



INTERFY

USER GUIDE: ACTIVATING SPEND MONEY, CREDIT NOTES & MANUAL JOURNALS IN ONECORE

- » Instructions for activating spend money, credit notes and manual journal transactions in OneCore

Our integration partners



PROCORE





Document Control

Document Stage

APPROVED

Document Version

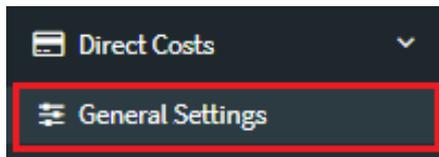
1.1

Document Last Updated

10 September 2019 by Karen Farrugia



1. From OneCore, go to **Direct Costs>General Settings**.



2. From 'enable transaction types' tick the transaction type you want to enable
Click **Save Transaction Types** once done.

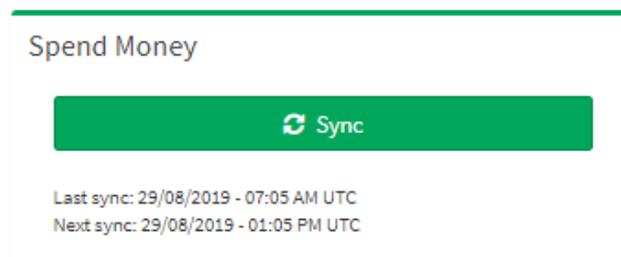
Enable Transaction Types

Spend Money Transactions - Create Direct Costs from a Xero Spend Money Transaction.
Credit Notes - Create Direct Costs from a Xero Credit Note.
Note: This will create a negative direct cost in the Procure project and will only show \$0 once it is completely allocated.
Manual Journals - Create Direct Costs from a Xero Manual Journal.
Note: This will create an 'Expense' Direct Cost.

Spend Money Transactions	<input checked="" type="checkbox"/>
Credit Notes	<input checked="" type="checkbox"/>
Manual Journals	<input checked="" type="checkbox"/>

[Save Transaction Types](#)

3. Once the transaction type is enabled, transactions will be scheduled to poll **every 6 hours**. Or you can click on the 'sync' button to push the transaction through now.



Note: Spend money direct cost invoice # begin with [SM], credit notes begin with [CN], and manual journals [MJ].