

# How to load your PEX account

Steps to request a new pex account and reload funds.



Please note that refill requests will not be fulfilled if your spending activity from the prior month is not submitted for reconciliation by the 15th of the current month.

For instructions to reconcile your prior month PEX statement using our new system: [www.cultureworkspbila.org/sites/default/files/C...](http://www.cultureworkspbila.org/sites/default/files/C...)

1

Navigate to [www.intacct.com/ia/acct/login.phtml](http://www.intacct.com/ia/acct/login.phtml)

2

After entering your account credentials, click "Log in".

Company ID  
CultureWorks

User ID  
jtest

Password  
.....

Log in

[Forgot your password?](#)

Remember me

st, Inc.

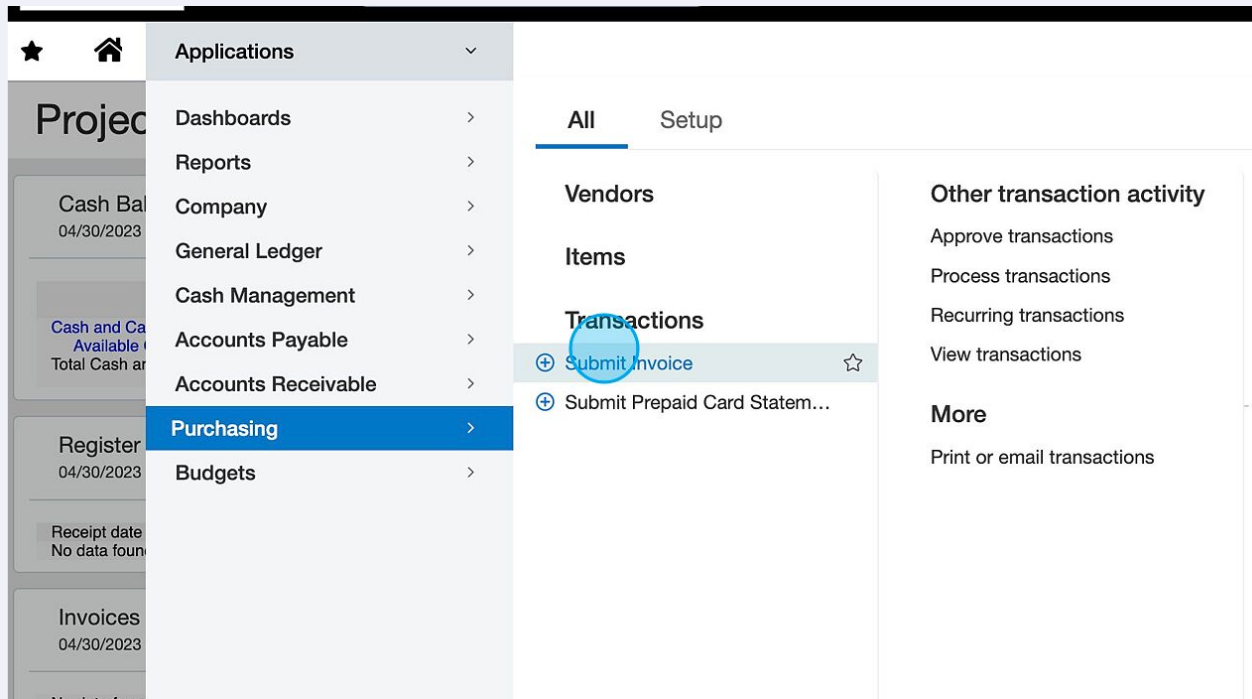
### 3 Click "Applications"

The screenshot shows the CultureWorks Project Dashboard | Main page. The top navigation bar includes the CultureWorks logo, a search bar, and a menu with 'Applications' highlighted by a blue circle. The dashboard content includes several sections: 'Cash Balances' with a date of 04/30/2023 09:58:28 AM, 'Contract or Gr...' with a date of 04/30/2023 09:58:3..., 'Register of Receipts - Deposits' with a date of 04/30/2023 09:58:00 AM, and 'Invoices Waiting for Proj Dir Approval'. A table header for 'Register of Receipts - Deposits' is visible with columns: Receipt date, Customer, Payment method, Transaction number, Transaction date, Amount, Amount applied, and Depos.

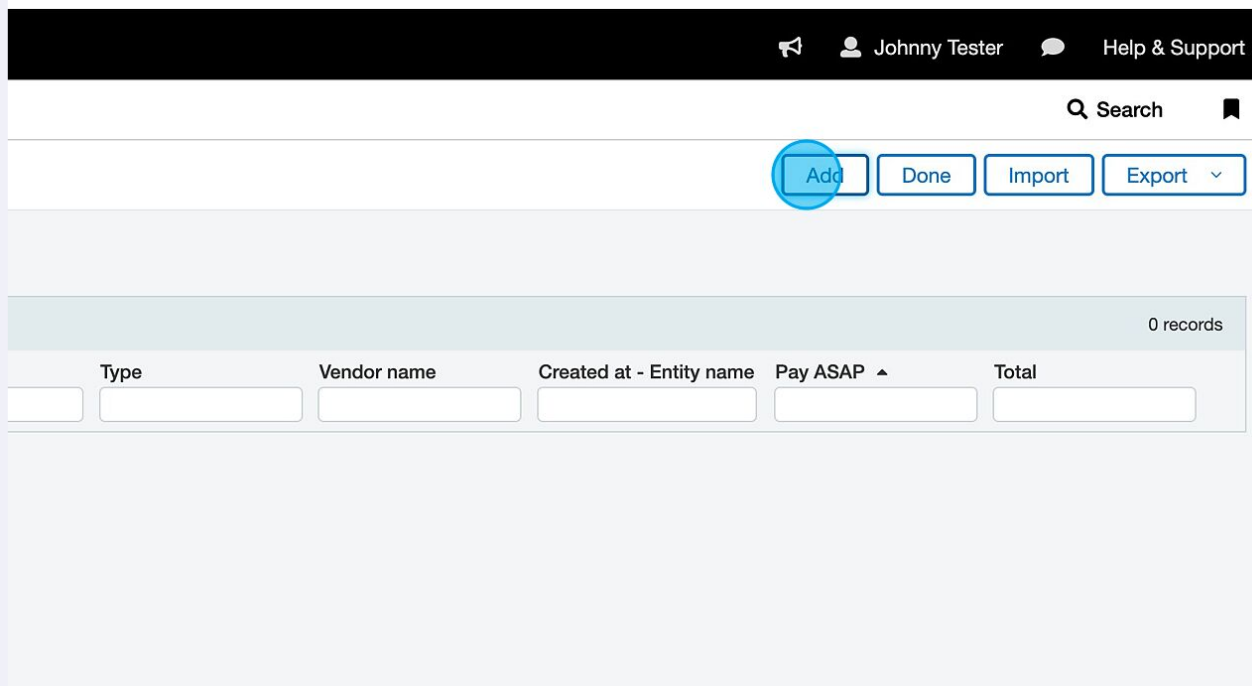
### 4 Click "Purchasing"

The screenshot shows the CultureWorks Project Dashboard | Main page with a dropdown menu open. The 'Purchasing' menu item is highlighted with a blue circle. The dropdown menu lists: Dashboards, Reports, Company, General Ledger, Cash Management, Accounts Payable, Accounts Receivable, Purchasing, and Budgets. The main content area shows a list of dashboards under the 'All' filter, including: Prepaid Expenses | PEX, Project Dashboard | Extended, Project Dashboard | Main, and Revenues by Restriction | Gr...

5 Click "Submit Invoice"




6 Click "Add"






7 Begin by typing "Pex" in the Vendor field, then click "V10001790--Pex Card Load".

| Transaction date | Date due | Item totals | Subtotals | Transaction |
|------------------|----------|-------------|-----------|-------------|
| 04/30/2023       | --       | 0.00        | 0.00      | 0.00        |

**Date \***  
04/30/2023 


**Vendor**  
Pex   
   
V10001790--Pex Card Load  
V10005676--Pex Card Reconciliation

**Pay to**  
--

**Return to**  
--

**Vendor document number**


**Shipping method**

**Expiration date \***  
 


**Message**

**Attachment**


**Reference**



8 In the Expiration date field, click the calendar icon.

**Vendor**  
V10001790--Pex Card Load 


**Contract or Grant**

**Pay to**  
PEX Card Load 

**Return to**  
PEX Card Load


United States  
[accounting@cultureworksphila.org](mailto:accounting@cultureworksphila.org)

United States  
[accounting@culture](mailto:accounting@culture)

**Payment terms**  
Net 30 

**Vendor document number**

**Shipping method**

**Expiration date \***  
5/30/2023 

**Message**


**Attachment**

**Reference**

**Rush Payment Processing**

Pay ASAP

Additional Charge



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In the calendar, click on the desired date as your due date. Please note: Standard card loads take 4 business days to complete, requests under 4 business days are considered expedited (rush) requests.

Rush requests are \$50 per transaction, so to avoid the charge please plan ahead for your card load budget.

United States  
[accounting@cultureworkspbila.org](mailto:accounting@cultureworkspbila.org)

United States  
[accounting@culture](mailto:accounting@culture)

Payment terms  
Net 30

Expiration date \*  
5/30/2023

Vendor document number

Shipping method

Message

Attachment

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 30 | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1  | 2  | 3  |

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For expedited card loads (3 business days or less) please check the "Pay ASAP" box, then click the down carrot "v" to view the our charge disclaimer.

Cultureworks  
GREATER PHILADELPHIA

Purchasing

### Submit Invoice

**Rush Payment Processing**

Pay ASAP

Additional Charge v

**Special Instructions**

Hold for pickup.

**Entries** [Show defaults](#)

|  | Item ID * | Department | Contract or Grant | Quantity * | Price * | L |
|--|-----------|------------|-------------------|------------|---------|---|
|  |           |            |                   |            |         |   |

11

Click "If Pay ASAP is checked, I agree to charges associated." to proceed with your expedited request. (For standard requests, you can skip steps 10 and 11).

Purchasing

### Submit Invoice

**Rush Payment Processing**

Pay ASAP

Additional Charge v

If Pay ASAP is checked, I agree to charges associated.

I do not agree to additional charges

Hold for pickup.

**Entries** [Show defaults](#)

|   | Item ID * | Department | Contract or Grant | Quantity * | Price * | L |
|---|-----------|------------|-------------------|------------|---------|---|
| ☰ | 1         |            |                   |            |         |   |
| ☰ | 2         |            |                   |            |         |   |

12 Click the "Item ID" field and type "PEX" to bring up your card load options.

Pay ASAP

**Additional Charge**  
If Pay ASAP is checked, I agree to charges assc ▾

**Special Instructions**

Hold for pickup.

**Entries** [Show defaults](#)

|       | Item ID * | Department   | Contract or Grant   | Quantity * | Price * | L                           |
|-------|-----------|--------------|---------------------|------------|---------|-----------------------------|
| ☰ 1   | Item ID ▾ | Department ▾ | Contract or Grant ▾ | Quantity   | Price   | L                           |
| ☰ 2   |           |              |                     |            |         | Show details (Ctrl + Down e |
| Total |           |              |                     |            |         |                             |

13 For a new card Click "10261--PEX - New Card Order" and for a refill, click "10265--PEX - Refill Card"

Pay ASAP

**Additional Charge**  
If Pay ASAP is checked, I agree to charges assc ▾

**Special Instructions**

Hold for pickup.

**Entries** [Show defaults](#)

|                             | Item ID * | Department   | Contract or Grant   | Quantity * | Price * | L                           |
|-----------------------------|-----------|--------------|---------------------|------------|---------|-----------------------------|
| ☰ 1                         | PEX ▾     | Department ▾ | Contract or Grant ▾ | Quantity   | Price   | L                           |
| ☰ 2                         | View Find |              |                     |            |         | Show details (Ctrl + Down e |
| 10261--PEX - New Card Order |           |              |                     |            |         |                             |
| 10265--PEX - Refill Card    |           |              |                     |            |         |                             |

**14** Click the "Price" field to enter the amount you want to load into your prepaid card.

| Item                 | Contract or Grant                              | Quantity *                     | Price *                           | Location             | Class                              |
|----------------------|--|--------------------------------|-----------------------------------|----------------------|------------------------------------|
| <input type="text"/> | <input type="text" value="Contract or Grant"/> | <input type="text" value="1"/> | <input type="text" value="0.00"/> | <input type="text"/> | <input type="text" value="Class"/> |

Show details (Ctrl + Down arrow)

**15** Go up to the Attachment field and click the down carrot "v"

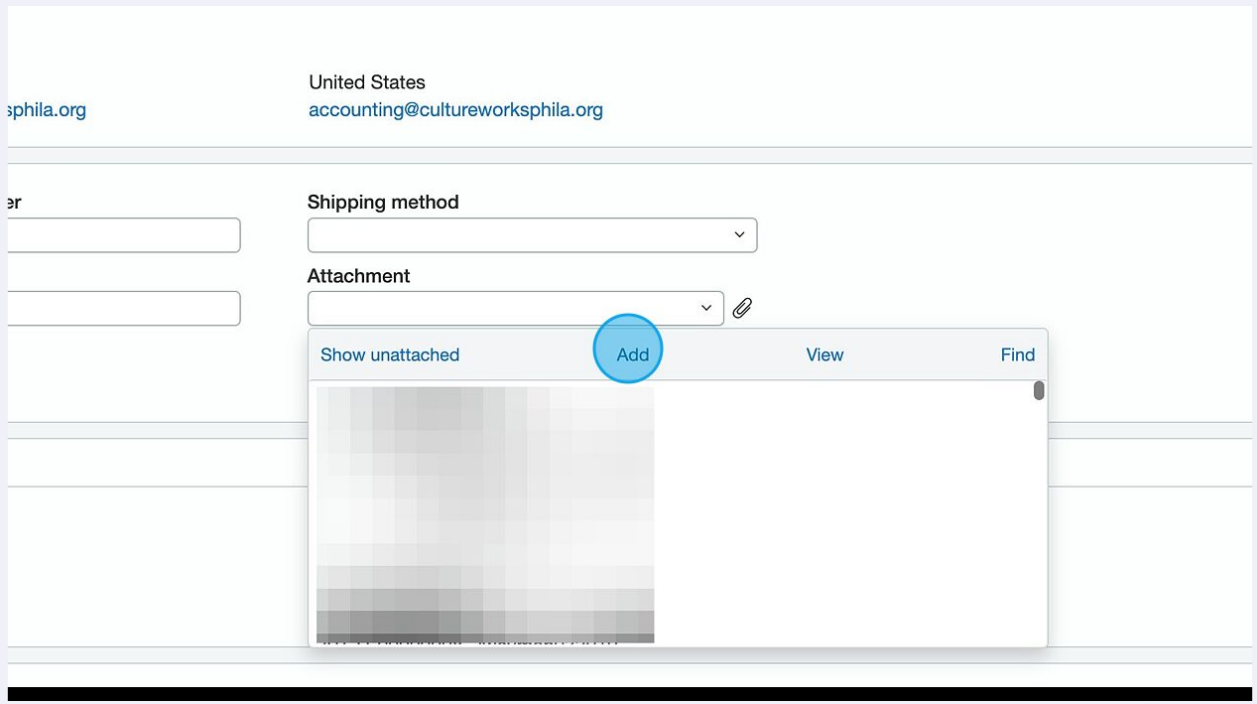
United States  
[accounting@cultureworkspbila.org](mailto:accounting@cultureworkspbila.org)

Shipping method

Attachment



**16** Click "Add"



17

When the Attachments window pops up you can either click "Browse" to open a file browser window or you can drag and drop your pex request form directly into the attachment window.

Use the initial card form to request a new card:

[www.cultureworksphila.org/sites/default/files/C...](http://www.cultureworksphila.org/sites/default/files/C...)

Use the refill card form to add funds to your existing account:

[www.cultureworksphila.org/sites/default/files/C...](http://www.cultureworksphila.org/sites/default/files/C...)

States United States

Attach files to attach

Save Cancel Help More actions

Folder \* CultureTrust Greater Philadelphia

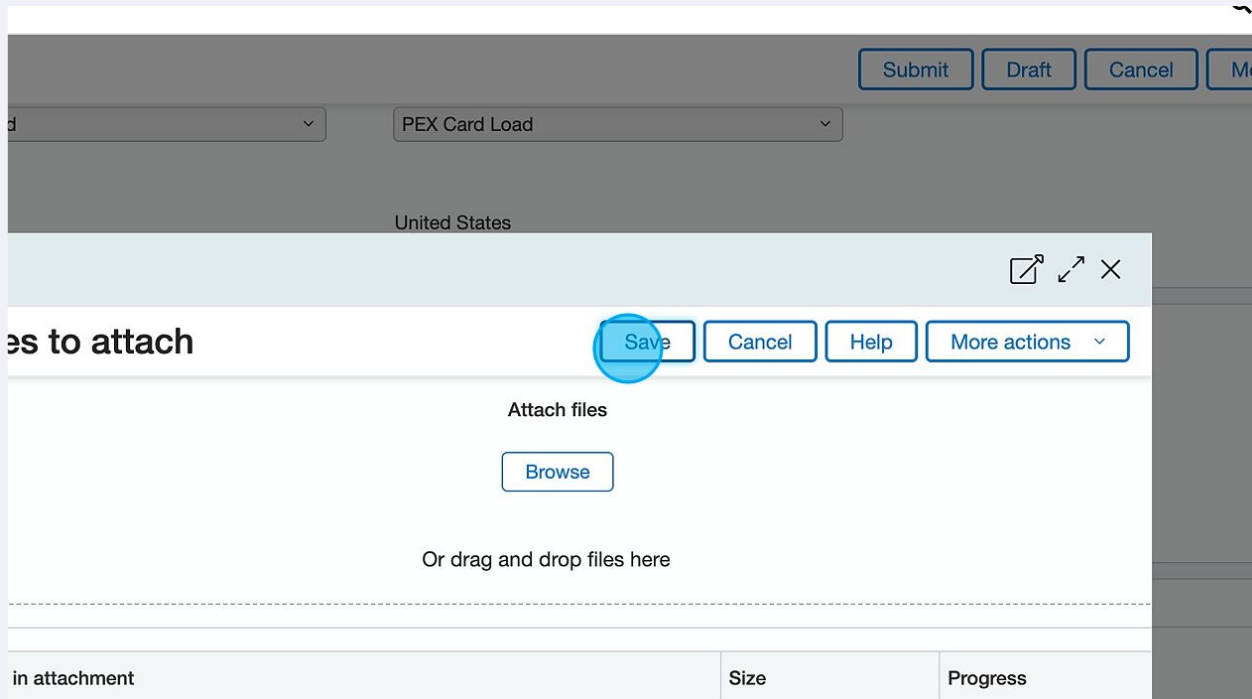
Description

Attach files

Browse

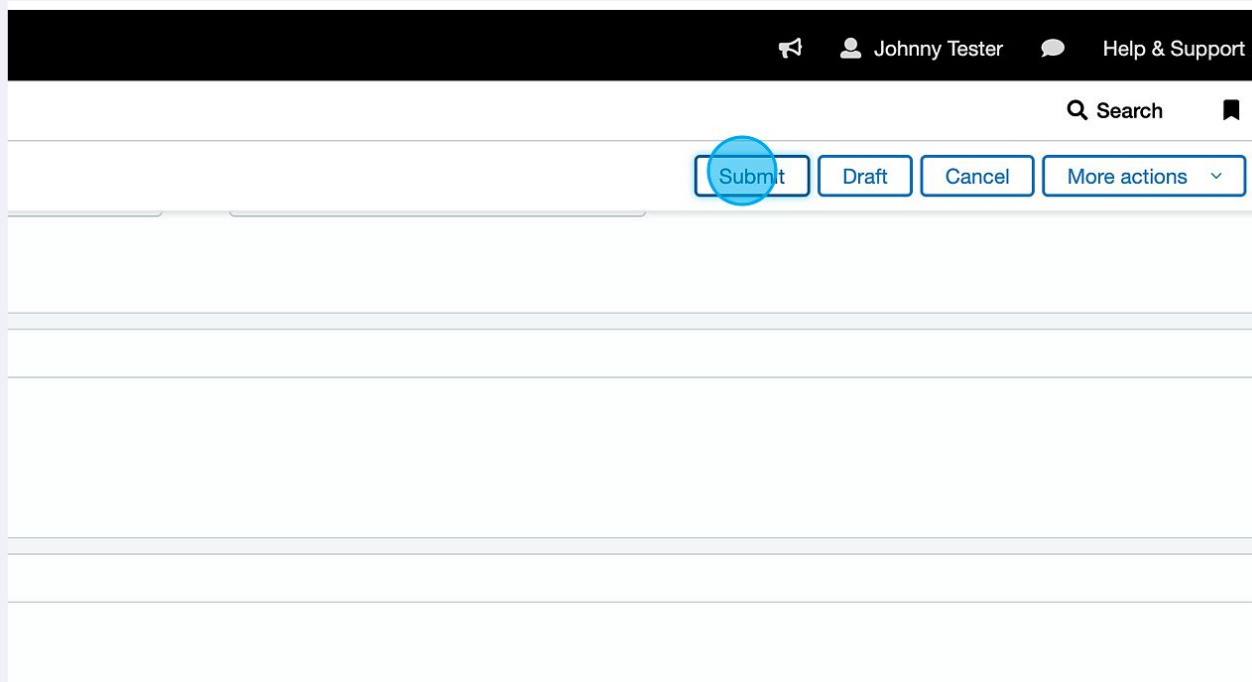
Or drag and drop files here

18 Once you have uploaded your pex card form Click "Save"



19 Click "Submit" to send your request off for approval.

If you are a project admin, your request will go to the project director. If you are the project director, then your request will go to finance for review and fulfillment.





Please always include the amount, date, and intended use when requesting funds for a new or existing pex account. Since the funds are prepaid, your intended use is vital to our review and approval process.



If you have any questions or concerns about these instructions and requirements please reach out to Johnny Gerant at [jgerant@cultureworksphila.org](mailto:jgerant@cultureworksphila.org)