Overview
This job aid will show you how to set up and use the Android App with Workday Expenses

Installation of App
On your phone navigate to the Google Play Store and search for and install the Workday App:

When it finishes installing click "Open":

Complete Set up and Login to the App

Click Log in
Advance past this screen

Type in **trinityhealth** as the Organization Id

If this does not let you advance you need the QR code. Click this box and try scanning the QR code below. If that does not work advance to the next set of instructions.

### Obtaining the QR Code (if needed)

Log into Workday on your desktop:

Navigate to the far right of the Workday Home screen and click on your profile icon (which is your picture if you downloaded it separately):

**IF YOU ARE A TESTER PLEASE SIGN IN TO THE TEST ENVIRONMENT TH5 and scan from THERE!**
In My Account, select **Organization ID** & scan the **QR code** on your screen from the app.

**Final Installation Notes**

- The app install may ask you to remember this device, if so check the dialog box.
- It may ask you to accept a fingerprint logon, if fingerprint logon for apps is enabled in your Android settings.
- It may also ask you to create a PIN for a fast alternative way to log in; if desired choose a 6-8 digit pin.
- The installation may also send you an email notifying you that you have signed in from a new Android device for security awareness.

**Completing the first Log in**

Log in to Workday on the Android App using your Novell userid and password.
Navigate to Expenses App

Click **View Apps**, then

![View Apps](image1)

Click **Expenses**

![Expenses](image2)

Create a "Quick Expense" / Receipt Scan for Later Use in an Expense Report

Click **Quick Expense**

![Quick Expense](image3)

Enter Date of Receipt & other fields, then

Click **Paperclip** to add Receipt

![Paperclip](image4)
Choose an existing file picture of a receipt already saved from the Gallery or Browser, or choose Camera to take a new photo of a paper receipt. After selecting the check mark it will appear as a screenshot file attached to the expense item you created:

At this point the Expense and saved receipt will be in your Available Expenses to add to an Expense Report online in the Workday program on your PC or in the App.
Creating an Expense Report in the Android App

Creating an Expense Report follows the same guidelines as creating one online in the Workday Expenses application on your PC. Click Create Expense Report and fill in the prompted fields as outlined in the Creating an Expense Report Job Aid. All of the same functionality applies.

Approving an Expense Report in the Android App

Click the Inbox Icon from the Home or Apps screen. Any Expense reports that are available to approve will be listed:

Select an Expense report to review and approve. Follow the guidelines in the Job Aid for Approving an Expense Report.