



INTERFY

USER GUIDE: HOW TO DO A PAYMENT REVERSAL FOR A COMMITMENT PROGRESS CLAIM

- » Instructions for doing a payment reversal in Xero for a commitment progress claim

Our integration partners



PROCORE





Document Control

Document Stage

APPROVED

Document Version

1.1


Document Last Updated

10 September 2019 by Karen Farrugia

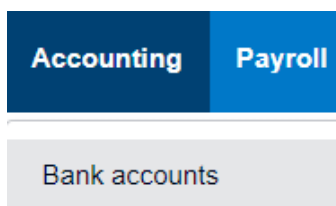


When a commitment progress claim has been paid in Xero, if a mistake is made, it cannot be modified in Procore as it is synced, as indicated by the green sync banner:

PAYMENTS ISSUED

Commitment Progress Claims	Payment Method	Date	Payment #	Progress Claim #	Check / Ref #
Contract #SC-1001-005 Commitment Progress Claim #13 - \$5,850.00 - 01/09/19 - 30/09/19		01/10/19	13	SC-1001-005-7116	Paid3

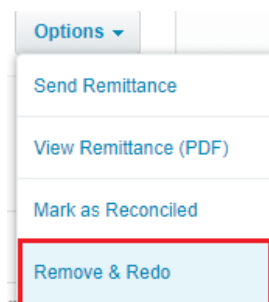
1. From Xero, go to **Accounting > Bank Accounts**.



2. Click the bank account the payment was made from.
3. Open the payment claim.

Date	Description	Reference	Payment Ref	Spent	Received	Balance	Bank Transaction Source
1 Oct 2019	Payment: Metal Structures Ltd	SC-1001-005-7110	Paid	5,445.00		(66,464.71)	

4. From **Options** select **Remove & Redo**.



5. A message will appear saying the account transaction has been removed with the option to redo the payment. The commitment claim payment will also disappear from Payments Issued in Procore.



The account transaction has been removed. You can now redo this transaction by going to [Reconcile](#) or by adding a payment.

