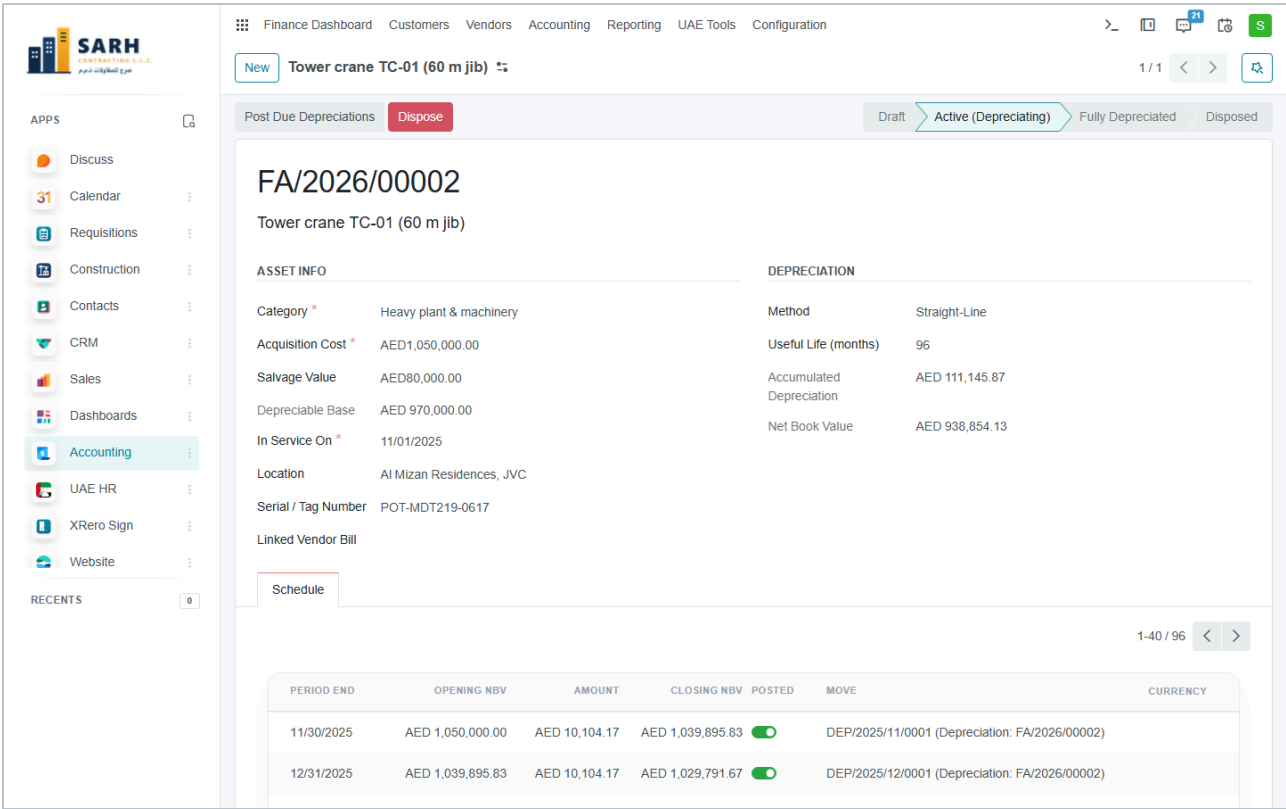


Figure 14.2 — Tower crane TC-01 and its depreciation table.

CHAPTER 15

Employees and their documents

A complete file per employee: Emirates ID, residence visa, passport, labour card and bank account — with a warning before anything expires.

The employee file holds his job details (department, title, manager) and a **UAE** page with the official documents and their expiry dates, the MoHRE labour card number, and the bank account (IBAN) and bank routing code his salary is paid to.

The screenshot shows the 'Employees' page in the Xrero HR system. The interface includes a sidebar with navigation options like 'Discuss', 'Calendar', 'Requisitions', 'Construction', 'Contacts', 'CRM', 'Sales', 'Dashboards', 'Accounting', 'UAE HR', 'XRero Sign', and 'Website'. The main content area displays a list of employees with their names, titles, departments, and contact information. Each employee card includes a large letter (A, B, C, D, E, F, G, H) and a status indicator (e.g., 'Office staff', 'Site staff', 'Camp - DIP', 'Heavy licence', 'First aider'). The employees listed are: Abdul Rehman (PRO / Government Relations), Ahmed Fathy (Site Engineer), Anwar Hossain (Mason), Arun Pillai (Site Engineer), Asif Khan (Driver), Babu Lal (Helper), Bilal Akhtar (MEP Engineer), Dil Bahadur Rai (Carpenter (Shuttering)), Faisal Kareem (Procurement Manager), Gurpreet Singh (General Foreman), Hana Youssef (Planning Engineer), and Hassan Ali (Safety Watchman).

Figure 15.1 — Employees.

The screenshot displays the 'Ahmed Fathy' employee profile in the Xrero system. The left sidebar contains a list of applications (APPS) including Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR (highlighted), XRero Sign, and Website. Below this is a 'RECENTS' section. The main content area shows the 'Launch Plan' for Ahmed Fathy, a Site Engineer. His contact information includes Work Mobile, Work Phone (+971 4 000 7272), and Work Email (ahmed.fathy@con.xrero.com). His department is Engineering & Planning, and his job position is Site Engineer. He is managed by Rajesh Menon. The 'Resume' tab is active, showing a list of experiences with one entry: '10/08/2026 - Current' at 'Sarh Contracting L.L.C.' as a 'Site Engineer'. A 'SKILLS' section indicates no skills are defined in the library. At the bottom, there are buttons for 'Send message', 'Log note', and 'Activities'.

Figure 15.2 — Ahmed Fathy's employee file.

The screenshot displays the 'Ahmed Fathy' employee profile in the Xrero system, specifically the 'UAE Compliance' tab. The left sidebar is identical to the previous screenshot. The main content area shows the 'UAE Compliance' section, which is divided into two columns: 'IDENTITY DOCUMENTS' and 'UAE WORK AUTHORIZATION'. The 'IDENTITY DOCUMENTS' column lists various documents and their details, including Emirates ID, Passport No., and Nationality. The 'UAE WORK AUTHORIZATION' column lists work-related documents and their details, including Residence Visa No., Work Permit No., and MoHRE Labor Card No. The 'UAE Compliance' tab is highlighted in the top navigation bar.

IDENTITY DOCUMENTS		UAE WORK AUTHORIZATION	
Emirates ID	784-1990-1185645-6	Residence Visa No.	201/2019/2203665
Emirates ID Expiry	06/15/2028	Residence Visa Expiry	04/10/2027
Passport No.	EG4104555	Work Permit No.	
Passport Expiry	06/04/2028	Work Permit Expiry	
Passport Country	Egypt	MoHRE Labor Card No.	100913022085
Nationality	Egypt	Joining Date	11/03/2019
UAE National	☐	Probation End Date	
MoHRE Skill Level	Level 3 - Skilled (clerical, sales, services)		

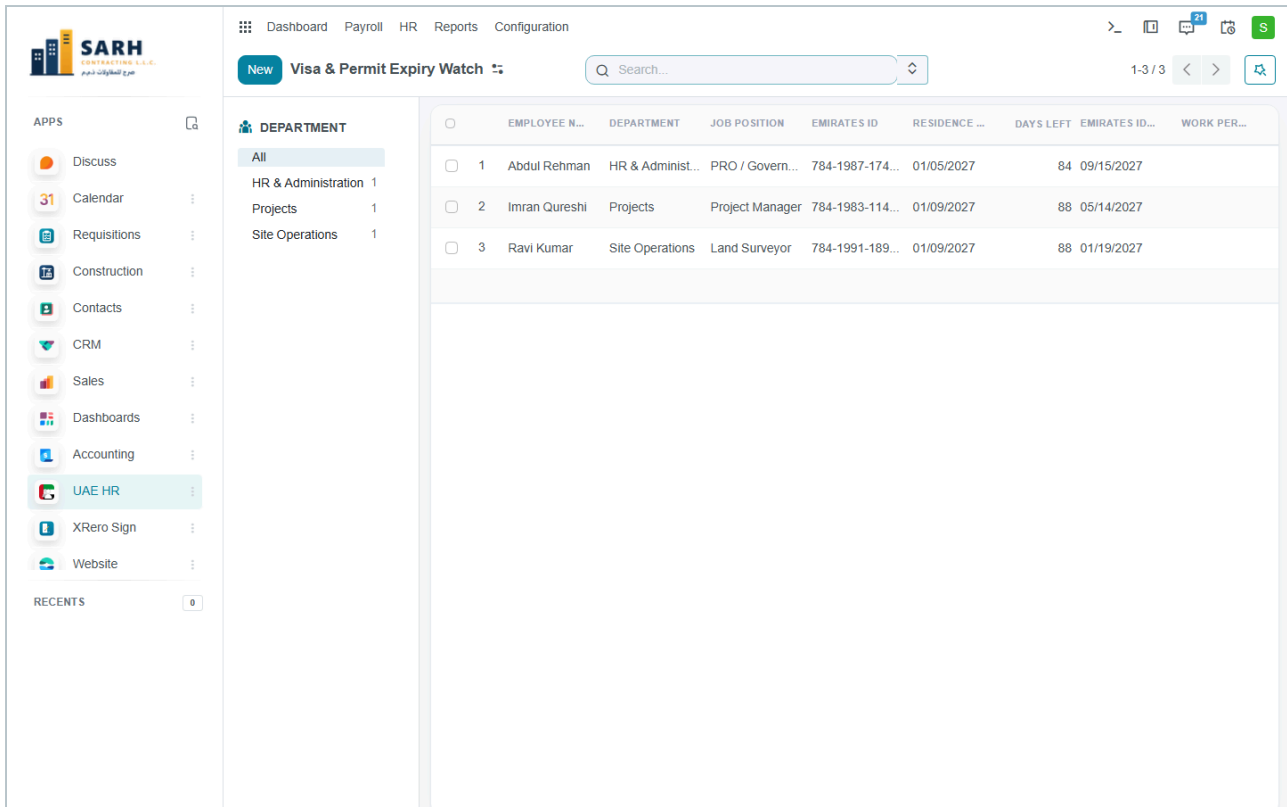
Figure 15.3 — The UAE page: Emirates ID, visa, passport, labour card and bank.

15.1 Contracts

Every contract is fixed-term as the law requires, and carries the basic salary and allowances (housing, transport, other), annual leave days, notice period and probation (six months at most). A contract cannot run without an end date, and an employee cannot have two running contracts.

</

Figure 15.4 — Contracts.



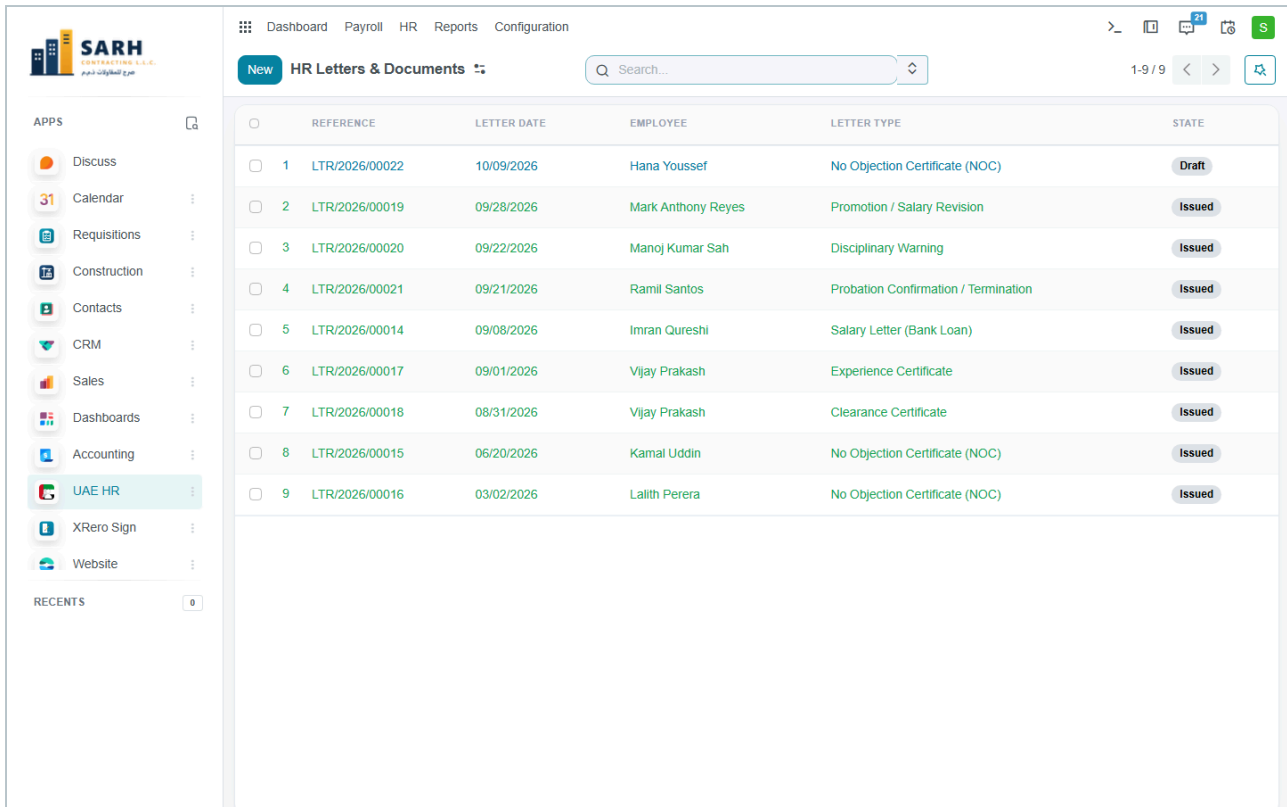
The screenshot displays the SARH system's 'Visa & Permit Expiry Watch' page. The page has a sidebar with various applications (Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, Website) and a 'RECENTS' section. The main content area shows a table of employees with their visa expiry dates. The table is sorted by the nearest expiry date first.

	EMPLOYEE N...	DEPARTMENT	JOB POSITION	EMIRATES ID	RESIDENCE ...	DAYS LEFT	EMIRATES ID...	WORK PER...
☐	1	Abdul Rehman	HR & Administ...	PRO / Govern...	784-1987-174...	01/05/2027	84	09/15/2027
☐	2	Imran Qureshi	Projects	Project Manager	784-1983-114...	01/09/2027	88	05/14/2027
☐	3	Ravi Kumar	Site Operations	Land Surveyor	784-1991-189...	01/09/2027	88	01/19/2027

Figure 15.5 — Visa expiry watch: the nearest expiry first.

15.2 Letters

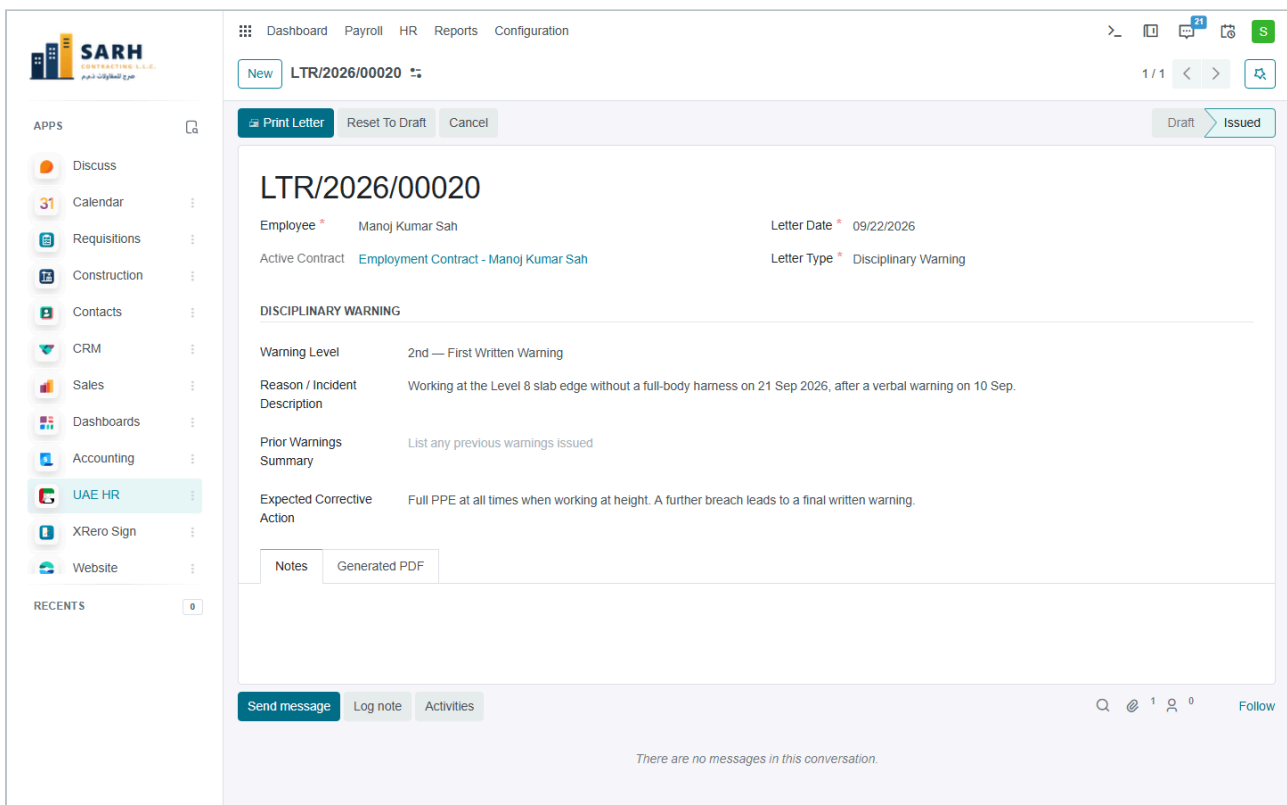
HR letters come from ready templates: salary letter for a bank, no-objection (travel, driving licence, family visa), experience certificate, promotion, warning, probation confirmation, clearance and settlement receipt. **Issue Letter** produces a PDF, files it on the employee and notifies him.



The screenshot shows the 'HR Letters & Documents' section of the SARH system. A table lists 9 letters, all in 'Issued' state. The left sidebar contains navigation links for various apps, with 'UAE HR' highlighted. The top navigation bar includes links for Dashboard, Payroll, HR, Reports, and Configuration.

	REFERENCE	LETTER DATE	EMPLOYEE	LETTER TYPE	STATE
☐	1 LTR/2026/00022	10/09/2026	Hana Youssef	No Objection Certificate (NOC)	Draft
☐	2 LTR/2026/00019	09/28/2026	Mark Anthony Reyes	Promotion / Salary Revision	Issued
☐	3 LTR/2026/00020	09/22/2026	Manoj Kumar Sah	Disciplinary Warning	Issued
☐	4 LTR/2026/00021	09/21/2026	Ramil Santos	Probation Confirmation / Termination	Issued
☐	5 LTR/2026/00014	09/08/2026	Imran Qureshi	Salary Letter (Bank Loan)	Issued
☐	6 LTR/2026/00017	09/01/2026	Vijay Prakash	Experience Certificate	Issued
☐	7 LTR/2026/00018	08/31/2026	Vijay Prakash	Clearance Certificate	Issued
☐	8 LTR/2026/00015	06/20/2026	Kamal Uddin	No Objection Certificate (NOC)	Issued
☐	9 LTR/2026/00016	03/02/2026	Lalith Perera	No Objection Certificate (NOC)	Issued

Figure 15.6 — Letters issued.



The screenshot displays the 'LTR/2026/00020' letter details. The letter is a 'Disciplinary Warning' issued to 'Manoj Kumar Sah' on '09/22/2026'. The 'Warning Level' is '2nd — First Written Warning'. The 'Reason / Incident Description' is 'Working at the Level 8 slab edge without a full-body harness on 21 Sep 2026, after a verbal warning on 10 Sep.' The 'Expected Corrective Action' is 'Full PPE at all times when working at height. A further breach leads to a final written warning.' The interface includes tabs for 'Notes' and 'Generated PDF', and a bottom section for 'Send message', 'Log note', and 'Activities'.

LTR/2026/00020

Employee * Manoj Kumar Sah Letter Date * 09/22/2026

Active Contract Employment Contract - Manoj Kumar Sah Letter Type * Disciplinary Warning

DISCIPLINARY WARNING

Warning Level 2nd — First Written Warning

Reason / Incident Description Working at the Level 8 slab edge without a full-body harness on 21 Sep 2026, after a verbal warning on 10 Sep.

Prior Warnings Summary List any previous warnings issued

Expected Corrective Action Full PPE at all times when working at height. A further breach leads to a final written warning.

Notes Generated PDF

Send message Log note Activities

There are no messages in this conversation.

Figure 15.7 — A first written warning for not wearing a harness at the slab edge.

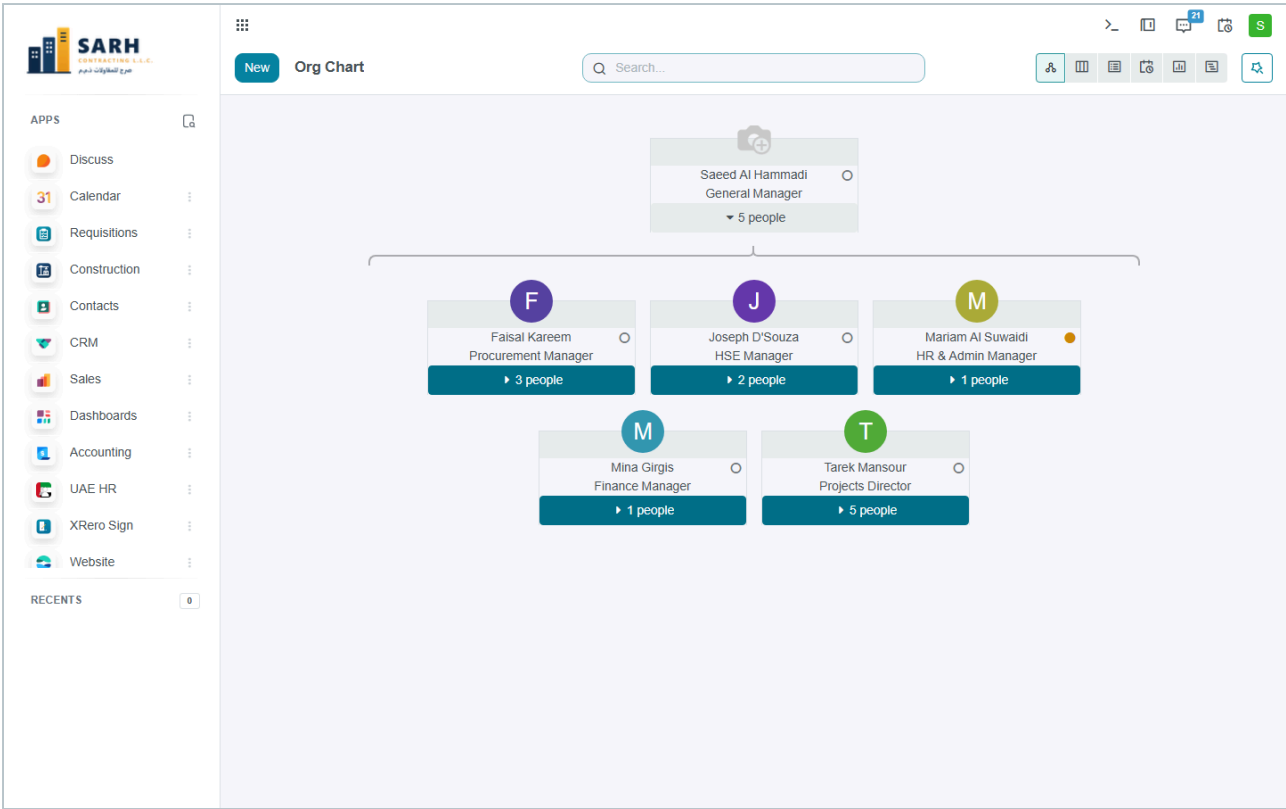


Figure 15.8 — The organisation chart.

CHAPTER 16

Leave and public holidays

UAE Labour Law rules applied: leave balance, tiered sick pay, and unpaid leave flowing into payroll.

From [UAE HR > HR > Leave Requests](#) the request is filed and the manager approves it. Each leave type carries its pay rule: annual on full pay, sick leave in tiers (full, half, unpaid), paternity, bereavement, Hajj unpaid... Approved unpaid leave is deducted in the same month's payslip automatically, and every approval reaches the employee with its approval letter.

	NAME	EMPLOYEE	LEAVE TYPE	FROM	TO	DAYS	DAYS AT 100%...	DAYS AT 50% ...	DAYS UNPAID	STATE
☐	1 Annual leave - ...	Ram Bahadur ...	Annual Leave	12/20/2026	01/10/2027	22.00	22.00	0.00	0.00	Draft
☐	2 Christmas leav...	Mark Anthony ...	Annual Leave	11/16/2026	11/29/2026	14.00	14.00	0.00	0.00	Submitted
☐	3 Birth of second ...	Karthik Subram...	Paternity Leave	10/19/2026	10/23/2026	5.00	5.00	0.00	0.00	Submitted
☐	4 Store stock cou...	Sunil Thapa	Short Leave	10/05/2026	10/05/2026	1.00	1.00	0.00	0.00	Rejected
☐	5 Fever - medical...	Anwar Hossain	Sick Leave (Full...	09/14/2026	09/16/2026	3.00	3.00	0.00	0.00	Approved
☐	6 Personal matter...	Babu Lal	Other Unpaid L...	09/01/2026	09/05/2026	5.00	0.00	0.00	5.00	Approved
☐	7 Annual home le...	Rakib Hasan	Annual Leave	08/03/2026	08/31/2026	29.00	29.00	0.00	0.00	Approved
☐	8 Annual home le...	Kamal Uddin	Annual Leave	07/01/2026	07/30/2026	30.00	30.00	0.00	0.00	Approved
☐	9 Hajj 1447	Jamal Uddin	Hajj Leave	05/20/2026	06/03/2026	15.00	0.00	0.00	15.00	Approved
☐	10 Family visit - Ke...	Priya Nair	Annual Leave	04/06/2026	04/16/2026	11.00	11.00	0.00	0.00	Approved
						135.00	115.00	0.00	20.00	

Figure 16.1 — Leave requests: approved, waiting, draft and rejected.

SARH
مركز الخدمات الحكومية

Dashboard Payroll HR Reports Configuration

New Personal matter at home (requested unpaid)

1 / 1

Reset To Draft Cancel Draft Submitted Approved

Personal matter at home (requested unpaid)

Employee * Babu Lal From * 09/01/2026

Contract Employment Contract - Babu Lal To * 09/05/2026

Leave Type * Other Unpaid Leave Days ? 5.00

Approved By Saeed Al Hammadi

Approval Date 08/20/2026

PAY BREAKDOWN (COMPUTED FROM LEAVE TYPE RULES)

Pay Rule	Unpaid (0%)
Days at 100% Pay	0.00
Days at 50% Pay	0.00
Days Unpaid	5.00

Reason / Notes

Personal matter at home (requested unpaid)

Send message Log note Activities

There are no messages in this conversation.

Figure 16.2 — Five days unpaid leave in September — deducted in the September payslip.

The **Time Off** app shows the calendar: who is away and when, the public holidays and each employee's balance (30 days a year).

SARH
مركز الخدمات الحكومية

My Time Overview Management Reporting Configuration

New All Time Off

Search...

Month Today September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
36 30 Rakib Hasan Rakib Hasan: 21 days	31 Babu Lal Babu Lal: 32 hours	1	2	3	4	5
37 6	7	8	9	10	11	12
38 13	14 Anwar Hossain Anwar Hossain: 3 days	15	16	17	18	19
39 20	21	22	23	24	25	26
40 27	28	29	30	1	2	3
41 4	5	6	7	8	9	10

Employee

- Anwar Hossain
- Babu Lal
- Rakib Hasan

Legend

- Validated
- To Approve
- Refused

Figure 16.3 — The leave calendar.



سوق الشارقة
SARH

APPS

Discuss

Calendar

Requisitions

Construction

Contacts

CRM

Sales

Dashboards

Accounting

UAE HR

XRero Sign

Website

RECENTS

0

My Time Overview Management Reporting Configuration

New Public Holidays

Period: 2026 Search...

1-7 / 7

	NAME	START DATE	END DATE	WORKING HOURS
☐	1 Eid Al Fitr	03/19/2026 17:00:00	03/22/2026 16:59:59	Standard 40 hours/week
☐	2 Arafat Day	05/25/2026 17:00:00	05/26/2026 16:59:59	Standard 40 hours/week
☐	3 Eid Al Adha	05/26/2026 17:00:00	05/29/2026 16:59:59	Standard 40 hours/week
☐	4 Hijri New Year	06/15/2026 17:00:00	06/16/2026 16:59:59	Standard 40 hours/week
☐	5 Prophet Mohammed's Birthday	08/24/2026 17:00:00	08/25/2026 16:59:59	Standard 40 hours/week
☐	6 Commemoration Day	11/30/2026 17:00:00	12/01/2026 16:59:59	Standard 40 hours/week
☐	7 UAE National Day	12/01/2026 17:00:00	12/03/2026 16:59:59	Standard 40 hours/week

Figure 16.4 — UAE public holidays.

CHAPTER 17

Payroll, WPS and end of service

A payroll month in four steps: prepare, approve, pay and post, then the WPS file for the bank.

- 1 **UAE HR > Payroll > Payroll Runs > New > the month > Prepare the month:** a payslip per running contract, with salary, allowances, loan instalments and unpaid leave.
- 2 Add overtime on the slips concerned (the legal cap is two hours a day, and the system warns above it), then **Approve all**.
- 3 **Mark Paid & Post:** the payroll entry posts (basic, housing, transport and other each to its own account, plus the gratuity provision), and every employee receives his payslip.
- 4 **Create the WPS file:** a SIF file in the ministry format is uploaded to the company bank, then the bank reference is recorded.

	NAME	DATE FROM	DATE TO	PAYSLIP COUNT	NEEDS A LOOK	TOTAL NET	STATE
☐	1 Payroll October 2026	10/01/2026	10/31/2026	40	3	AED 467,513.01	Prepared
☐	2 Payroll September 2026	09/01/2026	09/30/2026	38	1	AED 461,415.65	Approved
☐	3 Payroll August 2026	08/01/2026	08/31/2026	38	1	AED 456,304.15	Approved
☐	4 Payroll July 2026	07/01/2026	07/31/2026	37	1	AED 451,381.25	Approved
☐	5 Payroll June 2026	06/01/2026	06/30/2026	36	2	AED 444,531.04	Approved
☐	6 Payroll May 2026	05/01/2026	05/31/2026	36	2	AED 443,443.95	Approved
☐	7 Payroll April 2026	04/01/2026	04/30/2026	35	2	AED 441,969.80	Approved
☐	8 Payroll March 2026	03/01/2026	03/31/2026	34	1	AED 425,318.25	Approved
☐	9 Payroll February 2026	02/01/2026	02/28/2026	33	3	AED 421,981.25	Approved
☐	10 Payroll January 2026	01/01/2026	01/31/2026	31	8	AED 405,103.65	Approved
☐	11 Payroll December 2025	12/01/2025	12/31/2025	31	9	AED 409,191.17	Approved
☐	12 Payroll November 2025	11/01/2025	11/30/2025	31	31	AED 404,789.08	Approved
						AED 5,232,942.25	

Figure 17.1 — Payroll runs from November 2025 — October being prepared.

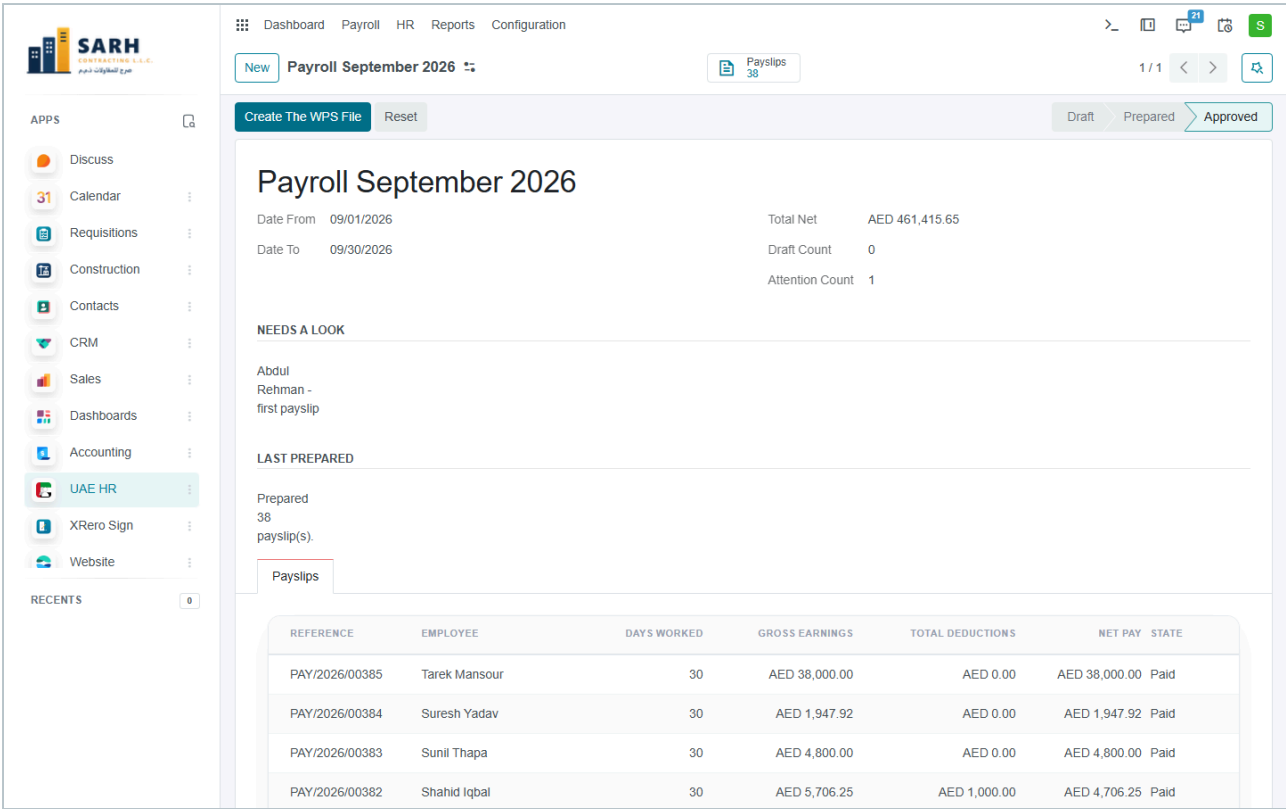


Figure 17.2 — September 2026 payroll: 38 employees.

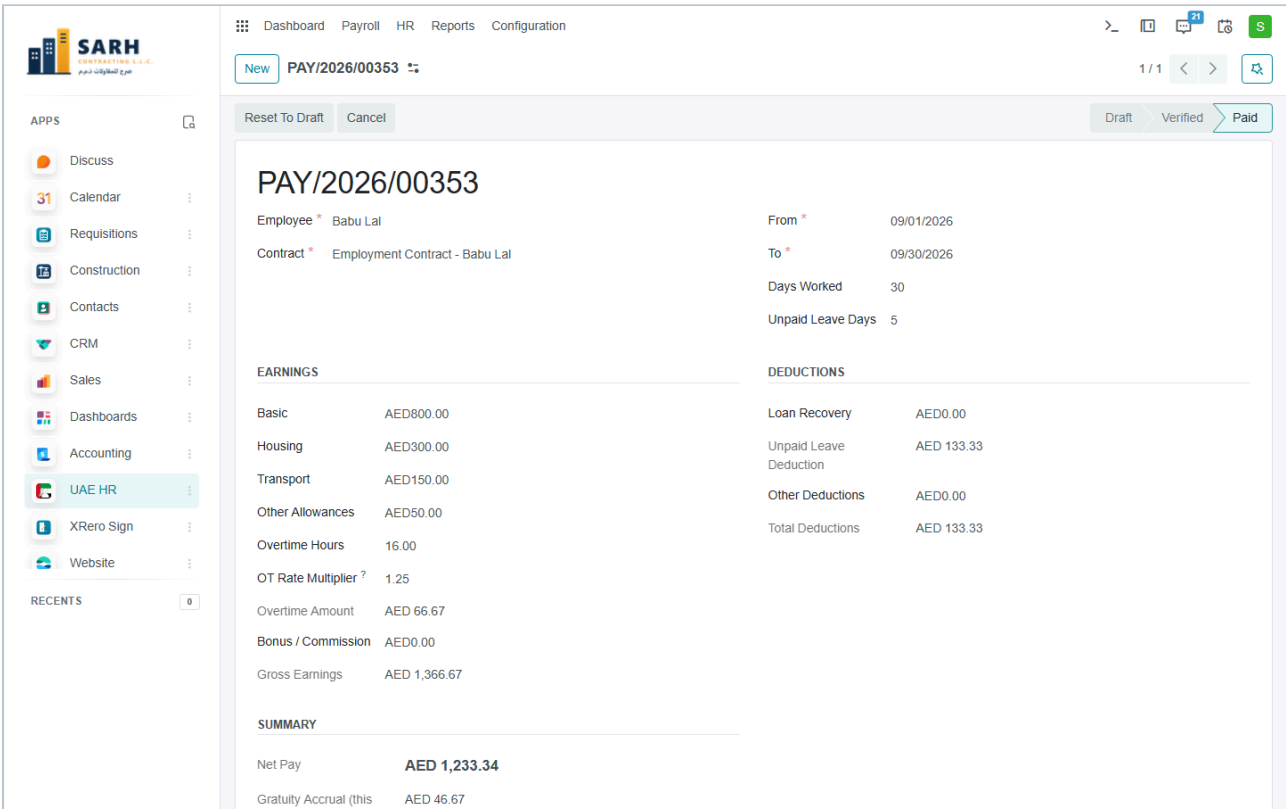


Figure 17.3 — A September payslip with five days of unpaid leave deducted.

SARH

سوق الشارقة

APPS

Discuss

Calendar

Requisitions

Construction

Contacts

CRM

Sales

Dashboards

Accounting

UAE HR

XRero Sign

Website

RECENTS

0

Dashboard Payroll HR Reports Configuration

New

WPS Batches

Q Search...

1-11 / 11

		NAME	PERIOD FROM	PERIOD TO	SALARY PAY DATE	# EMPLOYEES	TOTAL AMOUNT (AED)	STATE	CURRENCY
☐	1	WPS/2026/0013	09/01/2026	09/30/2026	09/28/2026	38	AED 462,548.98	Submitted to Bank	
☐	2	WPS/2026/0012	08/01/2026	08/31/2026	08/28/2026	38	AED 457,304.15	Submitted to Bank	
☐	3	WPS/2026/0011	07/01/2026	07/31/2026	07/28/2026	37	AED 452,381.25	Submitted to Bank	
☐	4	WPS/2026/0010	06/01/2026	06/30/2026	06/28/2026	36	AED 445,701.04	Submitted to Bank	
☐	5	WPS/2026/0009	05/01/2026	05/31/2026	05/28/2026	36	AED 445,423.95	Submitted to Bank	
☐	6	WPS/2026/0008	04/01/2026	04/30/2026	04/28/2026	35	AED 443,269.80	Submitted to Bank	
☐	7	WPS/2026/0007	03/01/2026	03/31/2026	03/28/2026	34	AED 425,618.25	Submitted to Bank	
☐	8	WPS/2026/0006	02/01/2026	02/28/2026	02/28/2026	33	AED 422,281.25	Submitted to Bank	
☐	9	WPS/2026/0005	01/01/2026	01/31/2026	01/28/2026	31	AED 405,103.65	Submitted to Bank	
☐	10	WPS/2026/0004	12/01/2025	12/31/2025	12/28/2025	31	AED 409,191.17	Submitted to Bank	
☐	11	WPS/2026/0003	11/01/2025	11/30/2025	11/28/2025	31	AED 404,789.08	Submitted to Bank	
							AED 4,773,612.57		

Figure 17.4 — WPS batches: all submitted to the bank.

SARH

CONSTRUCTION S.L.L.C.

شركة المقاولات العربية

APPS

Discuss

31

Calendar

Requisitions

Construction

Contacts

CRM

Sales

Dashboards

Accounting

UAE HR

XRero Sign

Website

RECENTS

0

Dashboard

Payroll

HR

Reports

Configuration

21

New

WPS/2026/0013

1 / 1

Reset To Draft

Draft

Validated

Generated

Submitted to Bank

WPS/2026/0013

PERIOD

Period From *09/01/2026

Period To *09/30/2026

Salary Pay Date *09/28/2026

WPS IDENTIFIERS

MoHRE Employer Unique ID ?1004583920571

Bank Routing Code ?302620122

Total Employees38

Total Amount (AED)AED 462,548.98

Payslips

Generated File

Notes

REFERENCEEMPLOYEENET PAYSTATE

PAY/2026/00385Tarek MansourAED 38,000.00Paidx

PAY/2026/00384Suresh YadavAED 1,947.92Paidx

PAY/2026/00383Sunil ThapaAED 4,800.00Paidx

PAY/2026/00382Shahid IqbalAED 4,706.25Paidx

PAY/2026/00381Sameer PatilAED 3,600.00Paidx

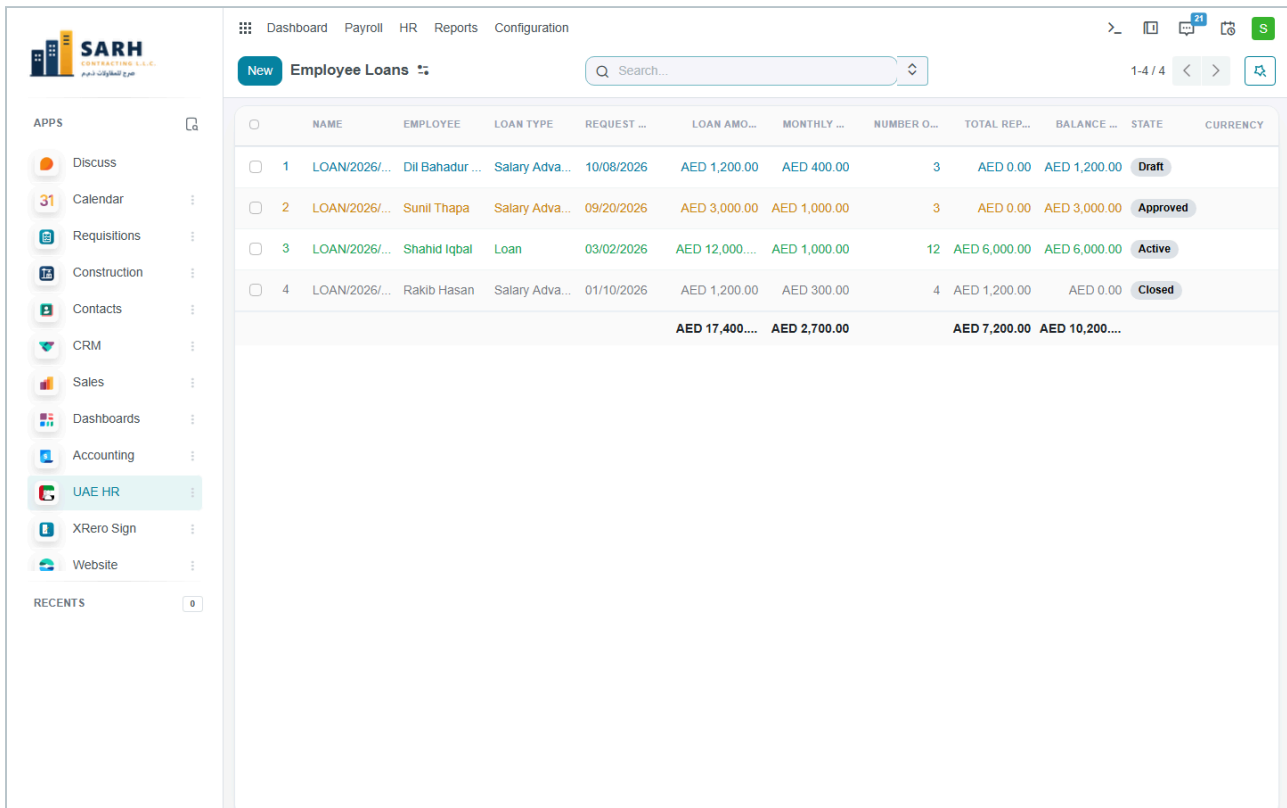
PAY/2026/00380Saeed Al HammadiAED 52,000.00Paidx

PAY/2026/00379Ravi KumarAED 6,500.00Paidx

Figure 17.5 — The September batch: SIF file, bank reference, headcount and total.

17.1 Loans and advances

A loan or advance is approved, then **disbursed**, which builds the instalment schedule; each instalment comes off that month's payslip automatically. The system refuses an instalment above 25% of gross salary.



The screenshot shows the 'Employee Loans' interface. On the left is a sidebar with 'APPS' (Discuss, Calendar, Requisitions, Construction, Contacts, CRM, Sales, Dashboards, Accounting, UAE HR, XRero Sign, Website) and 'RECENTS' (0). The main area has a top navigation bar with 'Dashboard', 'Payroll', 'HR', 'Reports', and 'Configuration'. Below this is a 'New Employee Loans' button and a search bar. The table below shows the following data:

	NAME	EMPLOYEE	LOAN TYPE	REQUEST ...	LOAN AMO...	MONTHLY ...	NUMBER O...	TOTAL REP...	BALANCE ...	STATE	CURRENCY
☐	1	LOAN/2026/...	Dil Bahadur ...	Salary Adva...	10/08/2026	AED 1,200.00	AED 400.00	3	AED 0.00	AED 1,200.00	Draft
☐	2	LOAN/2026/...	Sunil Thapa	Salary Adva...	09/20/2026	AED 3,000.00	AED 1,000.00	3	AED 0.00	AED 3,000.00	Approved
☐	3	LOAN/2026/...	Shahid Iqbal	Loan	03/02/2026	AED 12,000....	AED 1,000.00	12	AED 6,000.00	AED 6,000.00	Active
☐	4	LOAN/2026/...	Rakib Hasan	Salary Adva...	01/10/2026	AED 1,200.00	AED 300.00	4	AED 1,200.00	AED 0.00	Closed
						AED 17,400....	AED 2,700.00		AED 7,200.00	AED 10,200....	

Figure 17.6 — Loans and advances.

Dashboard Payroll HR Reports Configuration

New LOAN/2026/00006

1 / 1

Close Cancel Reset To Draft Draft Approved Active Closed

LOAN/2026/00006

Employee * Shahid Iqbal Request Date * 03/02/2026

Contract Employment Contract - Shahid Iqbal Disbursement Date 03/04/2026

Loan Type * Loan Repayment Start (Month) ? 04/01/2026

LOAN AMOUNT

Loan Amount * AED 12,000.00

Number of Installments ? * 12

Monthly Deduction AED 1,000.00

STATUS (COMPUTED)

Total Repaid AED 6,000.00

Balance Remaining **AED 6,000.00**

Next Installment Due 10/01/2026

Disbursement Entry SAL/2026/03/0001 (LOAN/2026/00006 - Shahid Iqbal)

Repayment Schedule Reason / Notes

#	DUE	INSTALLMENT	STATE	PAYSLIP	PAYMENT DATE	CURRENCY
1	04/01/2026	AED 1,000.00	Paid	PAY/2026/00196	04/30/2026	
2	05/01/2026	AED 1,000.00	Paid	PAY/2026/00232	05/31/2026	
3	06/01/2026	AED 1,000.00	Paid	PAY/2026/00268	06/30/2026	
4	07/01/2026	AED 1,000.00	Paid	PAY/2026/00305	07/31/2026	
5	08/01/2026	AED 1,000.00	Paid	PAY/2026/00343	08/31/2026	

Figure 17.7 — A school-fees loan: 12 instalments, 6 paid.

17.2 End of service

The end-of-service settlement calculates gratuity under Article 51 (21 days per year for the first five years, then 30 days), the leave balance and the air ticket, less outstanding loans — and shows the legal payment deadline (14 days after the last day).



SARH
مركز المعلومات الحديث

Dashboard Payroll HR Reports Configuration

>
🗨️
📅
⚙️

New

EOS - Suresh Yadav

1 / 1 < > 🔍

Pay & Post

Reset To Draft

Cancel

Draft

Approved

Paid

EOS - Suresh Yadav

Employee * Suresh Yadav Contract * Employment Contract - Suresh Yadav Joining Date 11/25/2024 Exit Date * 11/24/2026 Exit Reason * Contract End / Non-renewal	SERVICE PERIOD <table style="width: 100%;"> <tr> <td>Years</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Months</td> <td style="text-align: right;">11</td> </tr> <tr> <td>Days</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Total Years (fractional) ?</td> <td style="text-align: right;">2.00</td> </tr> </table>	Years	1	Months	11	Days	30	Total Years (fractional) ?	2.00
Years	1								
Months	11								
Days	30								
Total Years (fractional) ?	2.00								

GRATUITY CALCULATION (UAE LABOUR LAW ART. 51)

Last Basic Salary ? * AED1,150.00 Last Gross Salary ? AED1,900.00 Gratuity (Years 1-5) AED 805.00 Gratuity (Years 5+) AED 0.00 Gratuity (Partial Year) AED 804.08	Gratuity Before Cap AED 1,609.08 Cap Applied? ☐ Gratuity Payable AED 1,609.08
--	--

OTHER DUES

Unused Leave Days	18.00
Leave Encashment	AED 690.00
Unpaid Notice Period Days ?	0.00
Notice Period	AED 0.00

DEDUCTIONS

Outstanding Loan	AED0.00
Salary Advance	AED0.00
Other Deductions	AED0.00

APPS

RECENTS

- D

Discuss
- 31

Calendar
- R

Requisitions
- C

Construction
- E

Contacts
- CRM

CRM
- Sales

Sales
- Dashboards

Dashboards
- Accounting

Accounting
- UAE HR

UAE HR
- XRero Sign

XRero Sign
- Website

Website

0

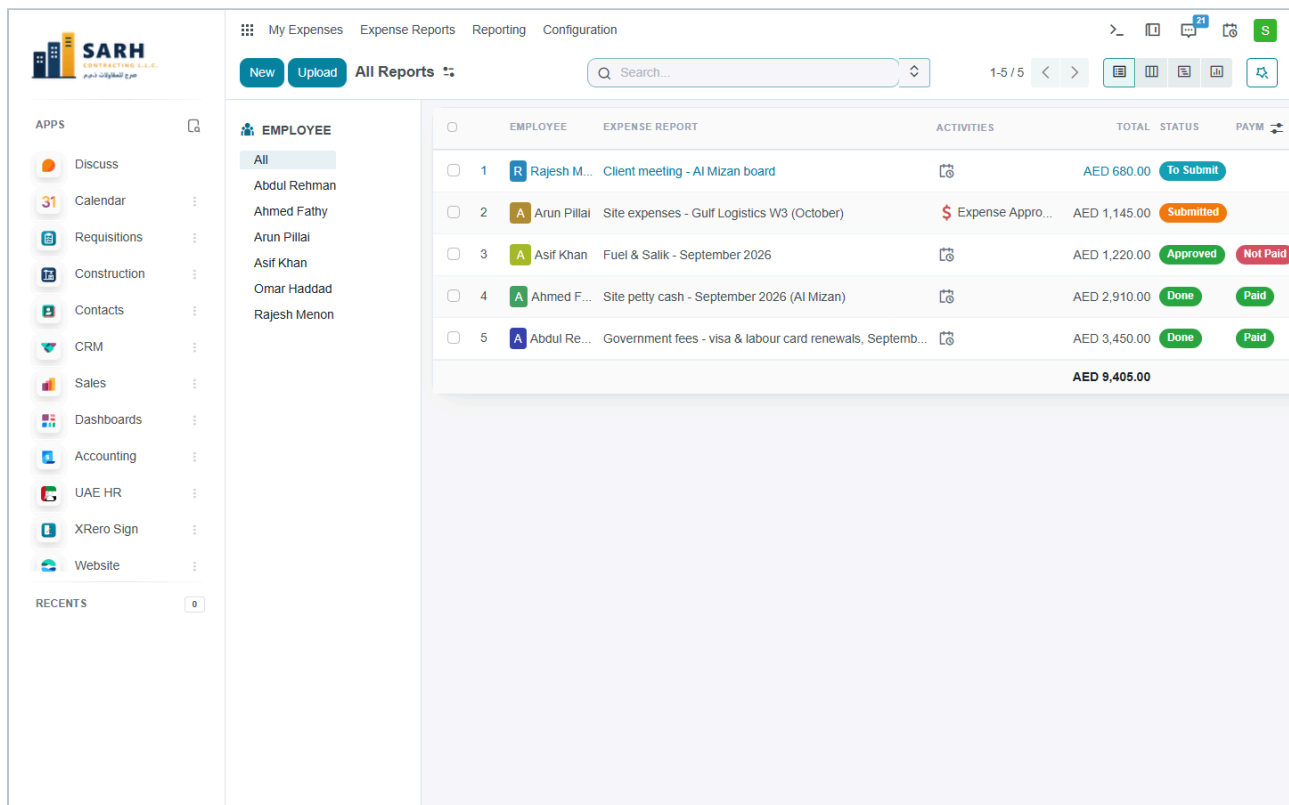
Figure 17.8 — The settlement of a worker whose contract ends on 24 November 2026.

CHAPTER 18

Expenses and petty cash

The employee photographs the receipt and submits it, the manager approves, the accountant posts and pays.

In **Expenses** the employee records his spending (fuel, Salik and parking, site petty cash, government fees, small tools, meals) with the receipt picture and the project, groups it in a report and submits it. The manager approves or refuses with a reason, and the accountant posts the entry and reimburses the employee.



EMPLOYEE	EXPENSE REPORT	ACTIVITIES	TOTAL	STATUS	PAYM
1	Rajesh M... Client meeting - Al Mizan board		AED 680.00	To Submit	
2	Arun Pillai Site expenses - Gulf Logistics W3 (October)	Expense Appro...	AED 1,145.00	Submitted	
3	Asif Khan Fuel & Salik - September 2026		AED 1,220.00	Approved	Not Paid
4	Ahmed F... Site petty cash - September 2026 (Al Mizan)		AED 2,910.00	Done	Paid
5	Abdul Re... Government fees - visa & labour card renewals, Septemb...		AED 3,450.00	Done	Paid
			AED 9,405.00		

Figure 18.1 — Expense reports in every state.

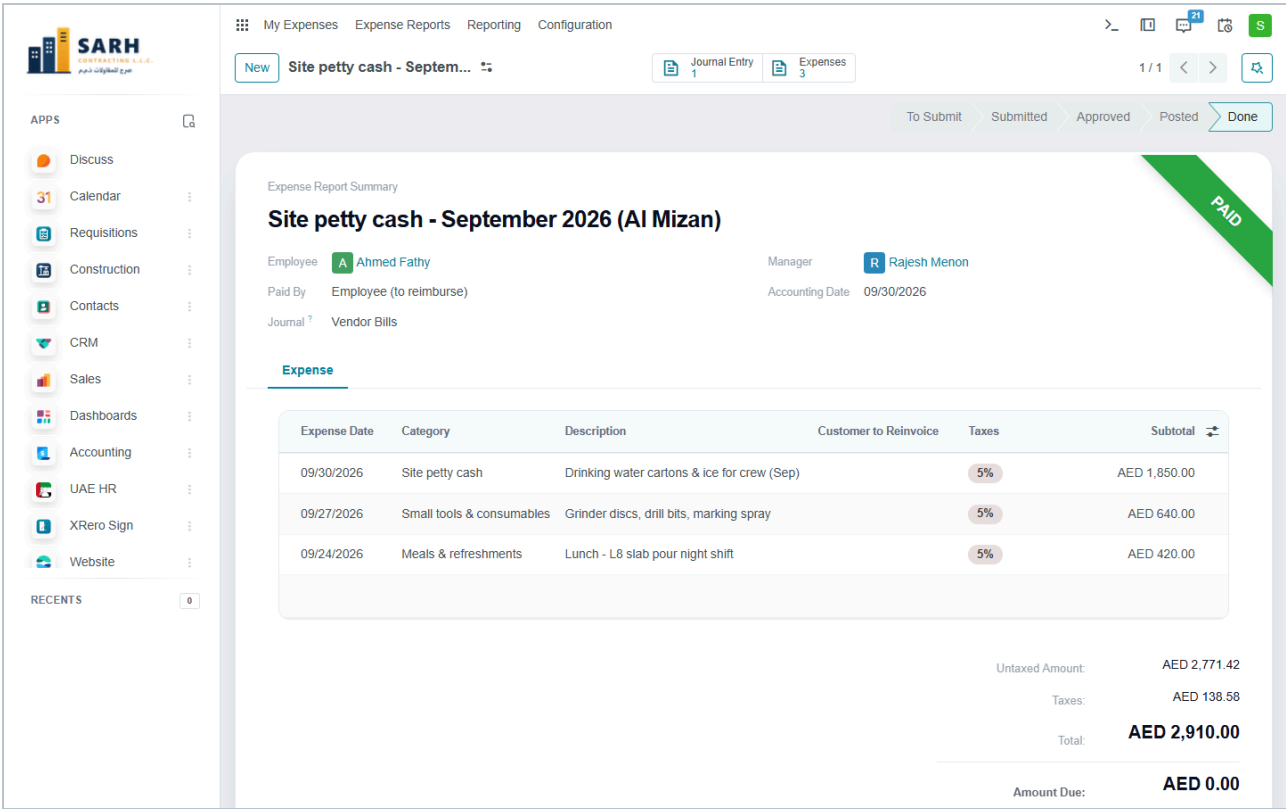


Figure 18.2 — Al Mizan site petty cash for September — paid.

CHAPTER 19

Accounts, VAT and corporate tax

Every entry comes from the work itself — and the returns are built straight from it.

The accountant does not re-enter what others recorded: certificates, supplier bills, payroll, depreciation and cheques all post their own entries. The journal collects them, and the chart of accounts follows the UAE chart.

	DATE	NUMBER	PARTNER	REFERENCE	JOURNAL	TOTAL	STAT...
1	10/12/2026	BILL/2026/10/0023	Karavan Prefab Cabins L.L.C.	KPC/INV/26/0418	Vendor Bills	AED -159,600.00	Posted
2	10/10/2026	BNK1/2026/00013		PDC 771902 — deposit	Emirates NBD - Current A/C	AED 353,479.90	Posted
3	10/08/2026	PBNK1/2026/00188	Falcon Heavy Equipment Renta...	Q-260829	Emirates NBD - Current A/C	AED 10,702.27	Posted
4	10/07/2026	PBNK1/2026/00274	Pure Spring Water Tankers L.L.C.	Q-260828	Emirates NBD - Current A/C	AED 2,719.19	Posted
5	10/07/2026	PBNK1/2026/00153	Al Ittihad Manpower Supply L.L.C.	Q-260828	Emirates NBD - Current A/C	AED 220,675.45	Posted
6	10/07/2026	PBNK1/2026/00089	Crescent Scaffolding & Formwo...	Q-260807	Emirates NBD - Current A/C	AED 104,650.62	Posted
7	10/07/2026	BILL/2026/10/0020	ShieldPro Waterproofing L.L.C.	SWL-INV-2610497	Vendor Bills	AED -7,890.75	Posted
8	10/07/2026	BILL/2026/10/0019	GreenScape Landscaping L.L.C.	GLL-INV-2610163	Vendor Bills	AED -35,494.20	Posted
9	10/07/2026	BILL/2026/10/0018	Glassline Aluminium & Glazing ...	GA&-INV-2610550	Vendor Bills	AED -51,544.08	Posted
10	10/07/2026	BILL/2026/10/0017	Al Barq MEP Contracting L.L.C.	ABM-INV-2610720	Vendor Bills	AED -157,781.92	Posted
11	10/07/2026	BILL/2026/10/0009	Al Barq MEP Contracting L.L.C.	ABM-INV-2610265	Vendor Bills	AED -285,253.92	Posted
12	10/07/2026	BILL/2026/10/0008	Steelcraft Structures L.L.C.	SSL-INV-2610209	Vendor Bills	AED -646,561.44	Posted
13	10/07/2026	BILL/2026/10/0004	ShieldPro Waterproofing L.L.C.	SWL-INV-2610821	Vendor Bills	AED -55,520.64	Posted
14	10/07/2026	BILL/2026/10/0003	Glassline Aluminium & Glazing ...	GA&-INV-2610129	Vendor Bills	AED -218,605.90	Posted
15	10/07/2026	BILL/2026/10/0002	Al Barq MEP Contracting L.L.C.	ABM-INV-2610660	Vendor Bills	AED -618,032.83	Posted
16	10/06/2026	PBNK1/2026/00264	Glassline Aluminium & Glazing ...	Q-260729	Emirates NBD - Current A/C	AED 77,316.12	Posted

Figure 19.1 — Journal entries.

	CODE	ACCOUNT NAME	TYPE	ALLOW RECONCILIATION	
1	100001	Liquidity Transfer	Current Assets	☒	View
2	100101	Right of use Asset (IFRS 16)	Fixed Assets	☐	View
3	100102	Accumulated Depreciation right use asset (IFRS 16)	Fixed Assets	☐	View
4	100103	VAT Receivable	Non-current Assets	☐	View
5	101001	Bank	Bank and Cash	☐	View
6	101002	Bank Suspense Account	Current Assets	☐	View
7	101003	Outstanding Receipts	Current Assets	☒	View
8	101004	Outstanding Payments	Current Assets	☒	View
9	101005	Main Safe	Current Assets	☐	View
10	101006	Main Safe - Foreign Currency	Current Assets	☐	View
11	101007	Visa & Master Credit Cards	Current Assets	☐	View
12	101008	Gateway Credit Cards	Current Assets	☐	View
13	101009	Manual Visa & Master Cards	Current Assets	☐	View
14	101010	PayPal Account	Current Assets	☐	View
15	102011	Accounts Receivable	Receivable	☒	View
16	102012	Accounts Receivable (PoS)	Receivable	☒	View

Figure 19.2 — The chart of accounts.

19.1 The VAT return (VAT-201)

From Accounting > Reporting > UAE VAT Returns the quarter's return is created: the system fills the form boxes from the invoices (sales by emirate, recoverable purchases), then it is marked **Submitted to FTA** with the submission number. **Lock Period in Books** stops any change to a period whose return was filed.

	RETURN NO.	PERIOD TYPE	PERIOD FRO...	PERIOD TO	TRN	BOX 11 — TO...	BOX 12 — RE...	BOX 13 — NE...	STATE	CURREN...
☐	1	VAT201/2026/...	Quarterly	08/01/2026	10/31/2026	10038476590...	AED 0.00	AED 0.00	AED 0.00	Draft
☐	2	VAT201/2026/...	Quarterly	05/01/2026	07/31/2026	10038476590...	AED 760,292.16	AED 596,504.04	AED 163,788.12	Submitted to...
☐	3	VAT201/2026/...	Quarterly	02/01/2026	04/30/2026	10038476590...	AED 387,294.69	AED 270,399.78	AED 116,894.91	Submitted to...
☐	4	VAT201/2026/...	Quarterly	11/01/2025	01/31/2026	10038476590...	AED 397,388.66	AED 111,094.54	AED 286,294.12	Submitted to...
							AED 1,544,97...	AED 977,998....	AED 566,977....	

Figure 19.3 — Quarterly returns: three submitted, the fourth in draft.

VAT201/2026/0008

Mark Return Closed Lock Period in Books

Draft Generated Submitted to FTA Closed

FILING PERIOD

Company Sarh Contracting L.L.C.

TRN ? 100384765900003

Period Type Quarterly

Period From 05/01/2026

Period To 07/31/2026

NET VAT POSITION

Box 11 — Total Output VAT AED 760,292.16

Box 12 — Recoverable Input VAT AED 596,504.04

Box 13 — Net VAT Payable ? AED 163,788.12

Box-by-box Breakdown Submission

BOX	DESCRIPTION	NET AMOUNT	VAT AMOUNT	CURRENCY
1b	1b. Standard rated supplies in Dubai	AED 13,269,532.13	AED 663,476.60	
1c	1c. Standard rated supplies in Sharjah	AED 1,936,311.30	AED 96,815.56	
8	8. Standard rated expenses (input VAT)	AED 11,930,078.14	AED 596,504.04	
		AED 27,135,921.57	AED 1,356,796.20	

Send message Log note Activities

Figure 19.4 — The May - July 2026 return and its boxes.

19.2 Corporate tax and the audit file

The corporate-tax return for the financial year is calculated from revenue and expenses: profit, adjustments, taxable income and 9% tax on the part above AED 375,000. The FTA audit file (FAF) is produced for any period in one press.

	CT RETURN N...	FINANCIAL YEA...	FINANCIAL YEA...	CORPORATE TAX T...	TOTAL REVENUE	TAXABLE INCO...	CORPORATE TA...	STATE	CURRENCY
☐	1	CT/2026/0005	11/01/2025	10/31/2026	100384765900003	AED 40,549,606....	AED 2,172,806.06	AED 161,802.55	Comput...
					AED 40,549,606....	AED 2,172,806.06	AED 161,802.55		

Figure 19.5 — The corporate-tax return for FY November 2025 - October 2026.



سوق الشارقة

APPS

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- Calendar
- Requisitions
- Construction
- Contacts
- CRM
- Sales
- Dashboards
- Accounting
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Finance Dashboard Customers Vendors Accounting Reporting UAE Tools Configuration

New FTA Audit Files

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1-1 / 1

	AUDIT FILE NO.	PERIOD FROM	PERIOD TO	TRN	JOURNAL ENTRIES	INVOICES	AUDITOR / REFERENCE	STATE
☐	1	FAF/2026/0001	05/01/2026	07/31/2026	100384765900003	464	165	Generated

Figure 19.6 — The FTA audit file for May - July 2026.

CHAPTER 20

Calendar and website

Project meetings in one calendar, and the company website turns every quote request into an opportunity.

Weekly progress meetings per project, the monthly HSE committee, tender openings and measurement walks with the consultant — all in the calendar with attendees and place, showing in every invitee's own calendar.

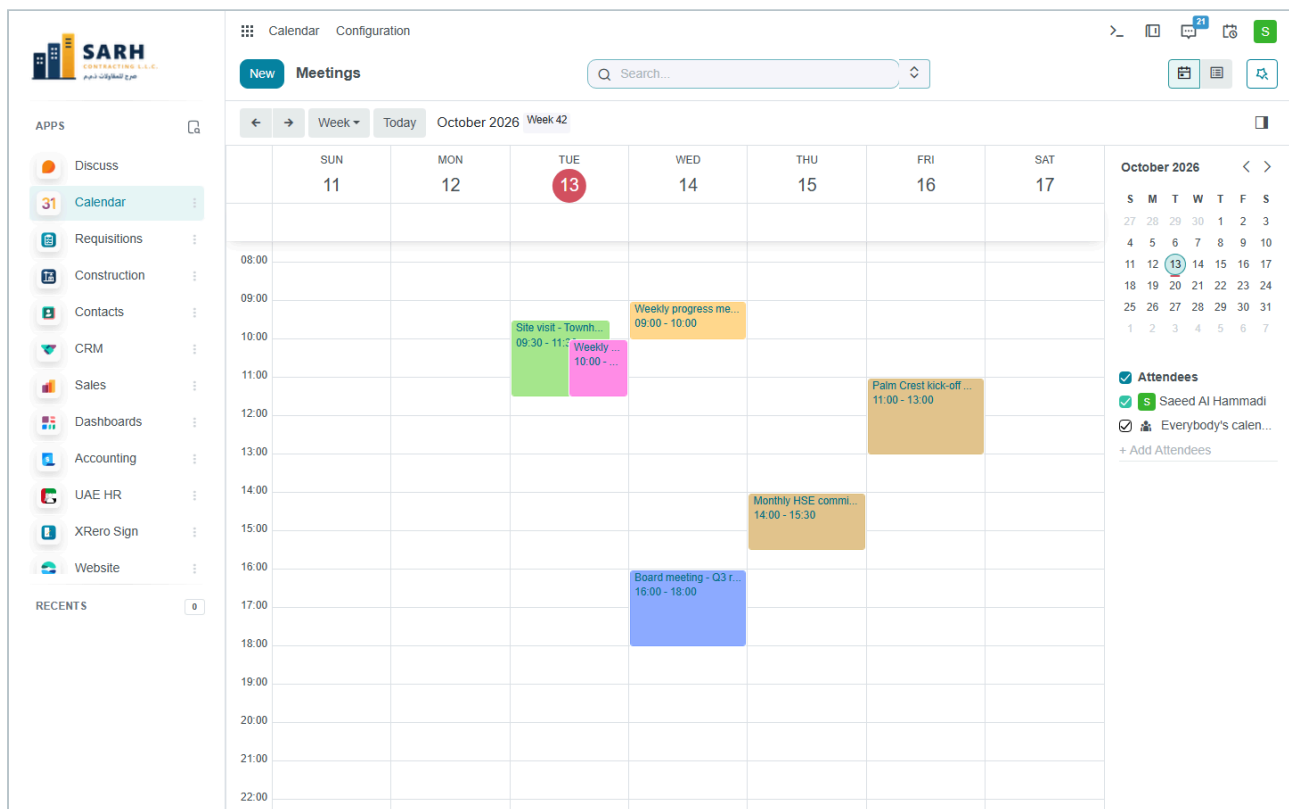


Figure 20.1 — A week in the management calendar.

The company website is part of the same system, in Arabic and English. The **Request a quote** form creates a new CRM opportunity with the client's name, project type and budget — no copying and pasting.

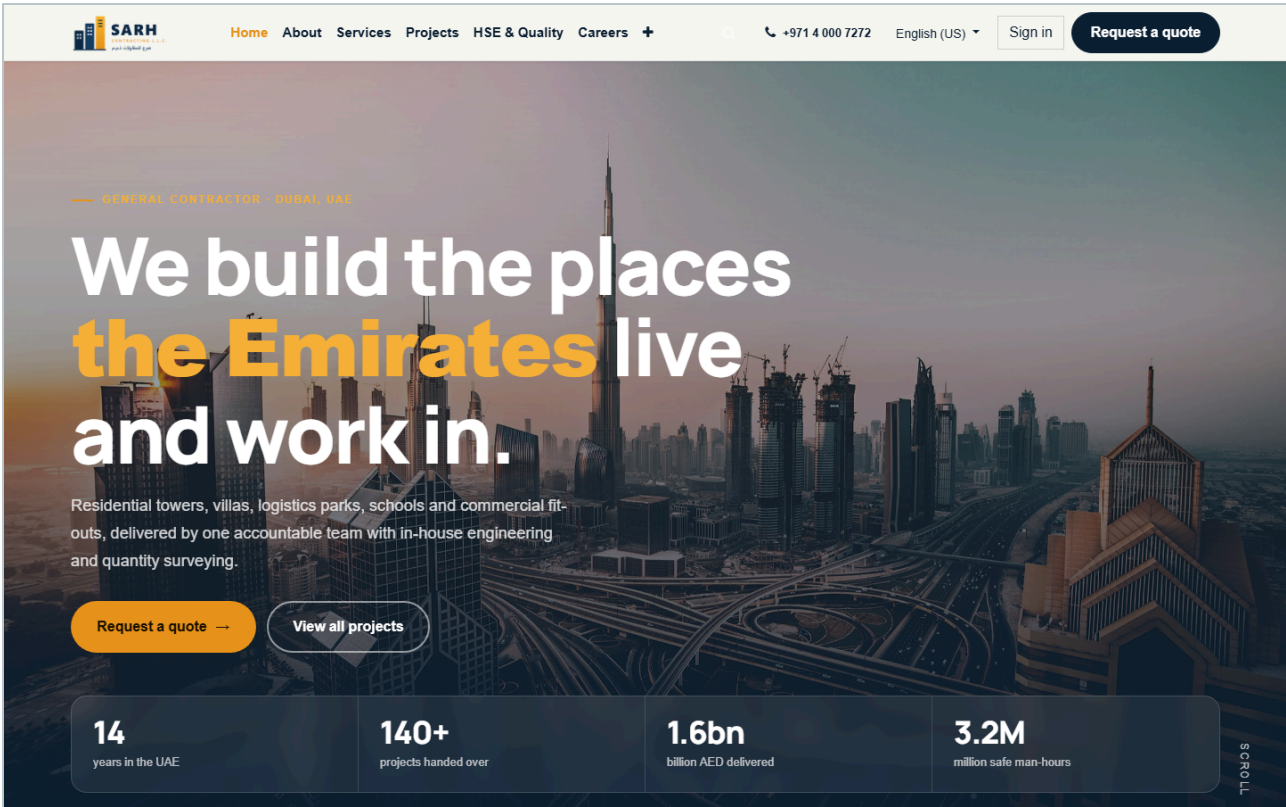


Figure 20.2 — The demo company's website.

Glossary

Term	Meaning
Bill of quantities (BOQ)	The list of work items and quantities a bid is priced on.
Cost sheet	The project budget line by line: materials, labour, overheads.
Job order	A specific piece of work inside a project phase.
Interim payment certificate (IPC)	The invoice for work done in the period, certified by the consultant.
Retention	A share (usually 10%) held from every payment until handover and the end of the defects period.
Advance payment	Money the client pays at the start, recovered pro-rata from every certificate.
Change order / variation	Extra or changed work with a price and the client's approval.
Defects liability period (DLP)	The period after handover in which the contractor fixes defects, usually 12 months.
Post-dated cheque (PDC)	A cheque dated in the future, kept until it can be deposited.
Wage Protection System (WPS)	Salary payment through banks under MoHRE supervision.
SIF file	The salary file uploaded to the bank under WPS.
Gratuity	End-of-service pay under Article 51 of the Labour Law.
Analytic account	The project code every cost and revenue is recorded against.
VAT-201 return	The quarterly VAT return to the Federal Tax Authority.
FTA audit file (FAF)	A file in the FTA format with the entries and invoices of a period.