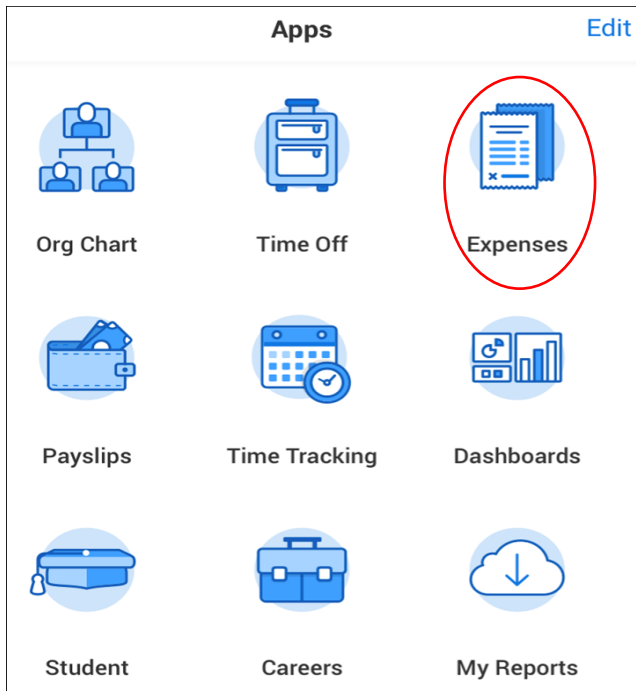


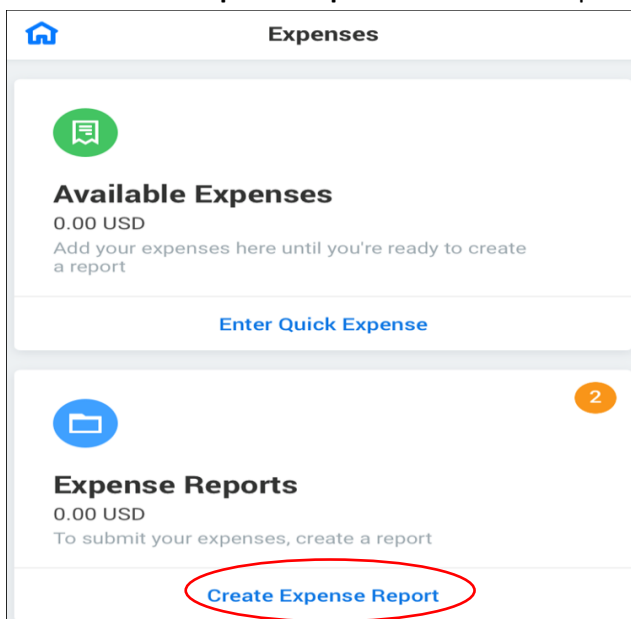
## USING THE MOBILE APP

**Purpose:** The purpose of this task is to navigate, create expense reports, and upload receipts from the mobile app.

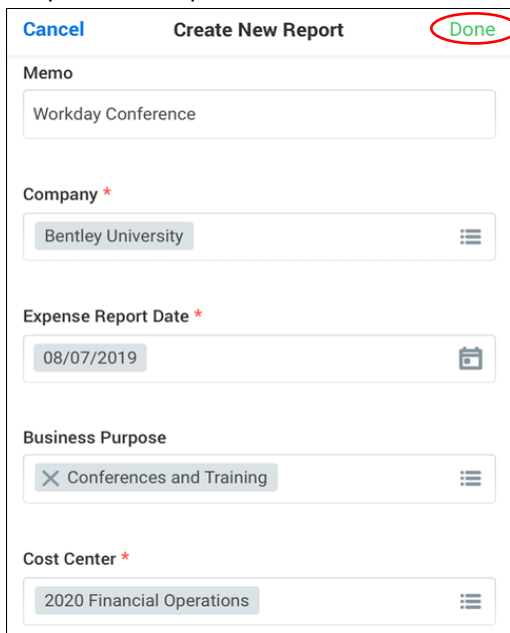
1. Start at the Workday App home screen. Click on the **Expenses** icon.



2. Click on **Create Expense Report** to add a new expense item.



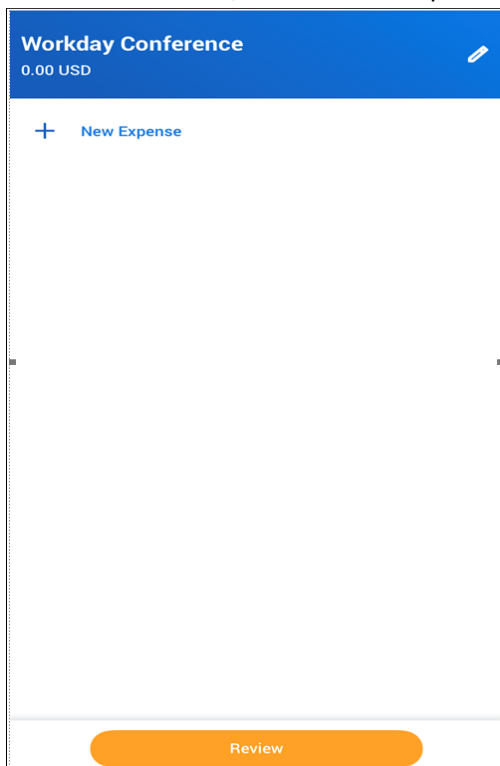
3. Fill in the **Memo** field with the business purpose if necessary (i.e. Workday Conference). The **Expense Report Date** will automatically default to today's date, so change it if necessary. Business Purpose is a required field and must be selected for all expense reports. Click **Done** to continue.



The screenshot shows the 'Create New Report' form with the following fields and values:

- Cancel** (blue text), **Create New Report** (title), **Done** (green text, circled in red)
- Memo**: Workday Conference
- Company \***: Bentley University
- Expense Report Date \***: 08/07/2019
- Business Purpose**: X Conferences and Training
- Cost Center \***: 2020 Financial Operations

4. On the next screen, click on New Expense to add the Expense Report Lines



The screenshot shows the 'Workday Conference' expense report screen with the following elements:

- Workday Conference** (title), **0.00 USD** (amount)
- + New Expense** (button)
- Review** (button)

- Select your expense item and add the Quantity and Amount of the item. You only have to type part of the item name and the expense item will pop up. Can then click on the Add Attachments icon to take a picture of your receipt.

**Expense Line**

Cancel Done

Expense Report Name:  **IMG\_9196.jpeg**

Business Purpose:

Event Name:

**Date \***

**Expense Item \***

**Quantity \***

**Per Unit Amount \***

**Total Amount \***

- When you've completed that expense item, click **Done** and then you will see the item listed in the screen below. You can either continue to add **New Expense** items by clicking on the Add (+) or you can click on the pencil icon to edit your expense item.

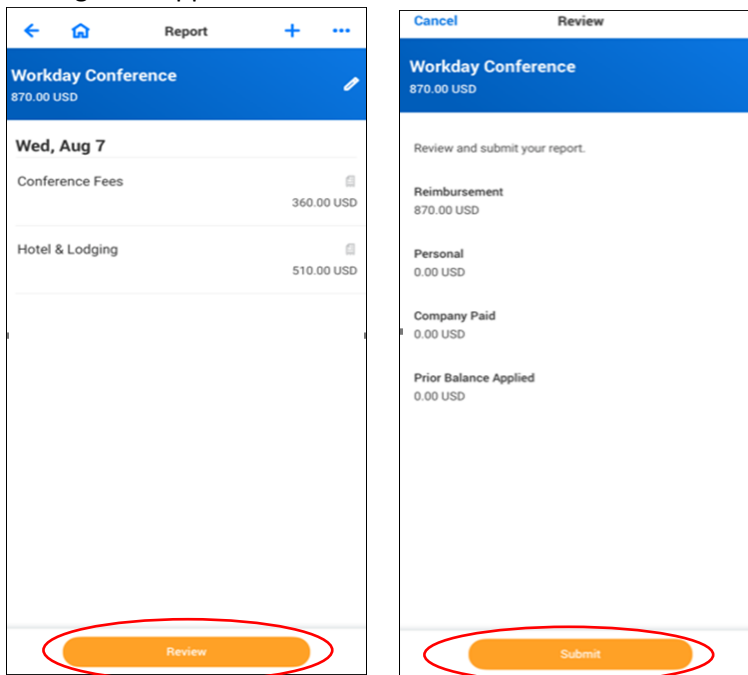
**Report**

**Workday Conference**  
510.00 USD

**Wed, Aug 7**

Hotel & Lodging  510.00 USD

7. After adding all **Expense items** and making the necessary updates, click on the **Review** tab below for a quick review, and then the **Submit** tab. The expense report will be sent to your Cost Center Manager for approval.



8. The expense report will be sent to your Cost Center Manager for approval.

