



INTERFY

USER GUIDE: HOW TO DO A PAYMENT REVERSAL FOR A DIRECT COST

- » Instructions for doing a payment reversal in Xero for a direct cost

Our integration partners



PROCORE





Document Control

Document Stage

APPROVED

Document Version

1.1

Document Last Updated


10 September 2019 by Karen Farrugia



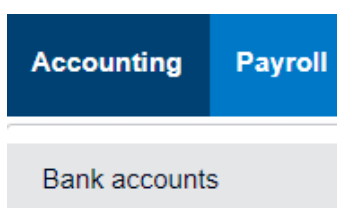
When a direct cost has been paid in Xero, if a mistake is made, it cannot be modified in Procore as it is synced, as indicated by the green sync banner:

SUMMARY

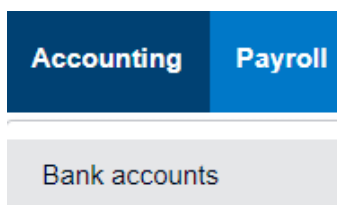
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	Date	Vendor	Type	Invoice #	Status	Amount	Received Date	Paid Date
View	13/09/19	Bunnings	 Invoice	Ladder3	Approved	\$45.45	13/09/19	13/09/19

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



2. Click the bank account the payment was made from.
3. Open the payment claim.
4. From Xero, go to **Accounting>Bank Accounts**.

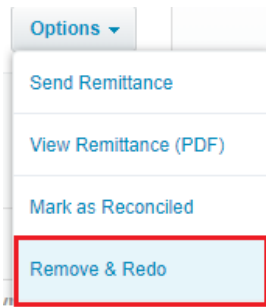


5. Click the bank account the payment was made from.
6. Open the payment claim.



<input type="checkbox"/>	Date ▾	Description	Reference	Payment Ref	Spent	Received	Balance	Bank Transaction Source
<input type="checkbox"/>	1 Oct 2019	Payment: Metal Structures Ltd	SC-1001-005-7110	Paid	5,445.00		(66,464.71)	



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




8. A message will appear saying the account transaction has been removed with the option to redo the payment. The paid date will also disappear from the direct cost in Procore.

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

SUMMARY

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