

# 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 screenshot shows the SAP Concur home page. At the top, there is a navigation bar with 'SAP Concur' and various menu items like 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. Below this, a dashboard displays 'Hello, William' and several metrics: '+ New', '06 Authorization Requests', '00 Purchase Requests', '11 Available Expenses', and '14 Open Reports'. The 'Open Reports' metric is highlighted with a blue circle and an arrow. Below the dashboard, there are sections for 'TRIP SEARCH', 'COMPANY NOTES', and 'MY TASKS'. The 'MY TASKS' section contains a table of expense reports with a blue box and arrow pointing to the '14 Open Reports' link.

Date	Company	Amount
08/21	American Airlines	\$521.10
08/21	American Airlines	\$467.10
08/02	Wyndham Hotels	\$682.00

Report Name	Amount
April Expenses (04/01/20...)	\$508.50
August Expenses (08/01/...)	\$437.70
April Expenses (04/01/20...)	\$518.78
May Expenses (05/01/20...)	\$154.61

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.

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

Manage Expenses | View Transactions | Cash Advances

## Manage Expenses

ACTIVE REPORTS Report Library →

+ Create New Report	<b>NOT SUBMITTED</b> April Expenses (04/01/2017) 09/28/2017 \$508.50 ! Exceptions	<b>NOT SUBMITTED</b> August Expenses (08/01/2017) 09/28/2017 \$437.70 ! Exceptions	<b>NOT SUBMITTED</b> April Expenses (04/01/2017) 09/28/2017 \$518.78 ! Exceptions
	<b>NOT SUBMITTED</b> May Expenses (05/01/2017) 09/28/2017 \$154.61 ! Exceptions	<b>NOT SUBMITTED</b> \$2,261.60 ! Exceptions	<b>NOT SUBMITTED</b> \$1,778.84 ! Exceptions

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**.

The screenshot shows the SAP Concur interface for editing an expense report. The main window is titled "Report header for: September Expenses (09/01/2014)". The form contains the following fields:

Report Name September Expenses (09/01/2017)	Report Date 09/28/2017	Policy Travel & Expense Policy - US C
Business Purpose (Required field) 	Report Id 292DBB976B62463286F4	Report Currency US_Dollar
Approval Status Not Submitted	Payment Status Not Paid	Comment 

At the bottom right of the form, there are "Save" and "Cancel" buttons. The background shows a sidebar with "Expenses" and "Exceptions" sections, and a top navigation bar with "Requests", "Travel", "Expense", "Invoice", "Approvals", and "App Center".

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**.

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

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## Client Visit

**Click Submit Report.** [Delete Report](#) [Submit Report](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses Move Delete Copy View

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<b>Adding New Expense</b>				
<input type="checkbox"/>	09/20/2014	Business Meal (attendees) Cafe Monte, San Francisco, Califor	\$45.76	\$45.76
<input type="checkbox"/>	09/20/2014	Office Supplies Office Warehouse, San Francisc	\$68.23	\$68.23
<input type="checkbox"/>	09/20/2014	Car Rental Dollar, San Jose, California	\$443.94	\$443.94
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			\$557.93	\$557.93

**New Expense** Available Receipts

Expense Type

*To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.*

Recently Used Expense Types

Business Meal (attendees)	Airfare
Parking	Office Supplies
Meetings	

All Expense Types

<b>Business Promotions</b>	...Other
Misc. Promotional Expense	Duplicating
Trade Shows	Gifts
<b>Communications</b>	Incidentals
Cellular Phone	Laundry
Local Phone	Materials
Long Distance	Meetings
Online Fees	Miscellaneous
Pager	Office Supplies
<b>Company Car Expense</b>	Postage
Company Car Maintenance	Seminar Fees

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

**Report Successfully Submitted**

Client Visit  
Approver: Peterson, Sue  
Expense Report

Report Total :	\$557.93
Less Personal Amount :	\$0.00
Amount Claimed :	\$557.93
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$0.00
Amount Due Test Payment Type :	\$557.93
Total Paid By Company :	\$557.93

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

**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.