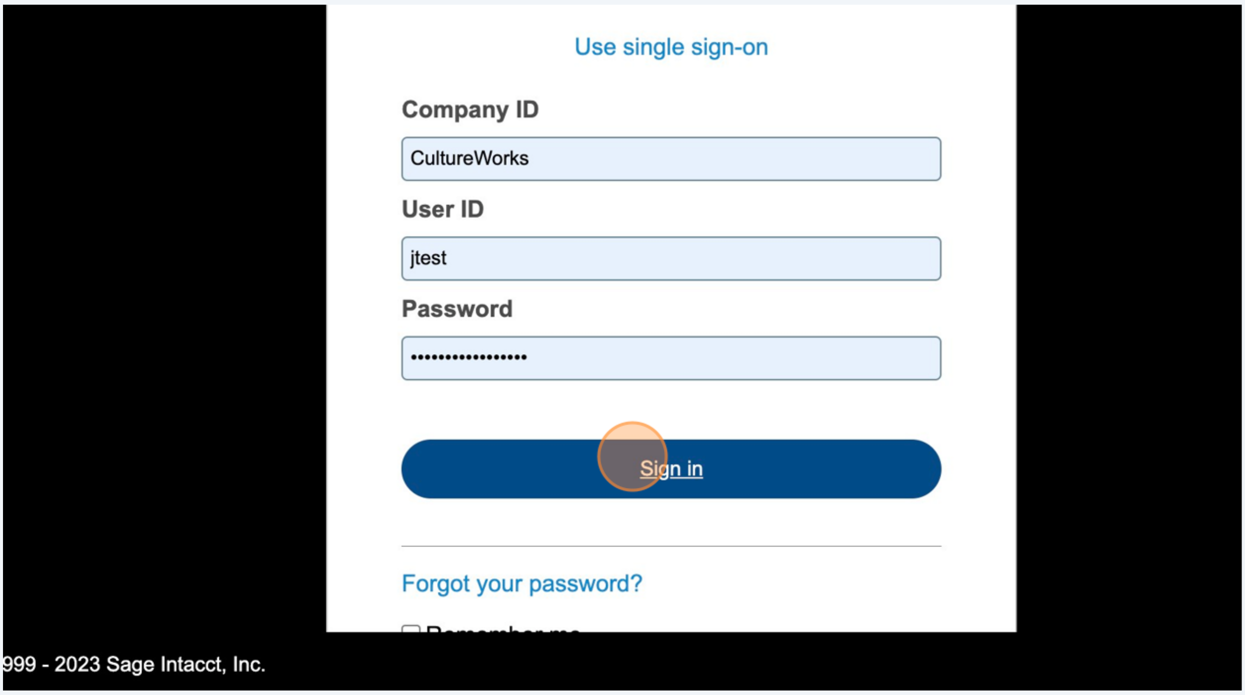
Submitting Expenses (Model A)

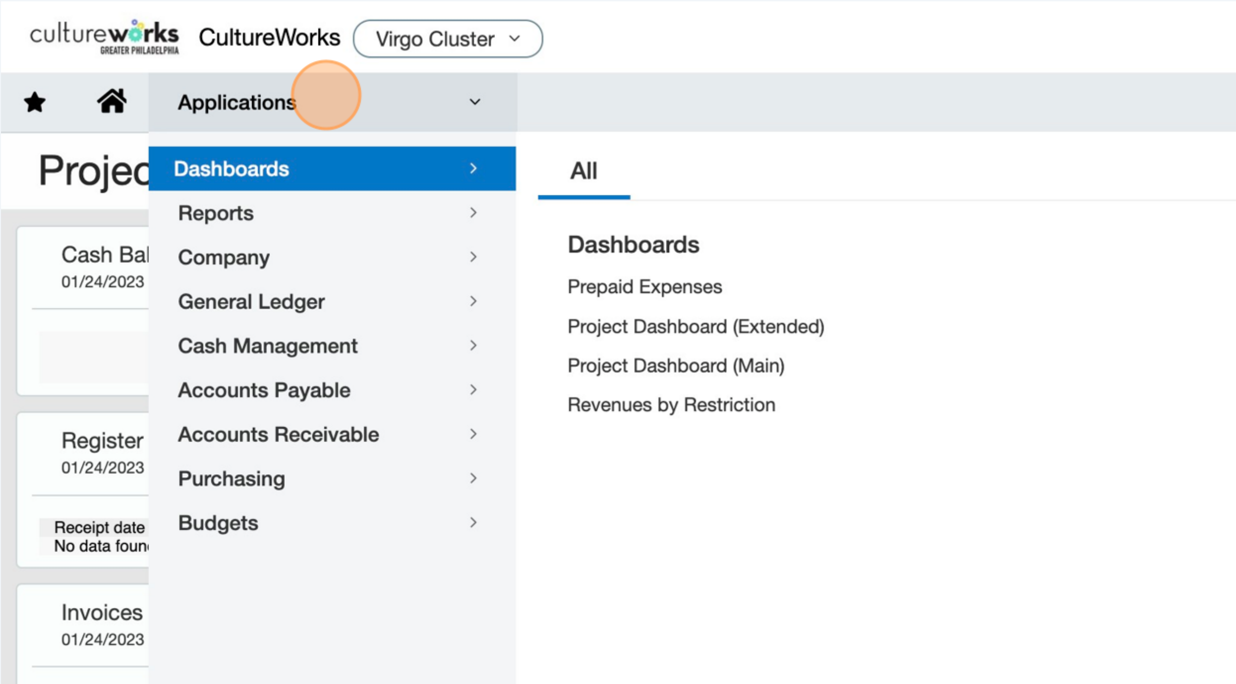
Basic guide on submitting an expense on sage/intacct through Purchasing.

1 Navigate to www.intacct.com/ia/acct/login.phtml

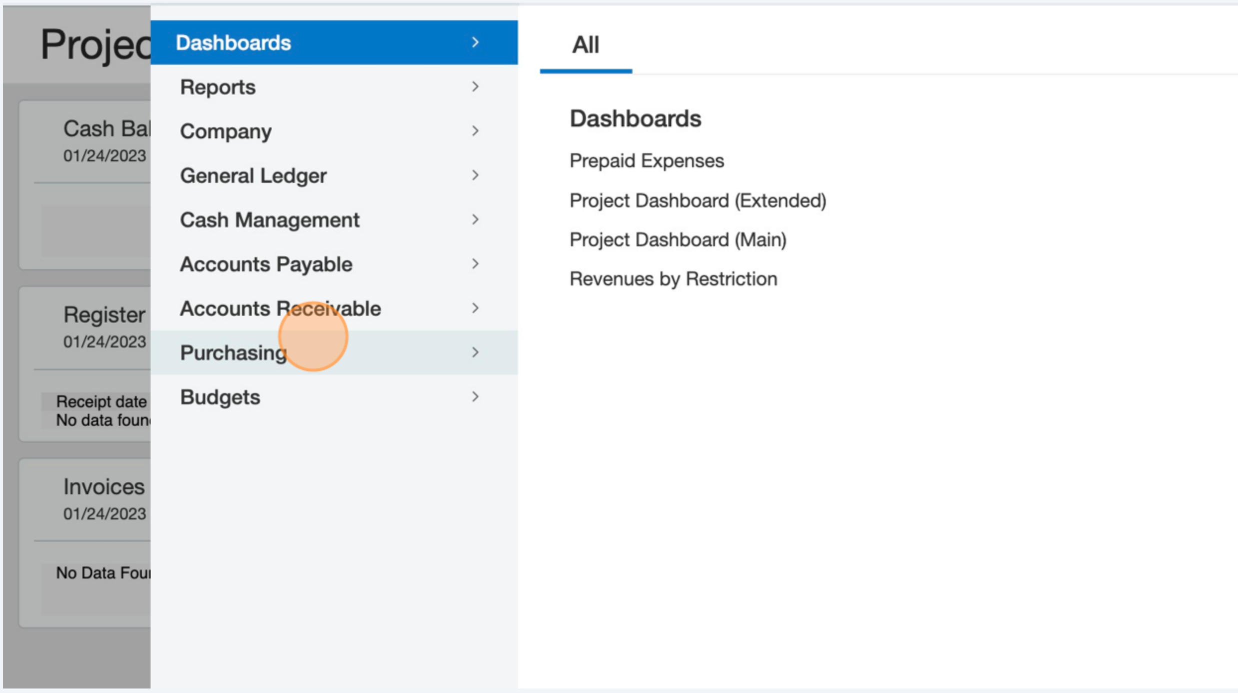
2 Sign in using your project's credentials (Company ID is: CultureWorks).



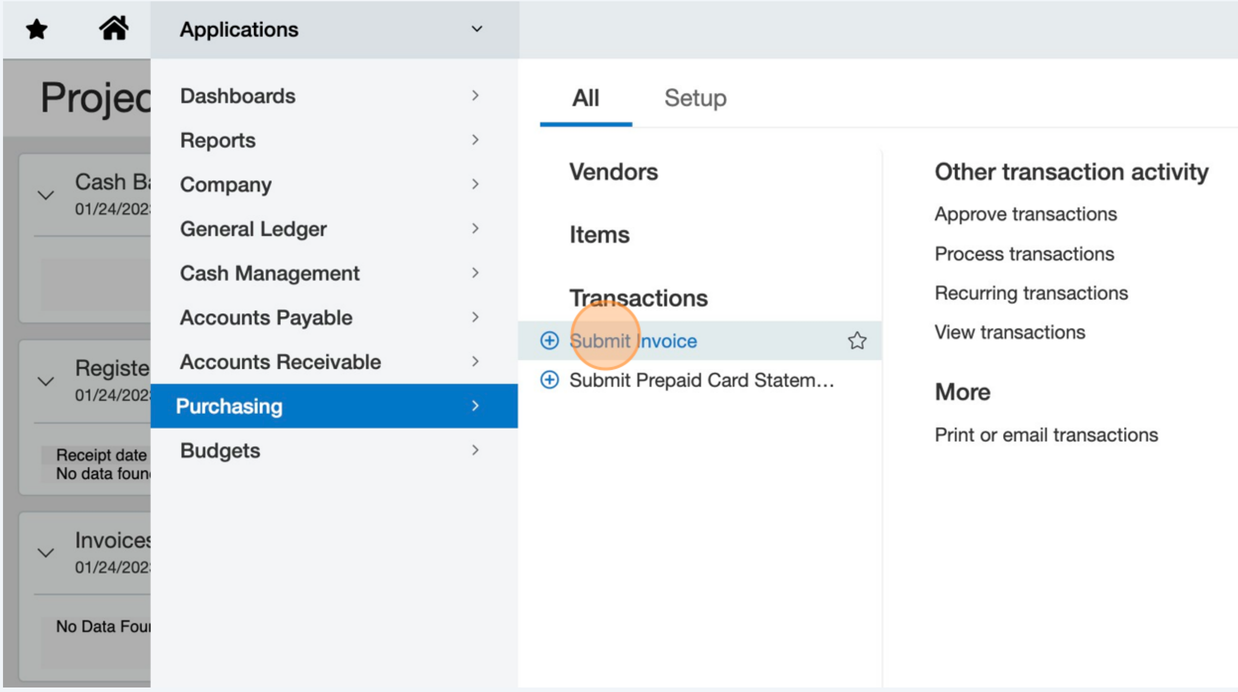
3 Click the "Applications" menu below your project name.



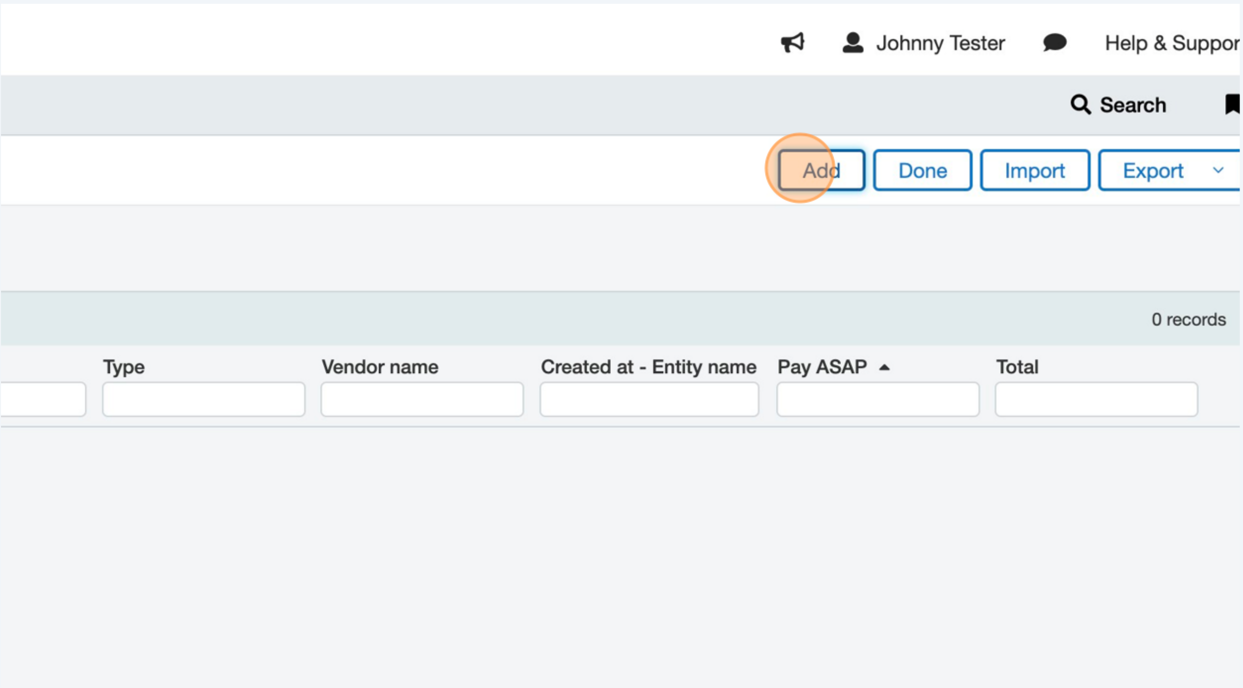
4 Click "Purchasing"



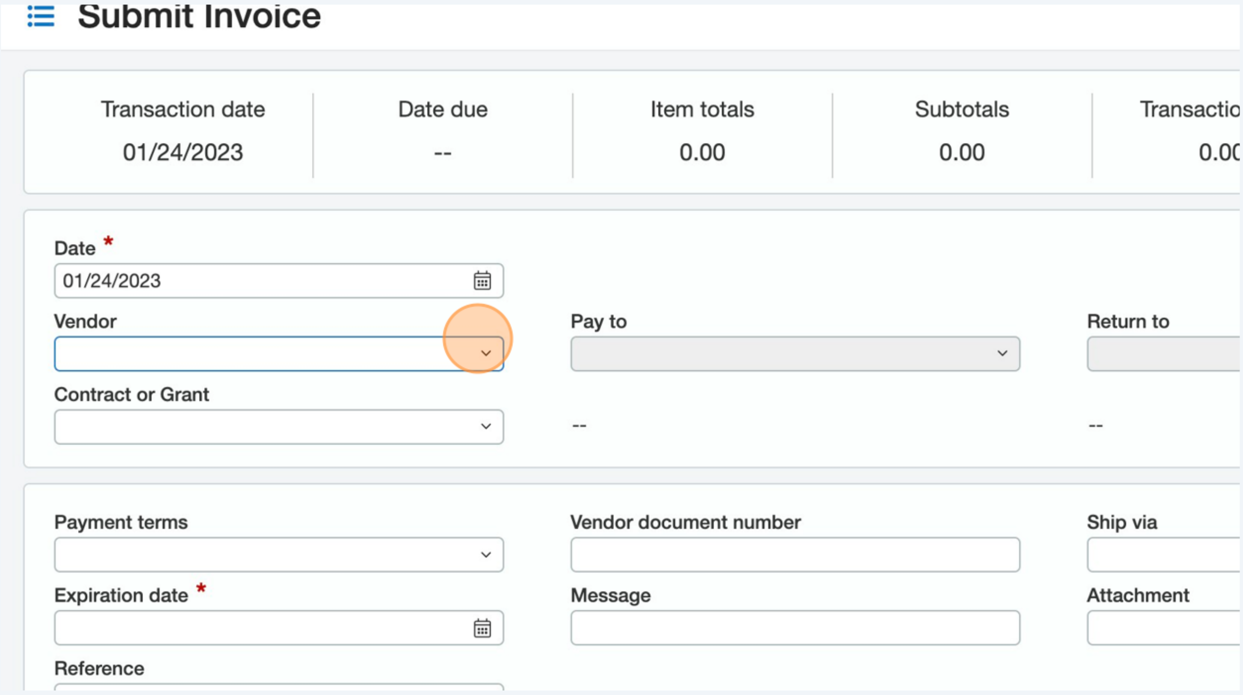
5 Click "Submit Invoice"



6 Click "Add"

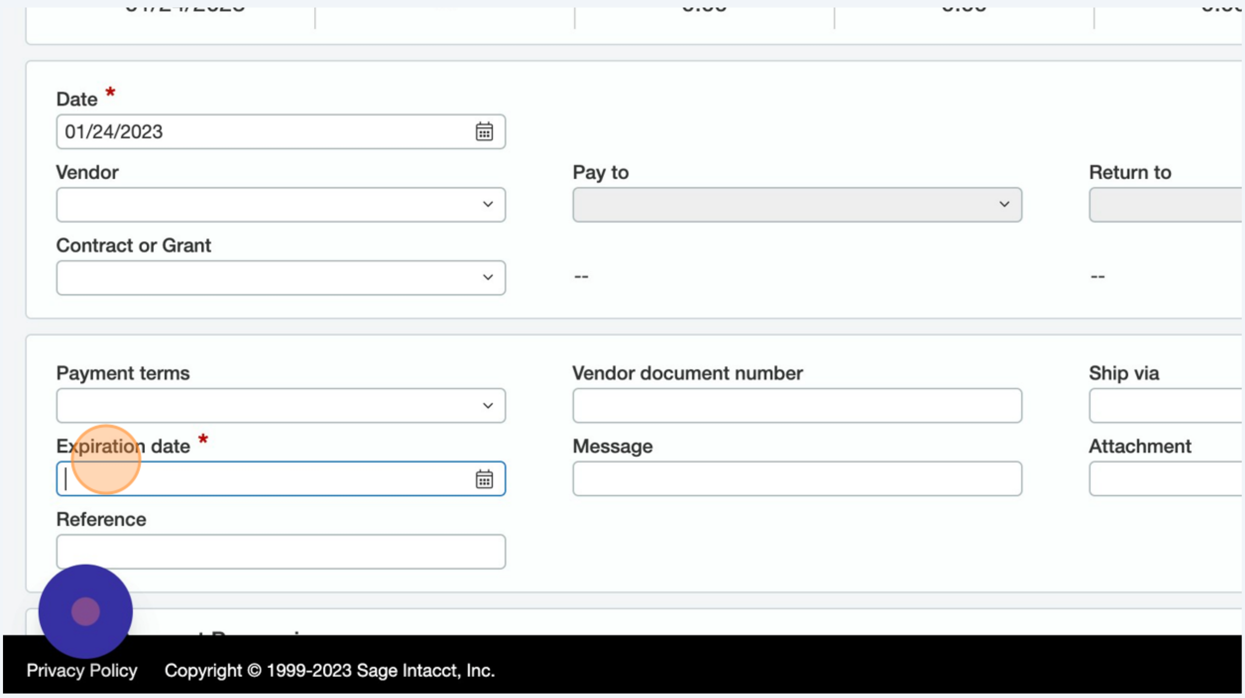


7 Use the "Vendor" field to search for existing vendors by name. For new vendors, leave this field blank and upload a completed w9, signed by the vendor, and include it in the attachments with your invoice.

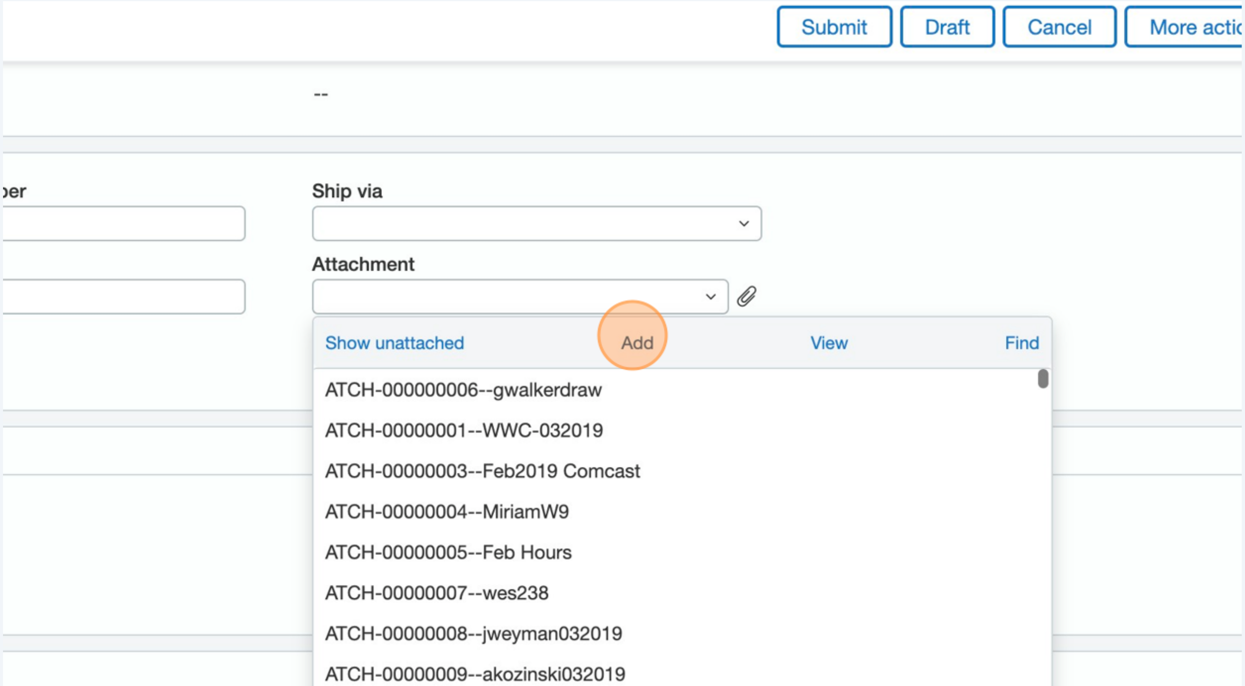


8 Choose an expiration date. You can either enter the date directly using the "MM/DD/YY" format or by using the calendar icon.

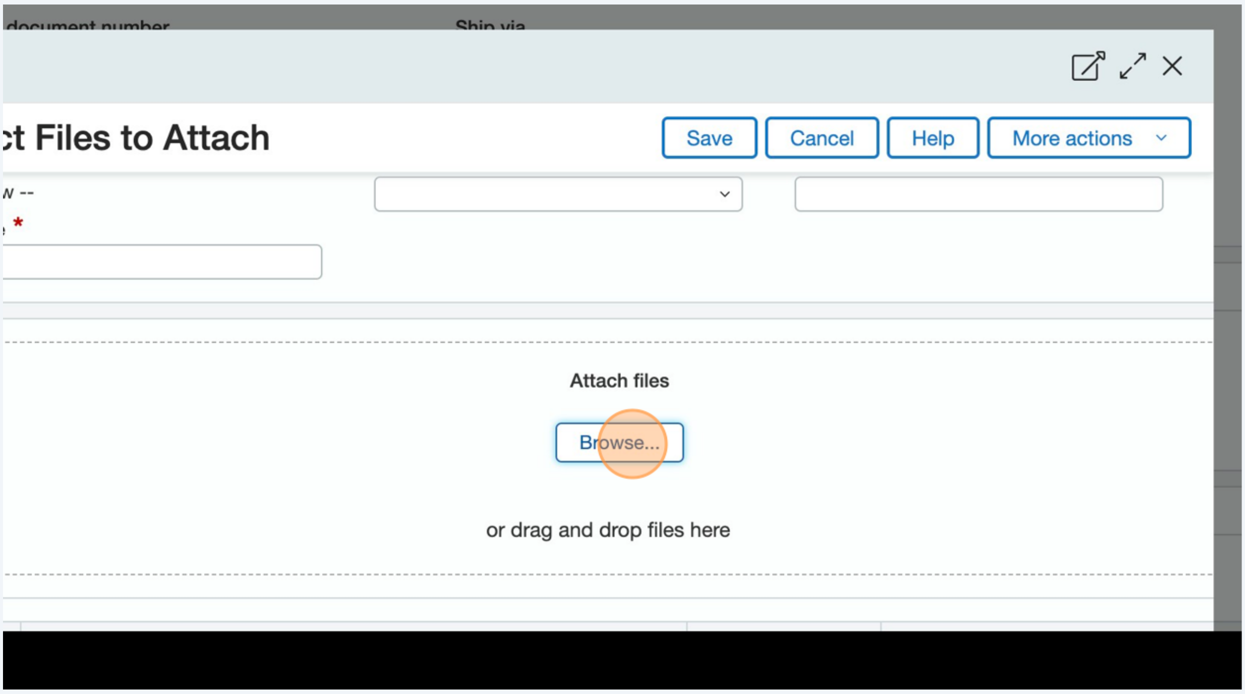
Expenses should be submitted before 8 am Monday to be processed for payment on Friday. Otherwise, the expense will be reviewed and paid on Friday of the following week.



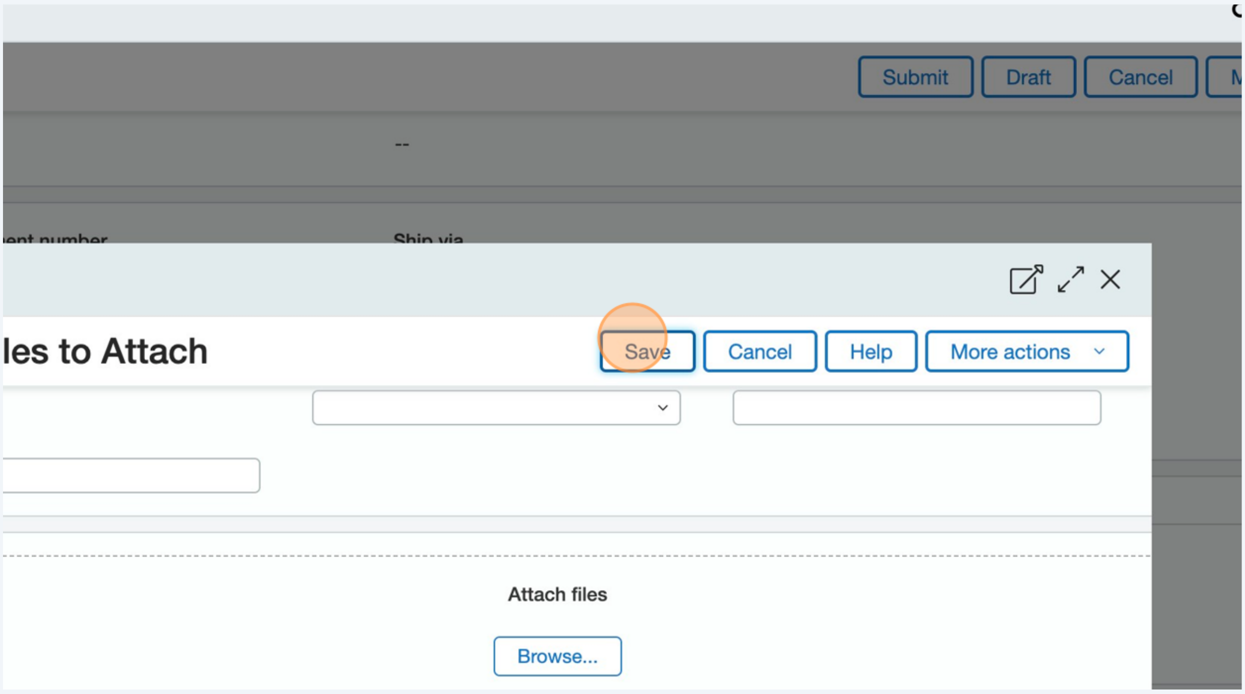
9 Click the down carrot "v" in the "Attachments" field, then click "Add" to Attach new files.



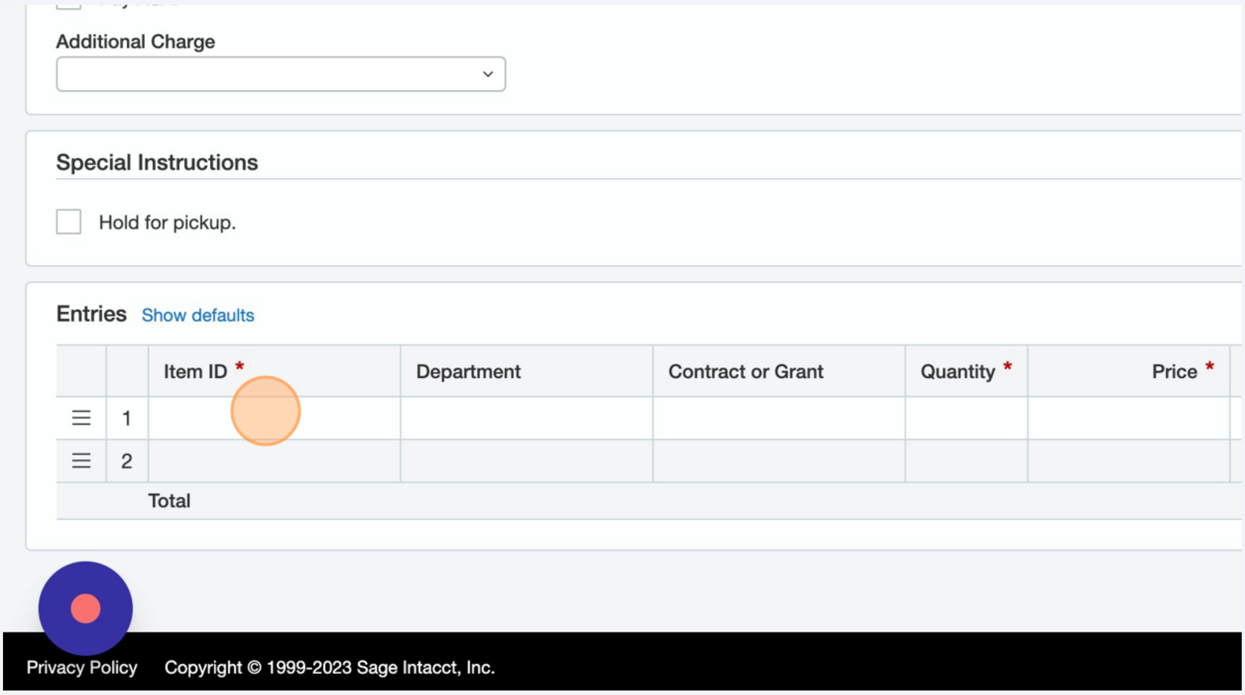
10 In the new file Attachment window, you can either use the "Browse" key to search for files on your computer, or you can drag and drop files directly into the window, which will automatically upload the file into your Invoice template.



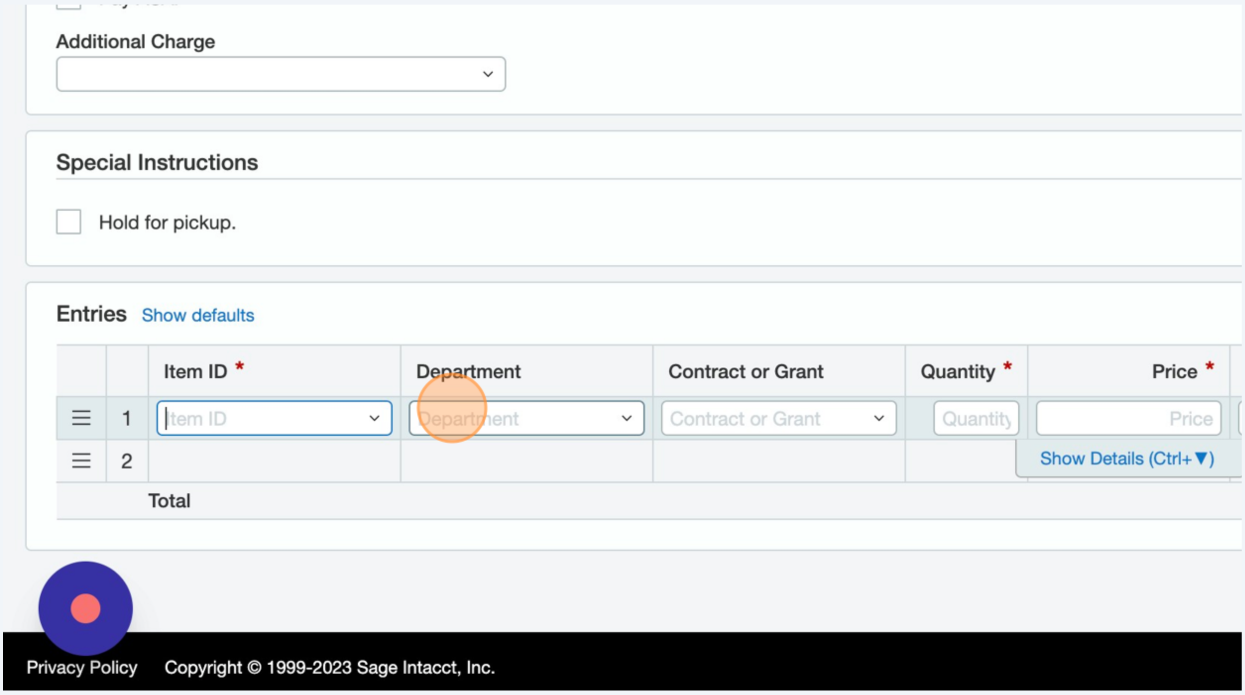
11 After uploading your files. Click "Save"
Remember to include a completed w9 with date and signature if this is for a new vendor. A w9 is not considered complete without the vendor's EIN or SSN.



12 Finally, in the Entries section you will enter details about your expense. Using our Chart of Accounts, please enter the account name or number that applies to the expense line. You can find our Chart of Accounts here: www.cultureworksphila.org/sites/default/files/2...



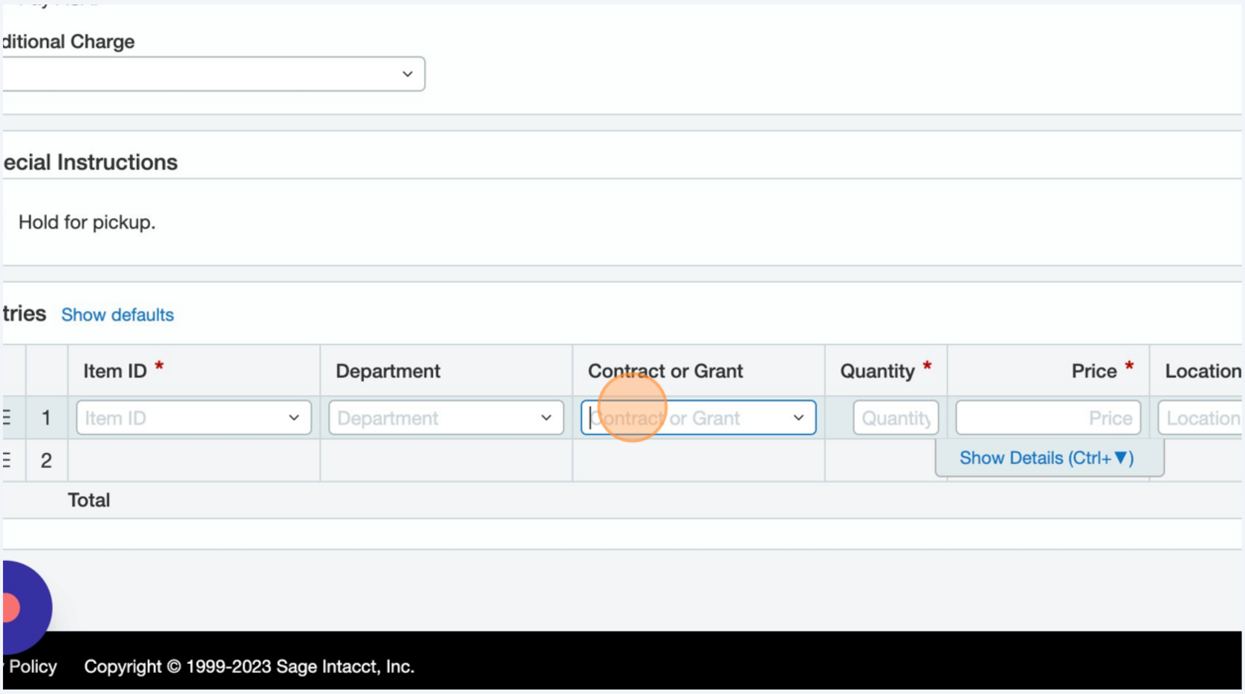
13 Use the Department field to further categorize your expense. The most commonly used are: 200--General and Administrative and 500--Program but you can use the down carrot "v" to search the full catalog of department options.



14 Click the "Contract or Grant" field to select a fund you want to deduct from for the expense line. If your project has been awarded a grant and you asked to have the grant tracked in our system this is where you will find those specific funds.

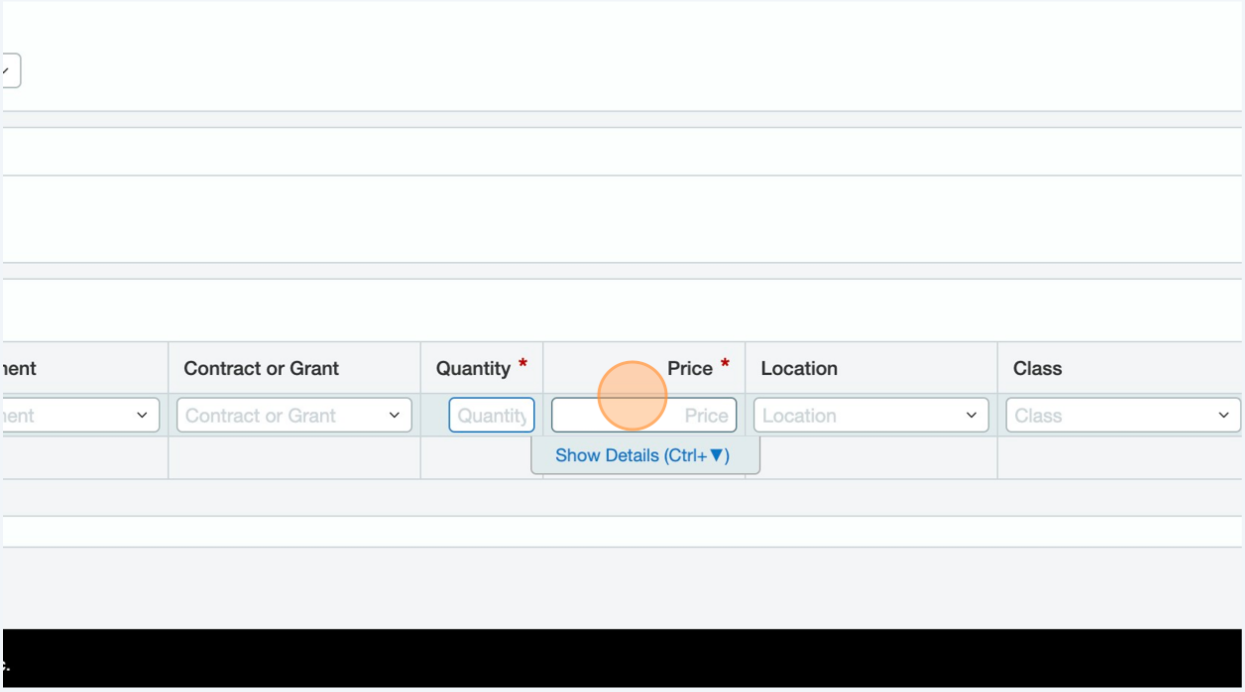
Enter your project code (3 letter abbreviation of your project name XYZ) into the Contract or Grant field to filter for your organization's specific grant funds.

Leave the field blank or enter "9999" if you want to use your organization's unrestricted or general fund for your expense line.

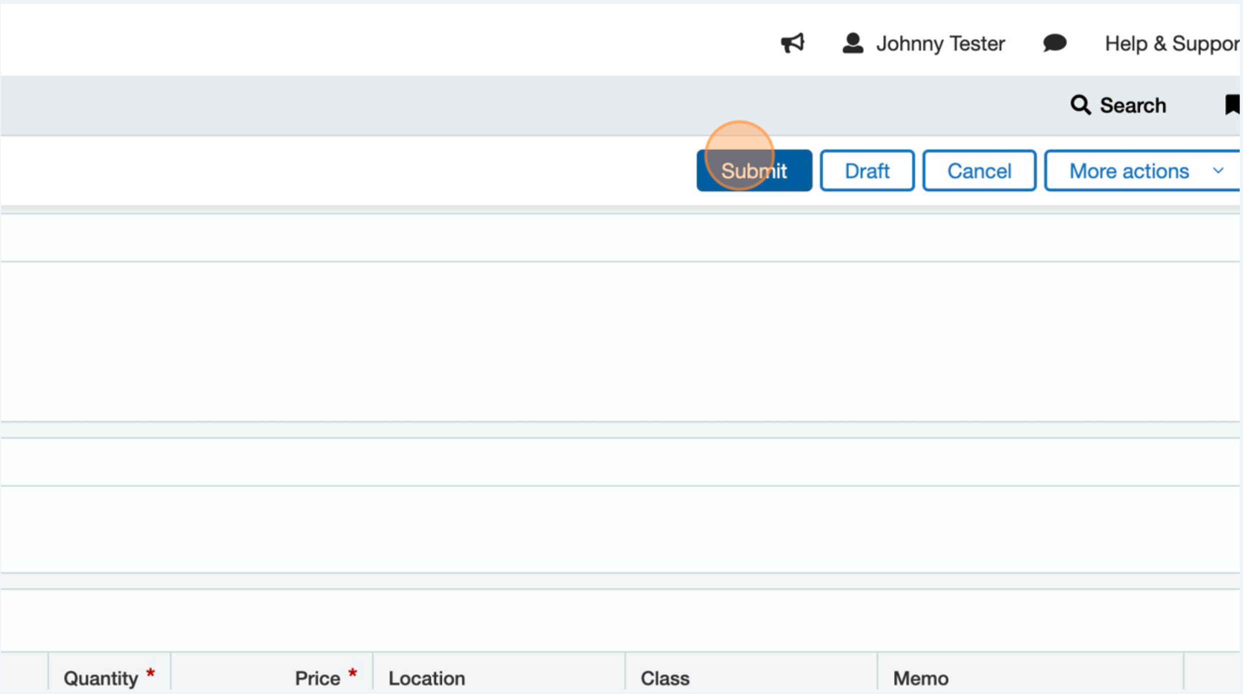


15 Click the "Price" field and enter an amount.
Keep entering new lines if you are expensing more than one service or category of reimbursement for a vendor until you are done.

Your final amount will be listed at the top of the "Submit Invoice" template.



16 Once you are done you can click "Submit" at the top right of the Submit Invoice template and our finance team will review your expense.



Please keep an eye on your email inbox to track the status of your expenses. If your submission is declined our team will detail the issues in the decline note that is included in the email.

It is very important to read notices from sage/intacct for the status of your organization's current finances.

Email me if you have any questions about this guide at: jgerant@cultureworksphila.org

Thank you!