

Submitting Expenses (Model A)

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

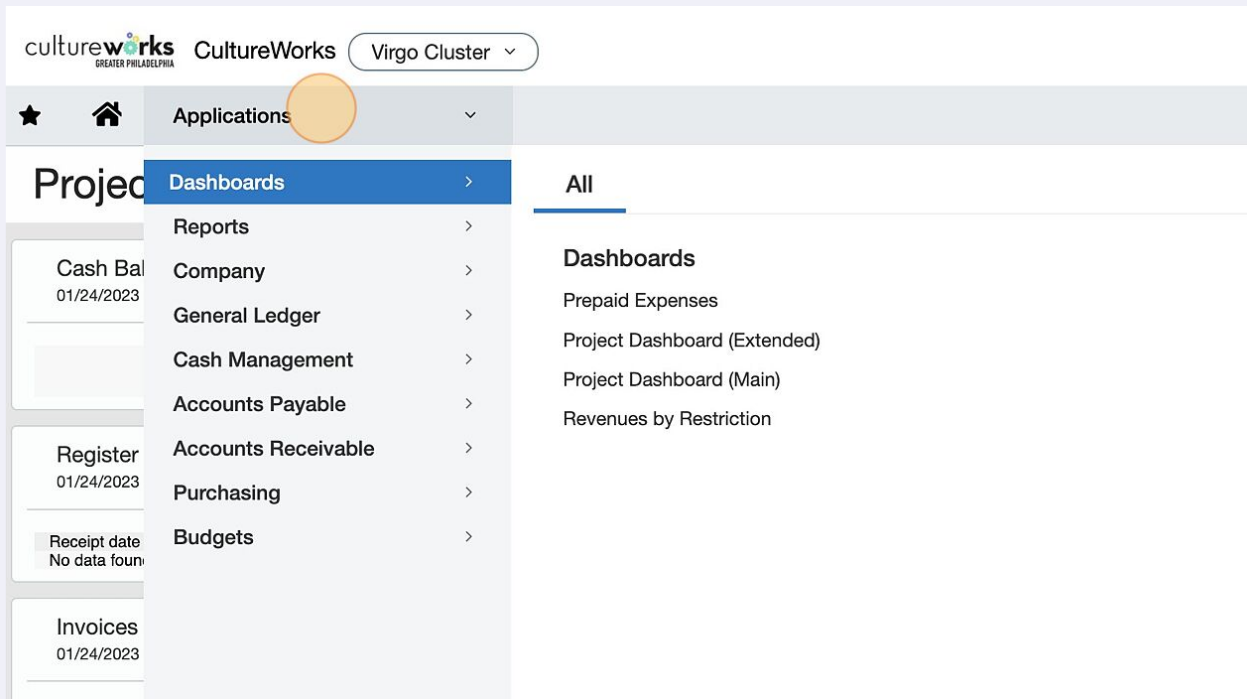
1 Navigate to www.intacct.com/ia/acct/login.phtml

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

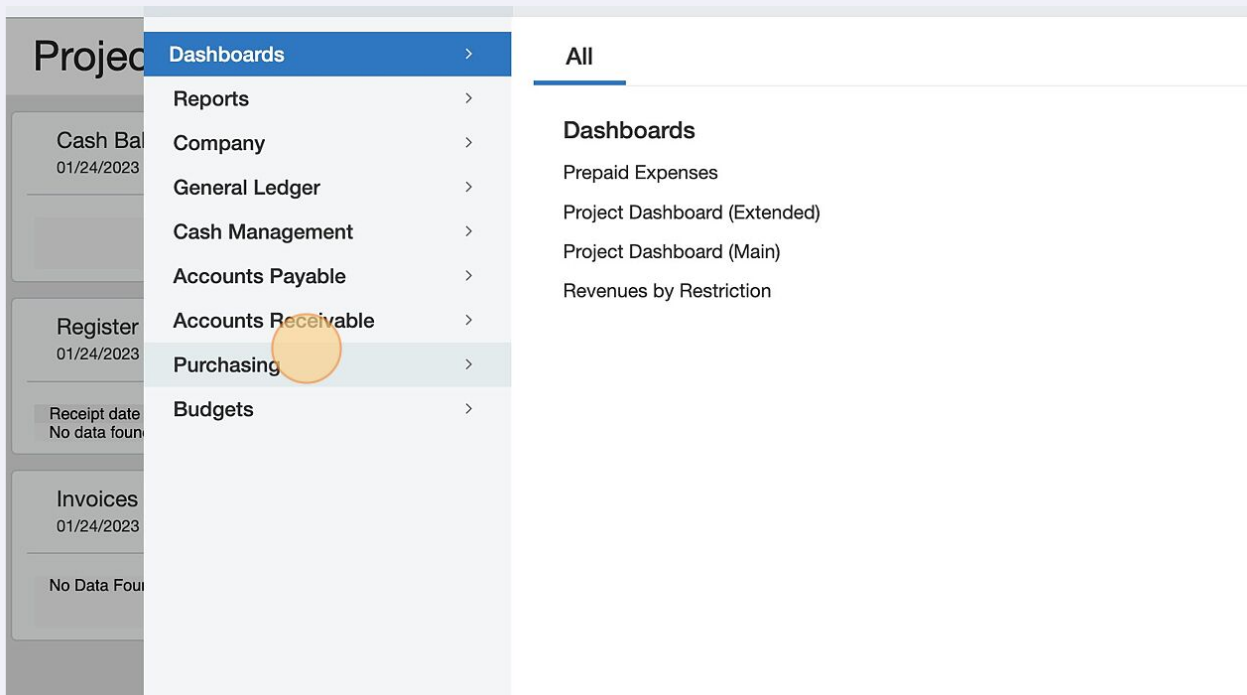
The screenshot shows a login page with the following elements:

- Header: Use single sign-on
- Form fields:
 - Company ID: CultureWorks
 - User ID: jtest
 - Password: [Redacted]
- Sign in button: A blue button with the text "Sign in" and a yellow circle highlighting it.
- Forgot your password? link: A blue link below the sign in button.
- Remember me checkbox: A checkbox below the forgot password link.
- Footer: 99 - 2023 Sage Intacct, Inc.

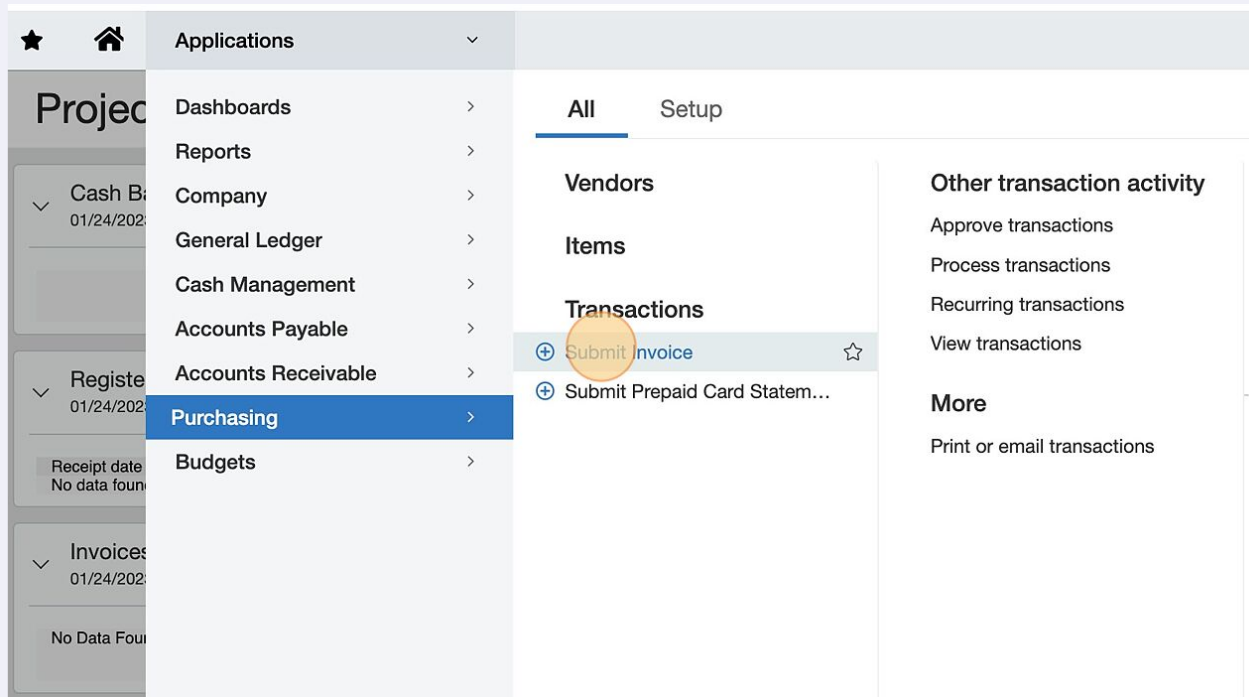
3 Click the "Applications" menu below your project name.



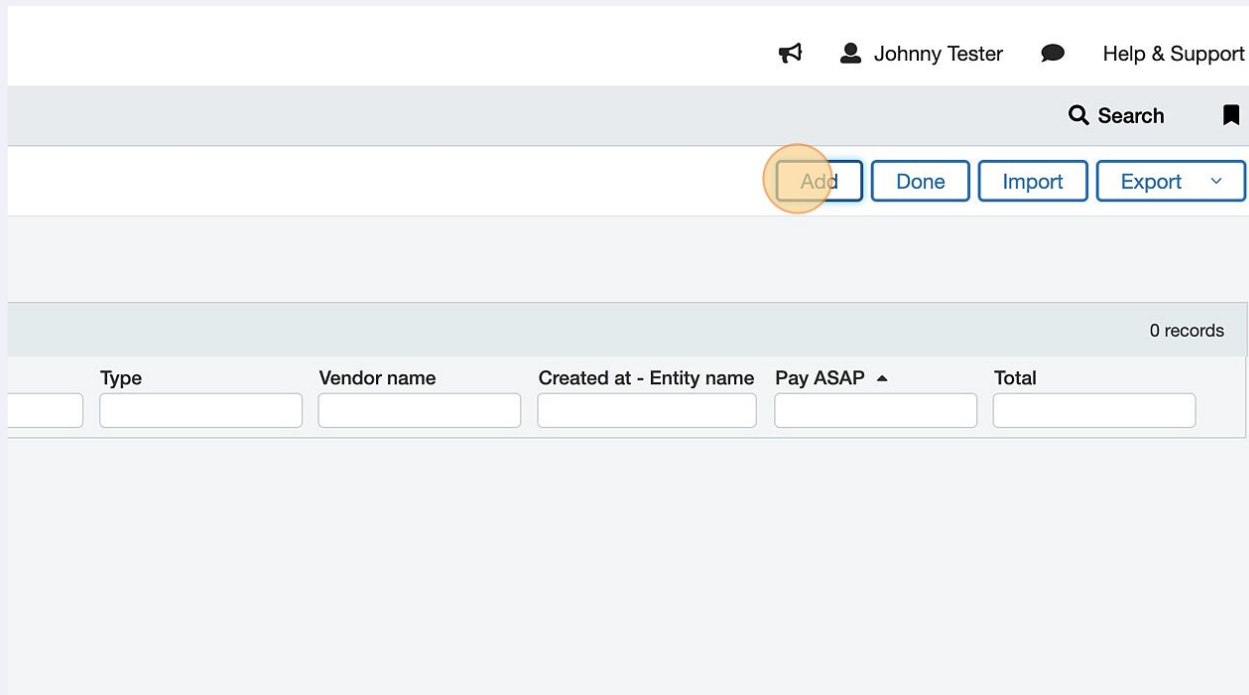
4 Click "Purchasing"



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  -- --

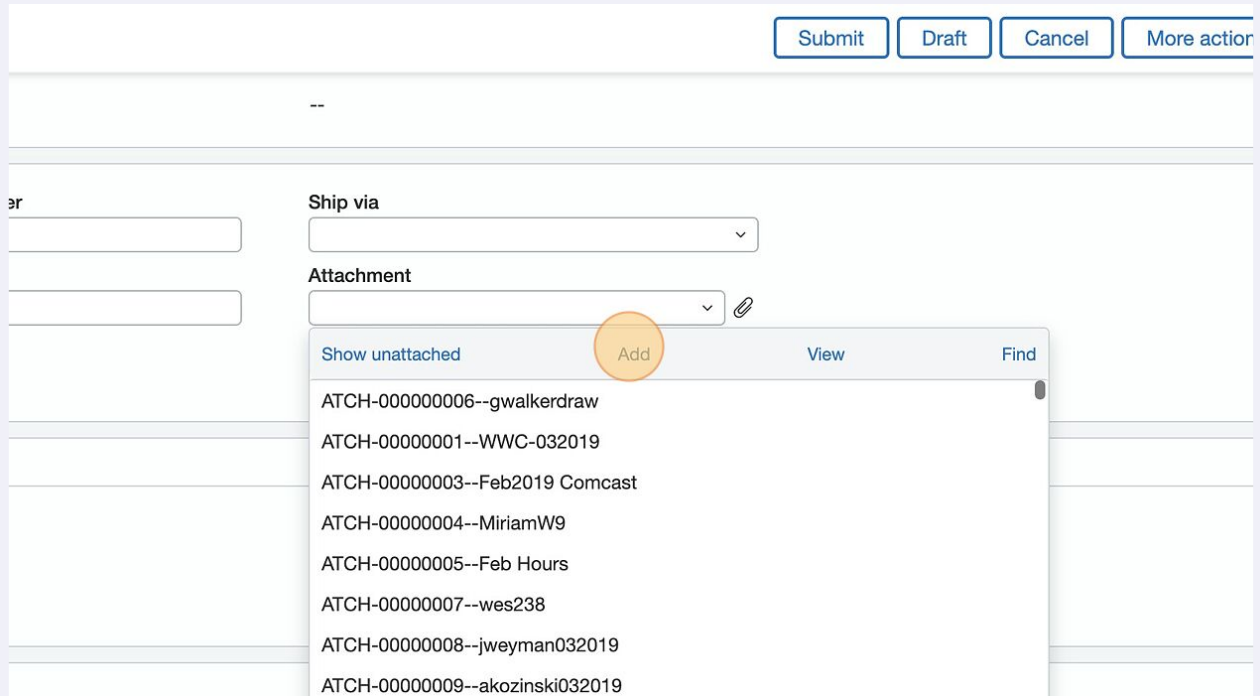
Payment terms  Vendor document number Ship via

Expiration date *  Message Attachment

Reference

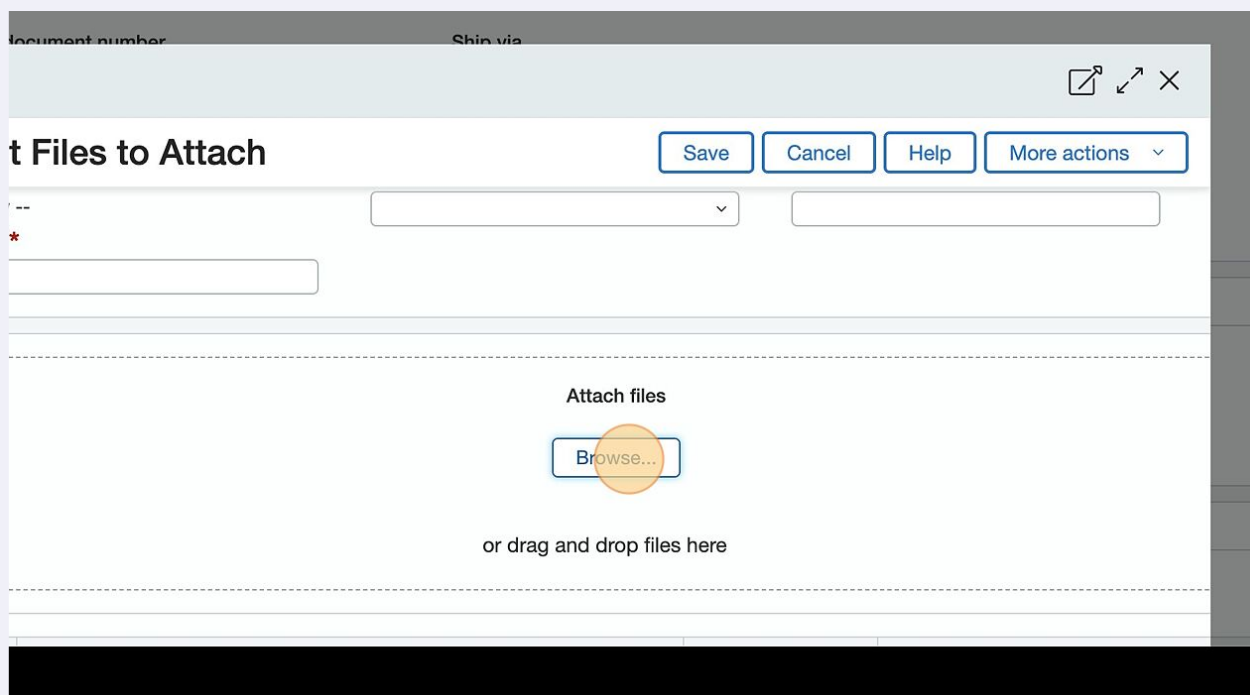
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Click the down carrot "v" in the "Attachments" field, then click "Add" to Attach new files.



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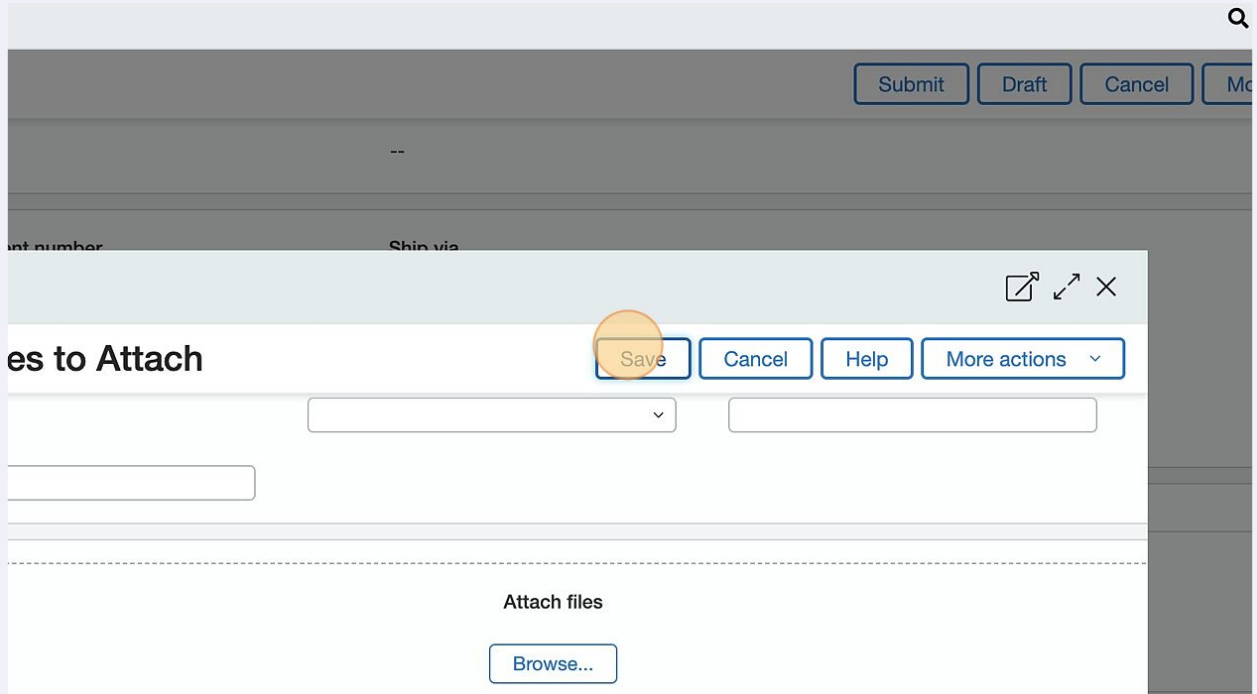
In the new file Attachment window, you can either use the "Browse" key to search for files on your computer, or you can drag and drop files directly into the window, which will automatically upload the file into your Invoice template.



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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.



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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...

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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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 | | | | Show Details (Ctrl+▼) | |
| Total | | | | | | |



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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 | | | | | Show Details (Ctrl+▼) | |
| Total | | | | | | |

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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 table with several rows. The first row is a header with the following columns: 'Contract or Grant', 'Quantity *', 'Price *', 'Location', and 'Class'. Below the header, there is a row with input fields: a dropdown for 'Contract or Grant', a text input for 'Quantity', a text input for 'Price' (highlighted with an orange circle), a dropdown for 'Location', and a dropdown for 'Class'. Below the 'Price' input field, there is a small button that says 'Show Details (Ctrl+▼)'. The rest of the table is empty.

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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.

The screenshot shows the top right corner of the 'Submit Invoice' template. At the top right, there are icons for a megaphone, a user profile labeled 'Johnny Tester', and a speech bubble labeled 'Help & Support'. Below these is a search bar with a magnifying glass icon and the word 'Search', followed by a bookmark icon. At the bottom right, there is a row of buttons: 'Submit' (highlighted with an orange circle), 'Draft', 'Cancel', and 'More actions' with a dropdown arrow. Below the buttons, there are several empty rows of the table. At the bottom of the page, there is a footer row with the following columns: 'Quantity *', 'Price *', 'Location', 'Class', and 'Memo'.



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!