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

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Document Control

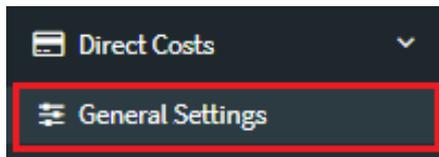|	
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1. From OneCore, go to **Direct Costs>General Settings**.

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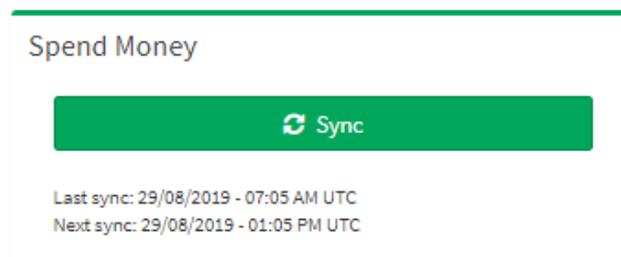

3. Once the transaction type is enabled, transactions will be scheduled to poll **every 6 hours**. Or you can click on the 'sync' button to push the transaction through now.

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