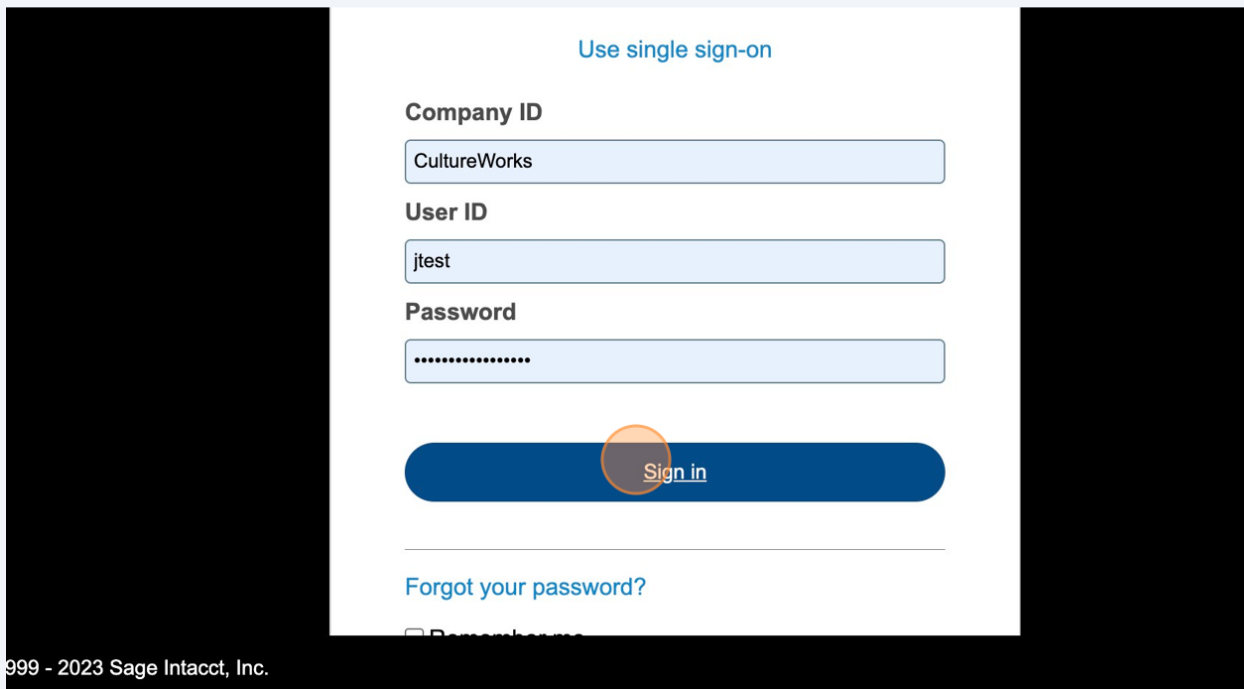


Submitting Expenses (Model A)

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

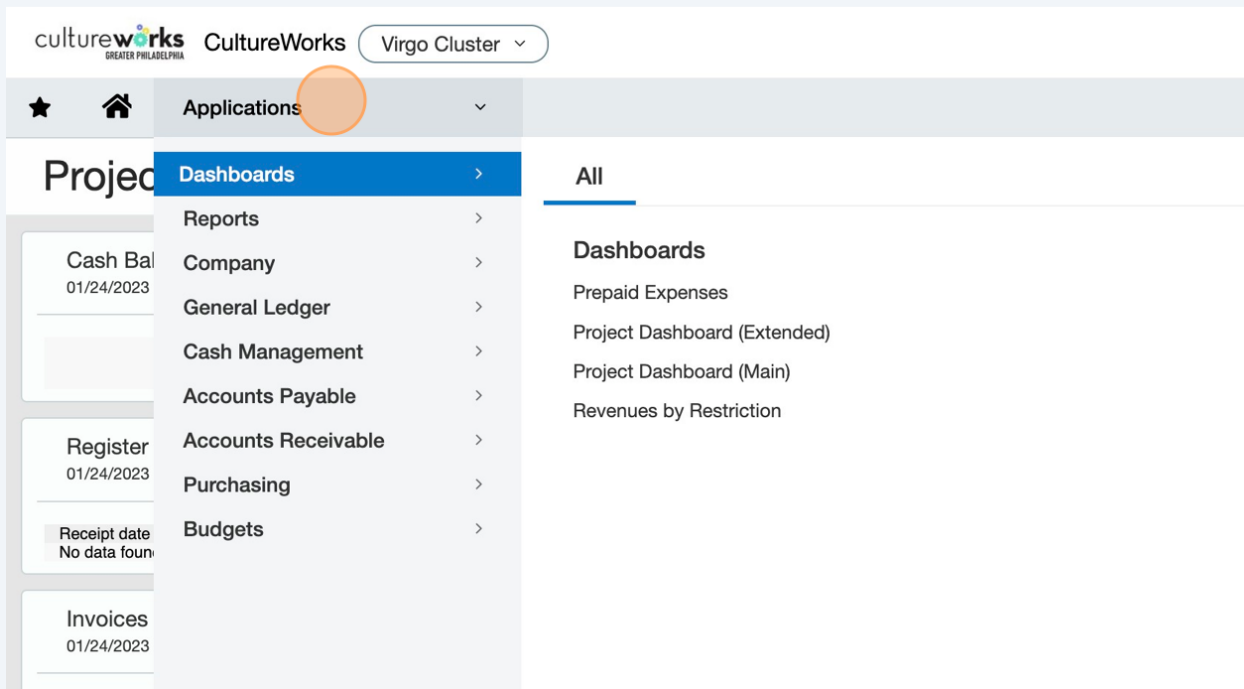
- 1 Navigate to www.intacct.com/ia/acct/login.phtml

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

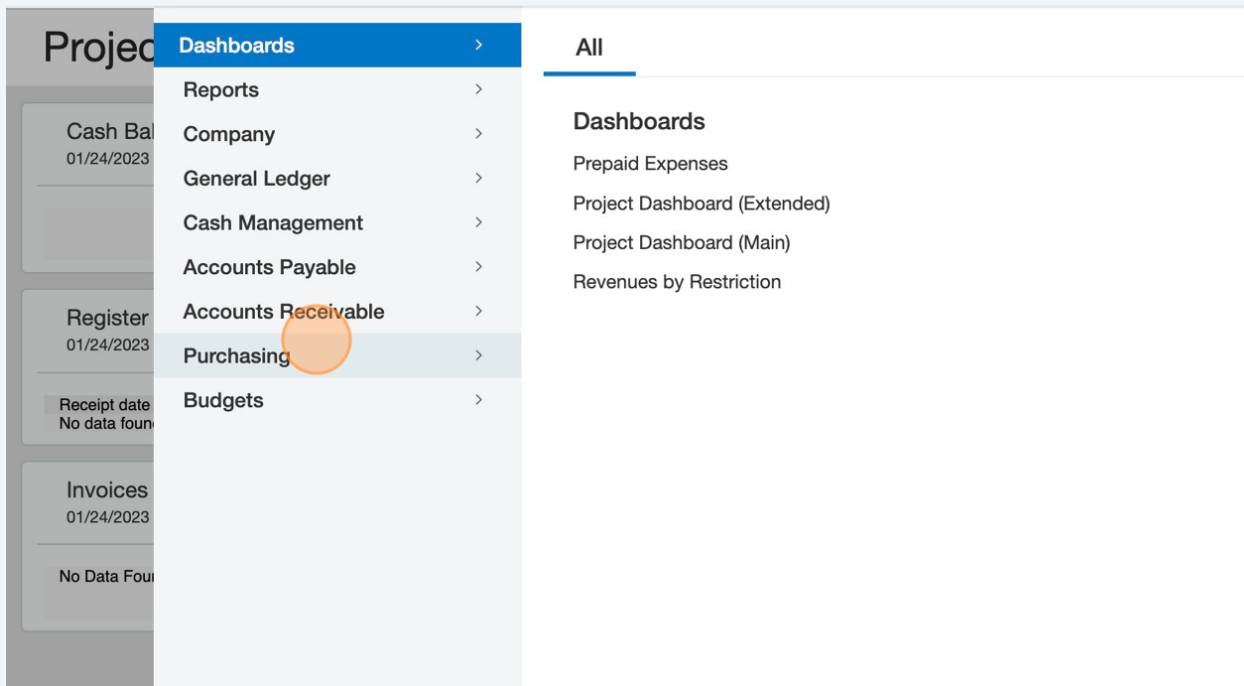


The screenshot displays the Intacct login interface. At the top, it says "Use single sign-on". Below this are three input fields: "Company ID" with the value "CultureWorks", "User ID" with the value "jtest", and "Password" with masked characters. A blue "Sign in" button is positioned below the password field, with an orange circle highlighting it. Below the button, there is a link for "Forgot your password?" and a checkbox for "Remember me". In the bottom left corner of the screenshot, the text "© 1999 - 2023 Sage Intacct, Inc." is visible.

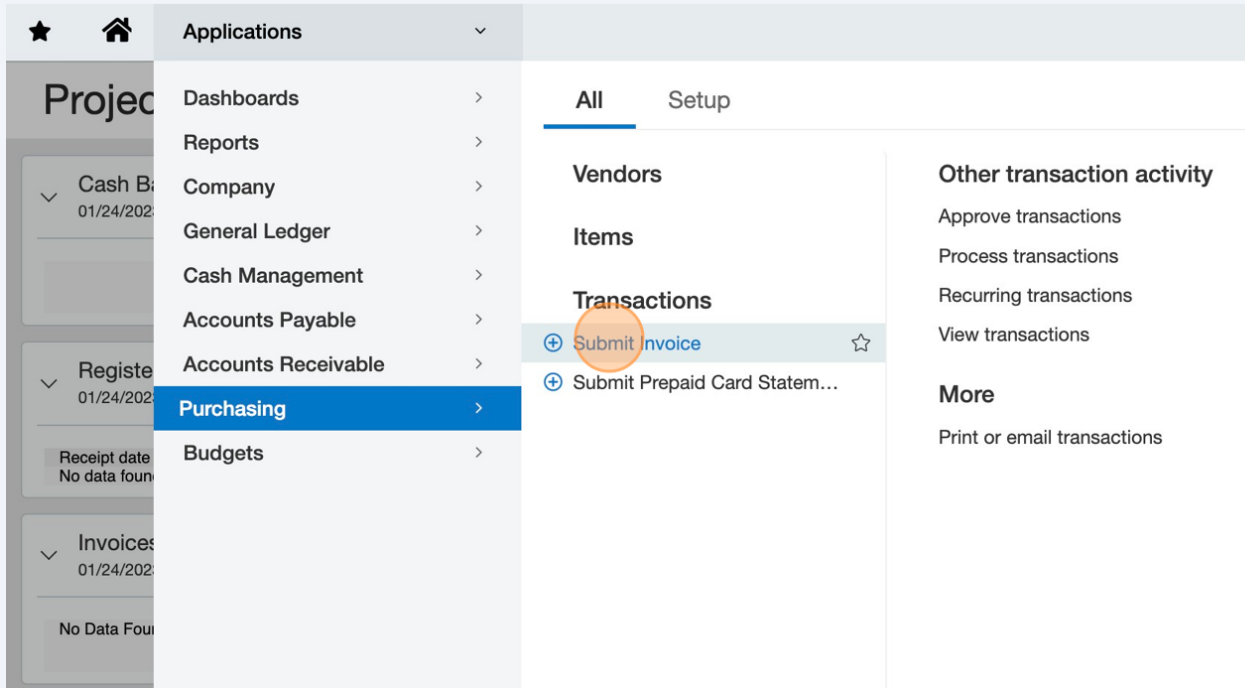
3 Click the "Applications" menu below your project name.



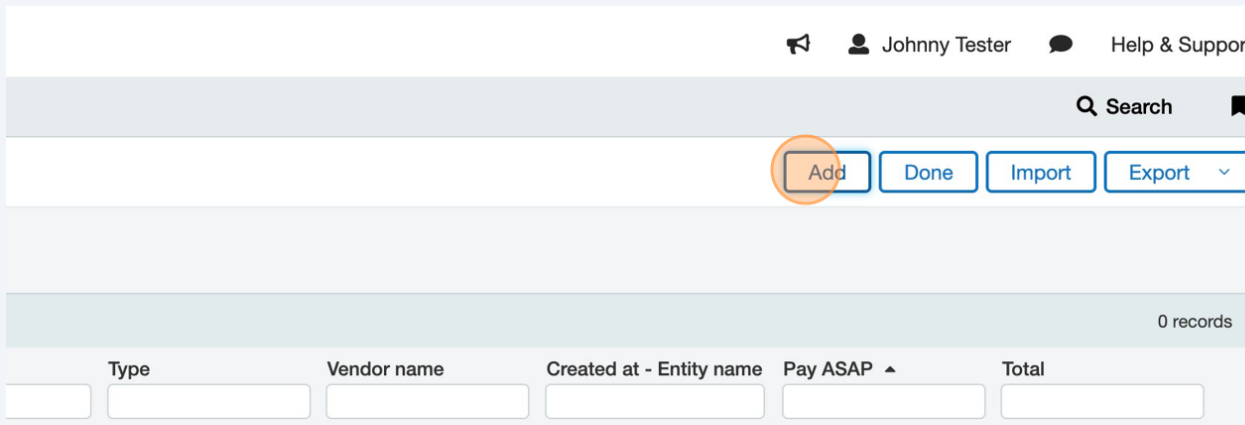
4 Click "Purchasing"



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 <input type="text"/>	Pay to <input type="text"/>	Return to <input type="text"/>
Contract or Grant <input type="text"/>	--	--	--
Payment terms <input type="text"/>	Vendor document number <input type="text"/>	Ship via <input type="text"/>	
Expiration date * <input type="text"/>	Message <input type="text"/>	Attachment <input type="text"/>	
Reference <input type="text"/>			

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.

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

Date * 01/24/2023	Vendor <input type="text"/>	Pay to <input type="text"/>	Return to <input type="text"/>
Contract or Grant <input type="text"/>	--	--	--
Payment terms <input type="text"/>	Vendor document number <input type="text"/>	Ship via <input type="text"/>	
Expiration date * <input type="text"/>	Message <input type="text"/>	Attachment <input type="text"/>	
Reference <input type="text"/>			

9

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

The screenshot shows a form with several fields. At the top right, there are buttons for "Submit", "Draft", "Cancel", and "More actions". Below these, there is a "Ship via" dropdown menu. The "Attachment" field is the focus, with a dropdown arrow highlighted. A modal window is open over the "Attachment" field, showing a list of attachments. The "Add" button in the modal is highlighted with an orange circle. The list of attachments includes:

- ATCH-00000006--gwalkerdraw
- ATCH-00000001--WWC-032019
- ATCH-00000003--Feb2019 Comcast
- ATCH-00000004--MiriamW9
- ATCH-00000005--Feb Hours
- ATCH-00000007--wes238
- ATCH-00000008--jweyman032019
- ATCH-00000009--akozinski032019

10

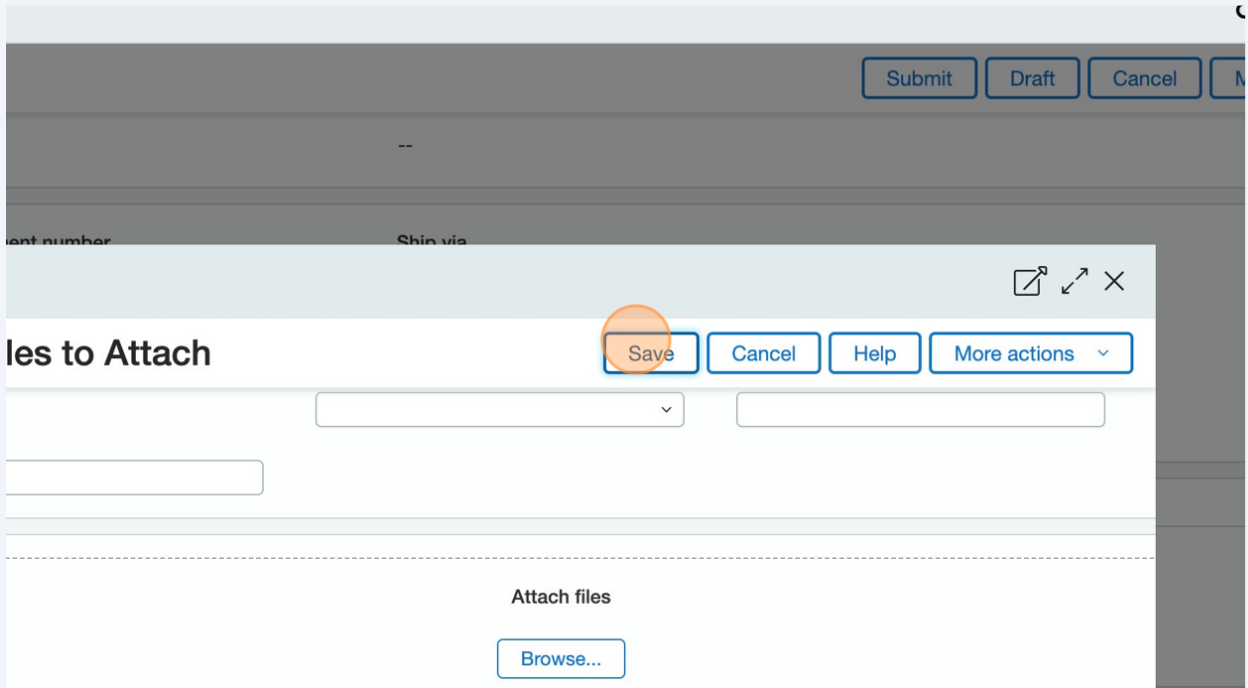
In the new file Attachment window, you can either use the "Browse" key to search for files on your computer, or you can drag and drop files directly into the window, which will automatically upload the file into your Invoice template.

The screenshot shows a window titled "Attach Files to Attach". At the top right, there are icons for "Save", "Cancel", "Help", and "More actions". Below these, there is a "document number" field and a "Ship via" dropdown menu. The "Attach files" section is highlighted, showing a "Browse..." button with an orange circle around it. Below the "Attach files" section, there is a dashed line and the text "or drag and drop files here".

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...

Additional Charge

Special Instructions

Hold for pickup.

Entries [Show defaults](#)

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



Privacy Policy Copyright © 1999-2023 Sage Intacct, Inc.

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.

Additional Charge

Special Instructions

Hold for pickup.

Entries [Show defaults](#)

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

Show Details (Ctrl+▼)



Privacy Policy Copyright © 1999-2023 Sage Intacct, Inc.

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.

Additional Charge

Special Instructions

Hold for pickup.

tries [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						

Policy Copyright © 1999-2023 Sage Intacct, Inc.

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 table with columns: Memo, Contract or Grant, Quantity, Price, Location, and Class. The Price field is highlighted with an orange circle. Below the table is a 'Show Details (Ctrl+V)' button. A black redaction bar is at the bottom.

Memo	Contract or Grant	Quantity *	Price *	Location	Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Show Details \(Ctrl+V\)](#)

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.

The screenshot shows the top right of the Submit Invoice template. It includes a user profile 'Johnny Tester', a 'Help & Support' link, a search bar, and a row of buttons: Submit, Draft, Cancel, and More actions. The Submit button is highlighted with an orange circle. The table below has columns: Quantity, Price, Location, Class, and Memo.

Johnny Tester Help & Support

Search

[Submit](#) [Draft](#) [Cancel](#) [More actions](#)

Quantity *	Price *	Location	Class	Memo
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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!