

Distributing Costs to Projects for Salaried Staff using the Manual Journal Direct Cost Tool in Xero

If you would like to send costs to projects for salaried staff you can use the OneCore Manual Journal Direct Cost tool.

Below is an example of a manual journal used to allocate costs to projects.

Provided the Account, Project and Cost Type you have selected are mapped (and Manual Journal Direct Costs are enabled on the OneCore Dashboard) the integration will send this across to the relevant project/s in Procore as a Direct Cost.

Narration Assigning wages to construction costs **Date** 3 Aug 2020 **Auto Reversing Date (optional)**

Default narration to journal line description
 Show journal on cash basis reports

Amounts are No Tax

Description	Account	Tax Rate	Project	Cost Types	Debit AUD	Credit AUD
Assigning wages to construction costs	477 - Wages and Salaries	BAS Excluded				6,000.00
Reallocation	522 - Construction Cost Co...	BAS Excluded	Project X	Labor	2,000.00	
Reallocation	522 - Construction Cost Co...	BAS Excluded	Project Y	Labor	2,000.00	
Reallocation	522 - Construction Cost Co...	BAS Excluded	Project Z	Labor	2,000.00	
Subtotal					6,000.00	6,000.00
TOTAL					6,000.00	6,000.00

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