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).

Use single sign-on

Company ID

CultureWorks
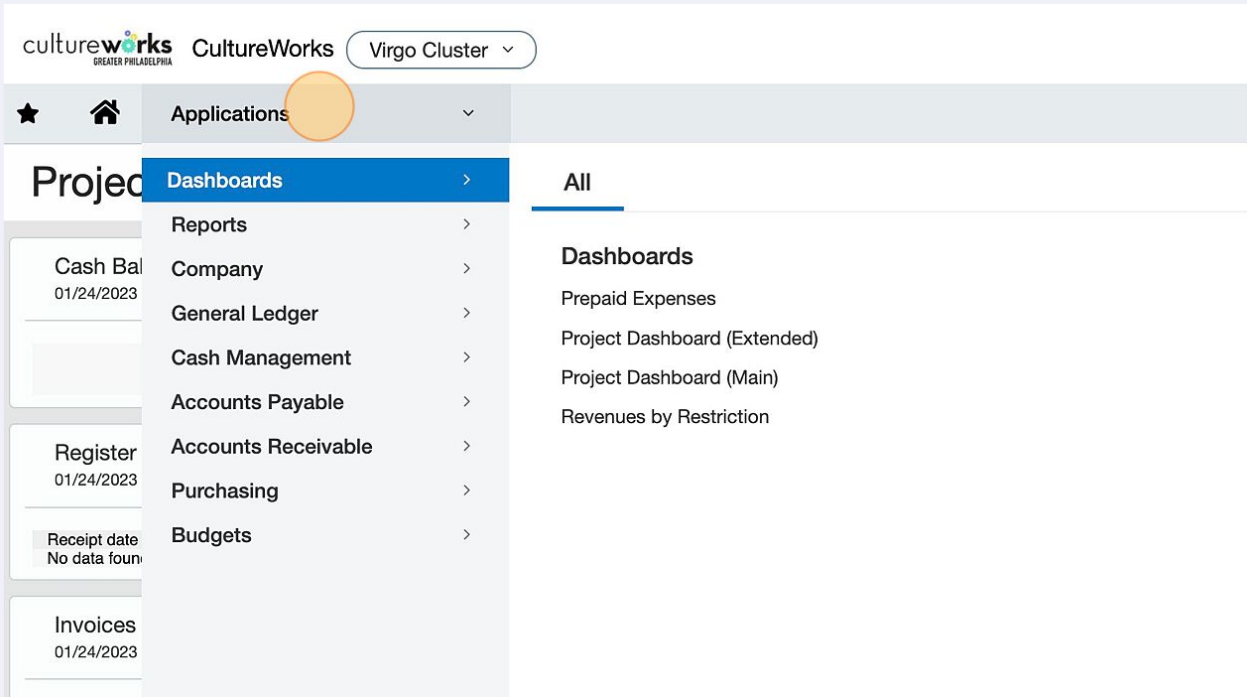
User ID

jtest

Password

••••••••••••••••

Sign in
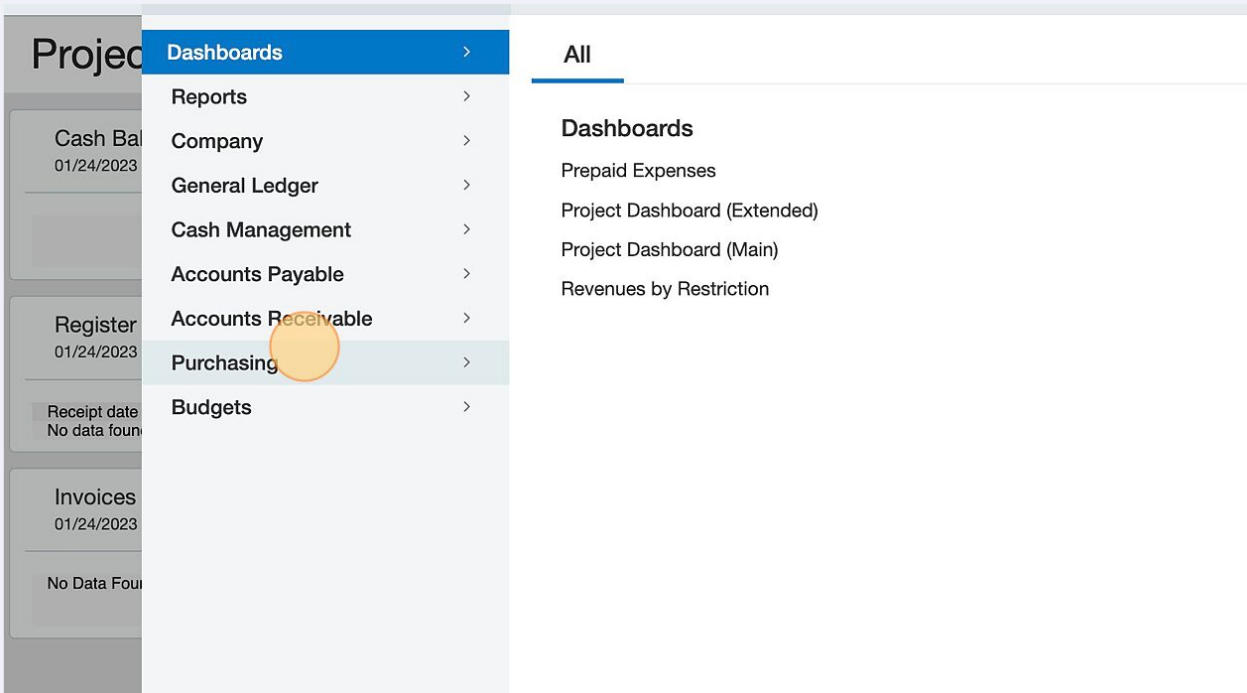
Forgot your password?

☐ Remember me

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

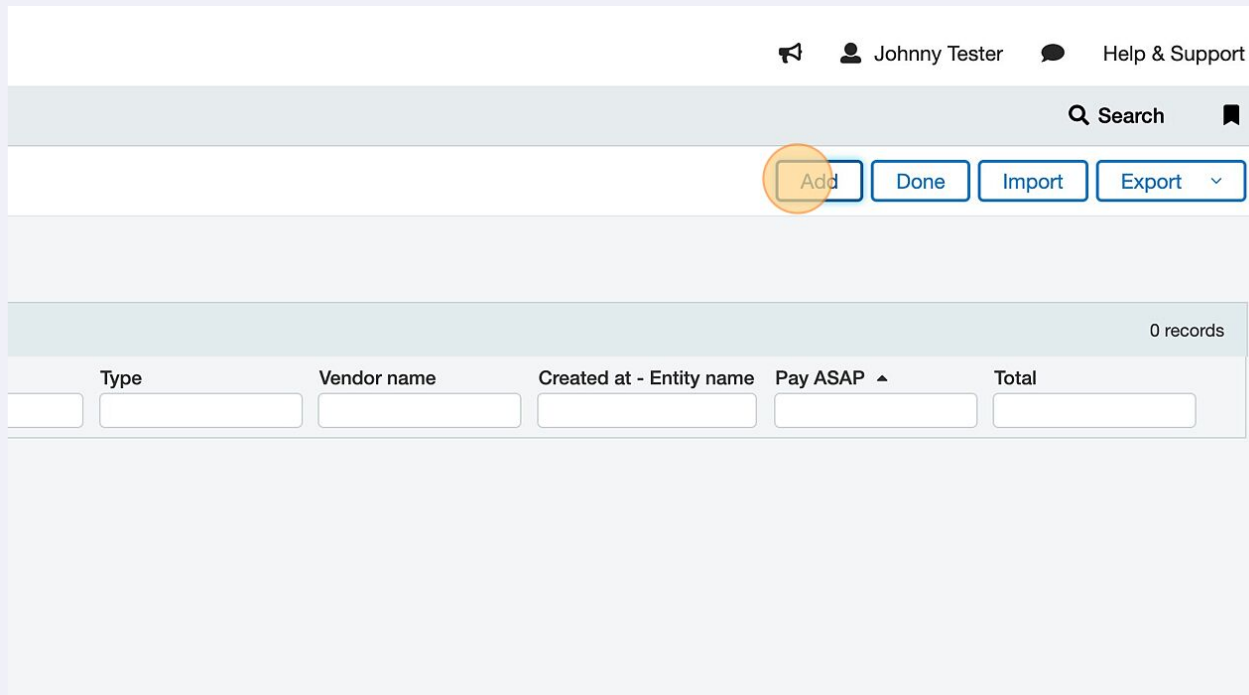**4** Click "Purchasing"

5 Click "Submit Invoice"

★ 🏠 | Applications ⌄

Proje...

Dashboards >
Reports >
Company >
General Ledger >
Cash Management >
Accounts Payable >
Accounts Receivable >
Purchasing >
Budgets >

Cash B...
01/24/202...

Regist...
01/24/202...

Receipt date
No data foun...

Invoices
01/24/202...

No Data Fou...

All   Setup

Vendors

Items

Transactions

⊕ Submit Invoice   ☆
⊕ Submit Prepaid Card Statem...

Other transaction activity

Approve transactions
Process transactions
Recurring transactions
View transactions

More

Print or email transactions

---

6 Click "Add"

📢   👤 Johnny Tester   💬   Help & Support

🔍 Search   🔖

[Add]   [Done]   [Import]   [Export ⌄]

0 records

Type	Vendor name	Created at - Entity name	Pay ASAP ▲	Total

7 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).

☰ 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 on Friday of 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.

Submit | Draft | Cancel | More action

--

er

Ship via

Attachment

Show unattached	Add	View	Find

ATCH-000000006--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 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.

Document number   Ship via

t Files to Attach   Save   Cancel   Help   More actions ⌄

\-- --
*

Attach files

Browse...

or drag and drop files here
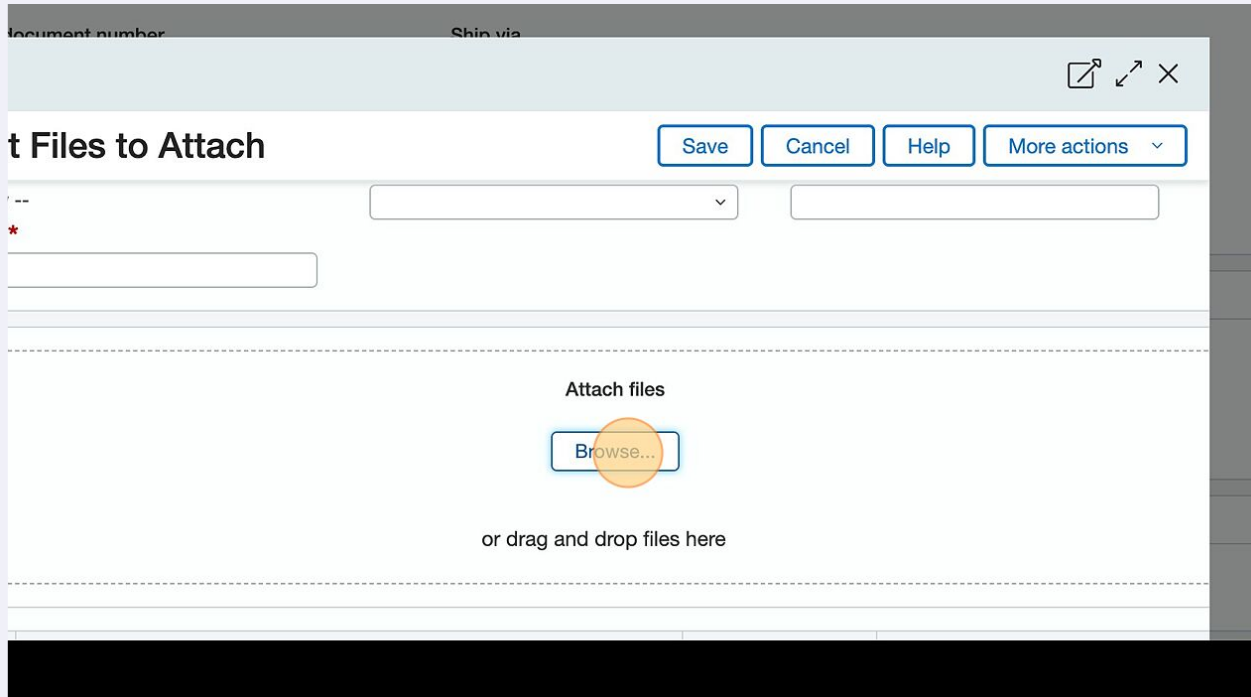
11 After uploading your Model C Disbursement form and supporting documents Click "Save"

Submit | Draft | Cancel | Mc

--

nt number   Ship via

es to Attach   Save | Cancel | Help | More actions ⌄

Attach files

Browse...

12 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.

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	Item ID	Department	Contract or Grant	Quantity	Price	L
≡	2					Show Details (Ctrl+▼)	
		Total					

14 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.

Pay ASAP

itional Charge

---

ecial Instructions

Hold for pickup.

---

ries Show defaults

	Item ID *	Department	Contract or Grant	Quantity *	Price *	Location
1	Item ID	Department	Contract or Grant	Quantity	Price	Location
2					Show Details (Ctrl+▼)	
	Total					

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15

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.

ent	Contract or Grant	Quantity *	Price *	Location	Class
ent ⌄	Contract or Grant ⌄	Quantity	Price	Location ⌄	Class ⌄
			Show Details (Ctrl+▼)		

16 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.

📢	👤 Johnny Tester	💬	Help & Support

🔍 Search 🔖

Submit	Draft	Cancel	More actions ⌄

Quantity *	Price *	Location	Class	Memo	

17 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:

CultureTrust Greater Philadelphia: Model C Pre-approved Grant Relationship
PROJECT DISBURSEMENT & REIMBURSEMENT FORM
NOTE: Any numbers in column G in blue may be changed.

Brief Expense Description	Payee	Budget Line Item	Project Class	Document Type	Status	Document Date	Amount Requested
Payroll	Johnny Gerant	Salaries & Payroll tax	Human Resources	Payroll Documen	New	12/31/22	2,560.00
Macbook pro	Apple	Equipment	Office Equipment	Receipt	New	01/23/23	1,500.00
Consulting Service	Human Service	General Consulting	Fundraising	Contract	On File	01/31/23	5,000.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
DRAW OR REIMBURSEMENT TOTAL:							**9,060.00**

⚠ 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@cultureworksphila.org

Thank you!