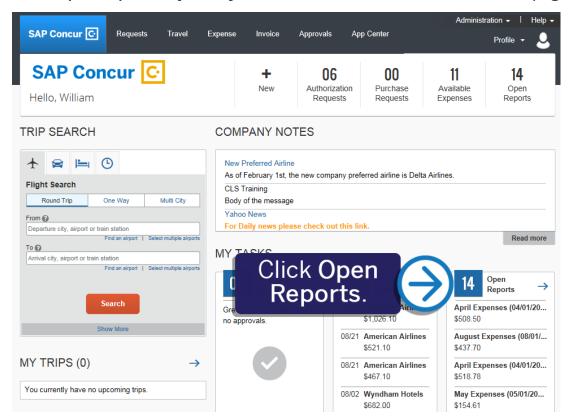
Working with Expense Assistant

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.

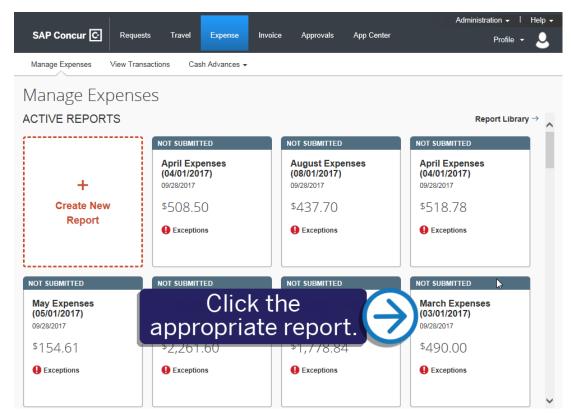
Once you enable Expense Assistant, you will access your automatically created reports on the Expense page.

1. Click Open Reports in your My Tasks section of the SAP Concur home page.

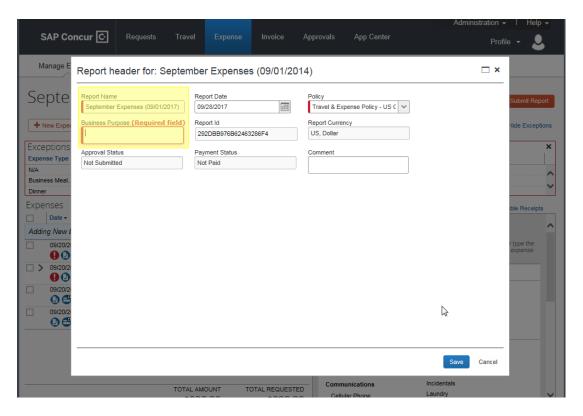


The Expense Assistant names an automatically created expense report for each month, and imports any expenses that have occurred. You can modify the report, as needed.

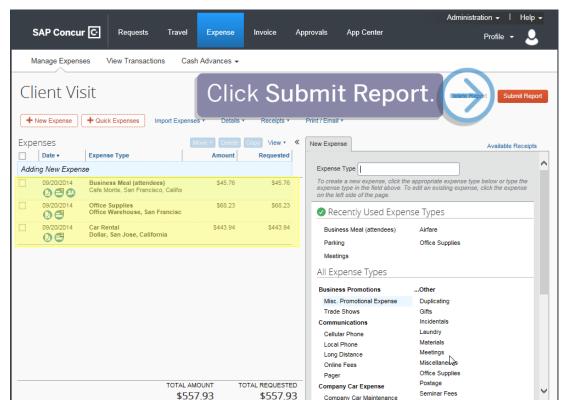
2. To modify the report, click the appropriate report.



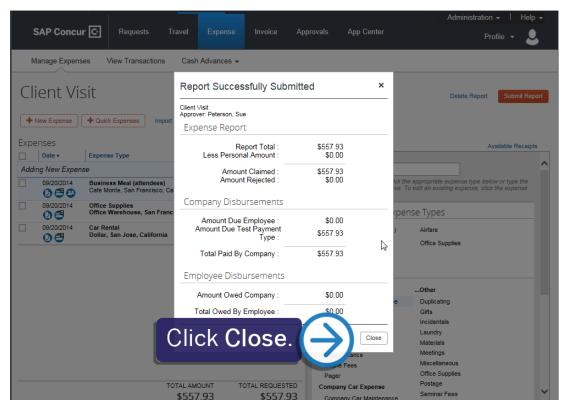
3. Complete the **Report header** fields. You can change the **Report Name** if necessary, and depending on your company's configuration, you might need to enter a **Business Purpose**.



- 4. Click Save.
- 5. Fix any exceptions, and add, edit, or delete your expenses as necessary. Attach any required receipts before submitting the report for approval.
- 6. When you are finished modifying the report, click Submit Report.



- 7. In the Final Review window, click Submit Report again.
- 8. Click Close.



The report is submitted and pending approval from a manager. If there are additional same month expenses that are imported into the system, they are added to a new automatically created report.

Any expenses you have deleted from your reports are listed in your **Available Expenses** section, and the Expense Assistant will not place them on another report.

Last updated: 06/06/2018