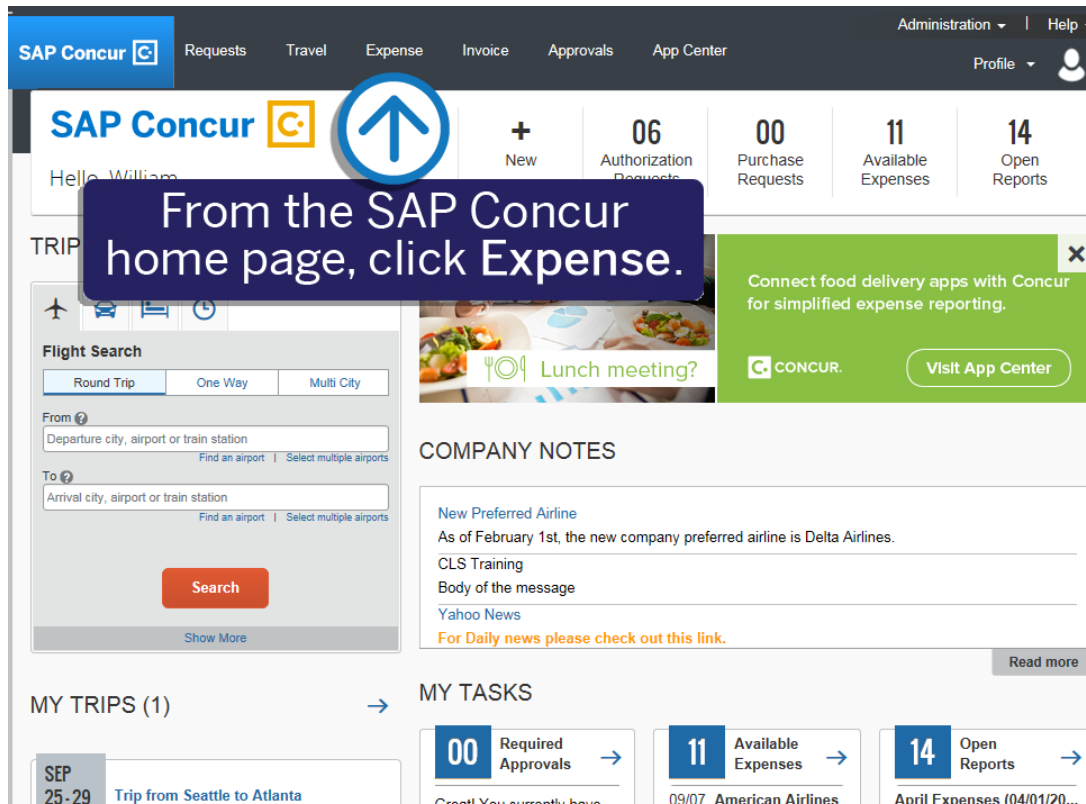


Enabling Expense Assistant

Expense Assistant adds all your expenses in your **Available Expenses** list to any open expense report. An open report can be a user-created expense report or an expense report that is auto-created by Expense Assistant. Expense Assistant will continue to add all your new incoming expenses that have a date that matches the calendar month of the expense report.

After your company enables Expense Assistant, you will need to enable it for your profile. There are two ways that you can enable Expense Assistant – from your **Expense** page or from your **Profile Settings**. The following example shows you how to enable it from the **Expense** page.

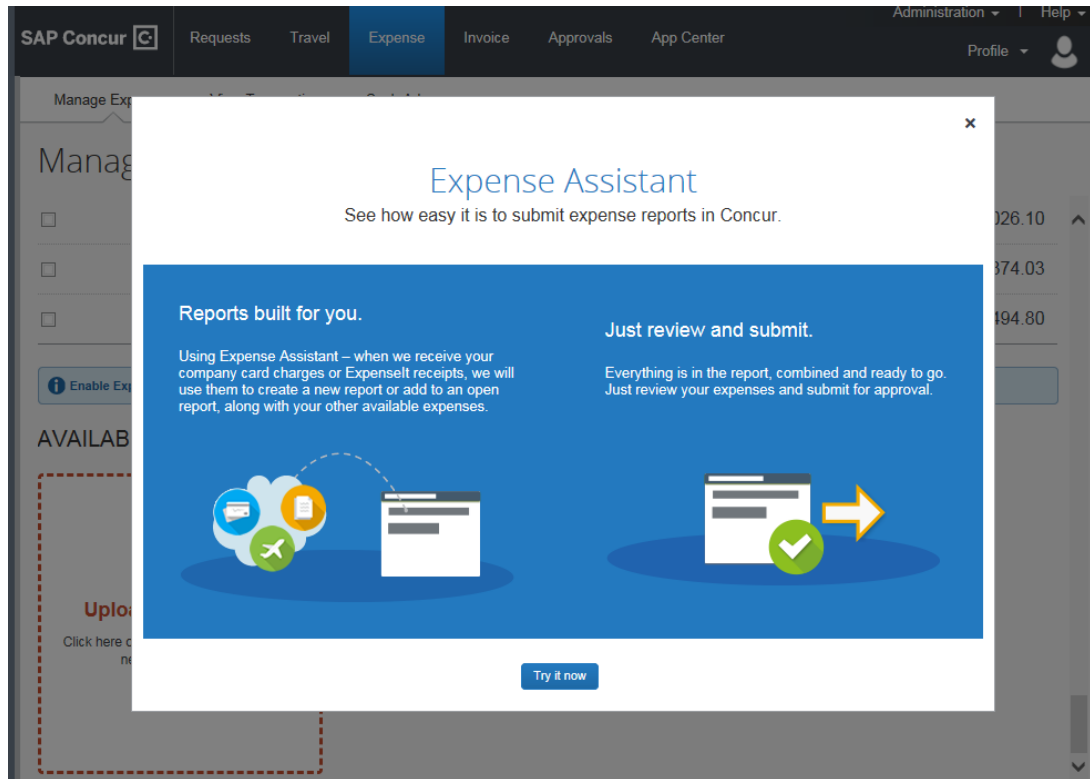
1. From the SAP Concur home page, click **Expense**.



The screenshot shows the SAP Concur home page. At the top, there is a navigation bar with the SAP Concur logo and several menu items: Requests, Travel, Expense, Invoice, Approvals, and App Center. A blue circle with an upward-pointing arrow highlights the 'Expense' menu item. Below the navigation bar, there is a dashboard with several widgets. A dark blue callout box with white text says 'From the SAP Concur home page, click Expense.' The dashboard includes a 'Hello, William' greeting, a 'New' button, and several statistics: 06 Authorization Requests, 00 Purchase Requests, 11 Available Expenses, and 14 Open Reports. There is also a green banner for connecting food delivery apps and a 'COMPANY NOTES' section with a 'New Preferred Airline' announcement. At the bottom, there are sections for 'MY TRIPS (1)' and 'MY TASKS' with buttons for 'Required Approvals', 'Available Expenses', and 'Open Reports'.

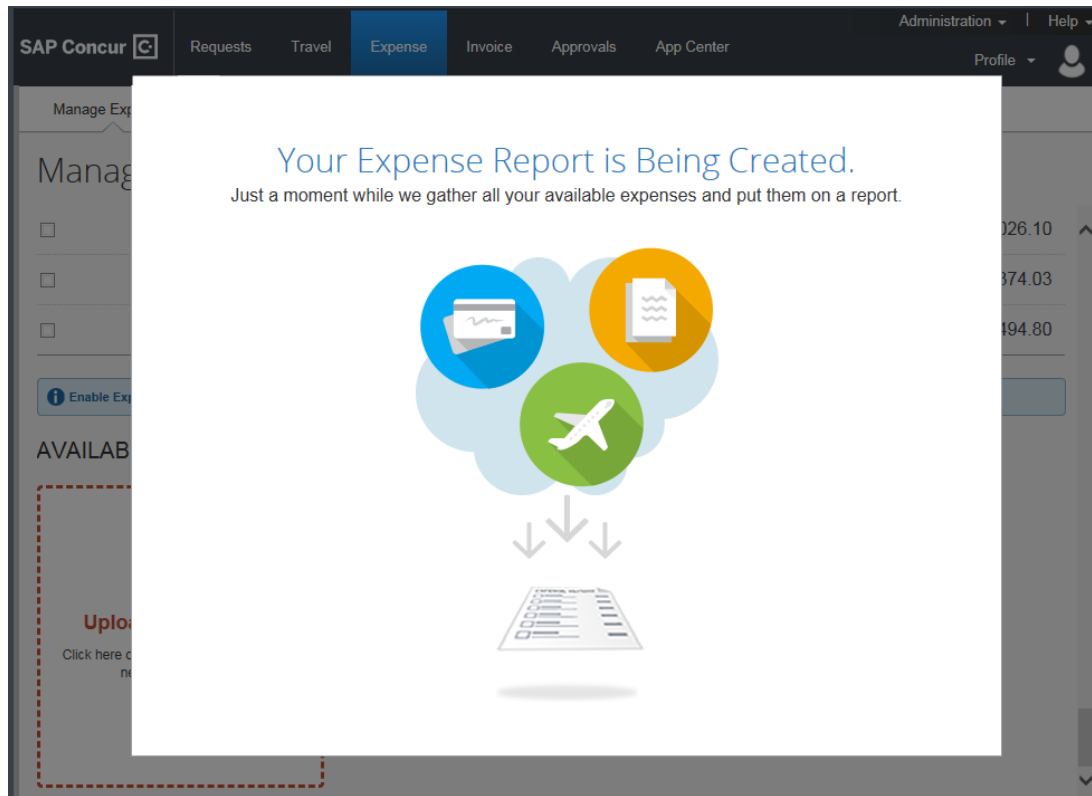
The **Expense Assistant** window appears. This window automatically pops up the first time you access the **Expense** page after your company enable the feature.

Note that you must receive available expenses into SAP Concur from corporate card charges, Expenselt receipts, E-receipts, or mobile entry in order to use Expense Assistant.



2. From the **Expense Assistant** window, click **Try it Now**.

Expense Assistant gathers all your available expenses and creates your expense report.



3. On the **Manage Expenses** screen, you can scroll up to view your newly created reports.

SAP Concur | Requests | Travel | **Expense** | Invoice | Approvals | App Center | Administration | Help | Profile

Manage Expenses | View Transactions | Cash Advances

Manage Expenses

ACTIVE REPORTS Report Library →

<div style="border: 2px dashed red; padding: 10px; text-align: center;"> <p>+</p> <p>Create New Report</p> </div>	<p>NOT SUBMITTED</p> <p>January Expenses (01/01/2015) 09/28/2017</p> <p>\$423.70</p> <p>! Exceptions</p>	<p>NOT SUBMITTED</p> <p>April Expenses (04/01/2014) 09/28/2017</p> <p>\$508.50</p> <p>! Exceptions</p>	<p>NOT SUBMITTED</p> <p>August Expenses (08/01/2014) 09/28/2017</p> <p>\$437.70</p> <p>! Exceptions</p>	
	<p>NOT SUBMITTED</p> <p>April Expenses (04/01/2015) 09/28/2017</p> <p>\$518.78</p> <p>! Exceptions</p>	<p>NOT SUBMITTED</p> <p>May Expenses (05/01/2014) 09/28/2017</p> <p>\$154.61</p> <p>! Exceptions</p>	<p>NOT SUBMITTED</p> <p>November Expenses (11/01/2014) 09/28/2017</p> <p>\$2,261.60</p> <p>! Exceptions</p>	<p>NOT SUBMITTED</p> <p>December Expenses (12/01/2014) 09/28/2017</p> <p>\$1,778.84</p> <p>! Exceptions</p>

Note that your expenses are added to your reports based on their transaction date month. You can open your reports to view exceptions and attach your required receipts before you submit your report for approval.

Last updated: 06/06/2018