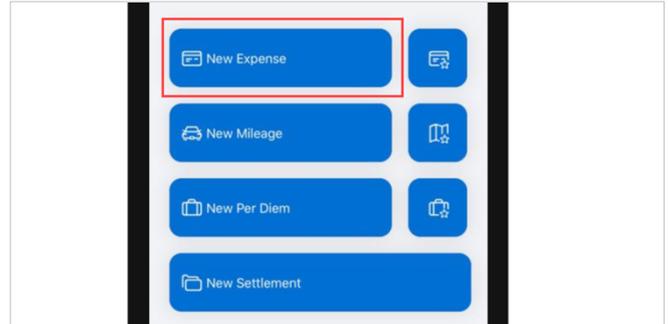
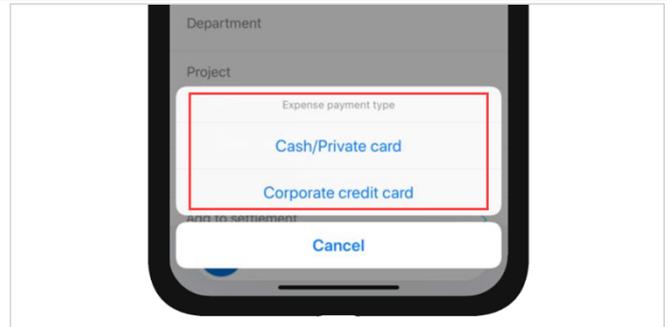


To create an expense, open the Expense App and select **"New Expense"**.



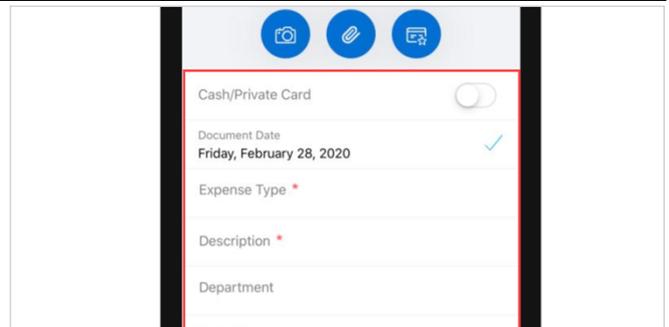
First, you will be asked which type of card has been used for this expense. Private or corporate card. If no corporate card is set up on the user, private is set as default and you will not receive this question.



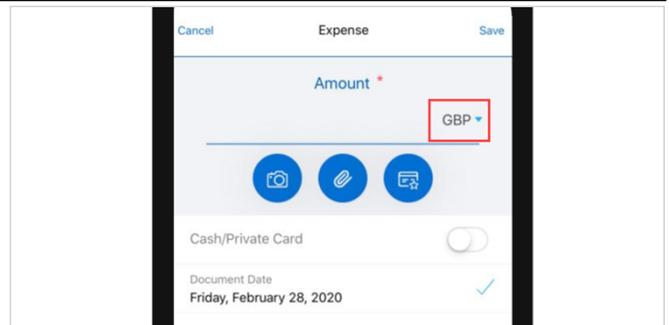
All fields showing in the app is defined from Business Central.

Fields that are mandatory to fill in are: Amount, Currency, Date, Expense Type.

Mandatory fields are marked with a red star and must be filled in before submitting. Setting of mandatory fields are defined from Business Central.

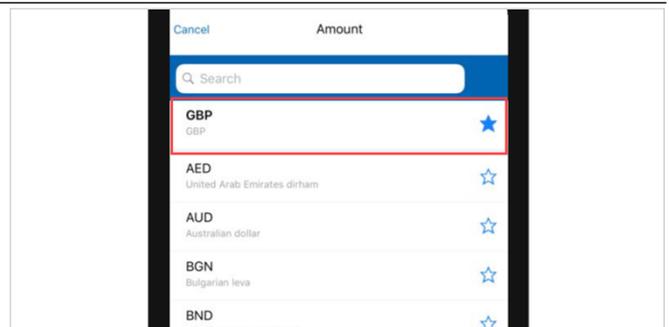


Once you have chosen which type of card was used for your expense, you must choose currency.

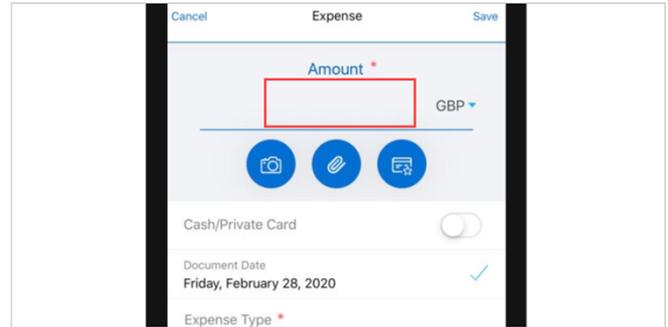


All currencies shown are available in Business Central. You can set your frequently used currencies as a favorite by clicking the star.

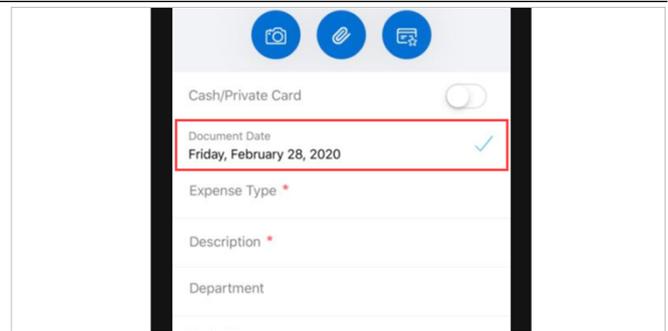
Next time you create an expense and have to choose currency, your favorite currencies will show at the top of the screen.



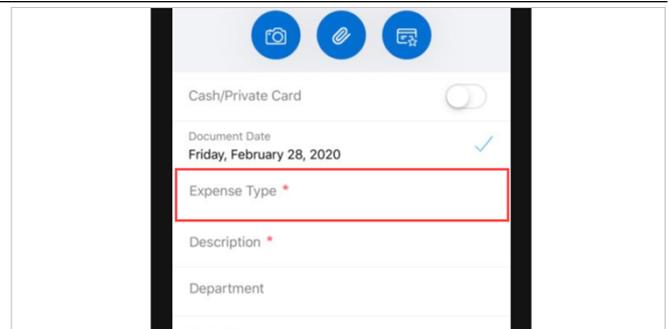
Once you have chosen the currency, you must fill in the amount for your expense.



Today's date is automatically set, but you can easily change the date if you are creating expenses on a date different from today's data.



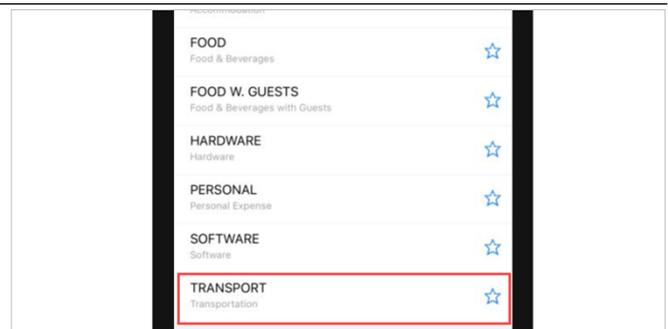
Now you must choose which "Expense Type" match your expense.



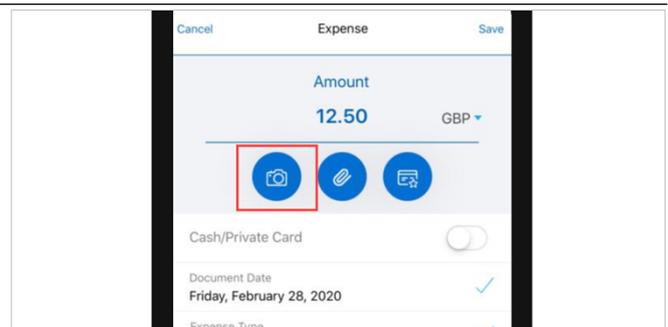
Expense Types is setup in Business Central. Behind each expense type, the posting definition has been set.

You can set your frequently used expense types as a favorite by clicking the star.

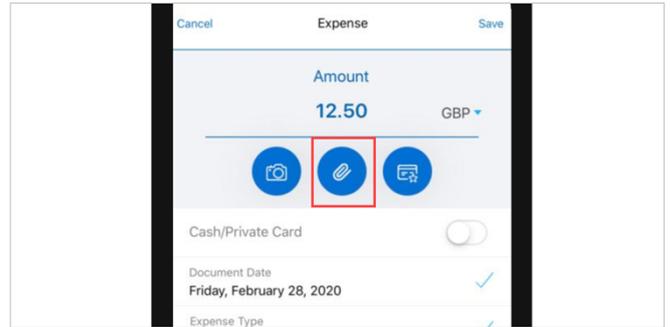
Next time you must choose expense types, your favorite ones will show at the top of the screen.



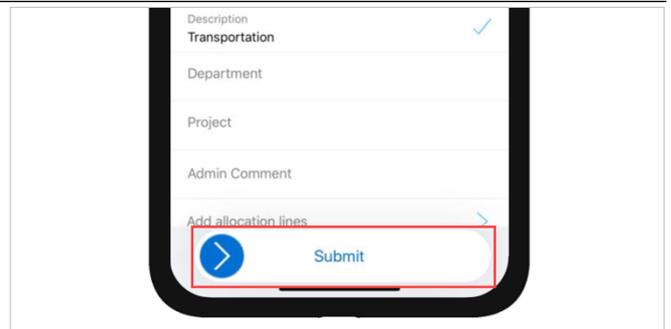
Finally, you must add a picture of your receipt. Take a picture by selecting the "camera".



Or you can choose a picture from your camera roll by clicking the "paperclip".



Now you have filled in all information on your expense, and you can submit the expense. You submit by swiping to the right.



Now your expense is ready for approval.

