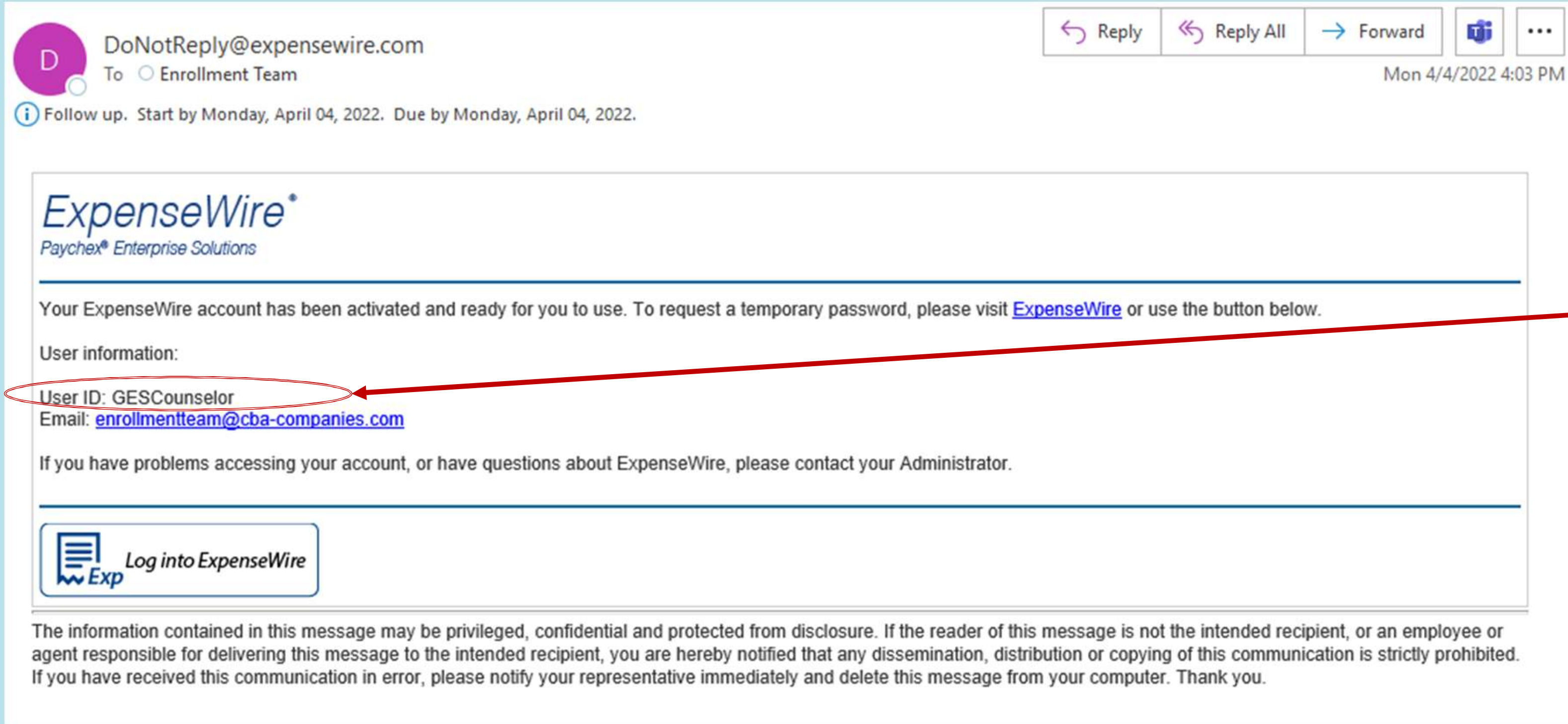
EXPENSEWIRE MADE EASY

Step-by-Step Instructions

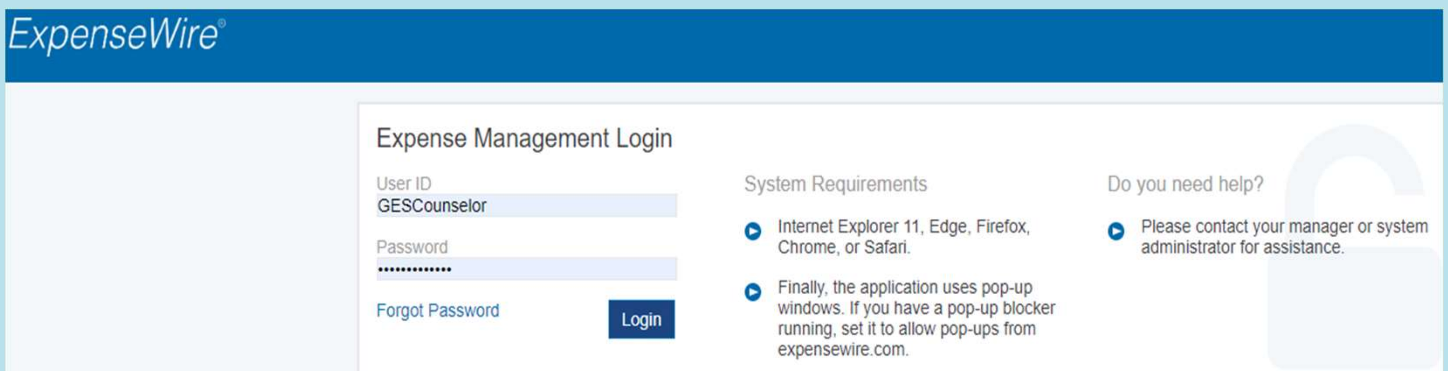
Gallagher | Enrollment Solutions



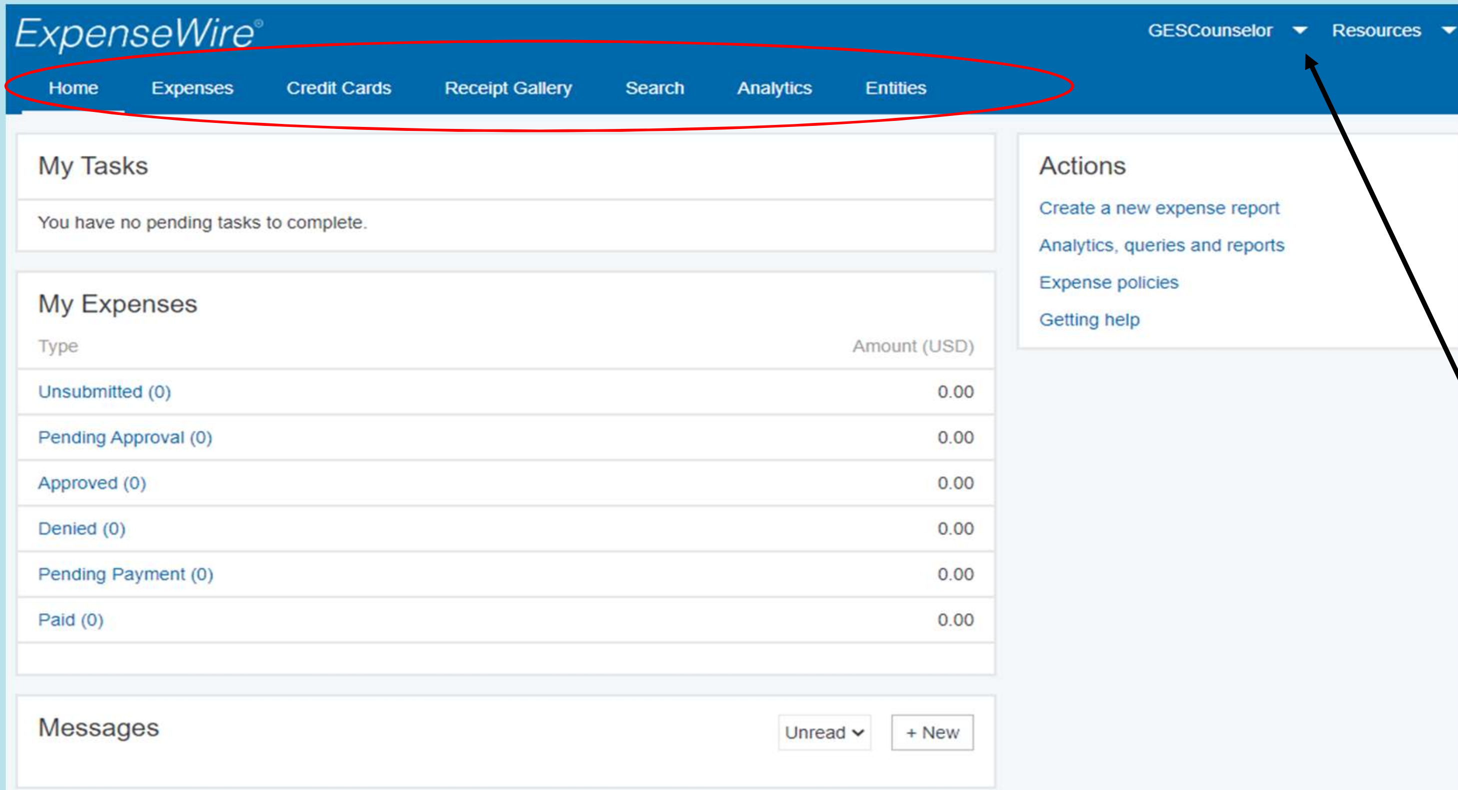
Logging In - You will receive your personal login credentials for ExpenseWire via email (see example). Use the assigned **User ID** to login. It is *typically* your email address but not always so make sure to check. You will also get a temporary password which you will change once you login.

This is the login screen for ExpenseWire. You will input your **User ID** and **Password** to login.

Please note System Requirements.
Google Chrome works best with ExpenseWire.



EXPENSEWIRE HOME PAGE

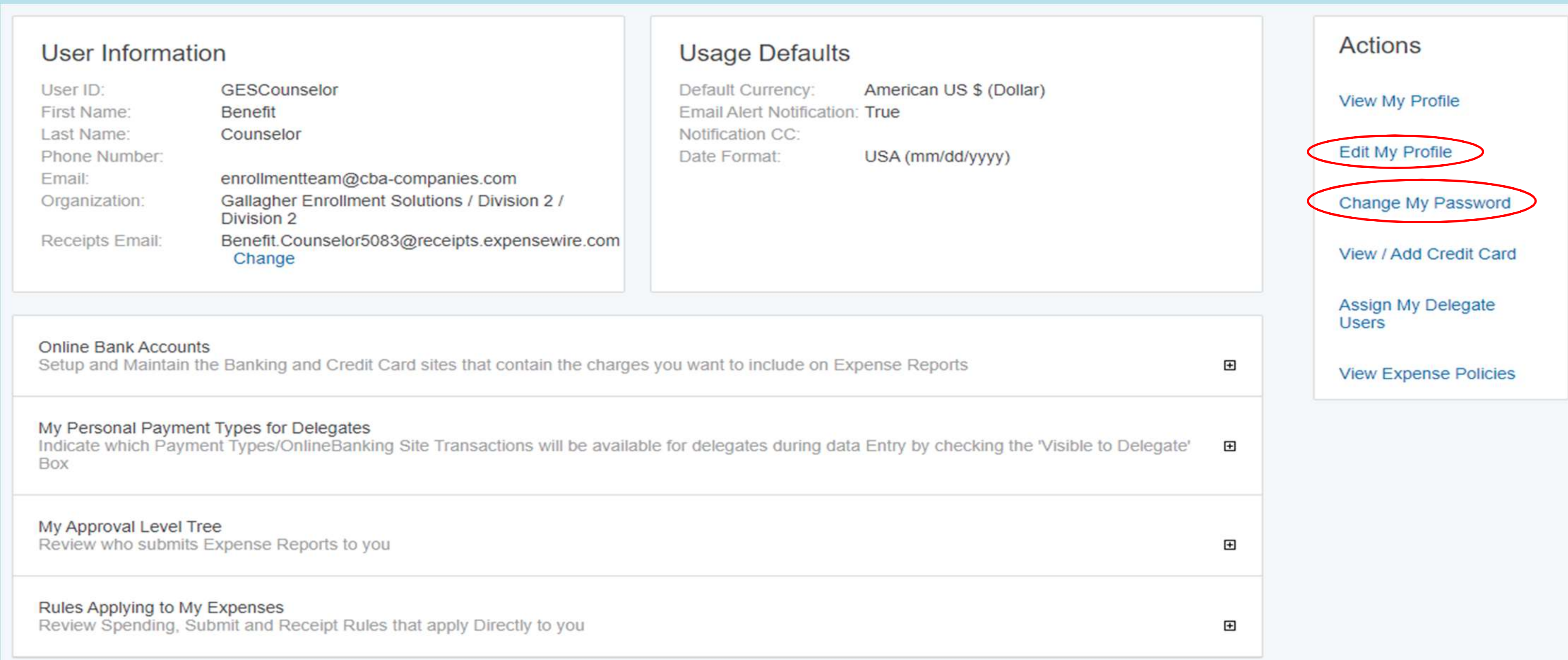


Once logged in, you will see the home page. There will be an arrangement of tabs at the top through which you can navigate.

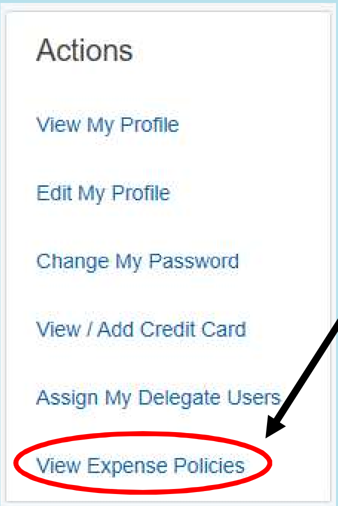
If you click the arrow by your User ID in the top right corner, you can access your profile. This allows you to edit your personal information, change your password and access the ExpenseWire User Guide.

MY PROFILE: WHERE TO EDIT/CHANGE PASSWORD

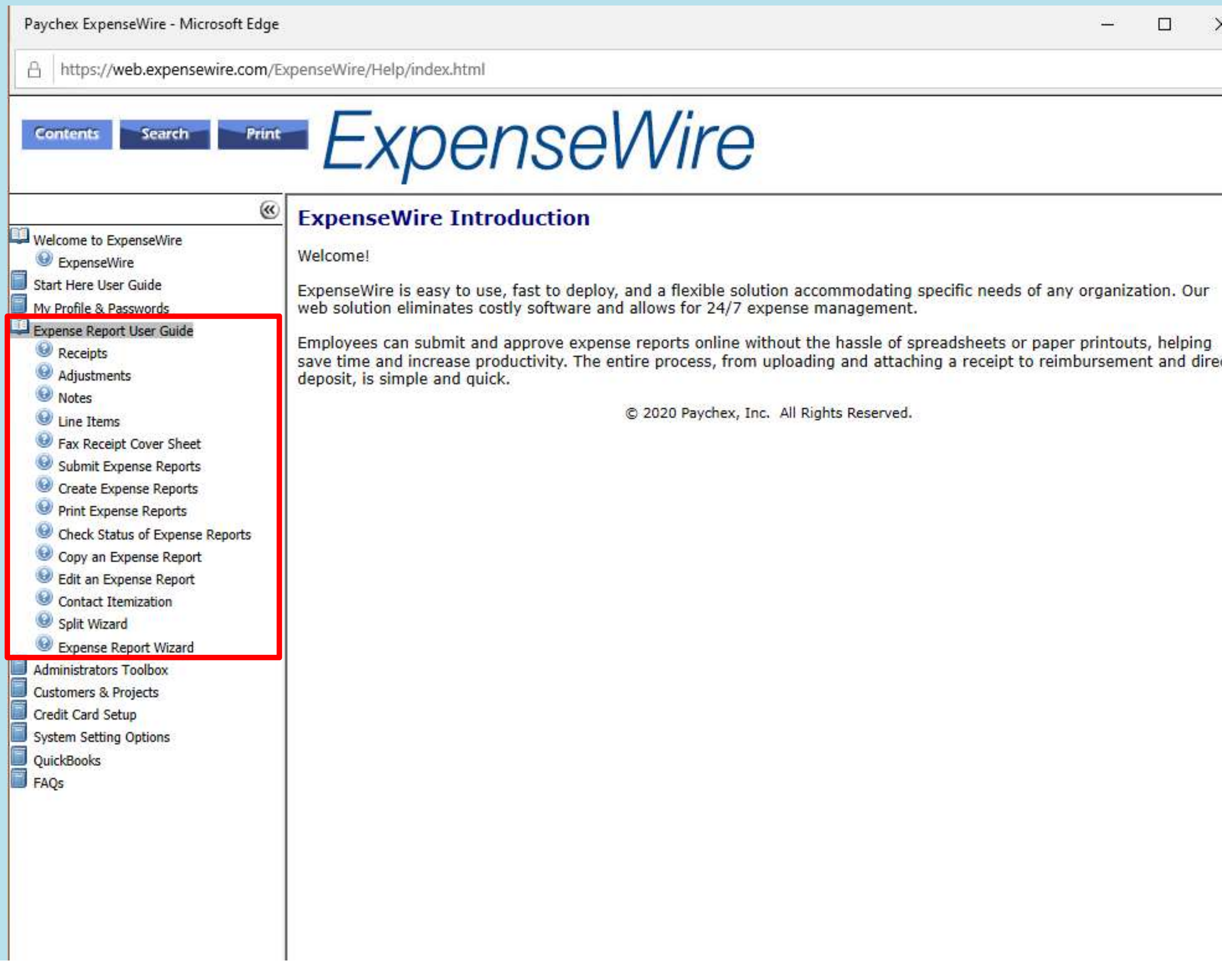
Select **Edit My Profile** to update your information.
Select **Change My Password** to update your password at any time.



VIEW EXPENSE POLICIES



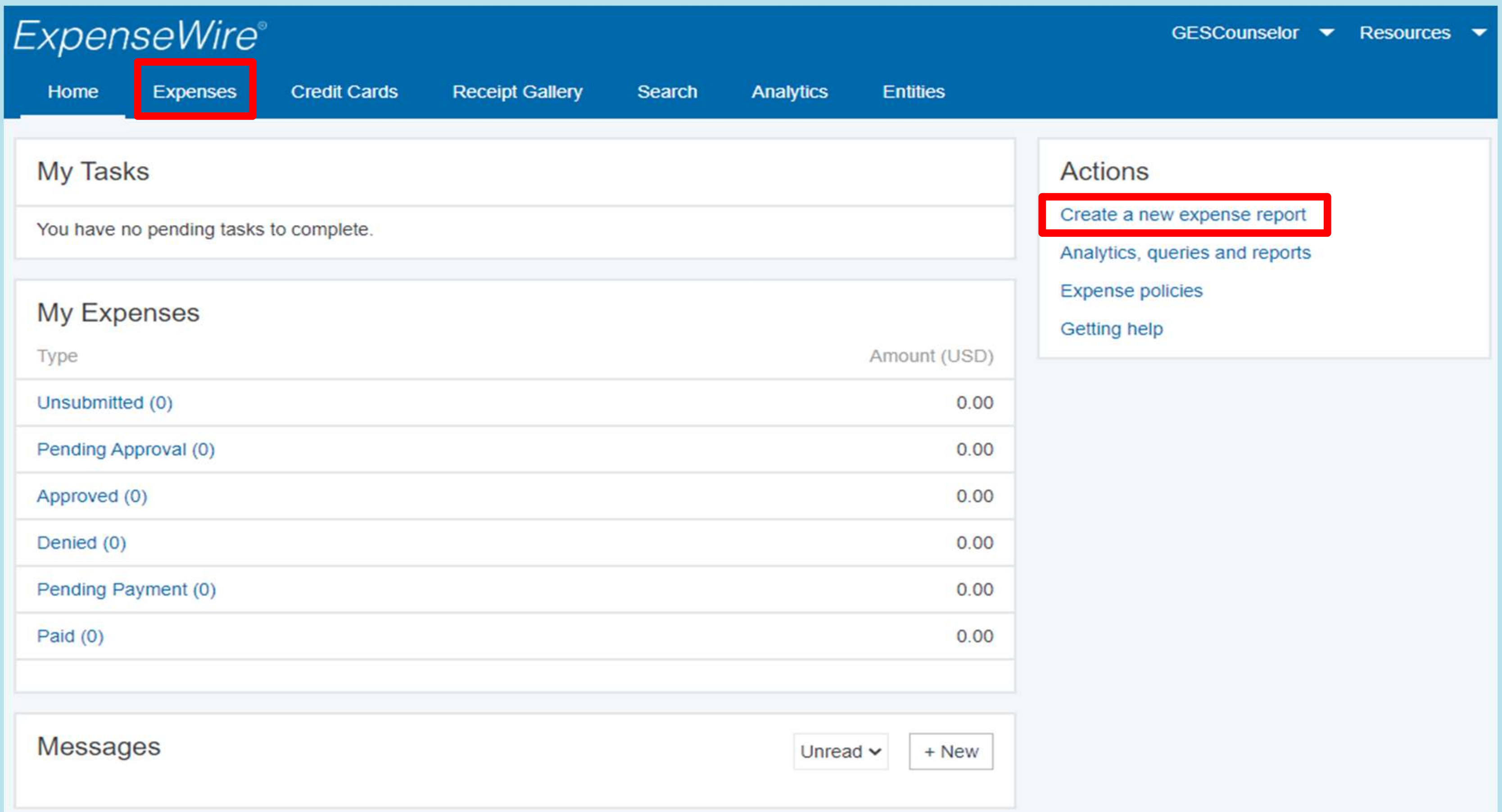
On your profile, you also have the option to view expense policies. It is the last choice on the side navigation bar. When you click on **"VIEW EXPENSE POLICIES"** a pop up will appear with access to the user guide.



On the side bar of the pop-up menu click **"EXPENSE REPORT USER GUIDE."** This will give you a drop-down menu with several options for viewing additional information related to expense reports.

HOW TO SUBMIT AN EXPENSE REPORT

ExpenseWire is only used to submit Travel and Expense Reimbursements as of March 2022.



You can click the tab **"EXPENSES"** from any page. This will take you to a page with a side navigation bar where you will click **"CREATE A NEW EXPENSE REPORT"**

FROM THE HOME PAGE:

You can use the shortcut Actions side bar & click **"CREATE A NEW EXPENSE REPORT."** You will then get a pop-up to begin your report.

CREATE A NEW EXPENSE

Expense Title: Always enter the dates of your expenses for the title. **[Example: 02/05/22 - 02/11/22]** Enter one week at a time, Saturday to Friday.

Owner: Self – leave as is.

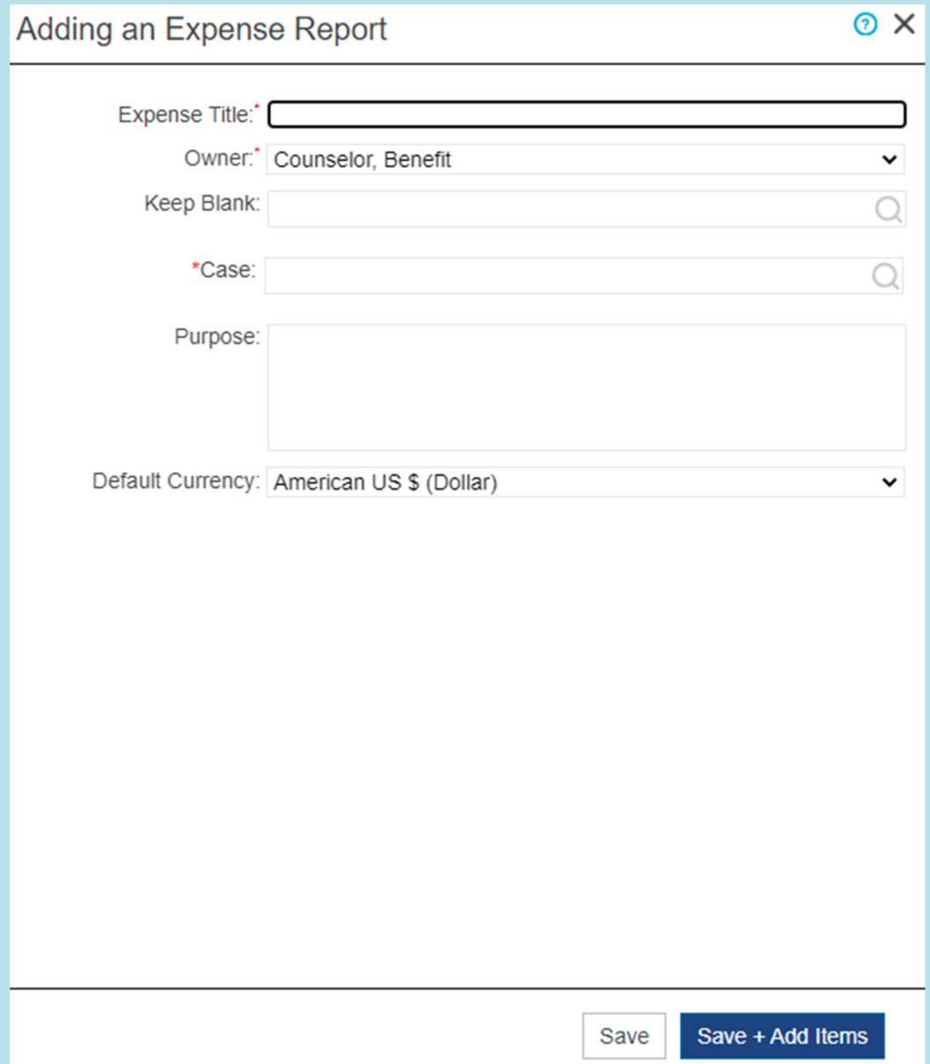
Keep Blank: As stated, keep blank.

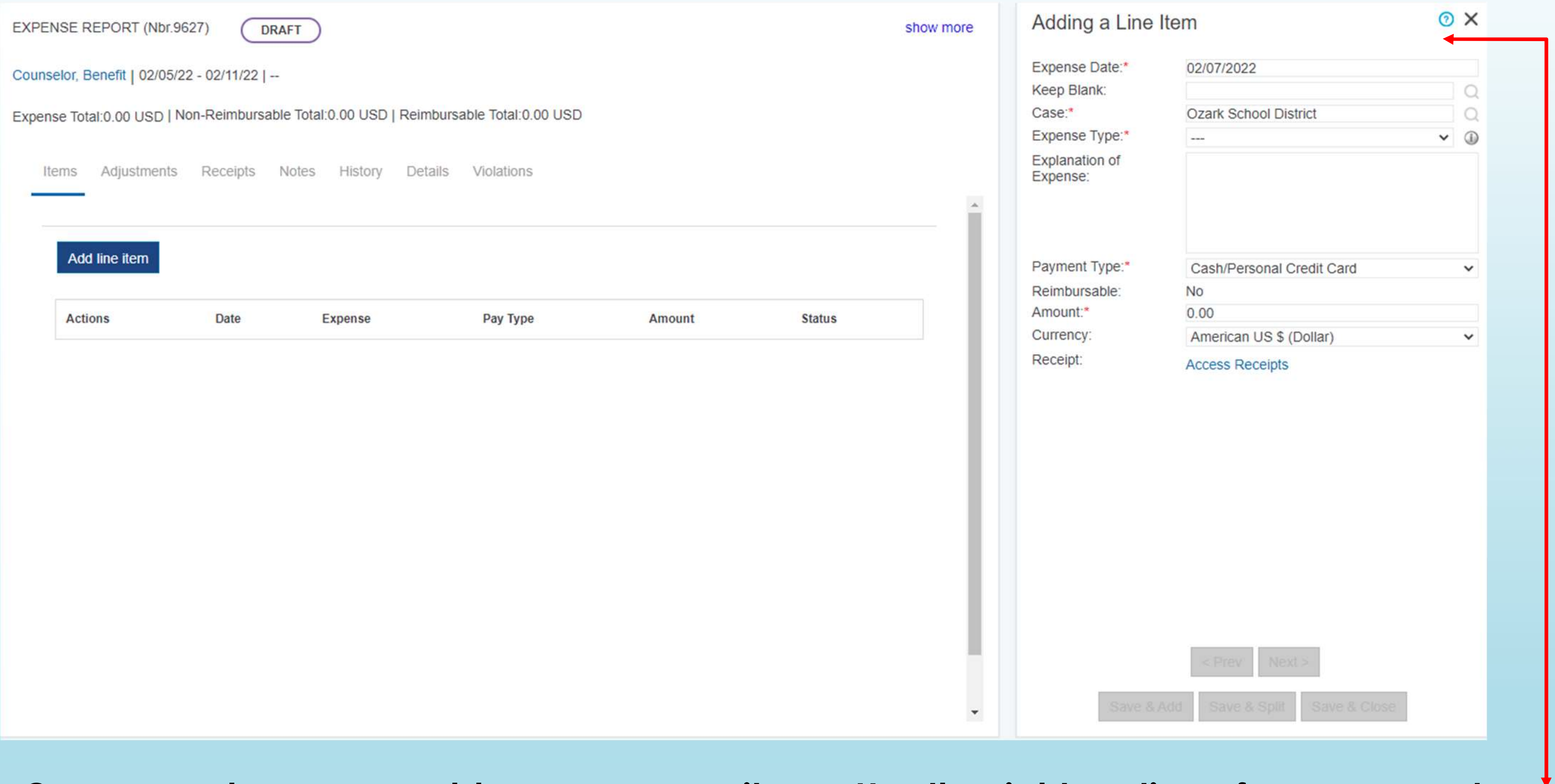
Case: Enter case name. You can start to type the case name and a list will begin to populate or you can click the magnifying glass for a pop up to search for the case name. Please be careful of Perpetual vs Open Enrollment cases when selecting. Also, if you type a case name that does not populate it will not let you save and add items.

Purpose (Optional): If you have a specific purpose for this expense report you can list it here.

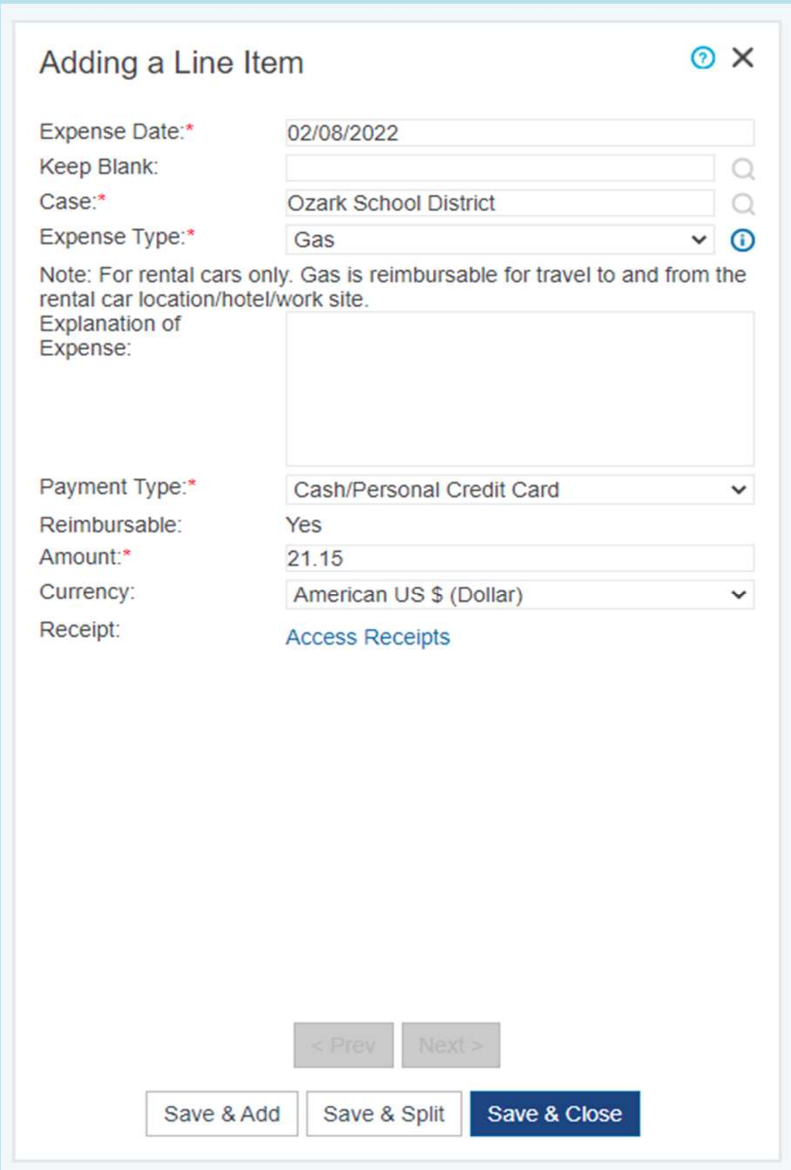
Default Currency: This is set to the US dollar amount by default.

Save vs Save + Add Items: Save + Add Items allows you to continue on to add your expenses. Save allows you to save the report and come back to it at a later time to complete.





Once saved, you can add your expense items. Use the right portion of your screen to add a line item. Anything that has a RED asterisk must be filled out to be complete. The options at the bottom will be greyed out until you begin to complete the expense.



Expense Date:** This will default to the current date. Update to reflect the date the expense ***was incurred.

***Case:** This will populate from the last screen. If the expense you are adding is related to a different case you can change the case name here.

***Expense Type:** Click the down arrow to choose the expense you want to submit. Most expenses will have a note that populates under the expense type box with additional information pertaining to that expense.

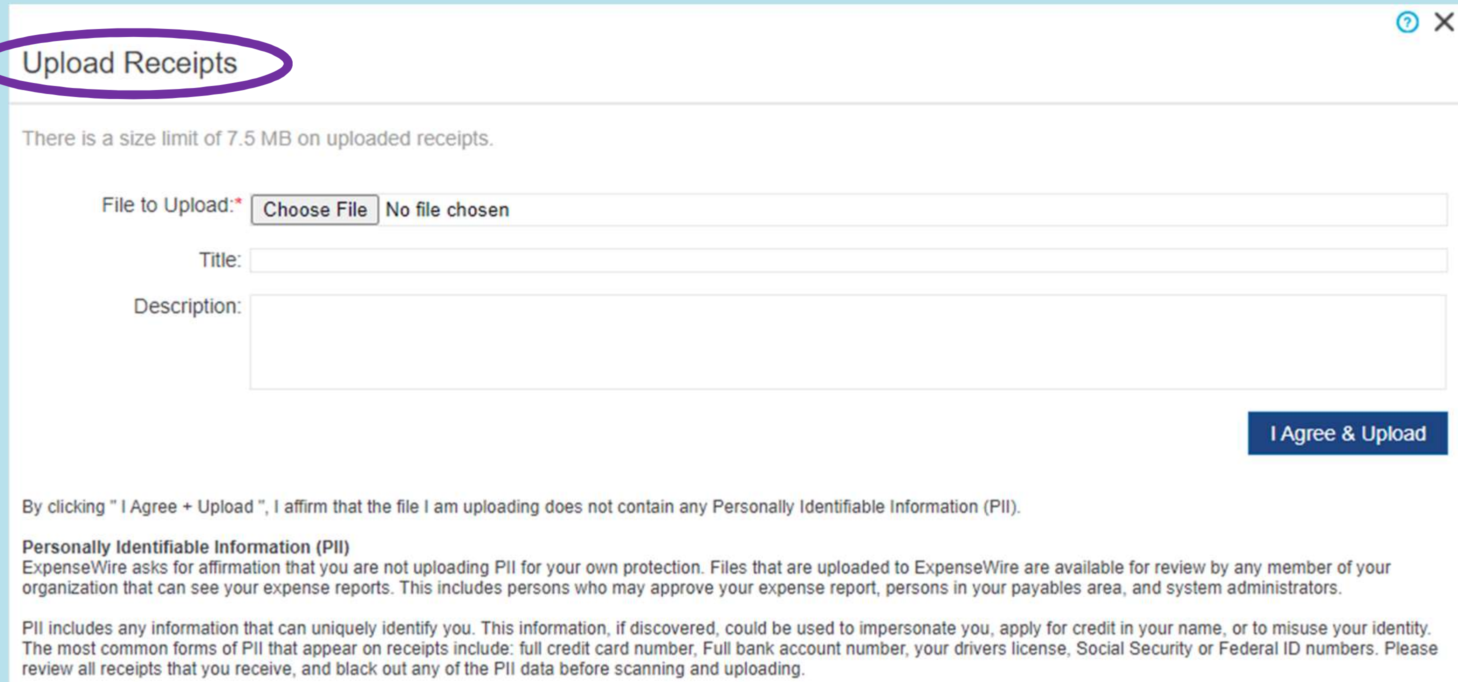
***Payment Type:** There are two options here to correspond with the Expense Type you chose. The two examples are below:

- **MILEAGE = DRIVEN BY PERSONAL CAR**
- **CASH/PERSONAL CREDIT CARD = OUT OF POCKET EXPENSE**

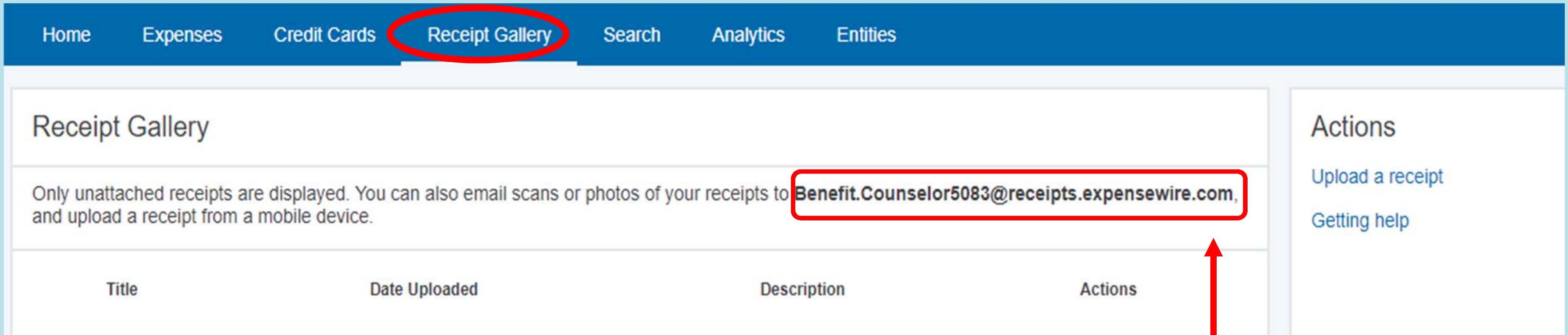
***Amount:** Enter the expense amount here.

UPLOADING A RECIEPT

Access Receipts: Most expenses require a receipt for reimbursement. You must click the "access receipts" link to allow for a pop-up box to populate. This will give you a few different options to access the receipt you need to upload.

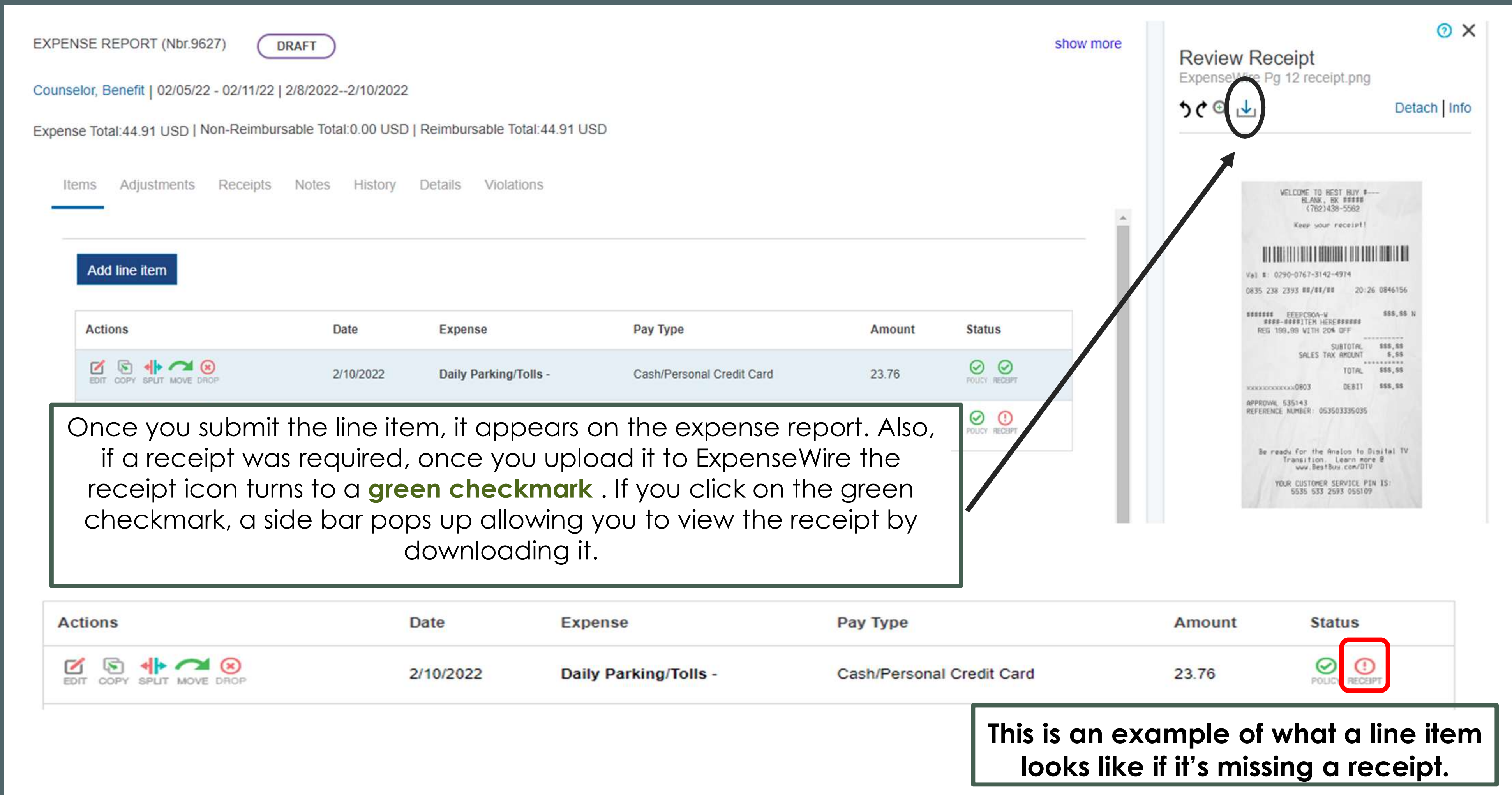


There are a couple options when it comes to uploading a receipt to ExpenseWire: **Upload Receipt** and **Receipt Gallery.** The most commonly used is the **Upload Receipt** option. You can upload your receipt from your computer by clicking *Choose File* and locating it on your device. You will then input a title and description of the receipt in the designated boxes and click **"I Agree & Upload."** This will upload the receipt and attach it to the line item.



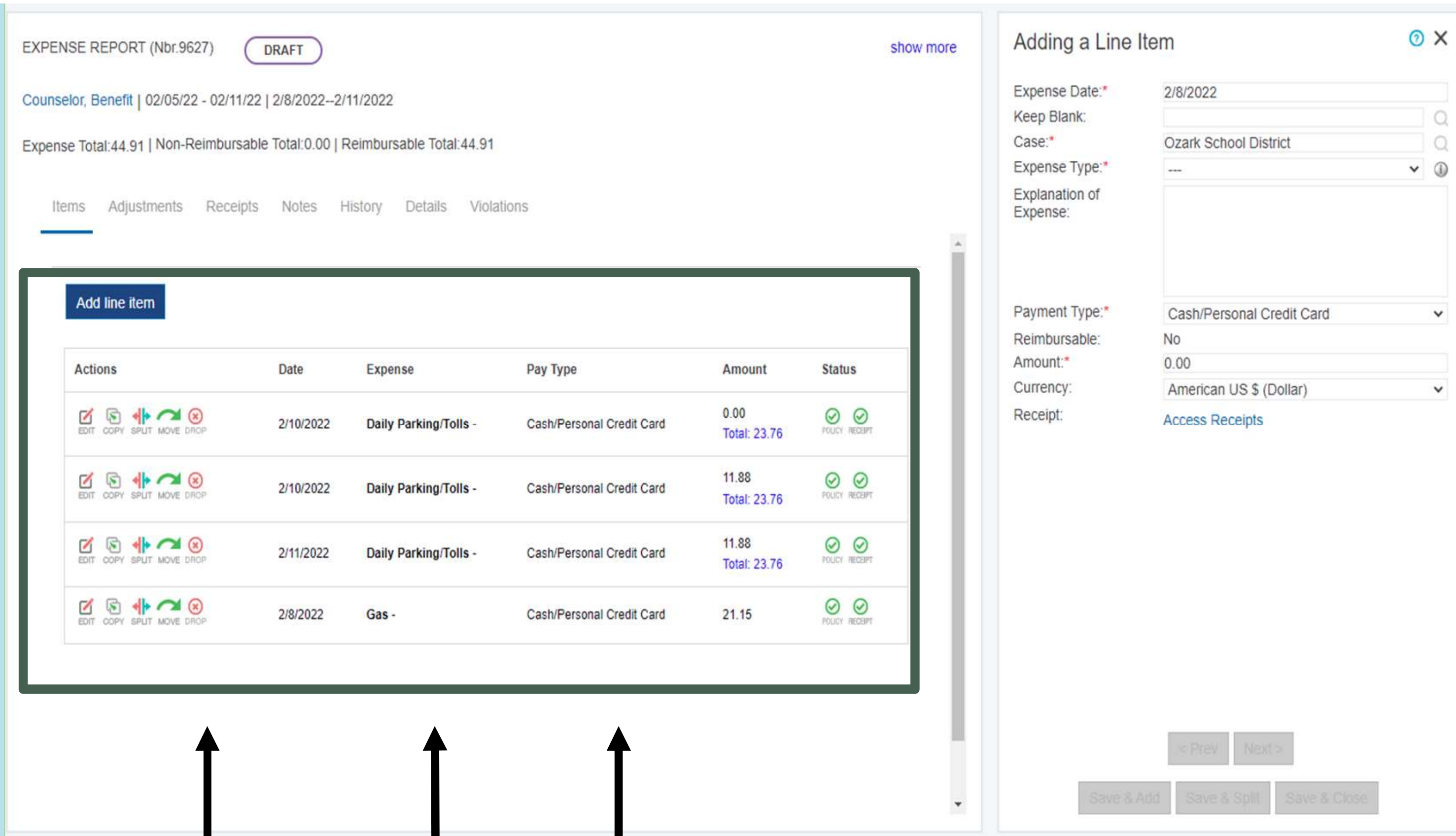
The second option is **Receipt Gallery**. This tab stores all receipts that you've uploaded thus far and have not used. For example, if you uploaded a receipt and had to finish the line item at a different time, you could come here to select the receipt previously uploaded. Once you select that receipt for that line item, it will disappear and no longer be an option. This prevents the confusion of choosing the wrong receipt or double loading a receipt.

As stated above, you can also upload photos of your receipts from a mobile device by emailing the assigned email generated by ExpenseWire.


EXPENSE REPORT (Nbr.9627)
DRAFT
show more
Counselor, Benefit | 02/05/22 - 02/11/22 | 2/8/2022--2/10/2022
Expense Total:44.91 USD | Non-Reimbursable Total:0.00 USD | Reimbursable Total:44.91 USD
Items
Adjustments
Receipts
Notes
History
Details
Violations
Add line item
Actions
Date
Expense
Pay Type
Amount
Status
EDIT COPY SPLIT MOVE DROP
2/10/2022
Daily Parking/Tolls -
Cash/Personal Credit Card
23.76
POLICY RECEIPT
Review Receipt
Detach | Info
Once you submit the line item, it appears on the expense report. Also, if a receipt was required, once you upload it to ExpenseWire the receipt icon turns to a green checkmark . If you click on the green checkmark, a side bar pops up allowing you to view the receipt by downloading it.
Actions
Date
Expense
Pay Type
Amount
Status
EDIT COPY SPLIT MOVE DROP
2/10/2022
Daily Parking/Tolls -
Cash/Personal Credit Card
23.76
RECEIPT
This is an example of what a line item looks like if it's missing a receipt.

Reimbursable Expense Line Items:

- **<u>Parking/Tolls:</u>** This item requires a receipt. You must enter each day individually.
- **<u>Baggage Fees:</u>** This item requires a receipt. Limited to $75 one way.
- **<u>Gas Purchases:</u>** (WHEN USING A RENTAL CAR). This item requires a receipt. You must enter each day individually.
- **<u>Mileage:</u>** (WHEN DRIVING A PERSONAL VEHICLE) If you drove your personal vehicle, you are eligible to receive mileage compensation for your drive to and from your home, hotel, and worksite. You must enter each day individually.



Line items will show up here. Remember multiple line items need to be submitted for each individual day as shown here.

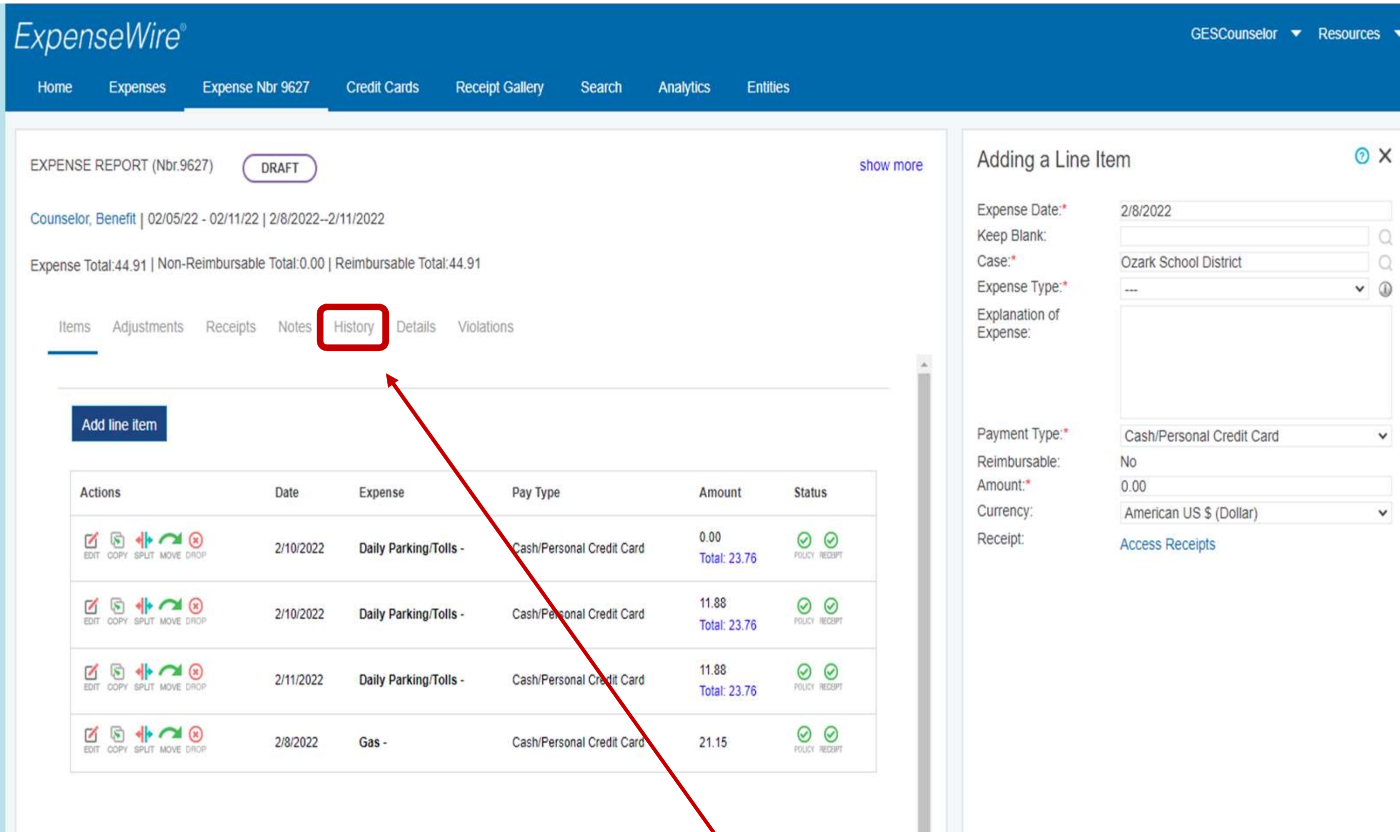
Reimbursable Expense Line Items (cont'd):

- **Shipping/Postage:** This item requires a receipt. GES prefers that you use the Return Shipping Label Request Form to obtain a **pre-paid** shipping label.

- **Transportation:** This item requires a receipt. Example: purchased a ride through a ride sharing application (Uber/Lyft). This is encouraged as **airport parking is no longer reimbursable.**

- **Miscellaneous:** Use this category for a miscellaneous item which is not covered in any other Expense Type. **Note that this Expense Type requires a receipt in order to submit the expense report.**

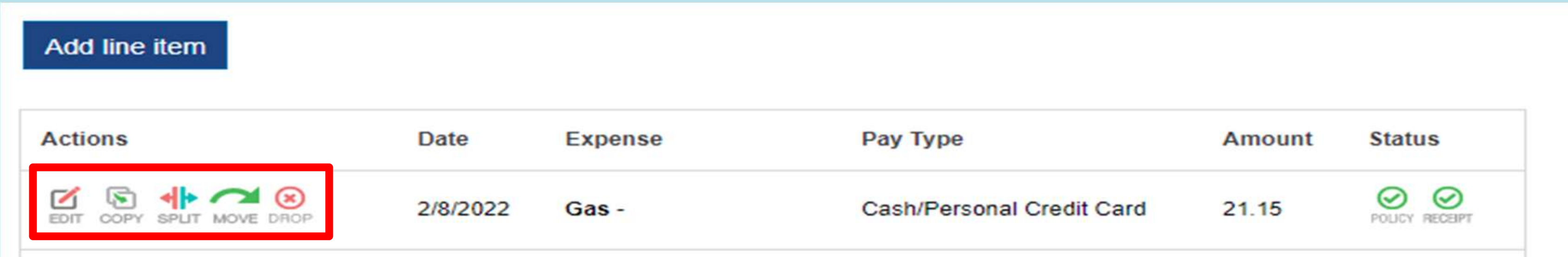
GES has the right to deny expense items or make adjustments to your expense reports. You will be able to see both types of changes when you login to your ExpenseWire account.



If an expense line item has been **denied**, ExpenseWire will automatically recreate a new expense report in case you need to re-submit the expense.

You can review the denial by navigating to the History tab to find out why the line item was denied. If the denial was something that should not have been submitted, it is your responsibility to delete the new expense report that was created. This will keep your ExpenseWire account clean of all unnecessary expense reports.

LINE ACTION ITEMS



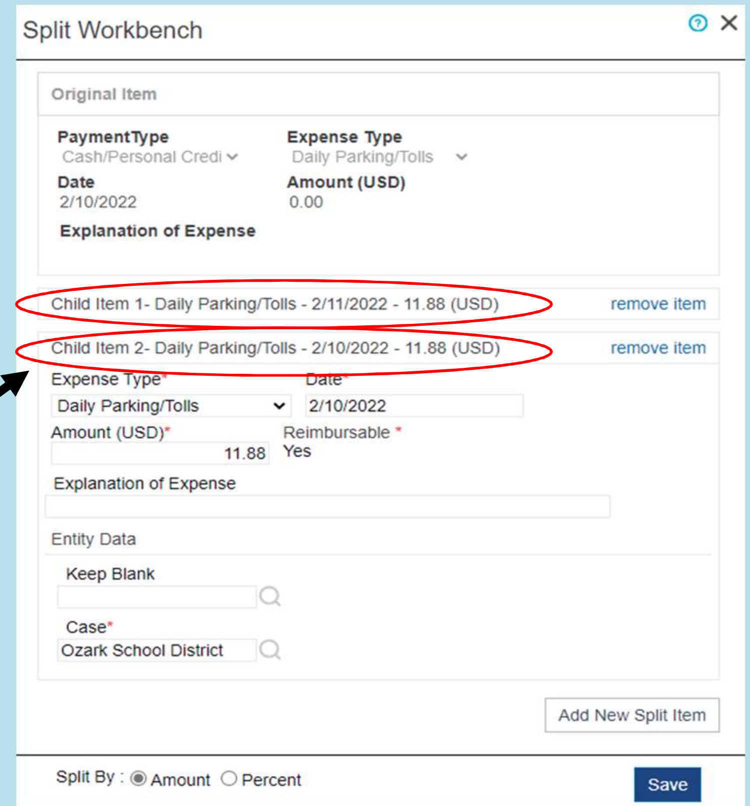
Edit: If you need to make any changes to a line item just click the edit buttons as shown above. This will prompt the side bar to pop up and allow for any changes to be made.

Copy: If you would like to copy that line item, say to duplicate it for another date, you can click the copy button. This will prompt the side bar to pop up and allow for a date change + any other changes that need to be made. NOTE: if a receipt was attached to that line item, clicking save will save attach it to that line as well.

Split: This option allows you to split one line item between two cases/amounts. When you choose split, a pop up is prompted. You will adjust the items needed in the first line then choose "Add New Split Item." On this second line, you can adjust the factors to match what you need. As shown, I split my $23.76 parking fees between two days, $11.88 a piece. The total for the split amount does have to reach the total first submitted. FYI, If you need to delete a split, it will delete both line items.

Move: This is for users that have multiple open expense reports, allowing them to move one expense to another report.

Drop: This is the delete button. It will remove your line item completely.



AVAILABLE ACTIONS (SIDE NAVIGATION BAR)

EDIT THIS EXPENSE REPORT: Prompts a pop up allowing you to change basic information first submitted when creating the expense report. (Expense Title, Case Name, Purpose)

DELETE THIS EXPENSE REPORT: Prompts a pop up listing your expense ID, the date the report was created, the title, and purpose (if you added one). The only option is a "delete now" button that will erase the entire expense report.

ADD A LINE ITEM: This is the pop up discussed previously allowing you to add new line items to your expense report.

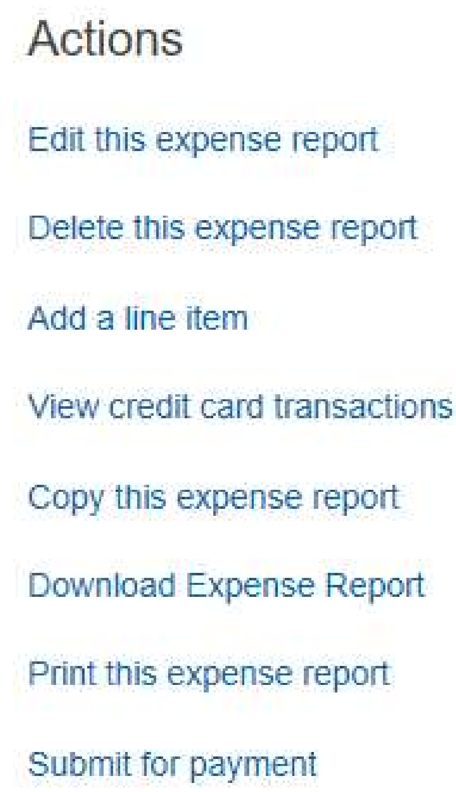
VIEW CREDIT CARD TRANSACTIONS: If you choose to link a credit card to your ExpenseWire account (instructions found in the Profile Actions Menu), the transactions for that card will pull up via a pop up and you can link specific transactions to a line item/expense.

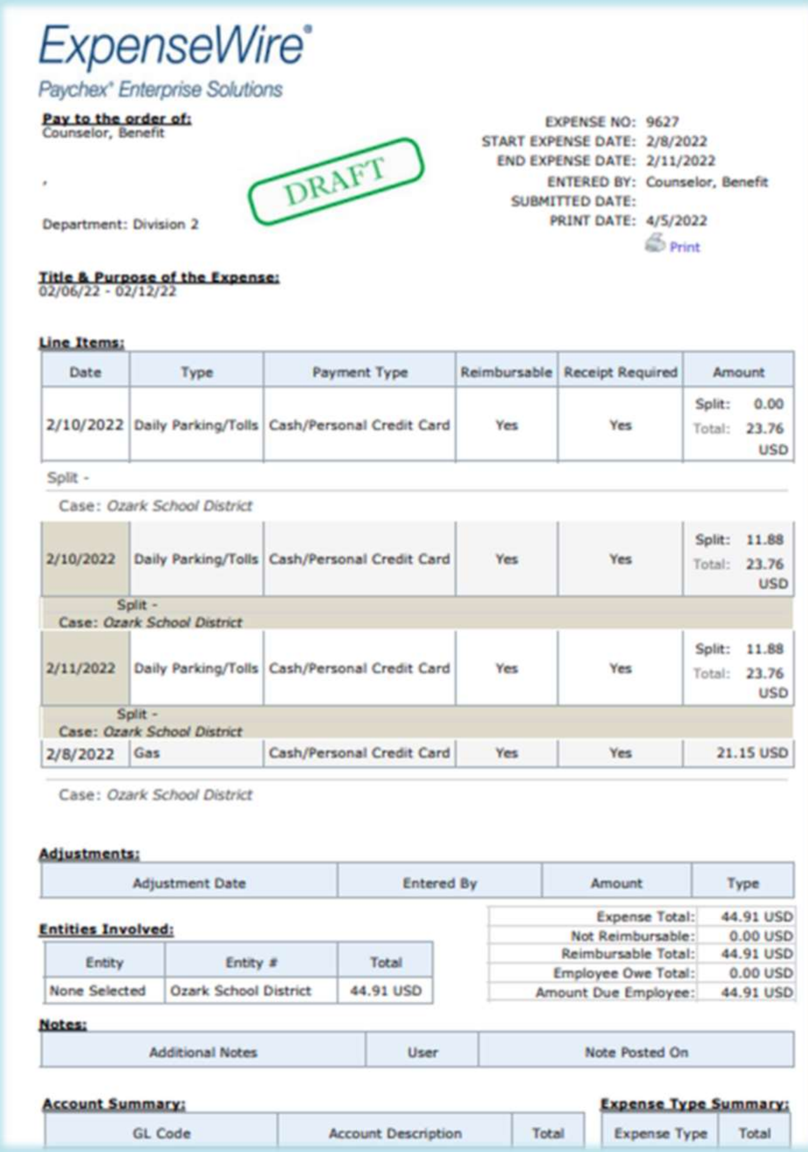
COPY THIS EXPENSE REPORT: Copies your entire expense report to create a brand-new expense report for a different case/dates. Receipts will not flow over, and it will be in draft status once copied & saved.

DOWNLOAD EXPENSE REPORT: Prompts a pop up allowing you to download the expense report with a few options: Receipts Only, Expense Report Only, & Receipts and Expense Report. Select which options you'd like and a PDF will be created. **(Please see next slide for the sample)**

PRINT THIS EXPENSE REPORT: Prompts a pop up of the expense report (excluding receipts) that will allow you to print for your records. **(Please see next slide for the sample)**

SUBMIT FOR PAYMENT: Once finalized, submit your expense report for payment via this option. It will give you an option to print the report if you failed to before. The report will read PENDING until approved or denied. If there are any errors in your report, an alert will display in red alerting you to the issue. This will need to be corrected and resubmitted.





ExpenseWire®
Paychex® Enterprise Solutions

Pay to the order of:
Counselor, Benefit

Department: Division 2

DRAFT

EXPENSE NO: 9627
START EXPENSE DATE: 2/8/2022
END EXPENSE DATE: 2/11/2022
ENTERED BY: Counselor, Benefit
SUBMITTED DATE:
PRINT DATE: 4/5/2022
Print

Title & Purpose of the Expense:
02/06/22 - 02/12/22

Line Items:

Date	Type	Payment Type	Reimbursable	Receipt Required	Amount
2/10/2022	Daily Parking/Tolls	Cash/Personal Credit Card	Yes	Yes	Split: 0.00 Total: 23.76 USD
Split - Case: Ozark School District					
2/10/2022	Daily Parking/Tolls	Cash/Personal Credit Card	Yes	Yes	Split: 11.88 Total: 23.76 USD
Split - Case: Ozark School District					
2/11/2022	Daily Parking/Tolls	Cash/Personal Credit Card	Yes	Yes	Split: 11.88 Total: 23.76 USD
Split - Case: Ozark School District					
2/8/2022	Gas	Cash/Personal Credit Card	Yes	Yes	21.15 USD
Case: Ozark School District					

Adjustments:

Adjustment Date	Entered By	Amount	Type

Entities Involved:

Entity	Entity #	Total
None Selected	Ozark School District	44.91 USD

Expense Total:	44.91 USD
Not Reimbursable:	0.00 USD
Reimbursable Total:	44.91 USD
Employee Owe Total:	0.00 USD
Amount Due Employee:	44.91 USD

Notes:

Additional Notes	User	Note Posted On

Account Summary:

GL Code	Account Description	Total

Expense Type Summary:

Expense Type	Total

DOWNLOAD EXPENSE REPORT & PRINT THIS EXPENSE REPORT

- When printing an expense report, this is the format of the report that will populate. When downloading an expense report, it gives you three options. Receipts Only, Expense Report Only, and Receipts and Expense Report. (Shown is the Expense Report Only option)

- It will list all line items added, expense dates, your name at the top, and the totals at the bottom.

- The “print this expense report” option does not give an option to print receipts that you added to specific line items. You will have to use the download expense report option to print receipts.

- Notice it says DRAFT because this expense report has not been submitted yet. Once submitted, it will read PENDING

PAYMENT DATES & DEADLINES UPDATED FOR 2022

Expenses are paid every other Monday via Direct Deposit.

Please refer to the Contractor Payment Schedule **(shown to the right)** for deadlines when submitting an expense report. This will also be included in your case training materials.

If you submit an expense report or a change to an expense report after the cutoff date, it will be considered for payment the following pay period.

Payments are processed and issued via Direct Deposit by our Parent Company, Arthur J. Gallagher. Please note that you WILL NOT be paid by the ExpenseWire system. ExpenseWire will only be used to **create, submit, and track** expense reports.

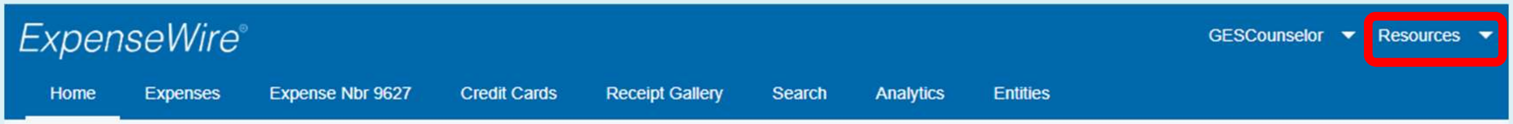
Gallagher | Enrollment Solutions

2022 Contractor Payment Schedule

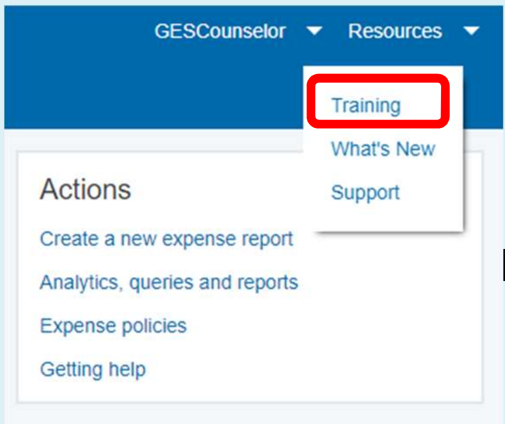
Payment	*Anticipated Payment Date is a MONDAY	From Saturday	To Friday	Timesheet & Expense Report Deadline 9:00 a.m. Saturday
1	1/10/2022	12/18/2021	12/31/2021	1/1/2022
2	1/24/2022	1/1/2022	1/14/2022	1/15/2022
3	2/7/2022	1/15/2022	1/28/2022	1/29/2022
4	2/22/2022	1/29/2022	2/11/2022	2/12/2022
5	3/7/2022	2/12/2022	2/25/2022	2/26/2022
6	3/21/2022	2/26/2022	3/11/2022	3/12/2022
7	4/4/2022	3/12/2022	3/25/2022	3/26/2022
8	4/18/2022	3/26/2022	4/8/2022	4/9/2022
9	5/2/2022	4/9/2022	4/22/2022	4/23/2022
10	5/16/2022	4/23/2022	5/6/2022	5/7/2022
11	5/31/2022	5/7/2022	5/20/2022	5/21/2022
12	6/13/2022	5/21/2022	6/3/2022	6/4/2022
13	6/27/2022	6/4/2022	6/17/2022	6/18/2022
14	7/11/2022	6/18/2022	7/1/2022	7/2/2022
15	7/25/2022	7/2/2022	7/15/2022	7/16/2022
16	8/8/2022	7/16/2022	7/29/2022	7/30/2022
17	8/22/2022	7/30/2020	8/12/2022	8/13/2022
18	9/6/2022	8/13/2022	8/26/2022	8/27/2022
19	9/19/2022	8/27/2022	9/9/2022	9/10/2022
20	10/3/2022	9/10/2022	9/23/2022	9/24/2022
21	10/17/2022	9/24/2022	10/7/2022	10/8/2022
22	10/31/2022	10/8/2022	10/21/2022	10/22/2022
23	11/14/2022	10/22/2022	11/4/2022	11/5/2022
24	11/28/2022	11/5/2022	11/18/2022	11/19/2022
25	12/12/2022	11/19/2022	12/2/2022	12/3/2022
26	12/27/2022	12/3/2022	12/16/2022	12/17/2022

***Please note that payment dates are not guaranteed. Typically you can expect payment on anticipated date, however this is not a guarantee. You may receive payment up to 5 days following the anticipated date.**

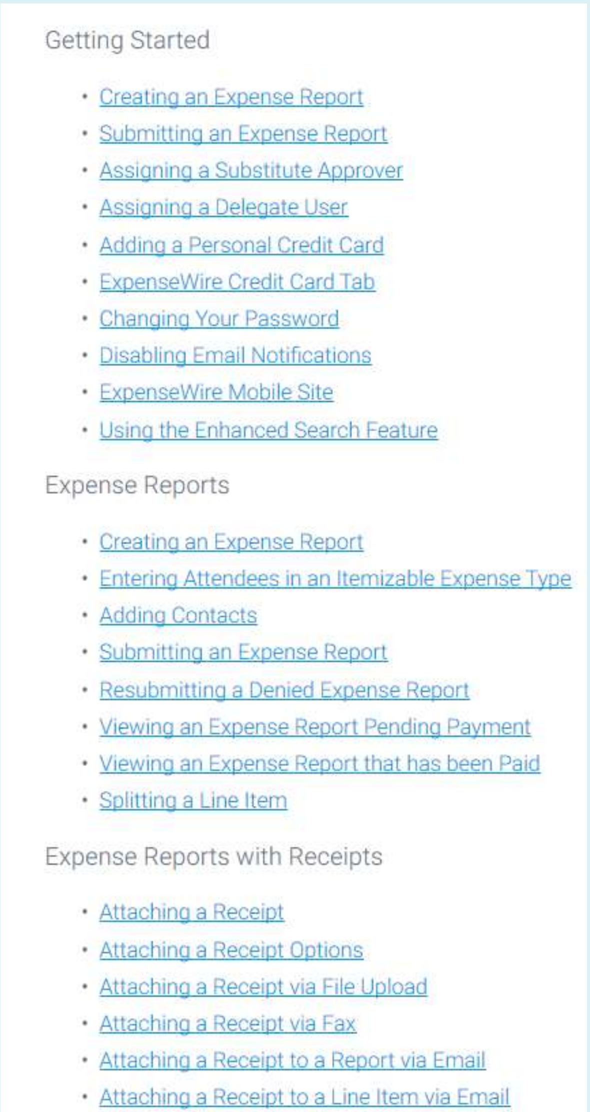
IMPORTANT LINKS



Also, under **RESOURCES** on the navigation bar (as shown above in red) there is an option, **TRAINING**.



If you click **TRAINING**, you will be taken to a page that shows a list of links to frequently asked questions.



If after reviewing all these options, your questions are still not answered please bring them to the attention of your case manager so she can direct the inquiry to the correct personnel.