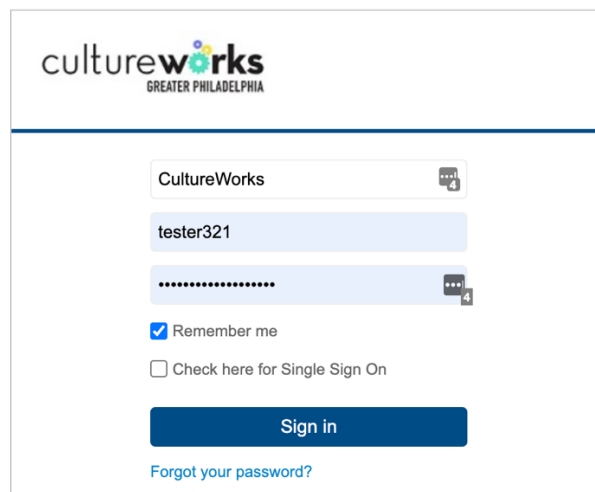


## PEX Statement Reconciliation Guide

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### 1. Login to your Sage/Intacct Account.

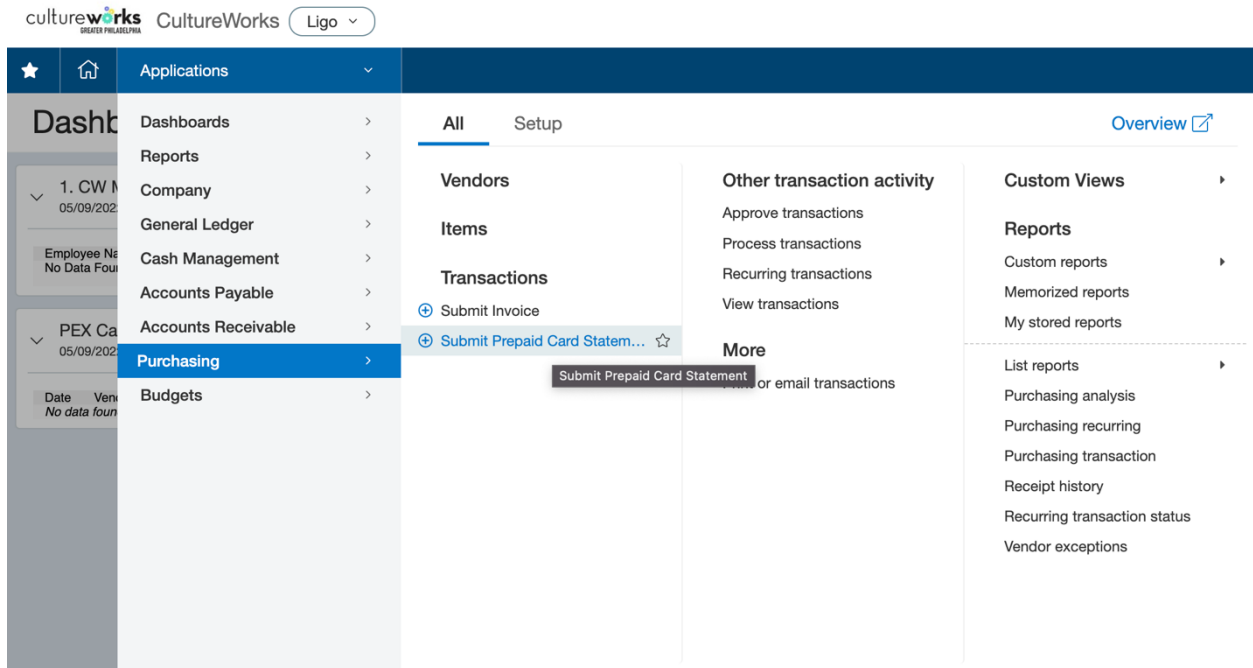


The screenshot shows the CultureWorks login interface. At the top left is the CultureWorks logo. Below it are three input fields: the first contains 'CultureWorks', the second contains 'tester321', and the third is a password field with masked characters. There are checkboxes for 'Remember me' (checked) and 'Check here for Single Sign On' (unchecked). A blue 'Sign in' button is positioned below the checkboxes, and a link for 'Forgot your password?' is located at the bottom left of the login area.

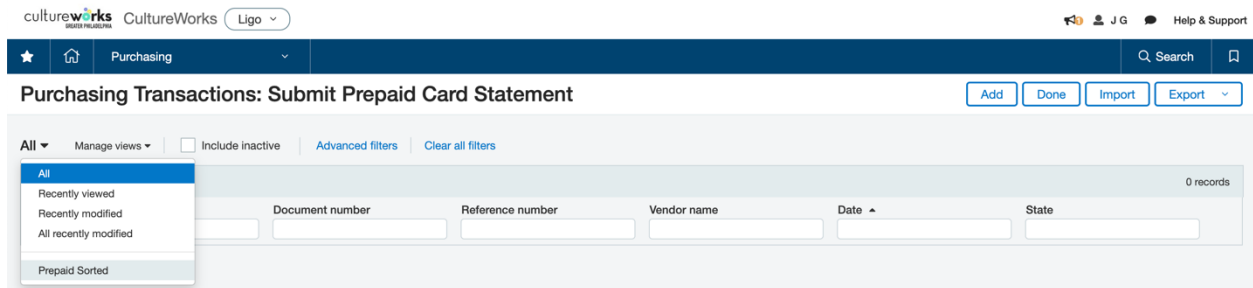
2. Identify the **Applications** menu button at the top left of your screen and use your cursor to click on and open the menu.



3. Find and click on the **Purchasing** menu. There, you will find the **Submit Prepaid Card Statement** application menu, click on this link to open the application.



- In the **Submit Prepaid Card Statement** application, change your application view from the list on the left-side of the window –change from **All** to **Prepaid Sorted**.



- The **Prepaid Sorted** view has the columns to sort your reconciled prepaid statements.

To start, click the **Add** button at the **top right** of the application.

cultureworks CultureWorks Ligo

Purchasing

Purchasing Transactions: Submit Prepaid Card Statement

0 records

Date	Type	Document number	Vendor document number	State	Total	Created by	Created at - Entity ID	Created at - Entity name	Modified date	Modified by

- The layout of the **Submit Prepaid Card Statement** template is similar to the **Submit Invoice** template, which is typically used for contractor payments. If you have submitted invoices on Sage/Intacct before then this process will be familiar.

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Purchasing

Submit Prepaid Card Statement

Date \* 05/10/2022

Vendor

Contract or Grant

Pay to

Return to

Payment terms

Expiration date \* 05/10/2022

Reference

Vendor document number

Message

Ship via

Attachment

Entries Show defaults

Item ID *	Department	Employee	Contract or Grant	Price *	Quantity *	Extended price	Memo	Class
1								
2								
Total							--	

The following are required to successfully submit a reconciled statement from the above screen:

**Date** (this automatically adds the Expiration Date) – Please make this the 1<sup>st</sup> of the statement month.

Date \*

05/10/2022

**Attachment** – A copy of your prepaid card statement or equivalent expense document.

Attachment

\*To add an attachment, click the **v** down carrot, then click **Add** on the menu.

Show unattached      Add      View      Find

ATT-00005741--HGT - Oct Bank Stat Add

ATT-00005746--HGT- Nov Bank statement

ATT-00005748--HGT - Safeguard

ATT-00005957--HGT- Dec Bank Statement

ATT-00006144--HGT - Safeguard deposit tickets

ATT-00006289--HGT - Rice #7643

ATT-00006290--HGT - Matthew #7010



ATT-00006291--HGT - Bicking #378

ATT-00006292--HGT - DiNardo #1766




ATT-00006293--HGT - Lambert #4345

ATT-00006294--HGT - Coleman #601

ATT-00006295--HGT - Trackman #1792

In the **Select Files to Attach** menu, you can either **drag and drop** the files into this window, or you can use the **Browse** button to search for the file in your computer. Please submit document or image files only (preferably PDF, DOC/DOCX, XLS/XLSX, JPEG, JPG).

Select Files to Attach      Save      Cancel      Help      More actions ▾




ID      Folder \*      Description  
-- New --      Ligo     

Name \*

Attach files  
 or drag and drop files here

Files in attachment	Size	Progress
1 --	--	

After adding your files click **Save** at top right to close the window.


  

Select Files to Attach      Save      Cancel      Help      More actions ▾

ID      Folder \*      Description  
-- New --      Ligo     

Name \*

Attach files  
 or drag and drop files here

Files in attachment	Size	Progress
1 <a href="#">March 2020.pdf</a>	 8.46KB	100%

The last required section is the **Entries**, this is where you detail the expenses from your prepaid card statement.

Entries [Show defaults](#)

	Item ID *	Department	Employee	Contract or Grant	Price *	Quantity *	Extended price	Memo	Class
1	Item ID	Department	Employee	Contract or Grant	Price	Quantity	Extended price	Memo	Class
2									


In the **Entries** section, the **Item ID** (Expense Account), **Price** (Amount), and **Quantity** (multiplier for the price to autofill the **Extended Price**) are required; however, please also use the **Contract or Grant** section to tag specific allocated funds. If the **Contract or Grant** section is left blank then the expense will default to **9999—unrestricted**.

You can also add other information, such as the **Employee Name** (Card Holder) and the **Memo** to add notes that you want to include with your expenses.

### **\*\*Very Important Notes\*\***

- You are **NOT** required to enter a vendor in the vendor field.
- Enter **EE-** before the card holder name in the Employee field (ie: **“EE-Johnny Gerant”**).
- Enter refunds as a negative (-) value in the **Price** field. (ie: **camcorder refund = -\$200 in the price field, 60160—Equipment**).

Your completed **Entries** should look like the one included in the PEX statement example below:



### Card Account Statement

03/01/2020 - 03/31/2020  
Page 1 of 1

No Name  
1315 Walnut St  
Ste 320  
Philadelphia, PA 19107-4701

PEX Customer Service  
PO Box 549 Midtown Station  
New York, NY 10018  
866-685-1898

#### Card Account Summary

	Total
Starting Balance	\$14.36
Funding	\$0.00
Purchases	(\$12.21)
Disputes	\$0.00
Account Fees	\$0.00
Ending Balance	\$2.15

#### Purchase Detail

Date	Description	MCC	MCC Description	Amount
03/02/2020	DOLLAR TREE	5331	Variety Stores	60125 (\$6.08)
03/03/2020	WAWA 8141 00081414	5499	Miscellaneous Food Stores - Convenience Stores and Specialty Markets	60230 (\$5.13)
03/07/2020	PARKMOBILE-10	7523	Parking Lots, Parking Meters and Garages	60220 (\$1.00)
<b>Total Transactions</b>				<b>(\$12.21)</b>

#### Entries Show defaults

	Item ID *	Department	Employee	Contract or Grant	Price *	Quantity *	Extended price	Memo
≡ 1	60125--Materials & Su	200--General & Admin	E-00255--EE-Johnny C	9999--Unrestricted	6.08	1	6.08	Dollar Tree
≡ 2	60230--Business Meal	200--General & Admin	E-00255--EE-Johnny C	9999--Unrestricted	5.13	1	5.13	Wawa
≡ 3	60220--Transportation	200--General & Admin	E-00255--EE-Johnny C	9999--Unrestricted	1.00	1	1.00	Parking
≡ 4								
≡ 5								
<b>Total</b>							<b>12.21</b>	

Go to [www.pexcard.com](http://www.pexcard.com) to locate and download your PEX statement.

You can use the PEX statement to determine your spent total for the month. Please make sure that the total on your statement matches the total in the **Entries** on the sage/intacct screen.

The PEX Visa® Prepaid Card and the PEX Disburse Visa Prepaid Card are issued by Fifth Third Bank, N.A., Member FDIC, or The Bancorp Bank, Member FDIC, pursuant to a license from Visa U.S.A Inc and may be used everywhere Visa Prepaid cards are accepted. The PEX Prepaid Mastercard® is issued by The Bancorp Bank pursuant to license by Mastercard International Incorporated and may be used everywhere Debit Mastercard is accepted. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated. Please see the back of your card for its issuing bank.

7. After adding the required fields (**Date**, **Attachment** and **Entries**) you can **Submit** your reconciled PEX statement, where it will undergo the Approval process. If you are a Project Director your reconciled statement goes directly to our AP Coordinator –once approved you will receive a confirmation email. Just the same, if the statement is declined you will receive an email detailing the decline reason.

**Please make sure to read the decline note if that occurs, since we will include instructions on how to make the submission compliant for approval.**

8. Submitted forms will then go into a state of **Partially Approved** until the AP coordinator approves or declines the file, at which point the approved file would be labeled as **Pending** (declined submissions come up as **Declined**). In the **Pending** state, our team is reviewing and processing your statement.
9. Once the statement has been reconciled the file state will go from **Pending** to **Converted**, which means the Statement has been successfully reconciled and posted to your account.

**Users with a PEX card must submit their prepaid expenses every month in order to request additional funding to their prepaid accounts. Your Prepaid Card statement and break-down of expenses from the prior month are due by the 15<sup>th</sup> of the following month. If there was no spending activity for the period then a statement will not be necessary to Submit a request for additional funding.**

## Prepaid (PEX) Chart of Accounts

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Item ID	Account Name	Description	Important Note
60110	Online Subscriptions	Select when paying for subscription-based software services such as G-Suite, Adobe, GoDaddy, Squarespace, Dropbox, Shopify and web hosting services.	
60111	Membership dues	Select when paying membership dues for organizations.	

60115	Permits & Visas	Select when paying for special permits (ex. To Parks and Rec. for outdoor festival permit), Travel Visas, Fingerprinting, food inspection fees, etc.	
60120	Rights & Reproductions	Select when paying for image or media licensing that does not require a contract.	
60125	Materials & Supplies	Select when paying for office supplies (pens, paper, envelopes, anything related to administrative work) and project materials (art supplies, costume design supplies, set creation materials, event supplies).	This also covers costumes and props.
60130	Merchandise	Select when paying for screen printing, reselling, artistic print production/reordering, book production/reordering, etc.	This also covers concession stand items
60135	Postage & Shipping	Select when paying for stamps, costs of shipping (e.g priority mail), shipping supplies (e.g. envelopes, tubes, boxes, etc.)	
60140	Printing & Publication	Select when paying actual printing costs for any item printed (brochures, flyers, programs, postcards, business cards, etc.)	
60145	Professional Development	Select when paying for conference registrations, workshop attendance, retreat fees, etc.	
60150	Event Fees	For non-contracted program-related expenses.	
60160	Equipment Purchase	Select when purchasing equipment (Ex: Speakers for your rehearsals, a camera, musical instruments, etc).	<b>Please include a receipt in the attachments w/ Equipment Purchases.</b>
60170	Internet/Telephone	Select when paying cell phone payments, internet service payments, extra data packages for mobile phones, etc.	



60180	Software & Digital Licensing	Select when paying for one-time software purchases such as Microsoft Office, Adobe Photoshop, Pro Tools or any sort of digital licensing	
60185	Advertising	Select when paying for paid advertisements (print & digital), sponsored social media posts, facebook ads, etc.	
60220	Transportation	Select when paying for car rental, plane tickets, train tickets, parking fees, etc.	
60233	Travel Meals, Incidentals & Per Diems	Select when paying for meals or incidentals while traveling or per diems	
60230	Business Meals & Meetings	Select when paying for food for meetings, events, client/networking meals, meals in your local municipality, etc.	
60265	Maintenance & Repairs	Select when paying for repair or cleaning (non-contract only)	
60268	Miscellaneous Expense	When no other category fits.	
60225	Accommodations	Select when paying for hotel stays, Air BnB, Hostel stay, etc.	

Please use this **Chart of Accounts** to tag your expenses in the **Submit Prepaid Expenses** application. **Any accounts chosen outside of this list will result in a declined statement.** If you have any questions or suggestions about this process, please feel free to reach out to your Community Director or a member of our finance team. For technical issues with this system, you can reach Johnny Gerant, our Finance Manager, by email at: [jgerant@cultureworksphila.org](mailto:jgerant@cultureworksphila.org).

**All things related to PEX, including card reload requests, will no longer be processed through the portal as of July 1<sup>st</sup>, 2022.** We will also provide instructions on how to submit those requests on Sage/Intacct as well. Moving forward into fiscal year 2023, one of our many goals are integrations to build a uniform logistical process that create a stronger distinction between legal/community and financial user interfaces.

