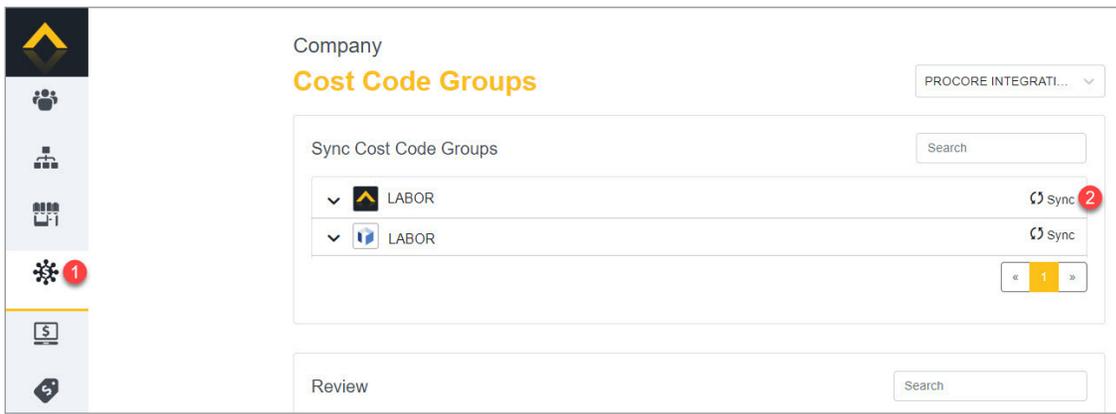# PROCORE INTEGRATION - COST CODE GROUPS AND DIVISIONS
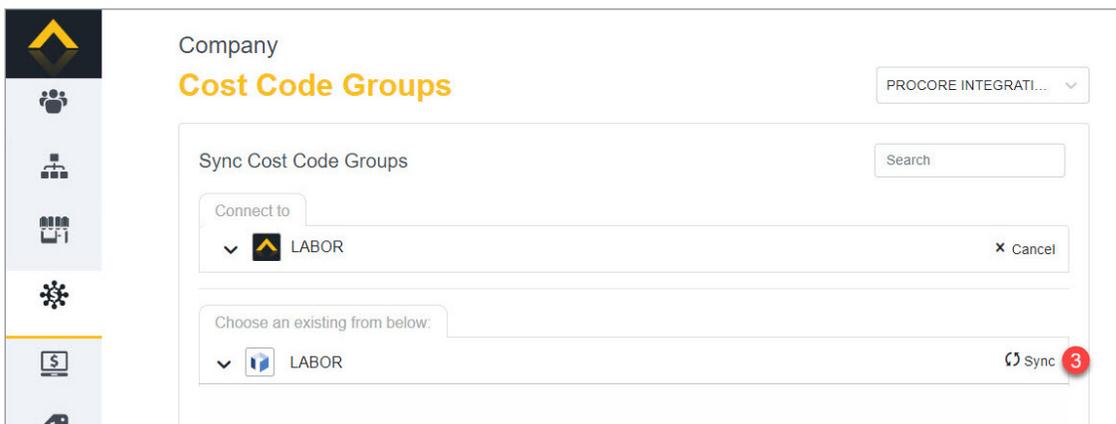
What FOUNDATION labels "Cost Code Groups" Procore labels "Divisions." You can sync cost code groups from FOUNDATION to Procore, where they will be listed as divisions. You can also sync divisions from Procore to FOUNDATION, where they will be listed as cost code groups.

SYNCING RECORDS THAT EXIST IN BOTH FOUNDATION AND IN PROCORE

1. In the Procore Integration program, click on the Cost Code Groups icon on the left side of the screen.
2. In the *Sync Cost Code Groups* section, click **Sync** next to the either the FOUNDATION cost code or the Procore division you want to sync.

3. In the *Choose an existing from below* section, click **Sync** next to the matching FOUNDATION cost code group or the Procore division.
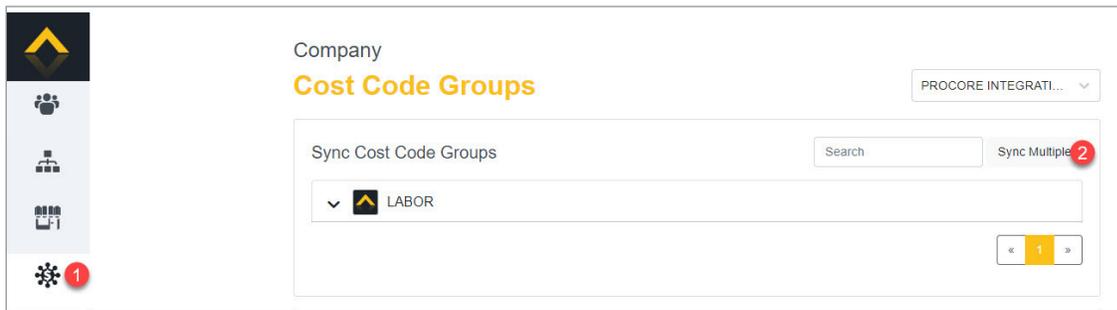
4. Click [Link].

5. If the cost code group appears in the *Resolve Discrepancies* section of the screen, resolve all discrepancies. To do so, click on the cost code group.

6. Click on each field to select the appropriate value.

7. Click [Apply].

SYNCING VENDORS/COMPANIES THAT EXIST ONLY IN FOUNDATION OR PROCORE
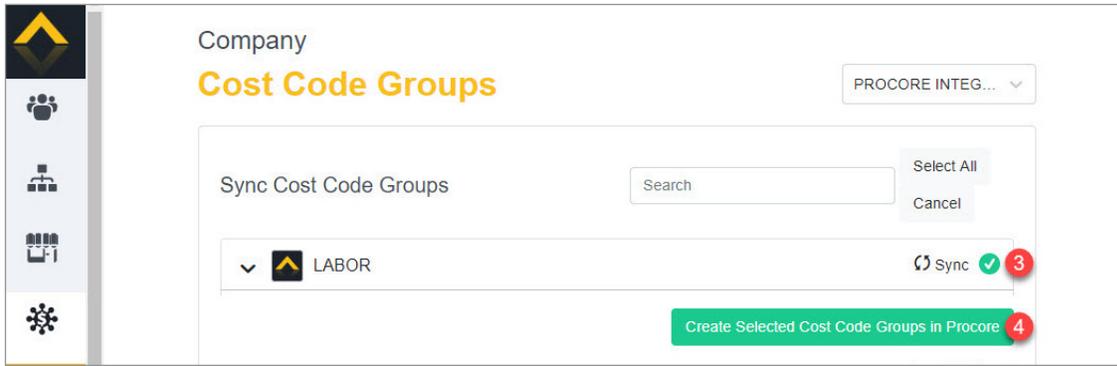
1. In the Procore Integration program, click on the Cost Code Group icon on the left side of the screen.

2. Next to *Sync Cost Code Groups,* click [Sync Mulitple].

3. Click **Sync** radio button next to the cost code groups you want to sync between FOUNDATION and Procore.

4. Once you have selected each of the cost code groups you want to sync, click [Create Selected Cost Code Groups in Foundation]/[Created Selected Cost Code Groups in Procore] button.

Please note that the name of the button will be determined by the program from which you are syncing. For example, if you are syncing from Procore to Foundation, the button will be labeled [Create Cost Code Groups in Foundation].

UPDATING COST CODE GROUP/DIVISION INFORMATION

If you make changes to the cost code group/division in Foundation or Procore, the cost code group/division will appear in the Resolve Discrepancies section of the Procore Integration Cost Code Group screen. Resolve the discrepancies to make sure the information is updated in both Foundation and Procore.