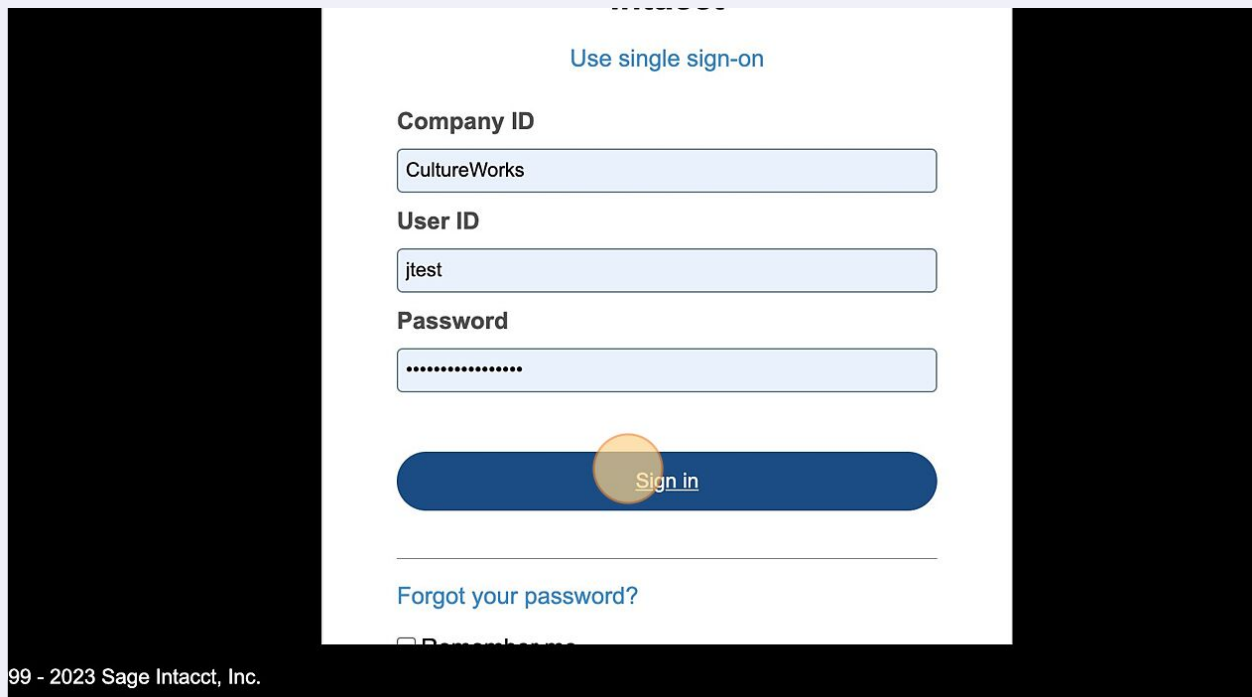


# Submit an Expense

Basic guide on submitting an expense through Purchasing

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

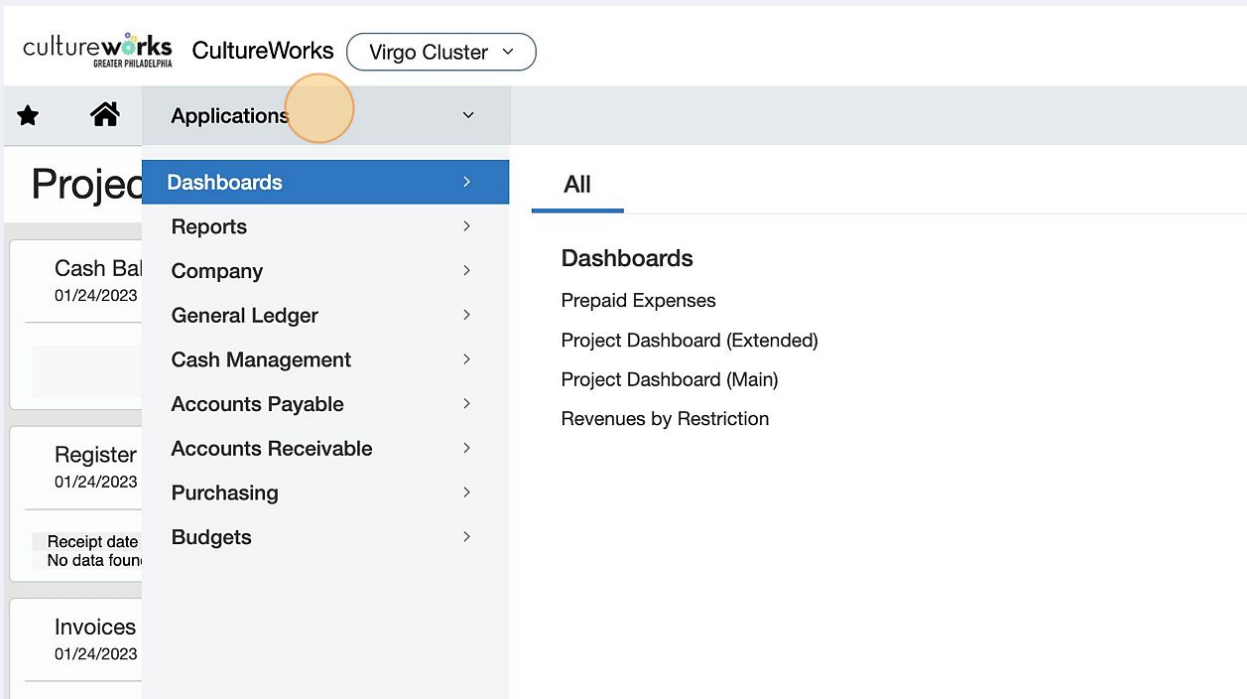
- 2 Sign in using your project's credentials (Company ID is: CultureWorks).



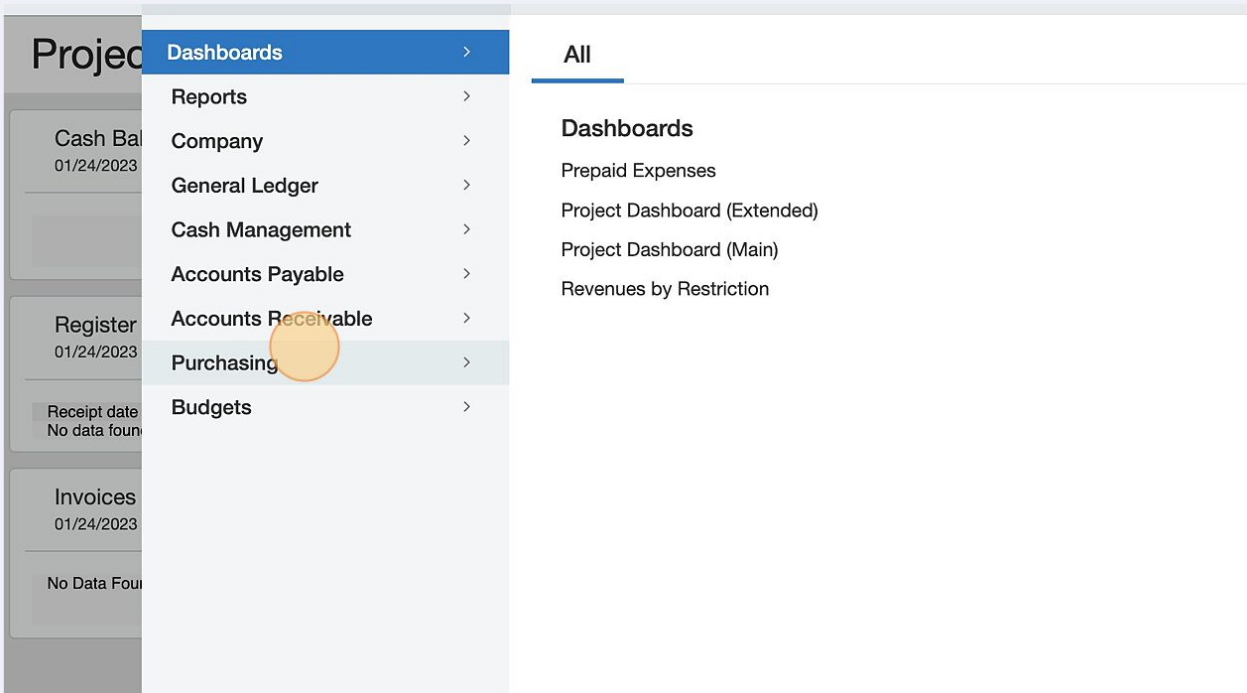
The screenshot shows a login page with the following elements:

- Link: [Use single sign-on](#)
- Field: **Company ID** (value: CultureWorks)
- Field: **User ID** (value: jtest)
- Field: **Password** (masked with dots)
- Button: **Sign in**
- Link: [Forgot your password?](#)
- Checkbox:  Remember me
- Footer: © 1999 - 2023 Sage Intacct, Inc.

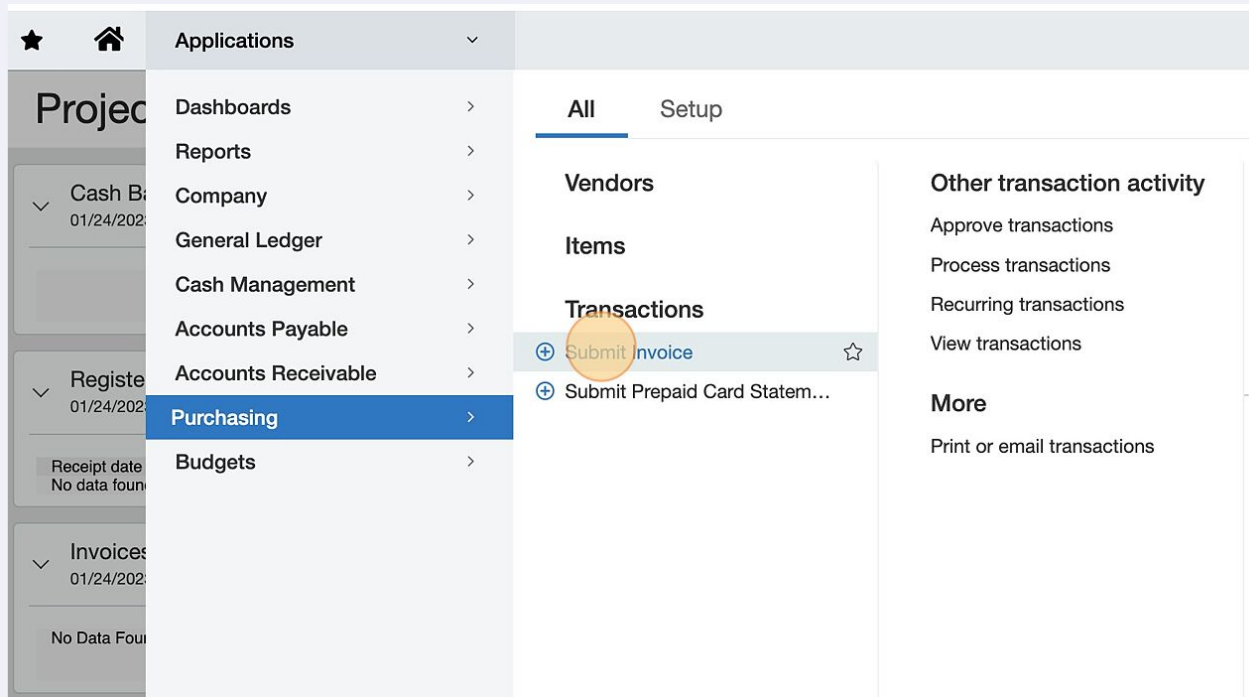
3 Click the "Applications" menu below your project name.



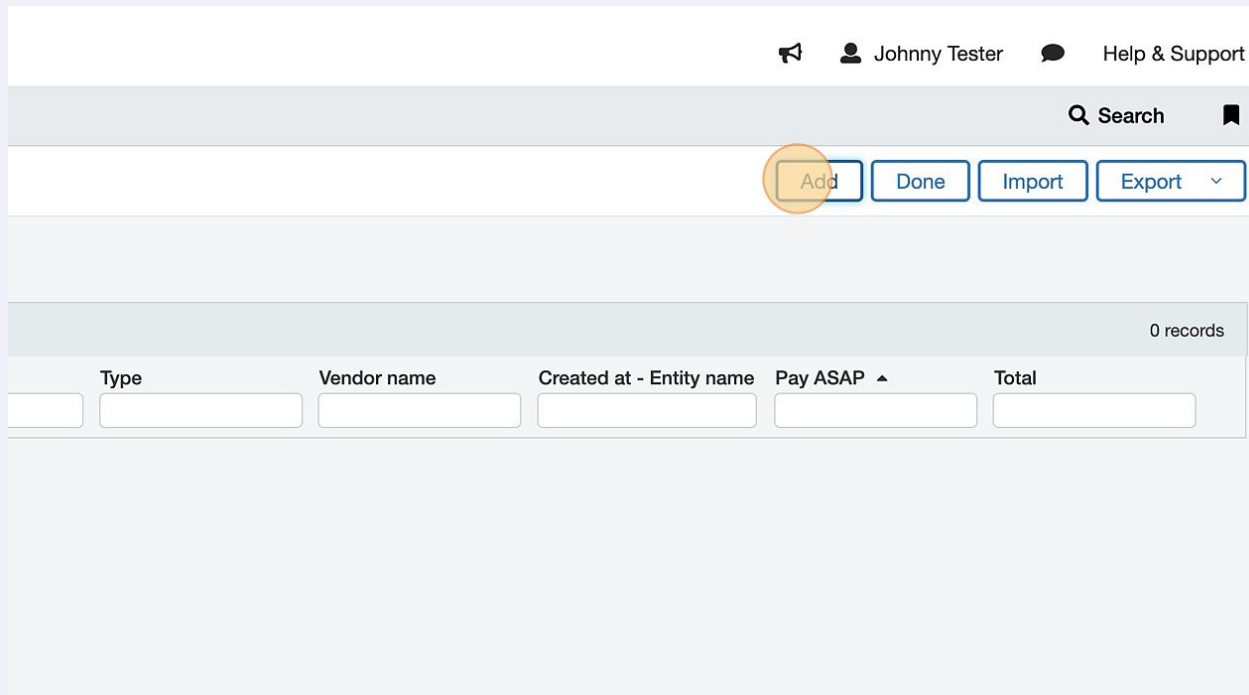
4 Click "Purchasing"



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.




### Submit Invoice




Transaction date	Date due	Item totals	Subtotals	Transaction
01/24/2023	--	0.00	0.00	0.00


Date \*  
01/24/2023 

Vendor  Pay to  Return to 

Contract or Grant  -- --

Payment terms  Vendor document number  Ship via 

Expiration date \*  Message  Attachment 


Reference 



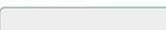
8

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 the following week.



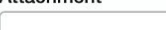
01/24/2023	--	0.00	0.00	0.00
------------	----	------	------	------


Date \*  
01/24/2023 

Vendor  Pay to  Return to 

Contract or Grant  -- --

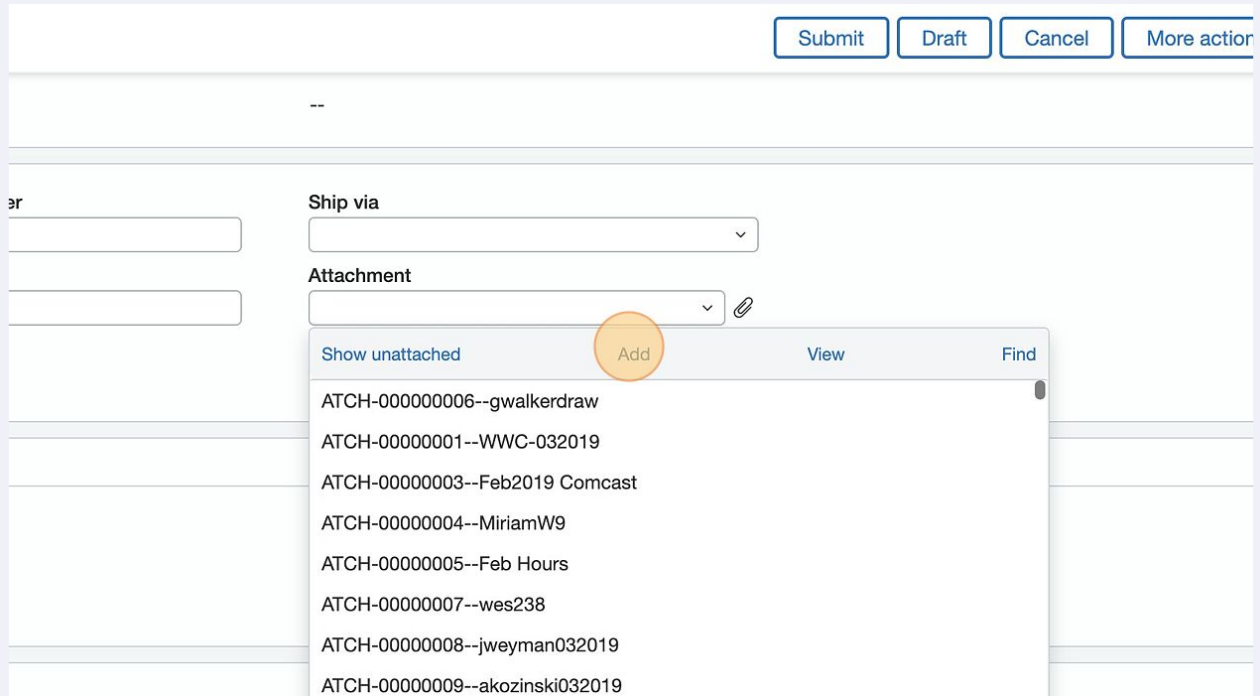
Payment terms  Vendor document number  Ship via 

Expiration date \*  Message  Attachment 

Reference 

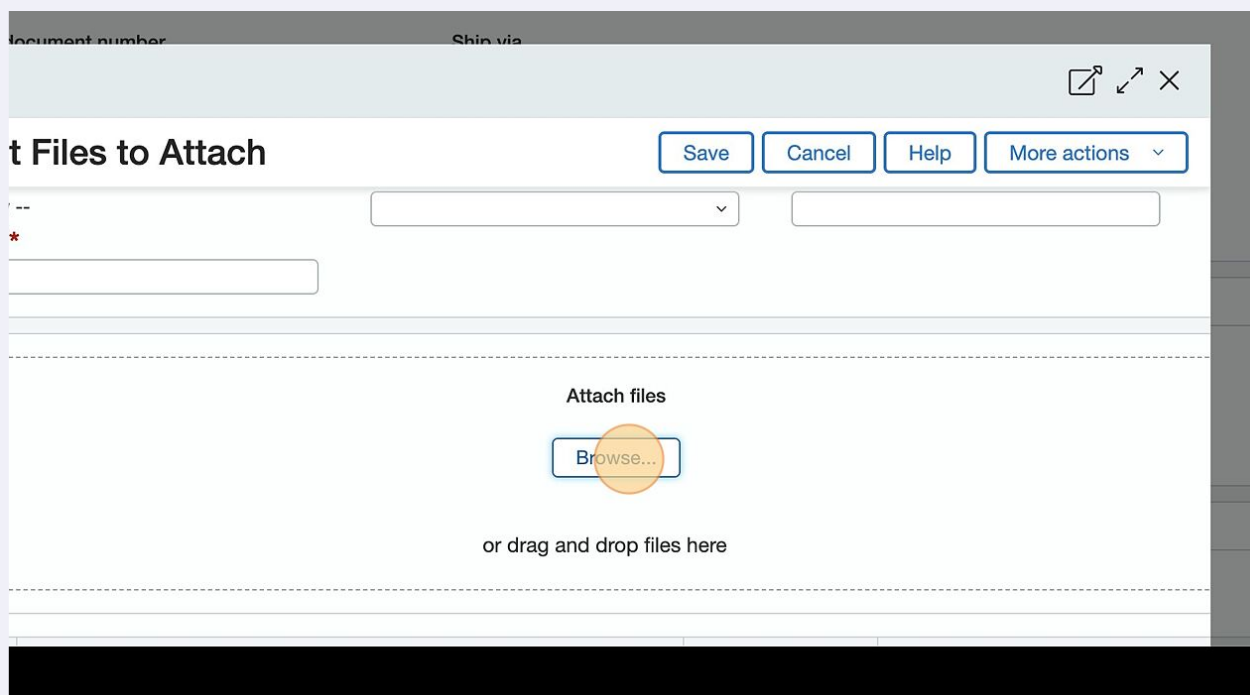
9

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



10

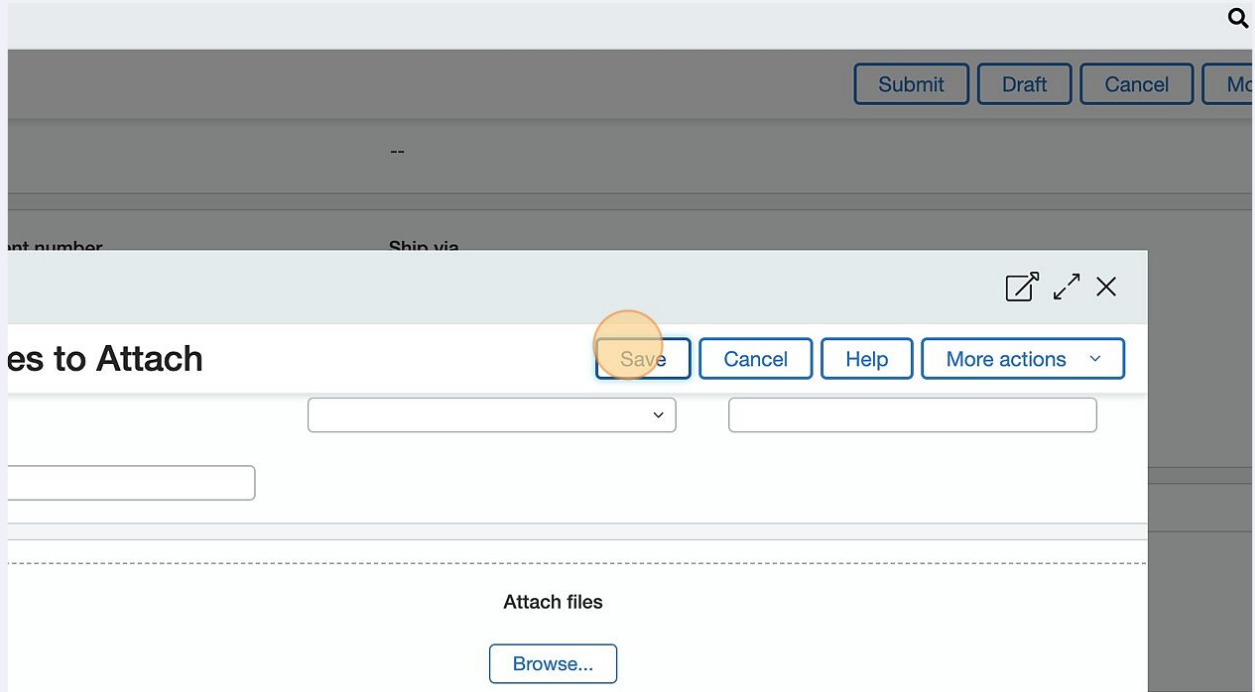
In the new file Attachment window, you can either use the "Browse" key to search for files on your computer, or you can drag and drop files directly into the window, which will automatically upload the file into your Invoice template.



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...](http://www.cultureworksphila.org/sites/default/files/2...)

Pay ASAP

Additional Charge

**Special Instructions**

Hold for pickup.

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

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



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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.

Pay ASAP

Additional Charge

**Special Instructions**

Hold for pickup.

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

	Item ID *	Department	Contract or Grant	Quantity *	Price *	L
☰	1	<input type="text" value="Item ID"/> <input type="text" value="Department"/>	<input type="text" value="Contract or Grant"/>	<input type="text" value="Quantity"/>	<input type="text" value="Price"/>	
☰	2					<a href="#">Show Details (Ctrl+▼)</a>
Total						



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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.

Pay ASAP

Additional Charge

Special Instructions

Hold for pickup.

Series [Show defaults](#)

	Item ID *	Department	Contract or Grant	Quantity *	Price *	Location
1	<input type="text" value="Item ID"/>	<input type="text" value="Department"/>	<input type="text" value="Contract or Grant"/>	<input type="text" value="Quantity"/>	<input type="text" value="Price"/>	<input type="text" value="Location"/>
2					<a href="#">Show Details (Ctrl+▼)</a>	
Total						

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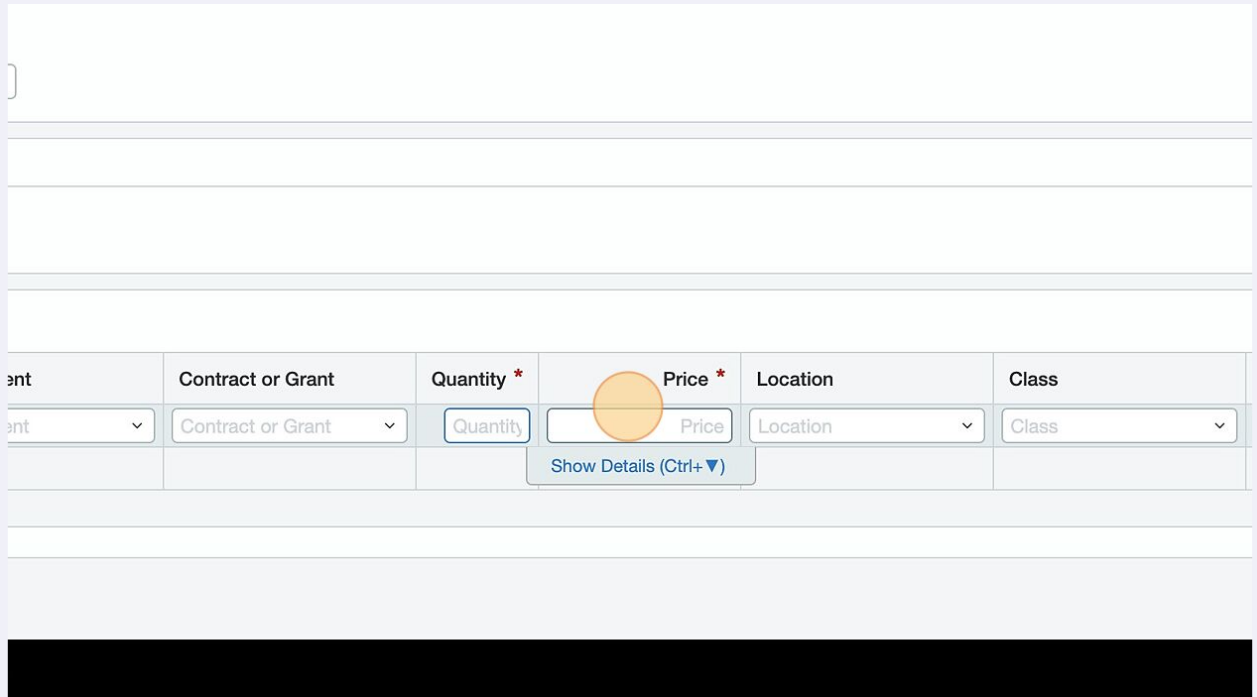


15

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.



The screenshot shows a web-based form for entering invoice items. It consists of a table with several columns and rows. The columns are labeled: 'Contract or Grant', 'Quantity \*', 'Price \*', 'Location', and 'Class'. The 'Price \*' column is highlighted with a large orange circle, indicating the target field for the instruction. Below the table, there is a 'Show Details (Ctrl+▼)' button. The bottom of the form is obscured by a black bar.

Contract or Grant	Quantity *	Price *	Location	Class
Contract or Grant	Quantity	Price	Location	Class

Show Details (Ctrl+▼)

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 expense. 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.

If you have any questions or concerns about this short guide, please email me at: [jgerant@cultureworkspbila.org](mailto:jgerant@cultureworkspbila.org).

Thank you!

Johnny Tester Help & Support

Search

Submit Draft Cancel More actions

Quantity *	Price *	Location	Class	Memo
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