Submitting Expenses (Model C)

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

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

![Login Screen](image)
3. Click the "Applications" menu below your project name.

4. Click "Purchasing"
5. Click "Submit Invoice"

6. Click "Add"
Use the "Vendor" field to search for the entity you assigned to receive your disbursements on your Model C contract with Culturetrust -- this can either be the project director or your project's business (LLC).
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.
Click the down carrot "v" in the "Attachments" field, then click "Add" to Attach new files.
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 the Submit Invoice template.

Please submit files in document or image formats - acceptable formats are:

.png .jpeg .jpg .doc .docx .pdf .xls .xlsx and .bmp

This is where you will upload your project’s Model C disbursement form, along with supporting documents.
After uploading your Model C Disbursement form and supporting documents Click "Save"

Finally, in the Entries section you will enter details about your expense. As a Model C project, you will only need to use Item ID: 60205--Grant Expense.
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.
Click the "Contract or Grant" field to select a fund you want to tag to the expense line. If your project has been awarded a grant and you asked a member of our staff to have the grant tracked on our SAGE/Intacct then this is where you will find those specific funds listed.

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.
Click the "Price" field and enter an amount. Since all of your expenses will be regranted using the Grant Expense account, there will usually be no need to use another line in the entries, unless you are deducting from more than one Contract or Grant.

Your final amount will be listed at the top of the "Submit Invoice" template.
Once you are done with the Entries you can click "Submit" at the top right of the Submit Invoice template and our finance team will review your expense.
Instructions on how to complete the Model C disbursement form can be found on our "For Members" tab on our home page. Links below:

Model C Disbursement form Instructions:  
www.cultureworksphila.org/sites/default/files/f...

Model C Disbursement Form:  
www.cultureworksphila.org/sites/default/files/f...

Model C Intellectual Property (IP) Explainer:  
www.cultureworksphila.org/sites/default/files/C...

For Members:  
www.cultureworksphila.org/for-members

CultureWorks Greater Philadelphia Homepage:  
www.cultureworksphila.org

Example of a completed disbursement form:

Please note: All disbursements, whether the expenses are a reimbursement for equipment or payment for services, will be recorded as taxable income.

For information on deductions for businesses please see this IRS publication:  
www.irs.gov/publications/p535

There is also a subsection for "Not-for-Profit Activities."
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.

If you have any questions about this guide you can email me: jgerant@cultureworkspilda.org

Thank you!