



INTERFY



ONECORE XERO FEATURE GUIDE

» General feature guide for OneCore Xero

Our integration partners



PROCORE





Document Control

Document Stage

APPROVED

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Contents

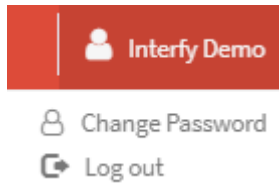
<i>Dashboard:</i>	5
Invoices:.....	6
Direct Costs:.....	7
Retention:	7
Standard Cost Codes:.....	8
Project Cost Codes:.....	10
Sub Jobs:.....	12
Vendors:.....	13
Projects:	14
Cost Types:	15



Top Header Bar:



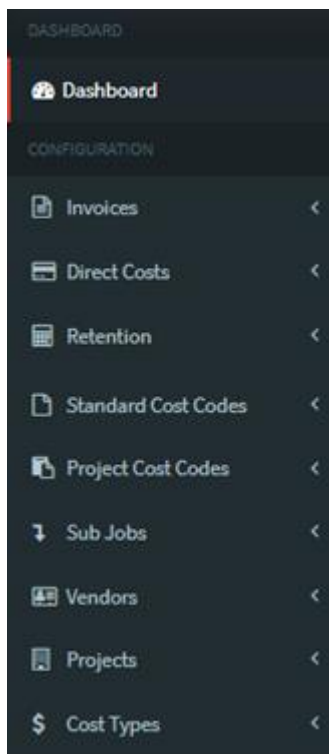
The top header bar shows the logged in user from the top-right corner. When clicking on the logged in user you have the option to Change Password or Logout:



The menu button allows you to minimize and maximize the left-pane menu:



Left Pane Menu:





The left pane menu allows you to view and set up your company's integration settings between Procore and Xero. The menu options include:

- Dashboard
- Invoices
- Direct Costs
- Retention
- Standard Cost Codes
- Project Cost Codes
- Sub Jobs
- Vendors
- Projects
- Cost Types

Dashboard:

Dashboard - Interfy Demo Account

Mapping Errors

— Notifications received from a Xero invoice that could not be processed because of a mapping issue.

0 Cost Code More info

0 Vendor More info

0 Cost Type More info

0 Project More info

Successful Transactions

October 9, 2019 - October 9, 2019

15 Mar. 2019

Attachments Enhancement

Attachments from head contract and commitment progress claims will sync through to Xero and attachments for direct costs will sync through to Procore.

06 Mar. 2019

Dashboard Enhancement

We have just launched our new Dashboard! We welcome all feedback and suggestions to improve your experience with OneCore.

Failed Transactions

0 Head Contract Claim More info

0 Commitment Claim More info

0 Direct Cost More info

0 Project More info

0 Vendor More info

0 Contact More info



The dashboard allows you to view any mapping errors as well as failed transactions, if the transaction isn't going through.

You can filter by the date range:

October 9, 2019 - October 9, 2019 ▼

- Today
- Yesterday
- Last 7 Days
- Last 30 Days
- This Month
- Last Month
- Custom Range

Apply Cancel

Invoices:

Invoice Settings

Select the Xero invoice date for Head Contract and Commitment progress claims.

Invoice Date Type: Progress Claim Start Date

If a billing date has not been entered for a Head Contract or Commitment progress claim
Select the default Xero due date to be used.

Invoice Due Date Type: Month after issue

Due Date Number of Days: []

Enabling this option will create Xero invoices in a 'Draft' state. Otherwise, Xero invoices will be created in an 'Awaiting Approval' state.

Xero Draft Invoice

Invoices has two options: General Settings and Head Contract.

General Settings allows you to set the Xero invoice date and due date for commitment and head contract claims, as well as a choice to create invoices in draft by default.

Head Contract allows you to choose whether the head contract claim number is generated by OneCore or Xero.



Head Contract Invoice Settings

Checked - Enabling this option will generate a OneCore style invoice number for Head Contract progress claims (i.e. "ProjectName-ContractNumber-1").

Unchecked - Disabling this option will allow Xero to populate the invoice number for Head Contract progress claims (i.e. "INV-###"). The OneCore style invoice number will be used as the invoice reference number.

Generate Invoice Number

Direct Costs:

Direct Cost Settings

Each direct cost transaction type is scheduled to poll every 6 hours from the time that it is enabled.
A manual sync will execute the queued transactions and set the next execution time at 6 hours.

Transaction Type	Last Sync	Next Sync
Spend Money	28/08/2019 - 07:05 AM UTC	28/08/2019 - 01:05 PM UTC
Credit Notes	02/10/2019 - 09:28 AM UTC	02/10/2019 - 11:28 AM UTC
Manual Journals	02/08/2019 - 02:05 AM UTC	02/08/2019 - 08:05 AM UTC

Enable Transaction Types

Spend Money Transactions - Create Direct Costs from a Xero Spend Money Transaction.
Credit Notes - Create Direct Costs from a Xero Credit Note.
Note: This will create a negative direct cost in the Procure project and will only show \$0 once it is completely allocated.
Manual Journals - Create Direct Costs from a Xero Manual Journal.
Note: This will create an "Expense" Direct Cost.

Spend Money Transactions
Credit Notes
Manual Journals

Direct Costs allows you to choose if you want to set spend money, credit notes, and/or manual journals to be a part of the integration. Here is where you can enable them.

Retention:

Retention Settings

Default Retention Accounts - Select the default Xero accounts to use when new projects are created.

Expense Account

Revenue Account

Default - A separate line item is not created for retention and is subtracted from the line item value.
Line Item Retention - A separate line item is created for retention and the amount is subtracted from the selected xero account for the project.

Expense Retention Type

Revenue Retention Type

Retention has three options: General Settings, Project Expense Retention, Project Revenue Retention.



General Settings allows you to select your default retention expense and revenue accounts, if you use it, as well as setting the default retention type.

Project Expense Retention allows you to map a default Xero retention account for each project for expenses i.e. commitment claims or direct costs.

Project Retention - Expense

Show 25 entries

Actions	Name	Xero Account Code	Xero Account Name
	Corporate Head Quarters	999-1004	Liability - Corporate Headquarters
	High Rise Development		
	Hook Village	999-1001	Liability - Procure to Xero Integration
	Procure to Xero Integration	999-1001	Liability - Procure to Xero Integration

Project Revenue Retention allows you to map a default Xero retention account for each project for revenue i.e. head contract claims.

Project Retention - Revenue

Show 25 entries

Actions	Name	Xero Account Code	Xero Account Name
	Corporate Head Quarters		
	High Rise Development		
	Hook Village		
	Procure to Xero Integration	998-1001	Asset - Procure to Xero Integration

Standard Cost Codes:

Standard Cost Code Settings

[Refresh Cost Codes and Accounts](#)

Default Accounts

Default Standard Cost Code Accounts - Within Procure, a Commitment/Head Contract can be created with a SOV containing line items without cost codes (unbudgeted line items). Select a default Xero Account to be used in these scenarios.

Expense Account: 429 - General Expenses

Revenue Account: 200 - SalesTest

Standard Cost Codes has four options: General Settings, Expense Mapping, Revenue Mapping, Expense Cost Division.



General Settings allows you to update the Procore cost code and Xero account lists in OneCore, as well as set a default expense and revenue account for unbudgeted line items for commitments and head contracts within Procore.

Expense Mapping allows you to auto-map Procore cost codes to Xero expense accounts by name or code, or manually map them from unmapped cost codes.

Standard Cost Code Mapping - Expense

Mapped Standard Cost Codes Unmapped Standard Cost Codes

✓ **Active - Procore Cost Code & Xero Account Mappings**
All mappings in this table are currently active.

Auto Map by Code Auto Map by Name

Show 50 entries Search:

Actions	Cost Code	Description	Type	Standard Cost Code List	Xero Account	Xero Name
	01-010	Project Management	Cost Code	Standard Cost Code List	11-01-010	Project Management
	01-542	Scaffolding and Platforms	Cost Code	Standard Cost Code List	11-01-542	Scaffolding and Platforms
	01-560	Temp Barriers	Cost Code	Standard Cost Code List	11-01-560	Temp Barriers

Revenue Mapping allows you to auto-map Procore cost codes to a Xero revenue account. Or manually map them from unmapped cost codes.

Standard Cost Code Mapping - Revenue

Apply All - Apply a Xero revenue account for all cost codes when performing a head contract claim.

Apply to All:

Apply To All

Mapped Standard Cost Codes Unmapped Standard Cost Codes

✓ **Active - Procore Cost Code & Xero Account Mappings for Head Contract Progress Claims**
All mappings in this table are currently active.

Show 50 entries Search:

Actions	Cost Code	Description	Standard Cost Code List	Xero Account	Xero Name
	01	General	Cost Division	Standard Cost Code List	200

Expense Cost Division allows you to manually map Procore cost divisions to Xero accounts. It also includes a warning that mapping to cost divisions will not work for direct costs.



Standard Cost Division Mapping - Expense

i THIS IS AN OPTIONAL MAPPING

This is an optional mapping and will only be required if there are unbudgeted commitments created with an SOV containing cost divisions.
Assign a Xero account to the Procore Cost division to activate.
Cost division mappings **WILL NOT** work with Procore's Direct Cost tool.

NOTE

Accounts that only map to a Cost Division **WILL NOT** work with Procore's Direct Cost tool

Mapped Standard Cost Divisions

Unmapped Standard Cost Divisions

Active - Cost Divisions & Xero Account Mappings

All mappings in this table are currently active.

Show 50 entries

Search:

Project Cost Codes:

Project Cost Code Mapping - Expense

Select the project to view it's cost code mappings.

Project:

Mapped Cost Codes

Unmapped Cost Codes

Unmapped Cost Divisions

Active - Procore Cost Code & Xero Account Mappings

All mappings in this table are currently active.

[Auto Map From Standard Cost Code For All Projects](#)

[Auto Map From Standard Cost Code For Selected Project](#)

Show 50 entries

Search:

Actions	Cost Code	Description	Type	Project	Xero Account	Xero Name
No data available in table						

Project Cost Codes has four options: Expense Mapping, Revenue Mapping, Default Expense Accounts, Default Revenue Accounts.

Expense Mapping allows you to auto-map Procore project cost codes to Xero expense accounts from the standard cost codes list, or manually map them from unmapped cost codes. If the project does not have standard cost codes, they will have to be manually mapped here.

Revenue Mapping you to auto-map Procore project cost codes to a Xero revenue account. Or manually map them from unmapped cost codes.



Project Cost Code Mapping - Revenue

Select the project to view it's cost code mappings.

Project:

Apply All - Apply a Xero revenue account for all project cost codes when performing a head contract claim.

Apply to All:

[Apply To Selected Project](#)

Mapped Project Cost Codes - Revenue Unmapped Procure Cost Codes

✓ Active - Procure Project Cost Code & Xero Account Mappings for Head Contract Progress Claims
All mappings in this table are currently active.

[Auto Map From Standard Cost Code Mappings](#)

Default Expense Accounts allows you to set a default Xero expense account for each project, which takes precedence over the default account defined for standard cost codes.

Default Project Expense Accounts

NOTE
Default project expense accounts will take precedence over the default account defined for standard cost codes.

Show entries Search:

Actions	Name	Project Number	Expense Account Code	Expense Account Name
	Corporate Head Quarters	1004	433	Insurance
	High Rise Development	1005A		
	Hook Village	1003		

Default Revenue Accounts allows you to set a default Xero revenue account for each project, which takes precedence over the default account defined for standard cost codes.

Default Project Revenue Accounts

NOTE
Default project revenue accounts will take precedence over the default account defined for standard cost codes.

Show entries Search:

Actions	Name	Project Number	Revenue Account Code	Revenue Account Name
	Corporate Head Quarters	1004		
	High Rise Development	1005A		
	Hook Village	1003		






Sub Jobs:

Sub Job Mapping

i Sub Job Mapping
1. Create a tracking option for the Sub Job in Xero.
2. Map the Sub Job to the new tracking option.
Note: If a sub job is not mapped, the parent project will be used.

Show: 25 entries Search:

Actions	Sub Job	Code	Project	Tracking Option
 	Advanced Multi Array Laser	AMAL	High Rise Development	TP
	Roof Top Infinity Pool	RTIP	High Rise Development	

Showing 1 to 2 of 2 entries Previous 1 Next

Sub Jobs has three options: Sub Job Mapping, Expense Mapping, and Revenue Mapping.

Sub Job Mapping allows you to map Procore sub jobs to a Xero tracking category. If a sub job is not mapped the parent project will be used.

Expense Mapping allows you to auto-map Procore sub job cost codes to Xero expense accounts from the standard cost codes list, or manually map unmapped cost codes and divisions.

Sub Job Cost Code Mapping - Expense

Select the sub job to view it's cost code mappings.

Sub Job:

Mapped Cost Codes | Unmapped Cost Codes | Unmapped Cost Divisions

✓ Active - Procore Cost Code & Xero Account Mappings
All mappings in this table are currently active.

Show: 50 entries Search:

Revenue Mapping allows you to auto-map Procore sub cost codes to a Xero revenue account, or manually map them from unmapped cost codes.



Sub Job Cost Code Mapping - Revenue

Select the sub job to view it's cost code mappings.

Sub Job:

Apply All - Apply a Xero revenue account for all sub job cost codes when performing a head contract claim.

Apply to All:

Mapped Project Cost Codes - Revenue Unmapped Procore Cost Codes

Vendors:

Vendor Settings

Vendors has three options: General Settings, Mapping Wizard and Vendor Mapping.

General Settings allows you to update the Procore vendor and Xero contact lists in OneCore.

Mapping Wizard assists you in mapping Procore vendors to Xero contacts using a matching algorithm and provides a score.

Vendor Mapping Wizard

i Vendor Mapping Wizard
To assist in mapping Procore vendors and Xero contacts, all Procore vendors have been compared against Xero contacts and given a match score. This score is based on the Levenshtein distance algorithm and measures the difference between the sequence of characters of 2 inputs.

✔ All vendor matching activities completed.
Please complete the vendor mapping by manually mapping the remaining or contact support to export Procore vendors to Xero and Xero contacts to Procore.

Adelaide Brick Layers Pty Ltd

The mapping suggestion has been skipped.

View	Xero Contact	Score
<input type="button" value="🔍"/>	Adelaide Brick Layers	72%

Status

Total Vendors	59
Total Mapped	59
Total Skipped	1
Total Tasks Remaining	0



Vendor Mapping allows you to auto-map Procore vendors to Xero contacts by name or ABN, or manually map them from unmapped vendors and contacts. It also allows you to export unmapped vendors and contacts to Xero or Procore.

Actions	Procore Vendor	Xero Contact
	AAA Concrete	AAA Concrete
	AAA Concrete Professionals	AAA Concrete Professionals

Projects:

Project Tracking Category

Select the Xero tracking category to link Procore's Projects.

Tracking Category: Project

Unlink Tracking Category | Save Tracking Category

Refresh Projects

Project Settings

Select the Procore Project Stage for automating the project mapping. By default, projects are mapped on creation.

Project Stage: - Select a Project Stage -

Save Settings

Projects has two options: General Settings and Project Mapping.

General Settings allows you to set the Xero project tracking option to be able to track projects in Procore. It also allows you to update the Procore project list in OneCore.

Project Mapping allows you to map a Procore project to a Xero tracking category, as well as activate it for use.



Project Mapping

Show 25 entries Search:

Actions	Name	Project Number	Tracking Option	Activated
	Corporate Head Quarters	1004	CHQ1004	Yes
	High Rise Development	1005A	High Rise Development	Yes
	Hook Village	1003	HV1003	Yes
	Procure to Xero Integration	1001	PTXI1001	Yes
	Project X		Project X	Yes
	Project Y		Project Y	Yes
	Project Z		Project Z	Yes
	Template Project	1002	TP	Yes

Cost Types:

Cost Type Settings

Cost Type Tracking Category

Select the Xero tracking category to link Procure's Cost Types.

Tracking Category:

— Click to refresh and import the latest Procure Cost Types.

Cost Types has two options: General Settings and Cost Type Mapping.

General Settings allows you to set the Xero cost type tracking option to be able to track cost types in Procure. It also allows you to update the list of Procure cost types in OneCore.

Cost Type Mapping allows you to map a Procure cost type to a Xero tracking category.

Cost Type Mapping

Show 25 entries Search:

Actions	Code	Name	Tracking Option
	DC	Direct Cost	
	E	Equipment	Equipment
	L	Labor	Labor
	M	Materials	Materials
	O	Other Cost Type	Other
	OC	Owner Cost	Owner Cost
	S	Commitment	Commitment
	SVC	Professional Services	Professional Services
	TBD	ToBeDeletedCostType	

Showing 1 to 9 of 9 entries Previous **1** Next