



INTERFY



USER GUIDE: CREATING & PAYING A COMMITMENT PROGRESS CLAIM IN XERO

- » Instructions for how to create and pay a Procore commitment progress claim in Xero

Our integration partners



PROCORE





Document Control

Document Stage

APPROVED

Document Version

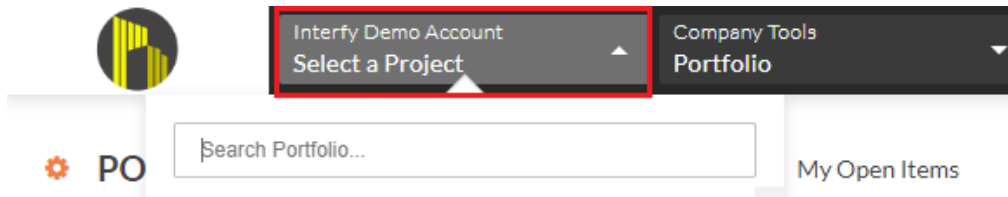
1.1

Document Last Updated

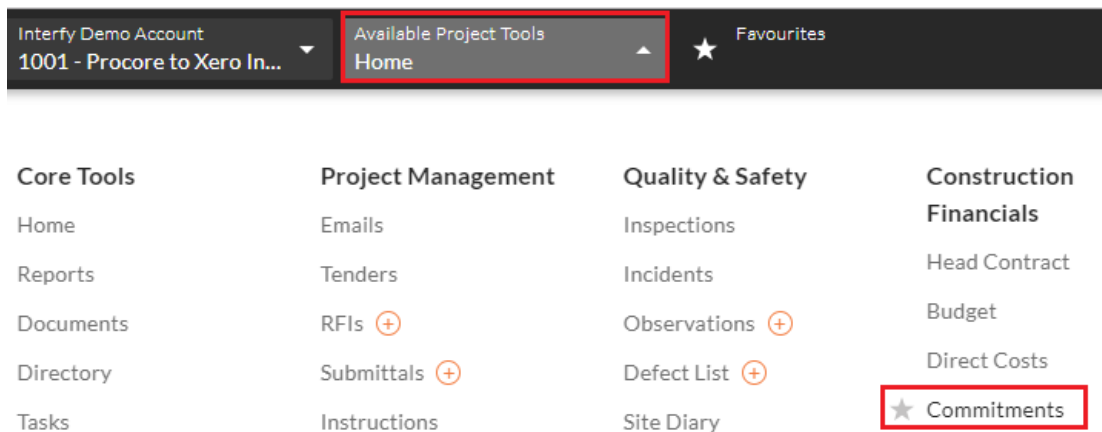
10 September 2019 by Karen Farrugia



1. From Procure, select the project from the drop-down menu.



2. From Available Project Tools select **Commitments**.



3. Click on **View** to open a purchase order or subcontract.

COMMITTED - SUMMARY

	#	Title	Contract Company	Status	Executed	Original Contract Value	Approved CVs	Total Contract Amount	Commitment Progress Claims	Pending CVs
<input type="button" value="Edit"/> <input type="button" value="View"/>	PO-1001-001	Project Management PO Stage 1	Project Management Services	Approved	Yes	\$50,000.00	\$0.00	\$50,000.00	\$65,000.00	\$0.00
<input type="button" value="Edit"/> <input type="button" value="View"/>	PO-1001-002	Project Management PO Stage 2	Project Management Services	Approved	Yes	\$250,000.00	\$0.00	\$250,000.00	\$174,325.00	\$0.00

4. Click on **Create Commitment Progress Claim**.





5. Enter the commitment progress claim # (invoice number) and click on Save.

Interfy Demo Account 1001 - Procure to Xero In... Available Project Tools Commitments Favourites

Commitments > Purchase Order #PO-1001-001 > Commitment Progress Claims > New Commitment Progress Claim

Create New Progress Claim

Billing Period:	01/08/19 - 31/08/19	Commitment Progress Claim #:	123
Commitment Progress Claim Start:	01/08/2019	Commitment Progress Claim End:	31/08/2019
Billing Date:	25/09/2019	Status:	Draft
Payment Date:		Submitted:	
Contract Company:	Project Management Services		

Attachments: Attach File(s) Drag and Drop File(s)

Save

6. Click on Edit.

Commitments > Purchase Order #PO-1001-001 > Commitment Progress Claims > Commitment Progress Claim #16

Export

Commitment Progress Claim # 16

Summary **Detail** Related Items (0) Emails (0) Change History (10)

LINE ITEMS **Submit for Review** **Edit**

A		B		C	D	E
Item No	Cost Code	Description Of Work		Scheduled Value	Work Completed	
				From Previous Application		This Period
				(D+E)		

7. Enter a claim amount under 'this period' and click on Save.

Commitment Progress Claim # 16

Summary **Detail** Related Items (0) Emails (0) Change History (10)

LINE ITEMS **Submit for Review** **Save**

B	C	D		E	F	G	%	Be
		From Previous Application	This Period					
Description Of Work		Work Completed		Materials Presently Stored	Total Completed And Stored To Date			
		(D+E)		(Not In D OR E)	(D + E + F)	(G+C)		
Project Management Services - Stage 1	\$50,000.00	\$65,000.00	5000.00	0.00	\$70,000.00	140.00%		



8. Change the status to **Approved** and click on update.

Finish Review ✕

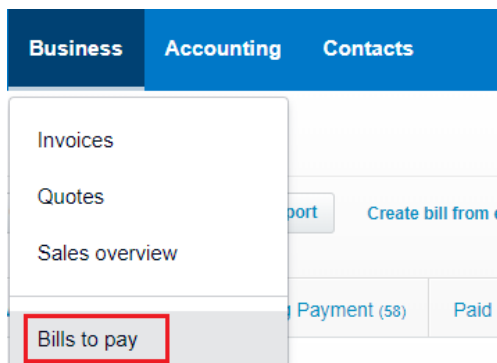
Status

Approved ▼

Overall Comments

Cancel Update

9. From Xero, go to **Business>Bills to Pay** to view bill under the drafts tab. The reference number should be the Procure commitment and claim number added to the end.



Purchases overview >

Bills

New Bill New Credit Note Import Export Create bill from email

All Draft (8) Awaiting Approval (0) Awaiting Payment (58) Paid Repeating

Submit for approval	Approve	Delete	Print	No items selected	8 items 79,676.30 AUD	Search
Ref	From	Date	Due Date	Due		
<input type="checkbox"/> SC-1001-007-42	<input type="checkbox"/> Scaffolding Pros	31 Aug 2019	25 Sep 2019	4,554.00		
<input type="checkbox"/> SC-1001-001-123	<input type="checkbox"/> Scaffolding Pros	31 Aug 2019	25 Sep 2019	5,225.00		
<input type="checkbox"/> SC-001-123	<input type="checkbox"/> ABC Company	31 Aug 2019	25 Aug 2019	2,970.00		
<input type="checkbox"/> PO-1001-001-44	<input type="checkbox"/> Project Management Services	31 Aug 2019	25 Sep 2019	5,500.00		
<input type="checkbox"/> PO-1001-001-123	<input type="checkbox"/> Project Management Services	31 Aug 2019	25 Sep 2019	5,500.00		

10. Click to open the invoice. Click on **Approve** to approve the invoice.



11. To pay the invoice, enter the date paid, account to pay from, and enter a reference. Click on **Add Payment**.

Make a payment

Amount Paid	Date Paid	Paid From	Reference	Add Payment
5500.00	30 Sep 2019	Bank Acc	Paid	

12. From Procore, go to **Payments Issued** to view the payment. The payment will show the date paid as well as a green sync banner to also show it is synced with Xero.

General Schedule of Values (1) Variations (0) RFQs (0) Commitment Progress Claims (24) **Payments Issued (19)** Related Items (0) Emails (0) More v

PAYMENTS ISSUED

Commitment Progress Claims	Payment Method	Date	Payment #	Progress Claim #	Check / Ref
Purchase Order #PO-1001-001 Commitment Progress Claim #16 - \$5,000.00 - 01/08/19 - 31/08/19		30/09/19	16	PO-1001-001-123	Paid