



INTERFY



USER GUIDE: CREATING & PAYING A HEAD CONTRACT PROGRESS CLAIM IN XERO

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

Our integration partners



PROCORE





Document Control

Document Stage

APPROVED

Document Version

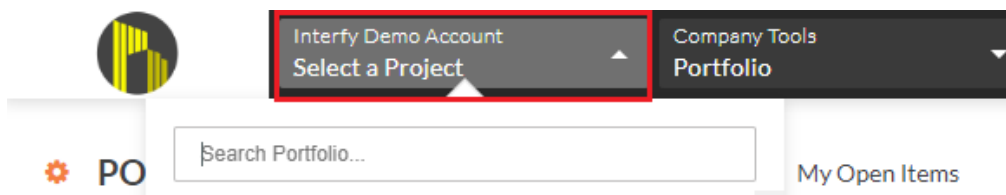
1.1

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 Head Contract.



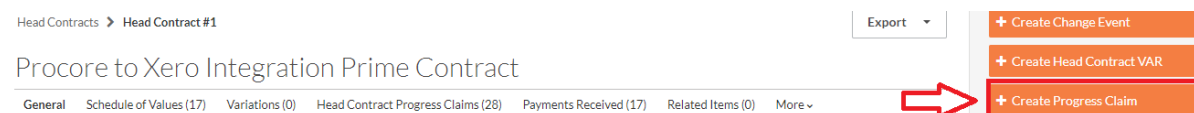
3. Click on View to open the head contract.

Head Contracts + Create Head Contract Exp

Search Add Filter

#	Owner/Client	Status	Executed	Title	Original Contract	Approved Variations	Revised Contract	Invoices
1	Interfy Building Client	Approved	Yes	Procure to Xero Integration Prime Contra	\$3,620,000.00	\$0.00	\$3,620,000.00	\$394,063.10
Grand Totals:					\$3,620,000.00	\$0.00	\$3,620,000.00	\$394,063.10

4. Click on Create Progress Claim.



5. Enter the billing date and click on Create to create the progress claim.

New Progress Claim (Payment Application)

Commitment Billing Period:	01/09/19 - 30/09/19	Progress Claim #:	37
Period Start:	01/09/2019	Period End:	30/09/2019
Billing Date:	10/09/2019	Status:	Draft
Percent Complete:	22.69%		

Attachments: Drag and Drop File(s)

Cancel



6. Select **Detail** then click on **Edit**.

Head Contract Progress Claim #37

Summary **Detail** Configurable PDF Related Items (0) Emails (0) Change History (18)

LINE ITEMS **Edit**

7. Under 'this period' enter the claim amount for each line item. Click on **save** once finished.

A Item No	B Cost Code	C Description Of Work	D Scheduled Value	E Work Completed		F Materials Presently Stored (Not In D O R E)	G Total Comple And Stored To I (D + E + F)
				From Previous Application	This Period		
				(D+E)			
1	01-010	Project Management	\$250,000.00	\$268,500.00	0.00	0.00	\$268.5C
2	01-542	Scaffolding and Platforms	\$60,000.00	\$177,400.00	0.00	0.00	\$177.4C
3	01-560	Temp Barriers	\$70,000.00	\$64,000.00	4500.00	0.00	\$68.5C

8. Select **Summary** then click on **Edit**.

Head Contract Progress Claim #37

Summary Detail Configurable PDF Related Items (0) Emails (0) Change History (24)

GENERAL SETTINGS **Edit**

9. Change the status to **Approved** and click on **Update**.

Commitment Billing Period: 01/09/19 - 30/09/19 Progress Claim #: 37

Period Start: 01/09/2019 Period End: 30/09/2019

Billing Date: 10/09/2019 Status: **Approved**

Percent Complete: 22.84%

10. From Xero, go to **Business>Invoices** to view the invoice under the drafts tab. The reference number should be the Xero invoice number by default.

Business Accounting

Invoices

Quotes



Sales overview >

Invoices

New Invoice New Credit Note Send Statements Import Export Invoice reminders off

All Draft (16) Awaiting Approval (2) Awaiting Payment (8) Paid Repeating

53 items

Number	Ref	To	Date	Due Date	Paid	Due	Status
PTXI1001-1-28	PTXI1001-1-28	Interfy Building Client	28 Aug 2019	28 Sep 2019	0.00	54,733.91	Draft
INV-0016	PTXI1001-1-29	Interfy Building Client	28 Aug 2019	28 Sep 2019	0.00	65,183.91	Draft

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

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

Receive a payment

Amount Paid	Date Paid	Paid To	Reference	Add Payment
65183.91	30 Sep 2019	Bank Acc	Paid	

13. From Procure, 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.

Head Contract #1 Head Contract Progress Claims #29 - \$59,258.10 - 01/08/19 - 31/08/19	 30/09/19	29	INV-0016	Paid			\$59,258.10
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