

USER & OPERATIONS MANUAL

MIZAN-UAE

ميزان

Construction accounting, in balance.

The complete guide for UAE contractors: from your first sign-in to invoices, bills, VAT, payroll, reports and year-end, with real-life examples you can follow step by step.

INVOICES

BILLS

VAT

WPS PAYROLL

JOB COSTING

YEAR-END

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Tip: in the PDF, every chapter title above is a link. Press Ctrl+F (or search on your phone) to find any word in the manual.

About this manual

This manual is for the people who use MIZAN-UAE every day in a UAE contracting company: owners, finance managers, accountants, site managers and administrators. You do not need to be an accountant to follow it. Each chapter explains **why** you do something, shows **exactly where to click**, and walks through a **real-life example** with real numbers.

How to read it

If you are new, read chapters 1 to 4, then go to the chapter for the job you do. Every chapter can be read on its own. Chapter 18 gives you daily, monthly and yearly routines, and Chapter 20 answers the most common questions.

Throughout the manual you will see these boxes:

REAL-LIFE EXAMPLE

A story from our example company, **Sandstone Builders LLC**, with the exact screens and numbers you will see in the software.

TIP

A shortcut or a good habit that saves time or prevents mistakes.

BE CAREFUL

Something that can cause a wrong figure, a tax problem or a lost hour. Read these twice.

GOOD TO KNOW

Background that helps you understand why MIZAN-UAE works the way it does.

Button and menu names are shown like this: **+ New invoice**. The coloured tags tell you who can do a task: **ADMIN** **ACCOUNTANT** **VIEWER**.

Please note

The company, people, customers and amounts in this manual are made up for teaching. Any resemblance to a real business is by chance. UAE tax and labour rules change; MIZAN-UAE gives you accurate working figures from your records, but it does not replace your tax adviser. Always confirm VAT returns, corporate tax and end-of-service amounts with your adviser before you file or pay. Screens in this manual were captured from MIZAN-UAE in October 2026; small details may change as the software improves.

Support: info@trendsbits.com

01

Welcome to MIZAN-UAE

What the software does, who it is for, and how our example company, Sandstone Builders, will guide you through this manual.

What is MIZAN-UAE?

MIZAN-UAE (*mizan* means *balance*) is accounting software built for construction and contracting companies in the UAE. You use it in a web browser on a computer, tablet or phone. There is nothing to install and nothing to back up on your own computer.

It keeps your books in proper double-entry form, but you do not need to know accounting to use it. You enter what happens in your business (you invoice a client, you receive a supplier bill, you pay salaries) and MIZAN-UAE posts the correct entries, calculates VAT, and keeps your reports up to date.

What you can do with it

- **Sell:** tax invoices with VAT, LPO numbers, retention and PDF copies; credit notes; customer statements.
- **Buy:** supplier and subcontractor bills with VAT, reverse charge and retention withheld.
- **Get paid and pay:** record payments; see who owes you and whom you owe, by age.
- **VAT:** VAT 201 working figures, filing periods with due dates, and recording the payment or refund.
- **People:** employee records, document expiry warnings, WPS salary files and end-of-service gratuity.
- **Projects:** budget against cost for every job.
- **Reports:** profit and loss, balance sheet, job costing, corporate tax working.
- **Control:** lock closed months, close the year, and see every change.

Three rules that make your books safe

- 1 **Enter each thing once, where it happens.** Invoice the client on the Invoices page; do not also type a journal entry. MIZAN-UAE posts the accounts for you.
- 2 **Nothing posted is ever edited or deleted.** If you made a mistake, you reverse it (an opposite entry is posted) and enter it again correctly. This is how auditors want it, and it means your history can always be trusted.
- 3 **Closed months stay closed.** After you file a VAT return, an admin can lock the books through that date. Nobody can post into it by mistake.

Meet Sandstone Builders LLC

To keep the examples real, we follow one made-up company through the whole manual: **Sandstone Builders LLC**, a fit-out and villa contractor in Dubai. It is registered for VAT, files quarterly, and has four employees on the payroll. You will see its invoices, bills, VAT return and payroll on the real screens.

Person	Role in the company	MIZAN-UAE role
Layla Mansour	Owner and finance manager	ADMIN
Rohan Mehta	Accountant	ACCOUNTANT
Faisal Qureshi	Site manager (wants to see figures, not change them)	VIEWER

Customers (who pays Sandstone)	Account	Terms
Marina Crest Developments LLC (Dubai)	C0001	30 days
Palm Gardens Villas LLC (Abu Dhabi)	C0002	45 days
Al Qasr Hospitality Group (Sharjah)	C0003	60 days

Projects	Code	Budget (AED)
Marina Crest Tower B fit-out	PRJ-2026-014	850,000
Palm Gardens six villas	PRJ-2026-021	1,200,000

Suppliers and subcontractors (whom Sandstone pays)	What they supply
Gulf Steel Trading LLC	Steel and materials
Al Najm Electrical Contracting	Electrical subcontractor (10% retention withheld)
Emirates Ready Mix LLC	Concrete
Nordic Scaffold GmbH	Overseas scaffold hire (VAT by reverse charge)

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 1 July 2026 Layla puts AED 600,000 of her own capital into the company bank account. From then on you will follow the money: progress claims to Marina Crest and Palm Gardens, bills from the steel, electrical and concrete suppliers, September payroll, the second-quarter VAT payment in July, and the third-quarter VAT return due on 28 October.

02

Your first steps

Activate your company, sign in, set your company details and VAT filing period, and check your licence.

Activating your company

Who can do this: **ADMIN**

When you buy MIZAN-UAE you receive a **licence email** from us. It contains a button to activate your company, an **activation code** that looks like MZN-XXXX-XXXX-XXXX, and the address of your MIZAN-UAE. The person who activates becomes the **Admin** of the company.

- 1 Open the activation button in your licence email, or go to your MIZAN-UAE address and add /activate.
- 2 Paste the activation code (or the long licence key) into the first box.
- 3 Type your name and your work email. **This email is your sign-in.**
- 4 Choose a password of at least 8 characters, repeat it, and press **Activate**.
- 5 You receive a welcome email. Sign in and start with Company Settings (below).

MIZAN-UAE

Activate your company

Enter the activation code or licence key from your licence email.
You become the admin of your company and choose your own password.

Activation code or licence key

MZN-XXXX-XXXX-XXXX, or the long licence key

Your name

Your work email (this is your sign-in)

Choose a password (min 8 characters)

Repeat the password

Activate

Already activated? [Sign In](#)

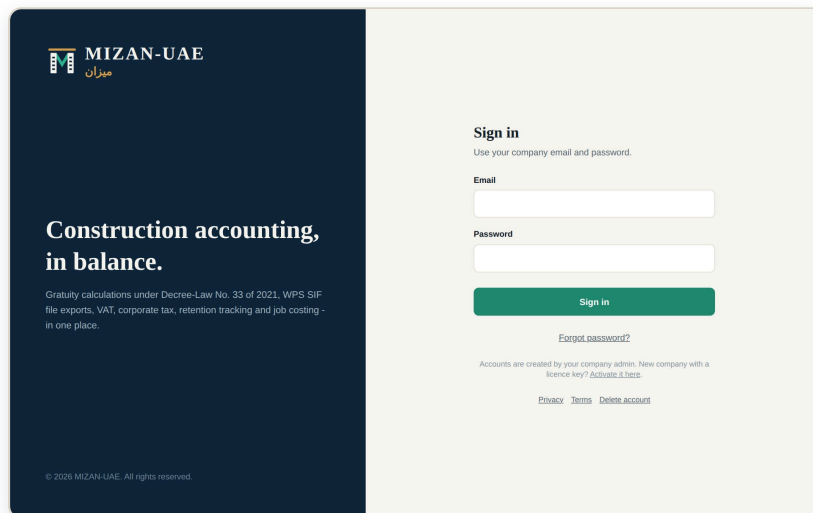
The activation page. One licence activates one company, and an email address belongs to one company only.

GOOD TO KNOW

Each licence belongs to exactly one company. If you try to activate the same licence twice, or use an email address that already belongs to another company, MIZAN-UAE will refuse and tell you. If your activation code stops working, write to us.

Signing in and out

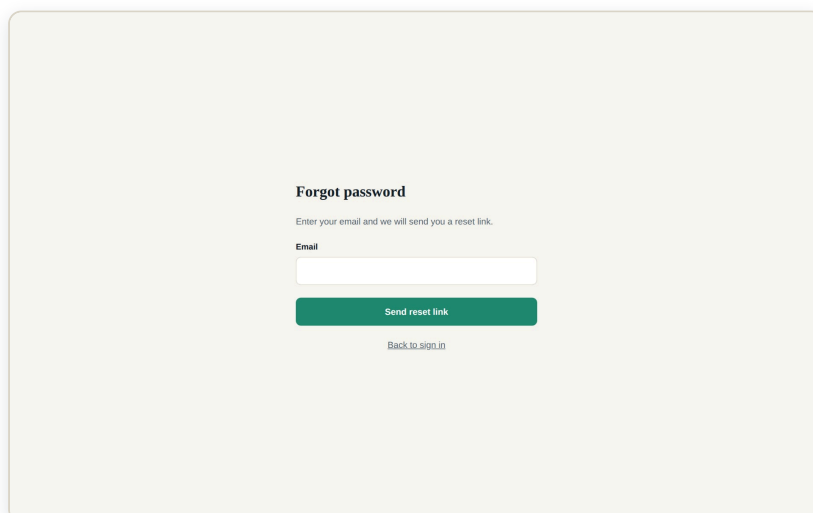
- 1 Open your MIZAN-UAE address in any modern browser.
- 2 Type your email and password and press **Sign in**.
- 3 To leave, press **Sign out** at the bottom of the menu. Always sign out on a shared computer.



The sign-in page.

If you forget your password

- 1 On the sign-in page press **Forgot password?** and type your email.
- 2 Open the email we send you. The link inside works **once** and for **30 minutes**.
- 3 Choose a new password. You can then sign in at once.



Forgot password: the same message appears whether or not the email exists, so strangers cannot check who uses the software.

SIGN-IN LOCK

Five wrong passwords in a row lock that email for 15 minutes. This protects you from guessing attacks. If it happens to you, wait 15 minutes and try again, and you will get an email telling you what happened. If you did not make those attempts, tell your admin.

Changing your own password

Who can do this: **ADMIN** **ACCOUNTANT** **VIEWER**

- 1 Press **Change password** under your name at the bottom of the menu.
- 2 Type your current password, then the new one twice (at least 8 characters).
- 3 Press **Change password**. You receive an email saying your password was changed. If it was not you, contact your admin at once.

TIP

Use a long phrase that only you know, for example three unrelated words and a number. Do not reuse the password of your email or your bank.

Company Settings

Who can do this: **ADMIN**

Open **Company Settings**. Only an admin sees this page. It has four cards. Fill in all of them once, right after you activate.

Company Settings

Your company name and logo appear on the login page and in the sidebar throughout the app.

Company name

Logo (optional, under 1.5MB)

No file chosen

Company details (printed on statements and invoices)

Address

Emirate

P.O. Box

TRN (15 digits)

Phone

VAT filing period

How often you file your VAT return, as shown on your FTA registration. It sets the return periods and the due dates (28 days after each period ends) on the VAT Return screen. Your tax adviser can confirm it.

Filing

Quarter group

Licence

Licensed to	Sandstone Builders LLC
Plan	Standard — up to 5 users
Valid until	2027-10-03
Licence no.	MZN-2026-0100

Renewal licence key

Company Settings: name and logo, company details, VAT filing period and licence.

1. Company name and logo

Your company name and (optional) logo appear on the sign-in page and in the menu. Use a PNG, JPG or SVG under 1.5 MB. Press .

2. Company details (printed on statements and invoices)

Fill in your address, emirate, P.O. Box, **TRN** (the 15-digit tax registration number from your FTA certificate) and phone, then press . These are printed on every tax invoice and statement, so type them exactly as on your trade licence and tax certificate.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Layla enters: **Office 1204, Bay Square 3, Business Bay**, emirate **Dubai**, P.O. Box **112233**, TRN **100456789000003**, phone **+971 4 555 0100**. Every invoice Sandstone issues now shows these lines at the top, as you will see in Chapter 8.

3. VAT filing period

Choose how often you file your VAT return, exactly as shown on your FTA registration: **Monthly** or **Quarterly**. For quarterly, choose the group your registration uses: quarters ending March, June, September, December; or April, July, October, January; or May, August, November, February. Press **Save VAT period**. MIZAN-UAE then shows your return periods and due dates (28 days after each period ends) on the VAT Return page and emails you reminders (Chapter 11).

BE CAREFUL

If you are not sure which period applies to you, ask your tax adviser or look at your FTA account. A wrong setting shows the wrong due dates.

4. Licence

The licence card shows who the licence belongs to, your plan, the date it is valid until and the licence number. To renew, paste the new key you received into the box and press **Save licence key**.

Plan	Users included
Basic	Up to 3
Standard	Up to 5
Premium	Up to 15

Licence state	What happens
Valid	Everything works. A banner appears 30 days before the end.
Expired, first 14 days	Full access with a warning banner: renew now.
Expired more than 14 days	Read-only: you can view and export records, but not add or change anything. Nothing is deleted. Enter the renewed key and everything works again.

TIP

We email your admins and you reminders at 30, 7 and 1 day before expiry, and once it has expired, so a renewal is never a surprise.

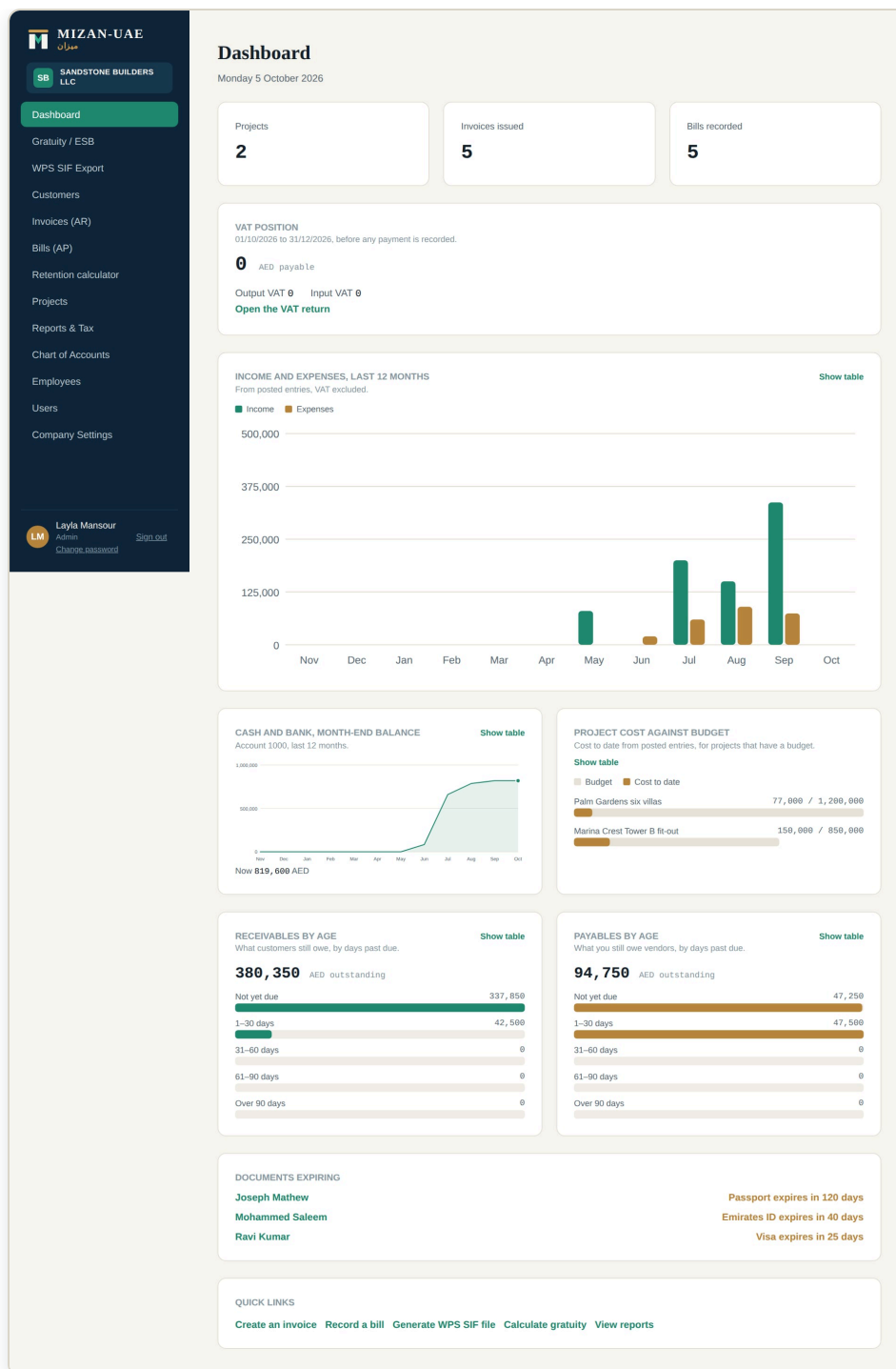
03

Finding your way around

A tour of the dashboard and the menu, what each role can do, and how to use MIZAN-UAE on a phone.

The dashboard

The Dashboard is the first page you see after you sign in. It answers four questions at a glance: *How are we doing? What do we owe? What are we owed? What needs attention?*



The Dashboard of Sandstone Builders on 5 October 2026.

Part of the dashboard	What it tells you
Three counters	How many projects, invoices and bills you have recorded.
VAT position	Output VAT, input VAT and the net amount payable (or refundable) for the running filing period, before any payment is recorded. The link opens the VAT return.
Income and expenses, last 12 months	Green bars are income, gold bars are expenses, month by month, from posted entries (VAT excluded). Press Show table for the exact figures.
Cash and bank	The month-end balance of your Cash and Bank account for twelve months.

Project cost against budget	For each project with a budget: the cost posted so far against the budget. A red note appears if you are over budget.
Receivables and payables by age	What customers still owe you, and what you still owe suppliers, grouped by how many days past the due date: not yet due, 1–30, 31–60, 61–90 and over 90 days.
Documents expiring	Employee Emirates ID, visa and passport dates that have passed or are coming up (a list appears only when something needs attention).
Licence banner	Appears when your licence is about to expire, has expired or is missing.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 5 October Layla sees that customers owe **AED 380,350** (of which **AED 42,500** is already 1–30 days late, from Marina Crest) and that Sandstone owes suppliers **AED 94,750**. The cash line has climbed to **AED 819,600** after the owner's capital, customer payments and September payroll. The Palm Gardens bar shows cost is still low against its AED 1.2 million budget. In ten seconds she knows whom to call first.

The menu

Menu item	What it is for	Chapter
Dashboard	The overview above.	3
Gratuity / ESB	Calculate and post an end-of-service settlement.	12
WPS SIF Export	Build the monthly salary file for your bank.	12
Customers	Your clients, their details and statements of account.	6
Invoices (AR)	Sales invoices, payments, retention and credit notes.	8
Bills (AP)	Supplier and subcontractor bills, payments and retention.	9
Retention calculator	Quick what-if maths for retention.	10
Projects	Your jobs, their codes and budgets.	7
Reports & Tax	Profit and loss, balance sheet, job cost, VAT, corporate tax, period close, e-invoicing.	11, 13–16
Chart of Accounts	The list of accounts and their balances.	5
Employees	Your staff, their documents and bank details.	12
Users	Add people and manage access (admin only).	4
Company Settings	Company details, VAT period, licence (admin only).	2

Who can do what

Every person has one of three roles. Your admin chooses the role when adding the person.

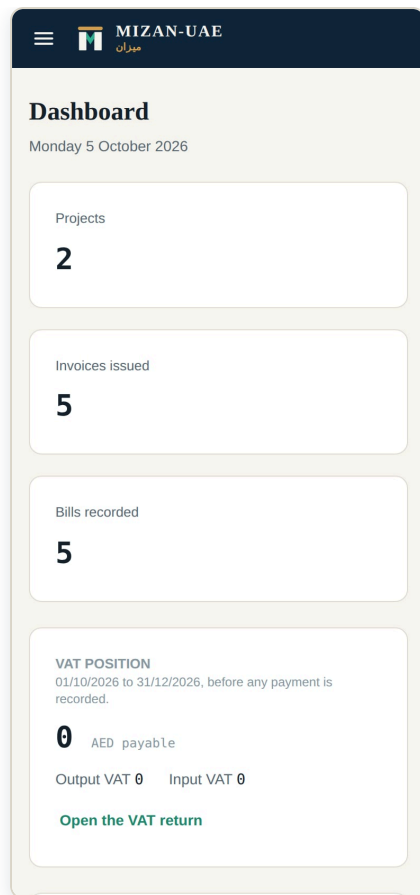
	VIEWER	ACCOUNTANT	ADMIN
See every page and report, download PDFs	Yes	Yes	Yes
Customers, projects, employees: add and edit	No	Yes	Yes
Invoices, bills, payments, retention, credit notes	No	Yes	Yes
Payroll file, gratuity posting	No	Yes	Yes
Record a VAT payment or refund	No	Yes	Yes
Undo a VAT payment	No	No	Yes
Lock the books, close the year	No	No	Yes
Users, Company Settings, licence	No	No	Yes

GOOD TO KNOW

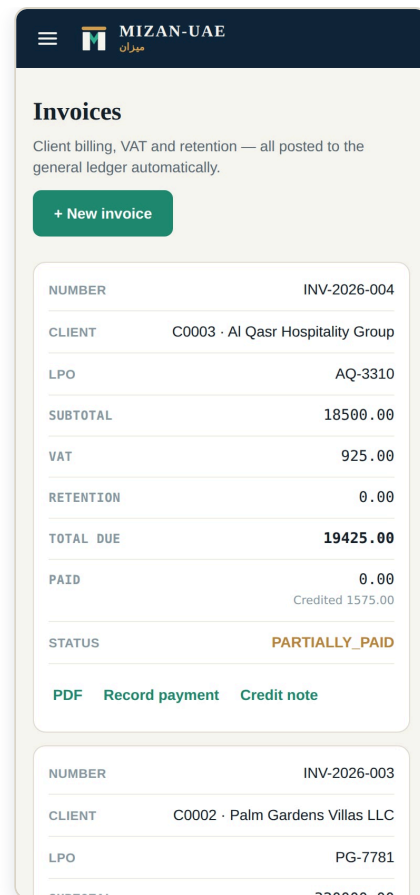
MIZAN-UAE checks the role again on every action, so if an admin changes your role or deactivates you, the change takes effect immediately, even if you are still signed in.

On a phone or tablet

MIZAN-UAE adapts to the screen. On a phone the menu hides behind the three-line button at the top left, and every table turns into **cards**: one card per invoice, bill or employee, with the same figures and the same action links.



Dashboard on a phone.



Invoices as cards.

Add it to your home screen

- 1 **Android (Chrome):** open your MIZAN-UAE address, press the three dots, choose *Add to Home screen* or *Install app*.
- 2 **iPhone (Safari):** press the Share button, choose *Add to Home Screen*.
- 3 Open it from the new icon: it looks and feels like an app.

TIP

Record site expenses and check what a customer owes from your phone, but do the big work (month-end, VAT, payroll) on a computer where you can see the whole table.

Dates, numbers and read-only mode

- **Dates** in reports, PDFs and lists are written dd/mm/yyyy. Date boxes follow your browser, so you may see mm/dd/yyyy while typing: always check the month and day.
- **Amounts** are in UAE dirhams (AED) with two decimals, for example 142500.00.
- **Read-only mode** happens if you are a Viewer, or if your licence has expired. You can look at everything and download PDFs, but buttons that add or change data are hidden or disabled.

04

Your team: users and roles

Add people, give each the right role, and switch them off safely when they leave.

Why every person needs their own login

Every entry in MIZAN-UAE is recorded with the person who made it. Shared logins make that history useless, and they are a security risk. Give each person their own account and the smallest role they need.

Role	Give it to	Can
ADMIN	The owner, finance manager	Everything, plus users, Company Settings, licence, locking the books and closing the year.
ACCOUNTANT	Accounts staff, bookkeepers	Create and post invoices, bills, payments, payroll files, gratuity, VAT payments; add customers, projects, employees.
VIEWER	Site managers, directors, auditors	See every page and report, download PDFs. Cannot change anything.

The Users page

Who can do this: **ADMIN**

Users

Standard plan - 3 of 5 user(s) used.

Name	Email	Role	Status	
Layla Mansour	layla@sandstone.example	Admin	Active	Send set-password link
Rohan Mehta	rohan@sandstone.example	Accountant	Active	Send set-password link Deactivate Remove
Faisal Qureshi	faisal@sandstone.example	Viewer	Active	Send set-password link Deactivate Remove

Add a user

Full name

Email

Password (optional)

Leave empty to email them a link where they choose their own password.

Role

Accountant

Admin: everything, incl. users & settings. Accountant: create and post entries. Viewer: read-only.

Add user

The Users page. The line under the title shows how many seats your plan allows: "Standard plan - 3 of 5 user(s) used".

Adding a person

- 1 Open **Users** and scroll to **Add a user**.
- 2 Type the full name and the work email.
- 3 Leave **Password** empty (recommended). MIZAN-UAE emails the person a link where they choose their own password. The link works once and for **7 days**.
- 4 Choose the **Role** and press **Add user**.

Users

Standard plan - 3 of 5 user(s) used.

Name	Email	Role	Status	
Layla Mansour	layla@sandstone.example	Admin	Active	Send set-password link
Rohan Mehta	rohan@sandstone.example	Accountant	Active	Send set-password link Deactivate Remove
Faisal Qureshi	faisal@sandstone.example	Viewer	Active	Send set-password link Deactivate Remove

Add a user

Full name

Email

Password (optional)

Leave empty to email them a link where they choose their own password.

Role

Accountant

Admin: everything, incl. users & settings. Accountant: create and post entries. Viewer: read-only.

Add user

Adding Sana Iqbal as an Accountant. No password is typed: she will set her own.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Layla hires a part-time bookkeeper, Sana Iqbal. She adds **sana@sandstone.example** as an **ACCOUNTANT**. Sana receives an email with a link, chooses her password and signs in within the hour. Layla also receives an email "User added" as a record. Sandstone now uses 4 of its 5 seats.

BE CAREFUL

An email address can belong to **one company only**, across the whole of MIZAN-UAE. If a person works for two companies that both use MIZAN-UAE, they need a different email address for each.

Changing, switching off and removing

Action	What it does	Use it when
Send set-password link	Emails a fresh link (valid 7 days). If email cannot be sent, the link is shown on screen for you to pass on.	The person lost their link or password, or you added them with no email set up.
Deactivate	The person cannot sign in and any open session stops working at once. Their records stay. It frees a seat.	Someone goes on long leave or leaves the company. This is the safest choice.
Activate	Brings a deactivated person back, if you have a free seat.	They return.

Remove	Deletes the account. The person can never sign in again; the records they created stay in the books.	The account was a mistake, or you are sure it is no longer needed.
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- You cannot deactivate or remove **yourself**, and you cannot remove or deactivate the **last active admin**.
- If your plan is full, deactivate someone before you add or re-activate another person, or ask us about a larger plan.
- Role changes: remove the account and add it again with the new role, or ask us to help.

TIP

When an employee leaves, deactivate their account **on their last day**. This is the single most important habit for keeping your books safe.

05

How MIZAN-UAE keeps your books

A plain-language guide to accounts, debits and credits, and what the software posts for you, so every report makes sense.

The idea of double entry

Every business event has **two sides**. When you invoice a client, someone now owes you money (one side) and you have earned revenue (the other side). Accountants call the two sides **debit (Dr)** and **credit (Cr)**. The total debits of every entry always equal the total credits; this is what keeps your books in balance.

You never type debits and credits in MIZAN-UAE: you fill in the invoice, bill or payment, and the software posts the entry. But understanding the accounts helps you read the reports.

The five kinds of account

Type	What it is	Example	Normally increases with
Asset	What the company owns or is owed	Cash and Bank, Accounts Receivable	Debit
Liability	What the company owes	Accounts Payable, VAT Output Tax	Credit
Equity	The owners' stake	Owner's Equity, Retained Earnings	Credit
Income	What the company earns	Contract Revenue	Credit
Expense	What the business costs	Materials, Subcontractors, Payroll	Debit

Your chart of accounts

Open [Chart of Accounts](#) to see every account, its code and its balance, grouped by type. MIZAN-UAE sets up this standard list for every contractor:

Chart of Accounts

Your accounts and what each one holds. Balances reflect all posted journal entries.

ASSETS

CODE	NAME	BALANCE
1000	Cash and Bank	819600.00
1100	Accounts Receivable (control)	380350.00
1200	Retention Receivable	51000.00
1300	VAT Input Tax Receivable	10350.00
1500	Fixed Assets	0.00

LIABILITIES

CODE	NAME	BALANCE
2000	Accounts Payable (control)	94750.00
2100	Retention Payable	9000.00
2200	WPS Salaries Payable	0.00
2300	End of Service Provision	0.00
2400	VAT Output Tax Payable	34950.00
2500	Corporate Tax Payable	0.00

EQUITY

CODE	NAME	BALANCE
3000	Owner's Equity	600000.00
3900	Retained Earnings	0.00

INCOME

CODE	NAME	BALANCE
4000	Contract Revenue	767000.00

EXPENSES

CODE	NAME	BALANCE
5000	Materials Expense	125000.00
5100	Subcontractor Expense	90000.00
5200	Labor / Payroll Expense	17400.00
5300	Gratuity Expense	0.00
5400	Equipment Rental Expense	12000.00
5800	Corporate Tax Expense	0.00
5900	General & Administrative Expense	0.00

The Chart of Accounts for Sandstone. If the trial balance ever fails to balance, a red notice appears at the top.

Code	Account	Used for
1000	Cash and Bank	Money in and out of the bank
1100	Accounts Receivable	What customers owe you (invoices)
1200	Retention Receivable	Retention customers hold back from your invoices
1300	VAT Input Tax Receivable	VAT you can recover from purchases
1500	Fixed Assets	Equipment and vehicles
2000	Accounts Payable	What you owe suppliers (bills)

2100	Retention Payable	Retention you withhold from subcontractors
2200	WPS Salaries Payable	Salaries in process
2300	End of Service Provision	Gratuity set aside
2400	VAT Output Tax Payable	VAT you charged customers
2500	Corporate Tax Payable	Corporate tax you owe
3000	Owner's Equity	Capital put in by the owners
3900	Retained Earnings	Profits kept in the business (year-end close)
4000	Contract Revenue	Sales to customers
5000	Materials Expense	Steel, concrete, fittings
5100	Subcontractor Expense	Subcontractor bills
5200	Labor / Payroll Expense	Salaries
5300	Gratuity Expense	End-of-service settlements
5400	Equipment Rental Expense	Hired equipment, scaffolding
5800	Corporate Tax Expense	Corporate tax cost
5900	General & Administrative	Office and other costs

What the software posts for you

This is the heart of MIZAN-UAE. Each action below posts one balanced entry, numbered JV-0001, JV-0002, and so on, with no gaps.

A sales invoice with VAT and retention

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 20 August Sandstone invoices Marina Crest AED **150,000** for MEP rough-in, with 5% VAT and 10% retention. The client pays $150,000 + 7,500 \text{ VAT} - 15,000 \text{ retention} = \mathbf{142,500}$ now, and the 15,000 retention later. MIZAN-UAE posts:

INVOICE INV-2026-002		
1100 Accounts Receivable	142,500.00	
1200 Retention Receivable	15,000.00	
4000 Contract Revenue		150,000.00
2400 VAT Output Tax Payable		7,500.00

A supplier bill

BILL GST-5521 FROM GULF STEEL: AED 60,000 + 5% VAT		
5000 Materials Expense	60,000.00	
1300 VAT Input Tax Receivable	3,000.00	
2000 Accounts Payable		63,000.00

A payment received, and a payment made

PAYMENT RECEIVED ON AN INVOICE		
1000 Cash and Bank	100,000.00	
1100 Accounts Receivable		100,000.00

PAYMENT MADE ON A BILL		
2000 Accounts Payable	63,000.00	
1000 Cash and Bank		63,000.00

Payroll, gratuity, credit notes, VAT payments and the year-end close each post their own entries. They are shown in the chapters about them.

Mistakes: reverse, never edit

A posted entry can never be changed or deleted, not even by an admin; a database rule enforces this. To correct a mistake you **reverse** it: MIZAN-UAE posts an opposite entry that cancels the original, and then you enter the right one. You can see this on the payroll and gratuity pages (a *Reverse* link) and in the VAT payment (*Undo*). The history always shows what was done, by whom and when, which is exactly what an auditor wants.

GOOD TO KNOW

Entries are dated by the **transaction date** (invoice date, bill date, payment date), not by the day you typed them. A late entry still lands in the right month, unless that month has been locked (Chapter 15).

06

Customers

Keep every client's legal name, TRN, address and payment terms in one place, and send clear statements of account.

Why customer records matter

A tax invoice must show your customer's name, address and (for VAT-registered customers) their **TRN**. A customer record means you type this once. The record also gives each customer an **account number**, remembers their **payment terms** so due dates fill in by themselves, and lets you print a **statement of account**.

Customers

+ New customer

Clients you invoice. Their details are printed on statements and tax invoices.

ACCOUNT	NAME	EMIRATE	TRN	PHONE	TERMS	
C0001	Marina Crest Developments LLC	Dubai	100345678900003	+971 4 555 0001	30 days	Statement PDF Edit
C0002	Palm Gardens Villas LLC	Abu Dhabi	100567890100003	+971 4 555 0002	45 days	Statement PDF Edit
C0003	Al Qasr Hospitality Group	Sharjah	100678901200003	+971 4 555 0003	60 days	Statement PDF Edit

The Customers page. Each row shows the account number, TRN, phone and terms, with a link to the PDF statement.

Adding a customer

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 Open **Customers** and press **+ New customer**.
- 2 Leave **Account no.** empty: MIZAN-UAE gives the next number (C0001, C0002, ...).
- 3 Type the **customer name** exactly as on their trade licence, their **address**, **emirate**, **P.O. Box**, **phone** and **email**.
- 4 Type the **TRN**: 15 digits, no spaces. Ask the customer for their tax registration certificate if you do not have it.
- 5 Set **Payment terms (days)**, for example 30 or 60. This is used to work out the due date of each invoice.
- 6 Press **Add customer**.

Account no. (leave empty for automatic)

Customer name

Gulf Marina Properties LLC

Address

Office 8, JLT Cluster D

Emirate

Dubai

P.O. Box

554433

TRN (15 digits)

1007890123000003

Phone

+971 4 555 0188

Email

accounts@gulfmarina.example

Payment terms (days)

30

Add customer

A new customer: Gulf Marina Properties LLC, with 30-day terms.

TIP

Check the TRN with the customer before the first invoice. A wrong TRN on a tax invoice can make your customer's VAT claim fail. You can correct it later with **Edit**, and it appears on the next invoice.

Editing a customer

Press **Edit** on the row, change the details and press **Save changes**. Past invoices keep the customer name they were issued with; the new details appear on invoices and statements you print from now on.

The statement of account

Press **Statement PDF** on a customer row. MIZAN-UAE prepares a one-page statement with your company details, the customer's details, the payment terms and every **open** invoice with amount, amount paid, balance and a running total. It is the best document to send before a payment follow-up call.

Sandstone Builders LLC
Office 1204, Bay Square 3, Business Bay
P.O. Box 112233, Dubai, UAE
Tel: +971 4 555 0100
TRN: 10045678900003

Statement of Account

Customer
Marina Crest Developments LLC
Tower A, Dubai Marina
P.O. Box 445566, Dubai, UAE
Tel: +971 4 555 0001
TRN: 100345678900003

Report date 05/10/2026
Account no. C0001
Client name Marina Crest Developments LLC
Payment terms 30 days

Type	Inv No / LPO	Date	Amount	Paid Amount	Balance Amt	Total Balance
Invoice	INV-2026-002 / MC-LPO-0412	20/08/2026	142,500.00	100,000.00	42,500.00	42,500.00
TOTAL (AED)			142,500.00	100,000.00	42,500.00	42,500.00

The statement of account for Marina Crest: invoice INV-2026-002, AED 142,500 invoiced, 100,000 paid, 42,500 still due.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 5 October Rohan calls Marina Crest's accounts team. The invoice INV-2026-002 was due on 19 September, so it is 16 days late. Instead of reading figures over the phone he emails the statement. Marina Crest confirms it will pay the AED 42,500 balance on the next payment run, and Rohan records a reminder to chase on 15 October.

If a customer is not in the list yet

On the invoice form you can choose *"Type a client name instead"* for a one-off client, but the invoice is then not linked to a customer record, so it will not appear on a statement and will fail the e-invoicing readiness check (Chapter 16). Create the customer record whenever the client will buy from you more than once.

07

Projects and job costing

Give every job a code and a budget, tag your invoices, bills and payroll to it, and watch cost against budget.

What a project is

A project is a job you are doing for a client: a tower fit-out, a villa. You give it a **code** (your own reference), a **name**, the **client** and a **budget**. When you later tag a transaction with the project, MIZAN-UAE adds its income and cost to that project, so you always know whether a job is making money.

Projects

+ New project

Every invoice, bill, payroll batch and gratuity settlement can be tagged to a project for job costing.

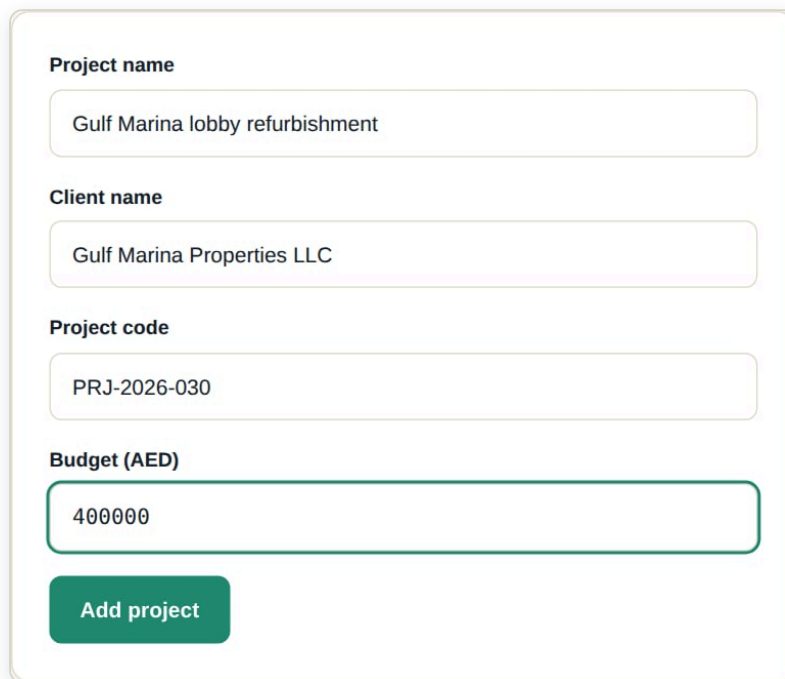
CODE	NAME	CLIENT	BUDGET	STATUS
PRJ-2026-021	Palm Gardens six villas	Palm Gardens Villas LLC	1200000.00	Active
PRJ-2026-014	Marina Crest Tower B fit-out	Marina Crest Developments LLC	850000.00	Active

The Projects page.

Adding a project

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 Open **Projects** and press **+ New project**.
- 2 Type the **project name** and the **client name**.
- 3 Type a **project code**, for example PRJ-2026-014. Each code can be used once.
- 4 Type the **budget** in AED: the total cost you expect for the job.
- 5 Press **Add project**.



The screenshot shows a form titled 'Add project' with the following fields and values:

- Project name:** Gulf Marina lobby refurbishment
- Client name:** Gulf Marina Properties LLC
- Project code:** PRJ-2026-030
- Budget (AED):** 400000
- Button:** Add project

A new project with its code and budget.

Tagging transactions to a project

The same optional field, **Project (optional - for job costing)**, appears on:

- the invoice form (Chapter 8)
- the bill form (Chapter 9)
- the WPS payroll page (Chapter 12)
- the gratuity page (Chapter 12)

Choose *Company-wide (no project)* for general costs such as office rent that belong to no single job.

BE CAREFUL

The project can only be chosen when you **create** the invoice, bill, payroll file or settlement. It cannot be changed afterwards, because posted entries are never edited. Choose carefully, and if you tagged the wrong project, reverse it and enter it again.

Seeing the result

- **Dashboard:** the *Project cost against budget* card (Chapter 3).
- **Reports and Tax, Job Cost by Project:** for each project, the budget, the revenue invoiced, the cost to date, the variance (budget minus cost) and the margin to date (revenue minus cost). See Chapter 13.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Sandstone tags all of INV-2026-001, INV-2026-002, bill GST-5521 and bill AN-0098 to **PRJ-2026-014 Marina Crest Tower B fit-out** (budget AED 850,000). On 5 October the Dashboard shows its cost at AED 150,000: the steel (60,000) and the electrical subcontract (90,000). That is under 18% of the budget while the project has invoiced AED 350,000, so Layla knows the job is healthy.

08

Invoices: getting paid

Create tax invoices with VAT and retention, send the PDF, record payments, release retention and issue credit notes.

The Invoices page

Open **Invoices (AR)**. Every invoice you have issued is listed with its client, LPO, amounts, retention, how much is paid and its **status**. The newest invoice is at the top.

Invoices

Client billing, VAT and retention — all posted to the general ledger automatically.

[+ New invoice](#)

NUMBER	CLIENT	LPO	SUBTOTAL	VAT	RETENTION	TOTAL DUE	PAID	STATUS	
INV-2026-004	C0003 · Al Qasr Hospitality Group	AQ-3310	18500.00	925.00	0.00	19425.00	0.00 Credited 1575.00	PARTIALLY_PAID	PDF Record payment Credit note
INV-2026-003	C0002 · Palm Gardens Villas LLC	PG-7781	320000.00	16000.00	16000.00	320000.00	0.00	SENT	PDF Record payment Release retention
INV-2026-002	C0001 · Marina Crest Developments LLC	MC-LPO-0412	150000.00	7500.00	15000.00	142500.00	100000.00	PARTIALLY_PAID	PDF Record payment Release retention
INV-2026-001	C0001 · Marina Crest Developments LLC	MC-LPO-0412	200000.00	10000.00	20000.00	190000.00	190000.00	PAID	PDF Record payment Release retention
INV-2026-000	C0002 · Palm Gardens Villas LLC	PG-7702	80000.00	4000.00	0.00	84000.00	84000.00	PAID	PDF Record payment

CREDIT NOTES

NUMBER	INVOICE	DATE	AMOUNT	VAT	TOTAL	REASON
CN-INV-2026-004	INV-2026-004 · Al Qasr Hospitality Group	30/09/2026	1500.00	75.00	1575.00	Price correction on skirting

Invoices of Sandstone Builders. The links at the right of each row are the actions you can take.

Status	Meaning
SENT	Issued and posted, nothing received yet.
PARTIALLY_PAID	Some money received, a balance is still due.
PAID	Fully paid. (Retention may still be held: see Chapter 10.)
VOID	Cancelled.

Creating an invoice

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 Press **+ New invoice**.
- 2 Type your own **Invoice number**. Use one numbering series without gaps, for example INV-2026-001, INV-2026-002. Each number can be used once; if it already exists MIZAN-UAE tells you.
- 3 Choose the **Customer** from the list. The client name fills in, and the **Due date** is worked out from their payment terms when you set the issue date.
- 4 Choose the **Project** (optional) so the income counts towards job costing.
- 5 Type the client's **LPO number** (local purchase order) if they gave you one. It is printed on the invoice and shown on statements.
- 6 Set the **Issue date** (check the due date), the **VAT treatment** and the **Retention %**.
- 7 Type the **Line description** and the **Amount excluding VAT**, then press **Create invoice**.

Invoice number

INV-2026-005

Customer

C0001 · Marina Crest Developments LLC

Project (optional — for job costing)

PRJ-2026-014 — Marina Crest Tower B fit-out

LPO number (optional)

MC-LPO-0412

Issue date

10/05/2026

Due date

11/04/2026

VAT treatment

Standard rate (5%)

VAT %

5

Retention %

10

Line description

Progress claim 3: finishes and snagging

Amount (AED, excl. VAT)

100000.00

Create invoice

A new invoice for Marina Crest: progress claim 3, AED 100,000, with 5% VAT and 10% retention.

What each box means

Box	What to enter
Invoice number	Your own number. It must be unique.
Customer	Pick from your customer list. Choose "Type a client name instead" only for a one-off client.
Project	The job the income belongs to. Cannot be changed later.
LPO number	The client's purchase-order or contract reference, if any.
Issue date / Due date	The invoice date and the date payment is due. The due date follows the customer's terms but you can change it.
VAT treatment	Standard rate (5%), Zero-rated (0%), Exempt, or Out of scope. See Chapter 11. Ask your tax adviser if unsure.
VAT %	Shown only for standard rate. Leave at 5.
Retention %	The percentage the client holds back until the job is accepted. It starts at 10; change it to 0 if there is no retention.
Line description	What you are charging for, for example "Progress claim 3: finishes and snagging".
Amount (AED, excl. VAT)	The value of the work before VAT and before retention.

How the amounts work

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Progress claim 3 to Marina Crest: value **AED 100,000**.

	AED
VALUE OF WORK (SUBTOTAL)	100,000.00
VAT 5% ON THE FULL VALUE	+ 5,000.00
RETENTION 10% ON THE WORK VALUE	- 10,000.00
TOTAL DUE NOW	95,000.00

VAT is charged on the **full** 100,000, because that is the value supplied. The 10,000 retention is not lost: it is shown as retention held and becomes payable when it is released.

BE CAREFUL

The invoice form takes **one line**. Put the total of the claim in it and describe it clearly. If your contract needs several lines on the invoice, ask us.

The tax invoice PDF

Press **PDF** on the invoice row. MIZAN-UAE prepares a professional **TAX INVOICE** with your name, address and TRN, the customer's details and TRN, the invoice number, dates, LPO number and account

number, the VAT, any retention, the amount due, what has been paid and the balance. Download it and email it to your client.

Sandstone Builders LLC
Office 1204, Bay Square 3, Business Bay
P.O. Box 112233, Dubai, UAE
Tel: +971 4 555 0100
TRN: 100456789000003

TAX INVOICE

Bill to
Marina Crest Developments LLC
Tower A, Dubai Marina
P.O. Box 445566, Dubai, UAE
Tel: +971 4 555 0001
TRN: 100345678900003

Invoice no. INV-2026-002
Date 20/08/2026
Due date 19/09/2026
LPO no. MC-LPO-0412
Account no. C0001

Description	Qty	Unit price	Amount (AED)
Progress claim 2: MEP rough-in	1.00	150,000.00	150,000.00
Subtotal			150,000.00
VAT 5%			7,500.00
Total incl. VAT			157,500.00
Less retention 10%			-15,000.00
Amount due			142,500.00
Paid			100,000.00
Balance			42,500.00

The tax invoice for INV-2026-002.

Recording a payment

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 Press **Record payment** on the invoice row.
- 2 A box asks **Payment amount (AED)?**. Type the amount you actually received, for example 100000, and confirm.
- 3 The status changes to PARTIALLY_PAID or PAID, the customer's balance goes down and the cash appears in your bank balance.

PAYMENT DATE

The payment is dated **today**, the day you record it. So record each payment **on the day the money arrives**, and never earlier or later, so that your bank reconciliation, VAT periods and statements all agree. You cannot record more than the balance due.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 25 September Marina Crest transfers AED 100,000 against INV-2026-002 (total due 142,500). Rohan presses *Record payment* and types 100000. The invoice becomes **PARTIALLY_PAID** with **42,500** still to collect. The Dashboard's receivables card moves that 42,500 into the 1–30 days late column once the due date passes.

Releasing retention

When the defects-liability period ends and the client agrees to pay the retention, press **Release retention** on that invoice and confirm. The held amount moves into what the client owes you, and you then collect it with *Record payment* like any other balance. Chapter 10 explains retention in detail.

Credit notes

Who can do this: **ADMIN** **ACCOUNTANT**

A credit note reduces what a customer owes after the invoice was issued, for example for a price correction or an item not supplied. VAT follows the invoice, and the credit note is linked to it so the VAT return is corrected automatically.

- 1 Press **Credit note** on the invoice row. (The link shows only for invoices with **no retention held** and that are **not fully paid**.)
- 2 Check the **credit note number** (it starts as CN- plus the invoice number), the **date**, and type the **amount to credit excluding VAT** and the **reason**.
- 3 Press **Issue credit note**.

Credit note on invoice INV-2026-004 · Al Qasr Hospitality Group
It reduces what the client owes. VAT follows the invoice. Invoice value 18500.00 excl. VAT, still owed 17850.00.

Credit note number	Date	Amount to credit (AED, excl. VAT)
CN-INV-2026-004	10/05/2026	500.00

Reason

Skirting colour changed by client

Issue credit note Cancel

The credit note form for INV-2026-004.

CREDIT NOTE CN-INV-2026-004: AED 1,500 + 5% VAT	
4000 Contract Revenue	1,500.00
2400 VAT Output Tax Payable	75.00
1100 Accounts Receivable	1,575.00

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Al Qasr Hospitality is invoiced AED 18,500 + VAT 925 = **19,425** for a variation order. On 30 September Al Qasr proves that the skirting was changed to a cheaper type, so Layla issues a credit note for **AED 1,500** (VAT 75, total **1,575**). The invoice now shows "Credited 1575.00" under *Paid*, the client owes 17,850, and Q3 output VAT drops by 75.

GOOD TO KNOW

Credit notes are not available yet for invoices that carry retention or that are already fully paid (a refund). For those, ask us or your adviser. Credit notes can never be edited or deleted, and a closed period refuses them.

09

Bills: paying suppliers and subcontractors

Record what you buy, claim the VAT, withhold retention from subcontractors and keep track of what you owe.

The Bills page

Open **Bills (AP)**. It lists every supplier and subcontractor bill with the amount, VAT, retention withheld, what is payable, what has been paid and the status (**UNPAID**, **PARTIALLY_PAID** or **PAID**).

Bills									
Vendor and subcontractor bills — VAT and retention withheld are tracked and posted automatically.									
BILL #	VENDOR	AMOUNT	VAT	RETENTION	PAYABLE	PAID	STATUS		
ERM-3310	Emirates Ready Mix LLC	45000.00	2250.00	0.00	47250.00	0.00	UNPAID		Record payment
NS-2026-17	Nordic Scaffold GmbH	12000.00	0.00	0.00	12000.00	0.00	UNPAID		Record payment
AN-0098	Al Najm Electrical Contracting	90000.00	4500.00	9000.00	85500.00	50000.00	PARTIALLY_PAID		Record payment Release retention
GST-5521	Gulf Steel Trading LLC	60000.00	3000.00	0.00	63000.00	63000.00	PAID		Record payment
GST-5399	Gulf Steel Trading LLC	20000.00	1000.00	0.00	21000.00	21000.00	PAID		Record payment

Bills of Sandstone Builders.

Recording a bill

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 Press **+ New bill**.
- 2 Type the supplier's **Bill number** exactly as on their invoice.
- 3 Choose the **Vendor / subcontractor**. If they are new, type the name in *Or add new vendor* and press **Add**.
- 4 Choose the **Expense account** that describes what you bought: 5000 Materials, 5100 Subcontractor, 5400 Equipment Rental, and so on.
- 5 Choose the **Project** (optional) the cost belongs to.
- 6 Type the **Amount excluding VAT**, the **Bill date** and the **Due date**.
- 7 Choose the **VAT treatment** and, for a subcontractor, the **Retention %** you withhold. Press **Create bill**.

Claiming VAT on purchases

If the supplier charged 5% VAT on a valid tax invoice, choose **Standard rate**. MIZAN-UAE records the VAT as **input VAT** that you can deduct from the VAT you charged customers. Keep the supplier's tax invoice: the FTA can ask for it.

BILL ERM-3310 FROM EMIRATES READY MIX: AED 45,000 + 5% VAT		
5000 Materials Expense	45,000.00	
1300 VAT Input Tax Receivable	2,250.00	
2000 Accounts Payable		47,250.00

Subcontractor retention

When you hold back retention from a subcontractor, enter the percentage in **Retention % (withheld from vendor)**. The retention is a debt you owe them *later*, so MIZAN-UAE keeps it separate from what you owe now.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Al Najm Electrical bills Sandstone **AED 90,000 + 5% VAT 4,500** for the electrical work on Marina Crest, and the subcontract holds back 10% retention. Rohan enters retention 10. MIZAN-UAE posts:

BILL AN-0098	
5100 Subcontractor Expense	90,000.00
1300 VAT Input Tax Receivable	4,500.00
2000 Accounts Payable (payable now)	85,500.00
2100 Retention Payable (payable later)	9,000.00

Sandstone owes Al Najm **85,500** now (94,500 incl. VAT less 9,000 retention) and keeps **9,000** until the defects period ends. Rohan records a payment of 50,000 on 20 September, so **35,500** is still payable and is now past its due date.

Paying a bill

- 1 Press **Record payment** on the bill row.
- 2 Type the amount you paid. The bill changes to PARTIALLY_PAID or PAID and the money leaves your bank balance.

BE CAREFUL

Like invoice payments, the payment is dated **today**. Record it on the day you actually pay.

Releasing retention to a subcontractor

When the defects period ends and you agree to pay the retention, press **Release retention** on that bill and confirm. The held amount moves into what you owe now, and you pay it with *Record payment*.

Overseas suppliers and reverse charge

When a supplier outside the UAE charges you no UAE VAT, the law may require **you** to account for the VAT yourself. This is called the **reverse charge**. Choose **Reverse charge** as the VAT treatment: MIZAN-UAE records the VAT as both output VAT (you owe it) and input VAT (you recover it), so the net effect on cash is nil, and it appears in the right boxes of your VAT return. Nothing extra is payable to the supplier.

Bill number NS-2026-21	Vendor / subcontractor Nordic Scaffold GmbH
	Or add new vendor Add
Expense account 5400 — Equipment Rental Expense	Project (optional — for job costing) PRJ-2026-021 — Palm Gardens six villas
Amount (AED, excl. VAT) 12000.00	Bill date 10/02/2026
Due date 11/01/2026	VAT treatment Reverse charge
	The supplier charges no VAT. You account for it yourself: it shows as output and as recoverable input VAT, and nothing extra is payable.
VAT % 5	Retention % (withheld from vendor) 0
Create bill	

A bill from Nordic Scaffold GmbH with the Reverse charge treatment. The note under the box explains the effect.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Nordic Scaffold GmbH (Germany) hires scaffolding to the Palm Gardens villas for **AED 12,000** and charges no VAT. Rohan enters the bill as **Reverse charge** at 5%. Sandstone owes the supplier 12,000, and the VAT return shows **600 output VAT** and **600 input VAT** in Q3: they cancel out.

TIP

Not sure whether a purchase is reverse charge? Overseas services and some imports often are. Ask your tax adviser once, then you can enter them the same way every time.

10

Retention

Retention is part of nearly every construction contract. See how MIZAN-UAE holds it, tracks it and releases it, in both directions.

What retention is

Retention is a percentage of each payment that the paying party holds back until the work is accepted, usually after a *defects-liability period*. It protects the client if defects appear. Typical rates are 5% to 10%.

	You are the contractor (customer holds your retention)	You hire a subcontractor (you hold their retention)
Where in MIZAN-UAE	Invoices (AR)	Bills (AP)
Account	1200 Retention Receivable (an asset: money owed to you later)	2100 Retention Payable (a liability: money you owe later)
Hold it	Enter Retention % when you create the invoice	Enter Retention % (withheld from vendor) on the bill
Release it	Press Release retention on the invoice	Press Release retention on the bill

The retention calculator

Retention calculator is a quick what-if tool. Type a project reference, the total billed and the retention percentage, and it shows the **cash received** and the **retention withheld**. It saves nothing. For retention that is actually in your books, use the Retention field on the invoice or bill.

Retention Calculator

Quick what-if math. For retention that's actually tracked in the books, use it directly on an Invoice or Bill instead.

Project reference

Total billed (AED)

Retention %

Calculate

Cash received 180000.00

Retention withheld 20000.00

The retention calculator: AED 200,000 billed at 10% retention gives 180,000 cash and 20,000 retention.

The life of retention

- 1 Hold.** You invoice AED 200,000 with 10% retention. The client owes you 190,000 now (200,000 + 10,000 VAT – 20,000 retention). The 20,000 sits in *Retention Receivable*.
- 2 Wait.** The defects period runs, usually 12 months. The retention shows in the Retention column of the invoice.
- 3 Release.** When the client accepts the work you press *Release retention*. The 20,000 moves from Retention Receivable into Accounts Receivable. Now the invoice shows it as "(released)" and the client owes it.
- 4 Collect.** The client pays. You press *Record payment* for 20,000.

RELEASING RETENTION ON INV-2026-001	
1100 Accounts Receivable	20,000.00
1200 Retention Receivable	20,000.00

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On INV-2026-001 Marina Crest paid **190,000** on 10 August and holds **20,000** retention. The Invoices page shows PAID but the Retention column says 20,000.00. Layla puts a reminder in her diary for the end of the defects period. When Marina Crest confirms handover next year she presses *Release retention*, then records their payment of 20,000.

TIP

Retention is a real asset: it can be a large amount at year-end. The balance sheet shows it separately from your normal receivables so lenders and auditors see it clearly.

BE CAREFUL

Credit notes cannot be issued on an invoice that still has retention held. Release or settle the retention first, or ask your adviser how to correct the invoice.

11

VAT: from every invoice to the return

How MIZAN-UAE works out your VAT, what each treatment means, how to prepare and pay a return and record it, and what to check at year-end.

The idea

VAT-registered businesses charge **5% output VAT** on sales and recover **input VAT** on purchases. Each period they pay the Federal Tax Authority (FTA) the difference:

Output VAT (charged to customers) – Input VAT (paid to suppliers) = Net VAT payable to the FTA (or refundable if negative).

MIZAN-UAE collects both sides automatically from your invoices, bills and credit notes, and keeps them in two accounts: **2400 VAT Output Tax Payable** and **1300 VAT Input Tax Receivable**.

The five VAT treatments

Treatment	On invoices (sales)	On bills (purchases)	In plain words
Standard rate (5%)	Yes	Yes	The normal case: construction work, fit-out, materials, services supplied inside the UAE.
Zero-rated (0%)	Yes	Yes	Taxable at 0%: you charge no VAT but can still recover your input VAT. For certain supplies defined by the law, for example some exports. Ask your adviser.
Exempt	Yes	Yes	No VAT is charged, and VAT on related costs is generally not recoverable. For some specific supplies defined by the law.
Out of scope	Yes	Yes	Outside UAE VAT altogether.
Reverse charge	No	Yes	You account for the VAT on a purchase yourself (Chapter 9).

BE CAREFUL

MIZAN-UAE records the treatment **you choose**; it does not decide it for you. If a sale or purchase is unusual (exports, mixed supplies, property, imports) ask your tax adviser **before** you enter it. Treat the first few as training for your whole team.

Your return periods

Open **Reports & Tax** then the **VAT Return** tab. The first box, **Return periods**, lists your filing periods (set in Company Settings, Chapter 2) with their due dates and figures.

State	Meaning
Running	The period has not ended yet.
Due: N days left	The period has ended; the return is due within 28 days.
Overdue: N days late	The due date has passed and the period is not settled. File and pay as soon as you can.
Settled	You recorded the payment or refund for this period.
No VAT, nothing to pay	The period had no VAT at all.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

Profit & Loss Balance Sheet Job Cost by Project **VAT Return** Corporate Tax Period close E-invoicing

Return periods (quarterly)

A return is due within 28 days after its period ends. After you pay the FTA (or receive a refund), record it here so the VAT accounts are cleared and the books match.

01/10/2026 to 31/12/2026

Running

Due 28/01/2027

Output 0.00 Input 0.00 **Net 0.00 to pay**

01/07/2026 to 30/09/2026

Due: 23 days left

Due 28/10/2026

Output 34950.00 Input 10350.00 **Net 24600.00 to pay**

Record payment or refund

01/04/2026 to 30/06/2026

Settled

Due 28/07/2026

Paid 3000.00 on 22/07/2026 · FTA-PAY-Q2-2026 **Undo**

01/01/2026 to 31/03/2026

No VAT, nothing to pay

Due 28/04/2026

Output 0.00 Input 0.00 **Net 0.00 to pay**

01/10/2025 to 31/12/2025

No VAT, nothing to pay

Due 28/01/2026

Output 0.00 Input 0.00 **Net 0.00 to pay**

01/07/2025 to 30/09/2025

No VAT, nothing to pay

Due 28/10/2025

Output 0.00 Input 0.00 **Net 0.00 to pay**

Period start

Period end

10/01/2026



10/31/2026



Calculate VAT due

Return periods for Sandstone: Q4 is running, Q3 is due in 23 days, Q2 is settled.

Preparing the return

Under the periods, choose a **Period start** and **Period end** and press **Calculate VAT due**. You see the net VAT due and a **VAT 201 working** that follows the boxes of the FTA return, plus a **Control against the ledger** that checks the invoices and bills agree with the VAT accounts.

Period start
Period end

07/01/2026
09/30/2026

Calculate VAT due

Output VAT (sales + reverse charge)
34950.00

Input VAT (recoverable)
10350.00

Net VAT due to FTA
24600.00

A negative number means a refund/credit position rather than an amount owed.

VAT 201 working (draft)

Figures for the FTA VAT 201 boxes, from the invoices issued and bills dated in the period (void ones left out). A UAE tax adviser must check the VAT treatment before you file. Box 1 is shown for Dubai, the emirate in Company Settings.

Box	Amount (AED)	VAT (AED)
1. Standard-rated supplies (Dubai)	687000.00	34350.00
3. Supplies subject to reverse charge	12000.00	600.00
4. Zero-rated supplies	0.00	0.00
5. Exempt supplies	0.00	0.00
8. Total outputs	699000.00	34950.00
9. Standard-rated expenses	195000.00	9750.00
10. Reverse-charge purchases (recoverable)	12000.00	600.00
11. Total inputs	207000.00	10350.00
12. Total due tax for the period		34950.00
13. Total recoverable tax for the period		10350.00
14. Payable tax (negative = refundable)		24600.00

Not on this working: out-of-scope sales (0.00), tourist refunds, imports of goods, adjustments, and blocked or partly recoverable input VAT.

Control against the ledger

Output VAT in the ledger	34950.00
Input VAT in the ledger	10350.00

The ledger matches the invoices and bills.

The calculation for Q3 2026 (1 July to 30 September).

Box	What it holds	Q3 2026 (AED)
1	Standard-rated supplies in Dubai: sales (credit notes netted)	687,000 · VAT 34,350
3	Supplies subject to reverse charge	12,000 · VAT 600
8	Total outputs	699,000 · VAT 34,950
9	Standard-rated expenses (supplier VAT)	195,000 · VAT 9,750
10	Reverse-charge purchases (recoverable)	12,000 · VAT 600
11	Total inputs	207,000 · VAT 10,350
14	Payable tax = 34,950 – 10,350	24,600

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Rohan prepares Q3 on 5 October. Output VAT is **34,950**: 10,000 + 7,500 + 16,000 + 925 from the four invoices, less 75 from the credit note, plus 600 reverse charge. Input VAT is **10,350**: 3,000 + 4,500 + 2,250 from three supplier bills plus the same 600. Net payable: **24,600**. The control section says "The ledger matches the invoices and bills", so Layla can sign off.

GOOD TO KNOW

This is a **working** for your VAT 201 return, not the filed return. MIZAN-UAE does not submit anything to the FTA. You (or your adviser) file the return on the FTA e-Services portal, using these figures. Not covered in the working: tourist refunds, imports of goods, adjustments, and blocked or partly recoverable input VAT.

Paying the FTA and recording it

After you have filed and paid, record it in MIZAN-UAE so your VAT accounts are cleared and your books match the bank.

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 In **Return periods**, find the period and press **Record payment or refund**.
- 2 Check the sentence: it shows the output VAT, the input VAT and the amount paid to the FTA (or received as a refund).
- 3 Choose the **Date of payment or refund** and type the **FTA reference** (optional but useful).
- 4 Press **Record**. The period becomes **Settled**.

Output 34,950.00 Input 10,350.00 Net 24,600.00 to pay

01/07/2026 to 30/09/2026 Due: 23 days left

Due 28/10/2026

Output 34,950.00 Input 10,350.00 Net 24,600.00 to pay

This clears output VAT 34,950.00 and input VAT 10,350.00 from the VAT accounts and posts 24,600.00 paid to the FTA through Cash and Bank.

Date of payment or refund FTA reference (optional)

10/05/2026

Record **Cancel**

01/04/2026 to 30/06/2026 Settled

Recording the Q3 payment: the box explains exactly what will be posted.

VAT SETTLEMENT FOR Q3 2026

2400 VAT Output Tax Payable	34,950.00	
1300 VAT Input Tax Receivable		10,350.00
1000 Cash and Bank		24,600.00

MIZAN-UAE refuses to record a payment if the period has not ended, if the payment date is before the period end or in the future, if it overlaps a period already settled, if the VAT accounts do not match the

invoices and bills (fix the difference first), or if the books are locked.

Undoing a VAT payment

Who can do this: **ADMIN**

If you recorded the wrong date or period, an admin presses **Undo** next to the settled period and types the **reason**. MIZAN-UAE posts the opposite entry; the period becomes due again and you can record it correctly.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

In July Layla filed Q2 (AED 4,000 output less 1,000 input = **3,000**) and paid on 22 July. Rohan recorded it with reference FTA-PAY-Q2-2026. Q2 shows **Settled**: "Paid 3000.00 on 22/07/2026". On 28 October Q3's 24,600 is due: Layla will do the same.

VAT reminders by email

When you have set your filing period, MIZAN-UAE emails your admins **7 days before** a return is due and again if it becomes **overdue**, so a deadline is never missed. See Chapter 17.

The year-end VAT checklist

- 1 File and pay the last return, and record the payment (above).
- 2 Run the VAT report for the last period: the **control against the ledger** must show no difference.
- 3 Check that the Accounts Receivable balance equals what customers owe (Dashboard, receivables by age).
- 4 Check that the Accounts Payable balance equals what you owe suppliers.
- 5 Confirm credit notes and corrections dated in the year are posted, and nothing is dated outside its period.
- 6 Ask your adviser about bad-debt relief on invoices that will never be paid, and about VAT on retention and any unusual supply.
- 7 Lock the books through 31 December, then close the year (Chapter 15).
- 8 Keep the VAT working, the closing entry and your supplier invoices for the legal record-keeping period.

At year-end, **receivables, payables and VAT balances are not closed**: they carry forward as the opening balances of the new year. Receivables include VAT you charged customers who have not yet paid; payables include VAT suppliers charged you that you have not yet paid. Only the VAT of periods not yet filed or paid should remain in the VAT accounts.

12

People: employees, gratuity and WPS payroll

Keep staff records and document dates, calculate end-of-service gratuity, and produce the monthly WPS salary file for your bank.

Setting up your WPS employer

Who can do this: **ADMIN** **ACCOUNTANT**

The first time you open **Employees**, MIZAN-UAE asks you to **set up your WPS employer**. This is the company that pays the salaries, as registered with the Ministry of Human Resources and Emiratization (MOHRE). You need three things from your WPS registration:

Box	What to enter
Company name	As registered with MOHRE.
MOHRE establishment ID	13 digits.
Employer agent / bank routing ID	9 digits (given by your bank for WPS).

Press **Save employer**. You only do this once.

The employee records

Employees

+ New employee

Employee records back the WPS SIF export and the gratuity calculator.

NAME	LABOUR CARD	IBAN	BASIC SALARY	JOINED	STATUS	
Hassan Ali	20000000000004	AE95033200000000000004	2900.00	05 Jan 2025	Active	Edit
Joseph Mathew ⚠️ Passport expires in 120 days	20000000000003	AE25033200000000000003	6800.00	01 Aug 2019	Active	Edit
Mohammed Saleem ⚠️ Emirates ID expires in 40 days	20000000000002	AE52033200000000000002	3200.00	10 Feb 2024	Active	Edit
Ravi Kumar ⚠️ Visa expires in 25 days	20000000000001	AE79033200000000000001	4500.00	01 Mar 2021	Active	Edit

The Employees page. Orange warnings show documents that are about to expire.

- 1 Press **+ New employee**.
- 2 Type the **full name as on the labour card**, choose the employer, and type the **14-digit labour card number** and the **9-digit bank agent ID**.
- 3 Type the **IBAN**. MIZAN-UAE checks it with the bank's checksum, so a mistyped number is refused straight away.
- 4 Type the **basic salary** (AED per month) and the **join date**. Leave **exit date** empty while the person works for you.
- 5 Optionally add nationality, **Emirates ID** (format 784-1990-1234567-1) with its expiry, **visa expiry**, and **passport number** with its expiry.
- 6 Press save.

New employee

Full name (as on labour card)

Imran Sheikh

Labour card number (14 digits)

20000000000099

Bank agent ID (9 digits)

123456789

IBAN

AE070331234567890123456

Basic salary (AED / month)

3800

Join date

10/01/2026

Identity & residency (optional)

Warnings show here and on the dashboard 60 days before an Emirates ID or visa expires, and 180 days before a passport expires.

Nationality

Emirates ID

784-1990-1234567-1

Emirates ID expiry

mm/dd/yyyy

Visa expiry

mm/dd/yyyy

Passport number

Passport expiry

mm/dd/yyyy

Add employee

Cancel

Adding an employee.

TIP

Enter the document dates for everyone, even if they are far away. MIZAN-UAE warns you **60 days** before an Emirates ID or visa expires and **180 days** before a passport expires (the passport needs six months of validity to renew a visa). Warnings show on the Employees page, on the Dashboard, and in a weekly email.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 5 October the Employees page shows three warnings: Ravi Kumar's **visa expires in 25 days**, Mohammed Saleem's **Emirates ID expires in 40 days** and Joseph Mathew's **passport expires in 120 days**. Rohan starts the visa renewal for Ravi today, and Layla sees the same list on her Dashboard.

When someone leaves, open **Edit** and set the **exit date**. They are no longer included in payroll after that month.

End-of-service gratuity

Who can do this: **ADMIN** **ACCOUNTANT**

Open **Gratuity / ESB**. MIZAN-UAE calculates the end-of-service gratuity under UAE Federal Decree-Law No. 33 of 2021, using the formula below. Calculating **saves nothing**: you can try as many figures as you like.

Length of service	Gratuity
Under 1 year	None (unused leave is still paid).

1 to 5 years	21 days of basic salary for each year of service ($\text{basic} \div 30 \times 21 \times \text{years}$).
Over 5 years	21 days per year for the first 5 years, then 30 days of basic salary for each year after that.
The limit	The total gratuity cannot exceed 2 years of basic salary ($24 \times \text{monthly basic}$).
Part years	A part year counts in proportion to the days worked.
Unused leave	Paid as $\text{basic} \div 30 \times \text{days}$.

- 1 Choose the **Employee** (the dates and salary can be adjusted).
- 2 Choose a **Project** if the cost belongs to one job, or leave it company-wide.
- 3 Set the **Start date**, the **End date** (last working day), the **Basic salary**, the **Termination type** (Resignation or Termination) and the **Unused leave days**.
- 4 Press **Calculate**. The result card shows the gratuity, the leave encashment and the **Total payable**.

Gratuity / End of Service

Calculated under Decree-Law No. 33 of 2021 — same formula for resignation and termination.

Employee

Ravi Kumar — 200000000000001

Project (optional — for job costing)

Company-wide (no project)

Start date **End date**

03/01/2021 10/31/2026

Basic salary (AED / month)

4500

Termination type

Resignation

Unused leave days

12

Calculate

Calculating saves nothing. You can post the result to the ledger after checking it.

RESULT

Gratuity 18758.22

Leave encashment 1800.00

Total payable 20558.22

Post to ledger

Not saved yet. Post only when the final settlement is paid.

Ravi Kumar resigns on 31 October 2026 after 5 years and 8 months, with 12 days of unused leave.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Ravi Kumar joined on 1 March 2021 and resigns on 31 October 2026. Basic salary is **AED 4,500**. Service is 5 years and 244 days, about 5.67 years.

STEP	CALCULATION	AED
FIRST 5 YEARS	$4,500 \div 30 \times 21 \times 5$	15,750.00
AFTER 5 YEARS (0.668 YEAR)	$4,500 \div 30 \times 30 \times 0.668$	3,008.22
GRATUITY		18,758.22
UNUSED LEAVE, 12 DAYS	$4,500 \div 30 \times 12$	1,800.00
TOTAL PAYABLE		20,558.22

The 108,000 limit ($24 \times 4,500$) is far away, so it does not apply.

Posting the payment

Only when the final settlement is **actually paid**, press **Post to ledger** and confirm. MIZAN-UAE posts **Dr Gratuity Expense / Cr Cash and Bank**, and the settlement appears under **Past settlements**. If it was posted by mistake, press **Reverse** next to it: an opposite entry cancels it.

BE CAREFUL

The calculator uses **basic salary** and the formula above. Special cases, such as contracts with different terms, deductions, notice periods or limited-term contracts, must be confirmed with your labour-law adviser before you pay.

The monthly WPS salary file

The Wage Protection System (WPS) requires you to pay salaries through your bank with a salary file. Open **WPS SIF Export** to prepare it. The file is called a **SIF** (Salary Information File).

Who can do this: **ADMIN** **ACCOUNTANT**

- 1 Choose the **Salary month**, the **Employer** and, if you want, a **Project** and a **Reference** (for example SEP-2026).
- 2 The table lists every employee who worked in that month with the **period**, the **days** and the **fixed pay** (basic salary, pro-rated for people who joined or left in the month).
- 3 Add allowances or overtime in **Variable pay**, and any **Unpaid leave days**. Untick anyone you do not want in this file.
- 4 Check the **Total**, then press **Generate SIF file & post** and confirm.
- 5 The file downloads automatically. **Upload it to your bank's WPS portal**.

WPS SIF Export

Build the monthly salary file for your bank's WPS portal. Every IBAN was checksum-validated when the employee was added.

Salary month
2026-09

Project (optional — for job costing)
Company-wide (no project)

Reference (optional)
SEP-2026

EMPLOYEE	PERIOD	DAYS	FIXED PAY	VARIABLE PAY	UNPAID LEAVE DAYS
✓ Hassan Ali 200000000000004	2026-09-01 → 2026-09-30	30	2900.00	0.00	0
✓ Joseph Mathew 200000000000003	2026-09-01 → 2026-09-30	30	6800.00	0.00	0
✓ Mohammed Saleem 200000000000002	2026-09-01 → 2026-09-30	30	3200.00	0.00	0
✓ Ravi Kumar 200000000000001	2026-09-01 → 2026-09-30	30	4500.00	0.00	0

4 employee(s) selected
Total AED 17400.00
Fixed pay starts at basic salary (pro-rated for joiners and leavers). Add allowances or overtime as variable pay.

Generate SIF file & post

Downloaded 1234567890123261005085914.SIF and posted AED 17400.00 to the ledger. Upload the file to your bank's WPS portal.

PAST PAYROLL RUNS

MONTH	FILE	EMPLOYEES	TOTAL	STATUS
September 2026	1234567890123261005085914.SIF	4	17400.00	Posted Download Reverse

The September 2026 payroll for Sandstone: 4 employees, total AED 17,400. The green message confirms the download and the ledger posting.

Generating the file also **posts the salaries** to the ledger: **Dr Labor Expense / Cr Cash and Bank**. It will not create a second file for the same month unless you confirm that you really want another one (for example staff were missed from the first file).

SEPTEMBER PAYROLL		
5200 Labor / Payroll Expense	17,400.00	
1000 Cash and Bank		17,400.00

Under **Past payroll runs** you can [Download](#) the file again at any time, and [Reverse](#) a run that the bank never paid (an opposite entry is posted; it cannot be undone).

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Rohan runs September payroll on 5 October: Hassan Ali 2,900, Joseph Mathew 6,800, Mohammed Saleem 3,200 and Ravi Kumar 4,500, total **AED 17,400**. The file contains one line per employee (EDR) and one summary line (SCR) with Sandstone's MOHRE ID, the bank routing ID, the date, the month, the number of employees (4) and the total. He uploads it to the bank portal.

```
EDR,2000000000000001,123456789,AE79033...0001,2026-09-01,2026-09-30,30,4500.00,0.00,0
SCR,1234567890123,123456789,2026-10-05,0859,092026,4,17400.00,AED,SEP-2026
```

BE CAREFUL

The SIF layout follows the standard WPS format. Banks sometimes ask for small variations. **Always check the first file with your bank** before you rely on it every month.

13

Reports and job costing

Read your profit and loss, your balance sheet and your job costs with confidence, and use them to make decisions.

Where the reports are

Open **Reports & Tax**. The tabs across the top are: **Profit & Loss**, **Balance Sheet**, **Job Cost by Project**, **VAT Return** (Chapter 11), **Corporate Tax** (Chapter 14), **Period close** (Chapter 15) and **E-invoicing** (Chapter 16). Everyone can read the reports.

Profit and Loss

The profit and loss report answers: *Did we make money over this period?* It lists your income, your expenses and the difference, the net profit.

- 1 Choose **From** and **To** dates (they start at the first and last day of this year).
- 2 Press **Run report**.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

Profit & Loss

Balance Sheet

Job Cost by Project

VAT Return

Corporate Tax

Period close

E-invoicing

From

To

01/01/2026



12/31/2026



Run report

INCOME

4000 — Contract Revenue 767000.00

Total income 767000.00

EXPENSES

5000 — Materials Expense 125000.00

5100 — Subcontractor Expense 90000.00

5200 — Labor / Payroll Expense 17400.00

5400 — Equipment Rental Expense 12000.00

Total expenses 244400.00

Net profit 522600.00

Profit and loss for 2026 so far.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Sandstone's income for 2026 is the AED **767,000** invoiced (80,000 + 200,000 + 150,000 + 320,000 + 18,500, less the 1,500 credit note). Expenses are **244,400**: materials 125,000, subcontractors 90,000, payroll 17,400 and equipment rental 12,000. The net profit is **AED 522,600**.

GOOD TO KNOW

The report is on an **accrual** basis: income counts when you issue the invoice and expenses when you record the bill, not when the money moves. VAT is never part of income or expense. Year-end closing entries are left out, so a closed year still shows its profit.

Balance Sheet

The balance sheet is a photograph of your company on one day: what you own (assets), what you owe (liabilities) and what is left for the owners (equity). Choose the **As of** date and press **Run report**.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

Profit & Loss **Balance Sheet** Job Cost by Project VAT Return Corporate Tax Period close E-invoicing

As of

10/05/2026



Run report

ASSETS

1000 — Cash and Bank	819600.00
1100 — Accounts Receivable	380350.00
1200 — Retention Receivable	51000.00
1300 — VAT Input Tax Receivable	10350.00

Total assets **1261300.00**

LIABILITIES

2000 — Accounts Payable	94750.00
2100 — Retention Payable	9000.00
2400 — VAT Output Tax Payable	34950.00

Total liabilities **138700.00**

EQUITY

3000 — Owner's Equity	600000.00
Retained earnings (profit to date)	522600.00

Total equity **1122600.00**

Total liabilities + equity **1261300.00**

Balance sheet on 5 October 2026.

AED

Cash and Bank	819,600.00
Accounts Receivable	380,350.00
Retention Receivable	51,000.00
VAT Input Tax Receivable	10,350.00
Total assets	1,261,300.00
Accounts Payable	94,750.00
Retention Payable	9,000.00
VAT Output Tax Payable	34,950.00
Total liabilities	138,700.00
Owner's Equity (capital)	600,000.00
Retained earnings (profit to date)	522,600.00
Total equity	1,122,600.00
Total liabilities + equity	1,261,300.00

Assets always equal liabilities plus equity. If they ever do not, a red warning appears: stop and call us.

Four quick sanity checks

- **Accounts Receivable** equals the total on the Dashboard's receivables card.
- **Accounts Payable** equals the Dashboard's payables card.
- **Retention Receivable** is the total retention your customers hold; **Retention Payable** is what you hold from subcontractors.
- **VAT Output** minus **VAT Input** equals the net VAT shown in your VAT return (here 34,950 – 10,350 = 24,600).

Job Cost by Project

Open the tab and press **Load job cost report**. For each project you see:

Column	Meaning
Budget	The budget you entered on the project.
Revenue invoiced	Income posted to the project (invoices less credit notes).
Cost to date	Expenses posted to the project: bills, payroll and gratuity you tagged to it.
Variance	Budget minus cost to date. Green means you are under budget.
Margin	Revenue invoiced minus cost to date.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

[Profit & Loss](#)[Balance Sheet](#)[Job Cost by Project](#)[VAT Return](#)[Corporate Tax](#)[Period close](#)[E-invoicing](#)

Load job cost report

PROJECT	BUDGET	REVENUE INVOICED	COST TO DATE	VARIANCE	MARGIN
PRJ-2026-021 — Palm Gardens six villas	1200000.00	400000.00	77000.00	1123000.00	323000.00
PRJ-2026-014 — Marina Crest Tower B fit-out	850000.00	350000.00	150000.00	700000.00	200000.00

Job costing for Sandstone's two projects.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Palm Gardens has been invoiced 400,000 against only 77,000 of cost so far (mobilisation is front-loaded in the contract), a margin of 323,000. Marina Crest has been invoiced 350,000 against 150,000 of cost, a margin of 200,000. Layla notices that Palm Gardens' margin looks too good: costs will rise as the villas are built. She keeps the margin in the bank and does not spend it.

TIP

Job costing is only as good as your tagging. Make it a rule: **every invoice, bill, payroll file and settlement gets a project**, except real company-wide overheads.

14

Corporate tax

Work out your UAE corporate tax from the figures in your books, with the three tax regimes explained.

What this tab does

UAE corporate tax applies to the taxable income of most businesses. Under the standard rules, the first AED 375,000 of taxable income is taxed at 0% and the part above it at 9%. The **Corporate Tax** tab on Reports & Tax turns your accounting profit into a corporate-tax **working**. It is a calculation to prepare and discuss with your adviser; it does not file anything.

Step by step

Who can do this: **ADMIN** **ACCOUNTANT** **VIEWER**

- 1 Set the **Tax period start** and **end** (your financial year) and press **Load profit from the ledger**. The **accounting profit** and the **total revenue** fill in.
- 2 **Add back non-deductible items**: expenses you booked that tax rules do not allow, for example fines and penalties, 50% of client entertainment, donations to non-qualifying bodies. Press **+ Add a line** for each one.
- 3 **Take out exempt income**, such as dividends and gains that are exempt.
- 4 Enter **tax losses brought forward** from earlier years, if any.
- 5 Choose the **Tax regime** (see below) and press **Calculate**.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

Profit & Loss

Balance Sheet

Job Cost by Project

VAT Return

Corporate Tax

Period close

E-invoicing

Tax period start

01/01/2026



Tax period end

12/31/2026



Load profit from the ledger

Accounting profit (AED)

e.g. 500000.00 (a loss: -80000.00)

Total revenue (AED)

e.g. 2000000.00

If corporate tax is already booked as an expense, add it back below. Profit comes from the ledger; check it before relying on it.

Add back: non-deductible items

For example fines and penalties, 50% of client entertainment, donations to non-qualifying bodies.

[+ Add a line](#)

Take out: exempt income

For example dividends and gains that are exempt from corporate tax.

[+ Add a line](#)

Tax losses brought forward (AED)

0

Tax regime

Standard (0% up to AED 375,000, then 9%)



Calculate

The Corporate Tax tab before calculating.

The three regimes

Regime	How it works
Standard	0% on taxable income up to AED 375,000, then 9%.
Small Business Relief	An election for small companies whose revenue is AED 3 million or less: taxable income is treated as nil. Available for a limited number of tax periods set by the Ministry; confirm with your adviser that you may use it.
Qualifying Free Zone Person	0% on qualifying income and 9% on the rest, subject to a de-minimis test of 5% or AED 5 million. For free-zone companies only.

Tax losses brought forward can reduce your taxable income, but the offset is **capped at 75%** of the taxable income for the period. Any loss made in the period is carried forward.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

Profit & Loss

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Job Cost by Project

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Corporate Tax

Period close

E-invoicing

Tax period start

01/01/2026



Tax period end

12/31/2026



Load profit from the ledger

Accounting profit (AED)

522600.00

Total revenue (AED)

767000.00

If corporate tax is already booked as an expense, add it back below. Profit comes from the ledger; check it before relying on it.

Add back: non-deductible items

For example fines and penalties, 50% of client entertainment, donations to non-qualifying bodies.

[+ Add a line](#)

Take out: exempt income

For example dividends and gains that are exempt from corporate tax.

[+ Add a line](#)

Tax losses brought forward (AED)

0

Tax regime

Standard (0% up to AED 375,000, then 9%)

Calculate

Standard (0% up to AED 375,000, then 9%)

Accounting profit	522600.00
Add back	0.00
Exempt income taken out	0.00
Losses used	0.00
Taxable income	522600.00

The result for Sandstone under the standard regime.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Sandstone's accounting profit for 2026 is **AED 522,600** (Chapter 13). There are no add-backs, exempt income or losses, so taxable income is 522,600. The first **375,000** is taxed at 0%; the other **147,600** is taxed at 9%: corporate tax due **AED 13,284.00**. Layla shows this to her adviser, who asks whether Small Business Relief might apply: Sandstone's revenue is below AED 3 million. They agree the right regime before filing.

BE CAREFUL

The working is **not a filed return**. It does not cover free-zone qualifying income in detail, multinational group rules, interest-limitation, transfer pricing or group relief. Your adviser must confirm the regime and every number before you file with the FTA.

15

Locking periods and closing the year

Protect finished months from changes, and close the financial year in a few safe steps.

Why lock the books

Once you have filed a VAT return or finished a month, nobody should be able to post an invoice, payment or journal into those dates by mistake: the VAT figures you filed would no longer match your books.

Locking closes those dates for everyone, including the admin who locked them.

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

[Profit & Loss](#) [Balance Sheet](#) [Job Cost by Project](#) [VAT Return](#) [Corporate Tax](#) [Period close](#) [E-invoicing](#)

BOOKS STATUS

All periods are open

Nothing can be posted on or before the closed date: invoices, bills, payments, payroll and journal entries are refused.

Lock the books through a date

Lock through

mm/dd/yyyy 

Note (optional)

e.g. Q3 VAT filed

Lock

Year-end close

Moves the year's profit (or loss) into retained earnings with one entry dated 31 December, then locks the year. Calendar years.

Year

2025

Preview

The Period close tab. "All periods are open" until an admin locks a date.

Locking the books through a date

Who can do this: **ADMIN**

- 1 Open **Reports & Tax** then **Period close**.
- 2 Under **Lock the books through a date**, choose the date (for example 30/09/2026) and type an optional note such as "Q3 VAT filed".
- 3 Press **Lock**. The status line now reads **Closed through 30/09/2026**.

After that, invoices, bills, payments, payroll files and journal entries dated on or before that day are **refused** with a clear message. The rule is checked twice: by the software and by the database itself.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On 28 October Layla files the Q3 VAT return and records the payment. She locks the books through **30 September** with the note "Q3 VAT filed 28/10". Two days later Rohan, in a hurry, tries to enter a forgotten bill dated 15 September. MIZAN-UAE refuses it: the VAT figures she filed stay true. Rohan dates the bill in October instead (with the right VAT treatment explained to his adviser).

Reopening

To reopen an earlier period, an admin chooses a date earlier than the lock (or presses *Reopen all periods*) and must type a **reason**. Every lock, every reopening and every year close is recorded with who, when and why.

BE CAREFUL

Reopen only for a good reason and for the shortest time possible, for example to correct a genuine error with your adviser's agreement. If you reopen a period whose VAT is already filed, the filed figures and your books will differ.

Closing the financial year

At the end of the year you move the year's **profit or loss** into **retained earnings**, so the new year starts with zero income and zero expense, and the old year is safely locked.

Who can do this: **ADMIN**

- 1 In **Year-end close**, type the **Year** (calendar years, for example 2026) and press **Preview**.
- 2 Read the preview: the profit that will be moved, and whether the year has ended. You can only close a year after 31 December.
- 3 Press **Close 2026** and confirm.
- 4 MIZAN-UAE posts **one closing entry dated 31 December** and locks the books through that date. The **Opening balances** for the new year appear, taken from the balance sheet at 31 December.

YEAR-END CLOSING ENTRY (IF SANDSTONE'S YEAR ENDED WITH THESE FIGURES)	
4000 Contract Revenue	767,000.00
5000 Materials Expense	125,000.00
5100 Subcontractor Expense	90,000.00
5200 Labor / Payroll Expense	17,400.00
5400 Equipment Rental Expense	12,000.00
3900 Retained Earnings	522,600.00

What happens to...	At year-end
Income and expense accounts	Closed to zero by the entry above.
Retained earnings	Increase by the year's profit (or decrease by the loss).
Receivables, payables, retention, VAT, cash	Not closed. They carry forward unchanged as the opening balances.
Reports for the closed year	The profit and loss still shows the full year (the closing entry is left out), and the balance sheet shows the profit in equity.

Reopening a closed year

If you find an error after closing, an admin can **reopen the latest closed year** by pressing the reopen link next to it and typing a reason. An opposite entry cancels the closing entry; you correct the figures and close the year again. Only the **latest** closed year can be reopened.

TIP

Run the year-end VAT checklist (end of Chapter 11) **before** you close the year, and ask your adviser to review the profit and loss and balance sheet first.

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E-invoicing readiness

The UAE is moving to electronic invoicing. See what is coming, what MIZAN-UAE already does, and how to be ready.

What is coming

As announced, tax invoices and credit notes between businesses will have to be issued as **structured electronic data** (called PINT-AE) and exchanged through an **accredited service provider** on an international network (Peppol), which also reports them to the authority. As reported, large businesses (revenue of AED 50 million or more) are expected to start on **1 January 2027** and smaller businesses on **1 July 2027**. **Please confirm the dates and whether your company is covered on the official Ministry of Finance and Federal Tax Authority pages, or with your tax adviser.**

IN PLAIN WORDS

An accredited provider is a company approved by the UAE authorities to send and receive e-invoices, check them against the rules, and report them. Your customers do not send invoices to the authority themselves: the provider does it. Software such as MIZAN-UAE cannot send e-invoices on its own; it prepares the invoice data and works with a provider.

What MIZAN-UAE already does

- **Credit notes** linked to the original invoice, with VAT following the invoice (Chapter 8).
- **An e-invoicing tab** on Reports & Tax with a **readiness check** of your records.
- Complete **customer records** with TRN, address and emirate (Chapter 6).
- Every invoice linked to a customer record.

The **file export** to the provider is built once you have chosen an accredited provider, to that provider's specification and test environment.

The readiness check

Reports & Tax

Financial statements, job costing, and UAE VAT / Corporate Tax calculations.

[Profit & Loss](#) [Balance Sheet](#) [Job Cost by Project](#) [VAT Return](#) [Corporate Tax](#) [Period close](#) [E-invoicing](#)

UAE e-invoicing: what is coming

- Tax invoices and credit notes between businesses must be issued as structured data (PINT-AE) and sent through an accredited service provider on the Peppol network.
- As reported: large businesses (revenue AED 50 million or more) go live on 1 January 2027, smaller businesses on 1 July 2027. Confirm the dates on the official Ministry of Finance and Federal Tax Authority pages.
- MIZAN-UAE cannot send e-invoices by itself. Choose an accredited provider first; the file export is built to that provider's specification.

Credit notes are supported (Invoices page): each one is linked to its invoice. The e-invoice file export is not built yet.

Your records are ready

OK

Your company name
Company Settings. Printed as the seller on every tax invoice.

OK

Your TRN (15 digits)
Company Settings. The seller's tax registration number is required on every tax invoice.

OK

Your address and emirate
Company Settings. The seller's address is required on every tax invoice.

OK

Customers with TRN, address and emirate
Every customer record is complete.

OK

Invoices linked to a customer record
Every invoice is linked to a customer.

The E-invoicing tab: what is coming, and a checklist of your records.

Open the tab. Under **Your records are ready** every line should say **OK**:

Check	How to fix it if it is not OK
Your company name	Company Settings, Chapter 2.
Your TRN (15 digits)	Company Settings, Chapter 2.
Your address and emirate	Company Settings, Chapter 2.
Customers with TRN, address and emirate	Open the customers listed and press Edit (Chapter 6).
Invoices linked to a customer record	Create customer records instead of typing client names on invoices.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

All five lines are **OK** for Sandstone, because Layla filled in the company details on day one and Rohan always picks the customer from the list. When Sandstone chooses a provider, its invoice data is already complete.

TIP

You do not need to choose a provider yet. Do the five checks now, keep your customer records complete, and ask us when you are ready to connect.

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Emails you will receive

MIZAN-UAE tells you what happened and what needs your attention, so you do not have to remember dates or check every screen.

Why emails

Deadlines and security events should not depend on someone remembering to look. MIZAN-UAE sends short, plain emails from **no-reply@trendsbits.com**. If you reply, your answer reaches **info@trendsbits.com**. Emails never contain your password, and they never contain a link that signs you in without a password you choose.

TIP

Add no-reply@trendsbits.com to your contacts so the emails do not go to your spam folder. If one does not arrive, check spam first.

What you will receive

Emails about you

Email	When	To
Welcome	Your company has been activated.	The first admin
Set your password	An admin adds you, or sends you a new link. Valid for 7 days, works once.	The new user
Reset your password	You press "Forgot password?". Valid for 30 minutes, works once.	You
Your password was changed	You change your password.	You
Sign-in locked for 15 minutes	Five wrong passwords were typed for your account.	You

Events in your company (to your admins)

Email	When
User added, deactivated, reactivated, removed	An admin changes who can use the software.

Books lock changed	An admin locks or reopens a period.
Year closed	An admin closes the financial year.
VAT payment recorded or undone	Someone records or undoes a VAT payment or refund.
Licence updated	A new licence key is saved.

Reminders (sent automatically every morning at 8 o'clock, UAE time)

Reminder	When	To
Licence	30, 7 and 1 day before your licence expires, and once it has expired.	Admins
VAT return	The return is due in 7 days or less, and again if it is overdue. (Needs the filing period in Company Settings.)	Admins
Employee documents	Once a week while any Emirates ID, visa or passport is expired or about to expire.	Admins
Payments to collect and to pay	Once a week: unpaid invoices past their due date, and bills overdue or due within 7 days.	Admins and accountants

Each reminder is sent **once** for each event, so your inbox does not fill up. The weekly emails are sent only if there is something to say.

From: MIZAN-UAE <no-reply@trendsbits.com> **To:** layla@sandstone.example

Subject: Payments to collect and to pay

Company: Sandstone Builders LLC

Overdue invoices: 1, 42,500.00 AED still to collect.

INV-2026-002 · Marina Crest Developments LLC · 42,500.00 AED · 16 days overdue

Bills to pay: 3, 94,750.00 AED (overdue or due within 7 days).

AN-0098 · Al Najm Electrical Contracting · 35,500.00 AED · 11 days overdue

NS-2026-17 · Nordic Scaffold GmbH · 12,000.00 AED · 3 days overdue

ERM-3310 · Emirates Ready Mix LLC · 47,250.00 AED · due in 7 days

Questions? Write to info@trendsbits.com.

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

On Monday 5 October at 8 o'clock, Layla's phone shows the email above. In one glance she sees **AED 42,500** to chase from Marina Crest and **AED 94,750** of supplier bills to plan for. She pays Al Najm that morning. Rohan received the same email and calls Marina Crest.

SUPPORT COPY

To help you quickly, our support team also receives a copy of the company event and reminder emails, so we can see what you saw when you write to us. We never receive your password.

18

Daily, monthly and yearly routines

A simple rhythm that keeps your books right, your taxes on time and your year-end calm.

Every day (about 10 minutes)

- ☐ Open the **Dashboard** and look at receivables, payables and the cash line.
- ☐ **Record payments** received and paid **on the day** they happen (payments are dated today).
- ☐ Enter new **invoices** and **bills** as they arrive, with the right **project** and **VAT treatment**.
- ☐ Add a **customer** or **vendor** the first time you deal with them.

Every week

- ☐ Read the weekly **payments email**. Call the customers whose invoices are late; send them their **statement**.
- ☐ Plan which supplier bills you will pay this week.
- ☐ Check **documents expiring** and start renewals.
- ☐ Check that every invoice and bill has a project.

Every month

- ☐ Run the **WPS payroll** before salary day and upload the file to your bank.
- ☐ **Compare Cash and Bank** in MIZAN-UAE with your bank statement. They should match. Record anything you forgot.
- ☐ Review the **Profit & Loss** and **Job Cost** reports. Look for projects going over budget.
- ☐ Issue **retention releases** that are due.
- ☐ Check the **Chart of Accounts** page shows no red "trial balance" warning.

Every quarter (or month) for VAT

When	What	Where
------	------	-------

Period ends	Make sure every invoice, bill and credit note of the period is entered.	Invoices, Bills
Days 1–15 after	Press Calculate VAT due for the period. Compare the working with the control against the ledger. Review unusual items with your adviser.	Reports & Tax, VAT Return
By day 28	File the return on the FTA portal and pay.	FTA e-Services
Same day	Record the payment or refund.	VAT Return, Record payment
After	Lock the books through the period end.	Period close

REAL-LIFE EXAMPLE · SANDSTONE BUILDERS

Sandstone's calendar for Q3 2026: **30 September** the quarter ends; **1–15 October** Rohan checks the invoices and bills and prepares the working (output 34,950, input 10,350, net 24,600); **by 28 October** Layla files and pays; the same day Rohan records the payment; then Layla locks the books through 30 September. The reminder email reaches Layla on 21 October if she has not recorded it.

Every year

- ☐ All invoices, bills, payments and payroll entered up to 31 December.
- ☐ All employee **gratuity** settlements paid in the year posted.
- ☐ The last **VAT** return filed, paid and recorded; the VAT control matches.
- ☐ Receivables and payables checked against customer and supplier statements.
- ☐ Your adviser has reviewed the profit and loss, the balance sheet and the corporate tax working.
- ☐ **Lock** the books through 31 December and **close the year**.
- ☐ Renew your **licence** before it expires (you receive reminders).
- ☐ Keep your records for the legal period (ask your adviser how long).

19

Security and good habits

How MIZAN-UAE protects your data, and the habits that protect it even more.

What MIZAN-UAE does for you

Protection	What it means for you
Your company's data is separate	Every company's records are separated by the database itself. People of another company can never see yours, even if a mistake happens in the software.
Passwords are never stored in readable form	Even our own staff cannot read your password.
Sign-in lock	Five wrong passwords lock that email for 15 minutes.
Immediate switch-off	If an admin deactivates someone, they are cut off at once, even if they are signed in.
Role checks on every action	A Viewer cannot change anything, whatever they try.
Posted entries cannot be edited or deleted	The history of what happened is always complete.
Locked periods are logged	Every lock, reopening and year close is recorded with who, when and why.
Secure connection	The software is always used over an encrypted (https) connection.

What you can do

- 1 One person, one login.** Never share a password. Add a user instead.
- 2 Strong passwords.** A long phrase beats a short complicated one. Do not reuse passwords.
- 3 Deactivate leavers on their last day.**
- 4 Give the smallest role needed.** Most people need Accountant or Viewer.
- 5 Sign out on shared computers** and lock your phone.
- 6 Beware of fake emails.** We never ask you for your password. Do not send your licence key or password in a chat or email. If an email looks strange, forward it to info@trendsbits.com before you click anything.
- 7 Check the address.** You only sign in at the address in your licence email.

Your data and your privacy

Your company's records belong to your company. You can ask us for a copy of your records, and for your company's data to be deleted when you stop using MIZAN-UAE: write to info@trendsbits.com from your admin's email. The [Delete account](#) and [Privacy](#) pages, linked at the bottom of the sign-in page, explain how a user account is removed and how data is handled, including records the law requires you to keep.

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Questions and troubleshooting

Quick answers to the problems people meet most often.

Signing in

What you see	What to do
Incorrect email or password	Check the email and password (caps lock!). Use <i>Forgot password?</i> if unsure.
Too many wrong attempts. Try again in 15 minutes.	Wait 15 minutes. You also get an email. After that, sign in normally.
This company has been suspended	Contact us: info@trendsbits.com . Nothing was deleted.
I did not get the reset or set-password email	Check spam. Check you typed the email correctly. Ask your admin to press <i>Send set-password link</i> . Links expire (30 minutes for reset, 7 days for a new user).
I see a banner: No licence entered / expired	An admin enters the licence key in Company Settings. See Chapter 2.

While working

What you see	Why, and what to do
Your role is read-only. Ask an admin for accountant access.	You are a Viewer. Ask an admin to change your access.
Invoice number already exists (or bill number)	Numbers must be unique. Use the next number in your series.
Books are closed through ... when I save	The date is in a locked period. Use a later date, or ask an admin and your adviser whether to reopen the period.
The payment I typed is refused	The amount is more than the balance due, or the invoice is already paid.
No Credit note link on an invoice	The invoice has retention held, is fully paid or is cancelled. See Chapter 8.
I cannot record the VAT payment	The period has not ended; the date is before the period end or in the future; it overlaps a settled period; the VAT accounts do not match the invoices and bills; or the books are locked. The message tells you which.

Trial balance does not balance (red box on the Chart of Accounts)	Stop entering data and write to us at once with a screenshot.
Dates show mm/dd/yyyy in a box	The box follows your browser settings. Reports and PDFs always use dd/mm/yyyy.

Common questions

I entered the wrong amount on an invoice. How do I fix it?

Posted invoices cannot be edited. If the invoice has no retention and is not fully paid, issue a **credit note** for the difference (or for the whole amount) and, if needed, create a new invoice. In other cases write to us and we will help you correct it safely.

I chose the wrong project, VAT treatment or date.

The same rule applies: entries are corrected by reversing and re-entering, never by editing. Write to us with the invoice or bill number and we will help you do it safely. If a VAT return is already filed, speak to your adviser first.

Can two people work at the same time?

Yes. Everyone sees the same data. Reload a page to see changes made by others.

Does MIZAN-UAE file my VAT or corporate tax returns?

No. It prepares the figures. You or your adviser file on the FTA portal, and then you record the payment.

Does it connect to my bank?

Not at the moment. You record payments yourself and compare the bank balance with *Cash and Bank* every month. The payroll file is uploaded to your bank's WPS portal.

Can I import my old records?

Not by yourself at the moment. Ask us how to start with your opening balances and open invoices.

What if I forget to renew my licence?

You get warnings, then 14 days of full access, then **read-only**: you can see and export everything but not add or change. Nothing is deleted. Enter the new key and everything works again.

Who can see my data?

Only the people your admin adds, and our support team when you ask for help. See Chapter 19.

21

Glossary and quick reference

The words used in this manual, and the key numbers on one page.

Glossary

Term	Meaning
AED	UAE dirham, the currency used in MIZAN-UAE.
Accounts Receivable (AR)	Money customers owe you for invoices already issued.
Accounts Payable (AP)	Money you owe suppliers for bills already received.
Accrual basis	Counting income when you invoice and costs when you receive the bill, not when cash moves.
Credit note	A document that reduces what a customer owes after an invoice was issued.
Debit / Credit (Dr / Cr)	The two sides of every accounting entry. Total debits always equal total credits.
Defects-liability period	The time after completion, usually 12 months, during which the contractor must fix defects. Retention is often released at its end.
Emirates ID (EID)	The UAE identity card of a resident.
FTA	Federal Tax Authority, the UAE tax authority.
Gratuity / End of Service (ESB)	The payment due to an employee when employment ends, calculated from length of service and basic salary.
IBAN	International bank account number. UAE IBANs have 23 characters and start with AE.
Input VAT	VAT you paid to suppliers, which you can usually recover.
Journal entry (JV)	One balanced accounting entry. Numbered JV-0001, JV-0002 and so on.
LPO	Local purchase order: the customer's order document, printed on your invoice.
MOHRE	Ministry of Human Resources and Emiratization, which runs WPS.
Output VAT	VAT you charged your customers, which you owe to the FTA.
PINT-AE / Peppol	The structured e-invoice format and the international network used for UAE e-invoicing.
Retention	A percentage of a payment held back until the work is accepted.

Reverse charge	A rule that makes the buyer account for VAT on certain purchases, such as from overseas.
SIF	Salary Information File: the file you upload to your bank for WPS.
Trial balance	A list of all accounts proving that total debits equal total credits.
TRN	Tax registration number: 15 digits, given by the FTA to VAT-registered businesses.
VAT 201	The periodic VAT return form of the FTA.
WPS	Wage Protection System: salaries paid through banks with an electronic file.
Zero-rated / Exempt	Two special VAT treatments. Zero-rated is taxed at 0% and input VAT stays recoverable; exempt carries no VAT and generally no recovery.

Quick reference

Topic	Rule
VAT payable	Output VAT – Input VAT. Standard rate 5%. Return due 28 days after the period ends.
Invoice with retention	Total due now = value + VAT – retention. VAT is charged on the full value.
Retention	Held on invoices (asset 1200) and on bills (liability 2100). Released with one click.
Gratuity	Under 1 year: none. Up to 5 years: basic ÷ 30 × 21 × years. After 5 years: 30 days per year. Limit: 24 × basic.
Corporate tax (standard)	0% up to AED 375,000; 9% above. Loss offset limited to 75% of taxable income.
Document warnings	Emirates ID and visa: 60 days . Passport: 180 days .
Reset link / new-user link	30 minutes / 7 days . Each works once.
Sign-in lock	5 wrong passwords: 15 minutes .
Licence	Reminders at 30, 7 and 1 day before expiry. 14 days of full access after expiry, then read-only.
Plans	Basic 3 users, Standard 5, Premium 15.
Payments	Dated today : record them the day the money moves.
Corrections	Never edit: reverse or issue a credit note.

Thank you for choosing MIZAN-UAE.

We built it to give construction companies in the UAE books they can trust and time back for the job site. If a screen, a rule or a word in this manual is unclear, tell us: your question helps us improve the next edition.

info@trendsbits.com

We are here to help.

Keep this manual with your team. When something is not clear, write to us. Tell us the page you are on and what you see on the screen, and we will help you quickly.

SUPPORT

info@trendsbits.com

Your MIZAN-UAE address: the link in your licence email

BEFORE YOU WRITE

Please send: your company name, the page name, what you clicked, and a screenshot. Never send your password or your licence key by email chat or message.