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

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



INTERFY



PROCORE





Document Control

Document Stage

Document Version

APPROVED

1.1

Document Last Updated

10 September 2019 by Karen Farrugia



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



2. From Available Project Tools select Commitments.

Interfy Demo Account 1001 - Procore to Xero In	Available Project Tools Home	▲ ★ Favourites	
Core Tools	Project Management	Quality & Safety	Construction
Home	Emails	Inspections	Financials
Reports	Tenders	Incidents	Head Contract
Documents	RFIs 🔶	Observations 🕂	Budget
Directory	Submittals 🕂	Defect List 🔶	Direct Costs
Tasks	Instructions	Site Diary	★ Commitments

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

	#▼	Title	Contract Company	Status	Executed	Original Contract Value	Approved CVs	Total Contract Amount	Commitment Progress Claims	Pending CVs
Edit 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
Edit 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.

COMMITTED - SUMMARY

Commitments > Purchase Order #PO-1001-001	Export •	+ Create Change Event
Project Management PO Stage 1 - Project Management Services		+ Create Commitment Progress
General Schedule of Values (1) Variations (0) RFQs (0) Commitment Progress Claims (15) Payments Issued (13) Related Items (0) More	v	+ Create Payment



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

Interfy Dem 1001 - Pro	no Account Available Project Tools Commitments	Favourites	₩ 9 🌹 к	
Commitments > Purchase Order #PO-1	1001-001 > Commitment Progress Claims > New Commitment Pro	ogress Claim		
Create New Progre	ess 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:	ℜ Attach File(s)		Drag and Drop File(s)	
			/	
				1 1 1
			Save	

6. Click on Edit.

Commitments > Purchase Order #PO-1001-001 > Commitment Progress Claims > Commitment Progress Claim #16							
Summary D	etail Related Ite	ems (0) Emails (0) Ch	nange History (10)				
LINE ITEMS					Submit for Rev	iew Edit	
	А		В	С	D	E	
	Item No.	Cost Code	Description Of Work	Scheduled Value	Work Co	mpleted	
	Tennito	COSt COLE	Disciption of work	Scheduled value	From Previous Application	This Period	
					(D+E)		

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

Commitment Progres	s Claim #	16					
Summary Detail Related Items (0) E	mails (0) Change Hi	istory (10)					
LINE ITEMS					Submit for Re	view Sav	/e
В	с	D	E	F	G		
Description Of Work	Sahadadad Malua	Work Completed		Materials	Total Completed	~	P.
Description Of Work	Scheduled Value	From Previous Application	This Period	Presently Stored	Date	70	De
		(D+E)		(Not In D OR E)	(D + E + F)	(G≑C)	
ject Management Services - Stage 1	\$50,000.00	\$65,000.00	5000.00	0.00	\$70,000.00	140.00%	



Finish Review		×
Status		_
Approved	Ŧ	
Overall Comments		
		11
	Cancel	Update

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

Busines	s Accounting	g Contacts					
Invoices	3						
Quotes		port Create bill from e					
Sales or	verview						
Pille to a	2214	Payment (58) Paid					
Bills to p	Jay						
	Purchases overview >						
	New Bill - New 0	Credit Note Import Export	Create bill from email	0			
	New Bill New 0 All Draft (8)	vaiting Approval (0) Awaiting Payme	Create bill from email ent (58) Paid	Repeating			
Submit for approval	New Bill New O All Draft (8) Aw Approve Delete 0	Credit Note Import Export vaiting Approval (0) Awaiting Payme Print No items selected	Create bill from email ent (58) Paid	Repeating	8 items	79,676.30 AUD	Search
Submit for approval	New Bill • New G All Draft (a) Av Approve Delete I	Credit Note Import Export valting Approval (0) Awaiting Payme Print No items selected From	Create bill from email	Repeating Date -	8 items Due Date	79,676.30 AUD	Search Due
Submit for approval Ref SC-1001-007-42	New Bill New G All Draft (a) Approve Delete I I	Credit Note Import Export waiting Approval (0) Awaiting Payme Print No items selected From Scaffolding Pros	Create bill from email	Repeating Date - 31 Aug 2019	8 items Due Date 25 Sep 2019	79,676.30 AUD	Search Due 4,554.00
Submit for approval Ref SC-1001-007-42 SC-1001-001-123	New Bill • New G Ali Draft (8) Av Approve Delete 1 S S	Credit Note Import Export waiting Approval (o) Awaiting Payme Print No items selected From Scaffolding Pros Scaffolding Pros	Create bill from email	O Repeating Date - 31 Aug 2019 31 Aug 2019	© items Due Date 25 Sep 2019 25 Sep 2019	79,676.30 AUD	Search Due 4,554.00 5,225.00
Submit for approval Ref SC-1001-007-42 SC-1001-001-123 SC-001-123	New Bill Vew Kill All Draft (8) Av Approve Delete S S S A	Credit Note Import Export valting Approval (0) Awaiting Payme Print No items selected From Scaffolding Pros BCcaffolding Pros BC Company	Create bill from email	Oate - 31 Aug 2019 31 Aug 2019 31 Aug 2019	8 items Due Date 25 Sep 2019 25 Sep 2019 25 Aug 2019	79,676.30 AUD 4 5 2	Search Due 4,554.00 5,225.00 2,970.00
Submit for approval Ref SC-1001-007-42 SC-1001-001-123 SC-001-123 PO-1001-001-44	New Bill Vew Bill Vew Gelete All Draft (a) Av Approve Delete S S S A F F	Credit Note Import Export waiting Approval (o) Awaiting Payme Print No items selected From	Create bill from email	Repeating Date - 31 Aug 2019 31 Aug 2019	8 items Due Date 25 Sep 2019 25 Sep 2019 25 Aug 2019 25 Aug 2019 25 Sep 2019	79,676.30 AUD 4 2 2 8	Search Due 4,554.00 5,225.00 2,970.00 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		Reference		
5500.00	30 Sep 2019	•	Bank Acc	•	Paid	Add Payment

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 Claim	s (24) Payment	Payments Issued (19)		ems (0) Emails (0)	More +
PAYMEN	TS ISSUED								
Commitme	ent Progress Claims				Payment Method	Date	Payment #	Progress Claim #	Check/Ref
Purchase O	order #PO-1001-001 Commi	itment Progress Cla	aim #16 - \$5,0	00.00 - 01/08/19 - 31/08/19 📎		30/09/19	16	PO-1001-001-123	Paid