

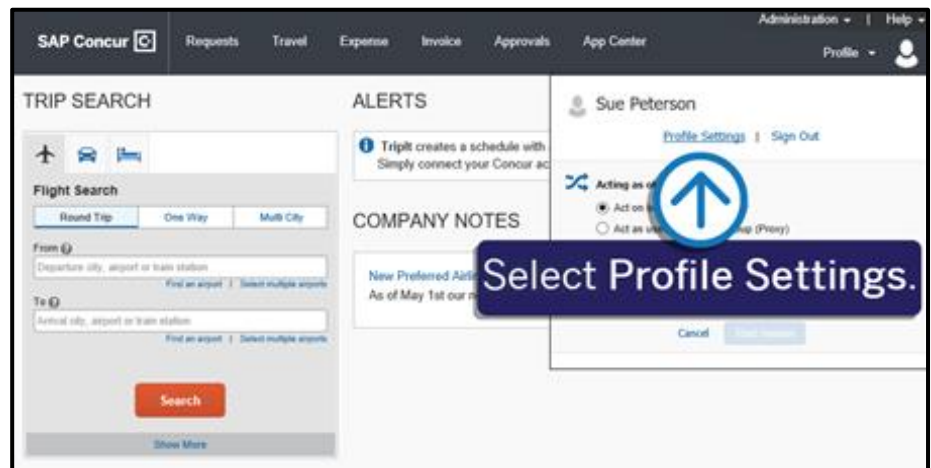
Enabling and Disabling Expense Assistant

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.

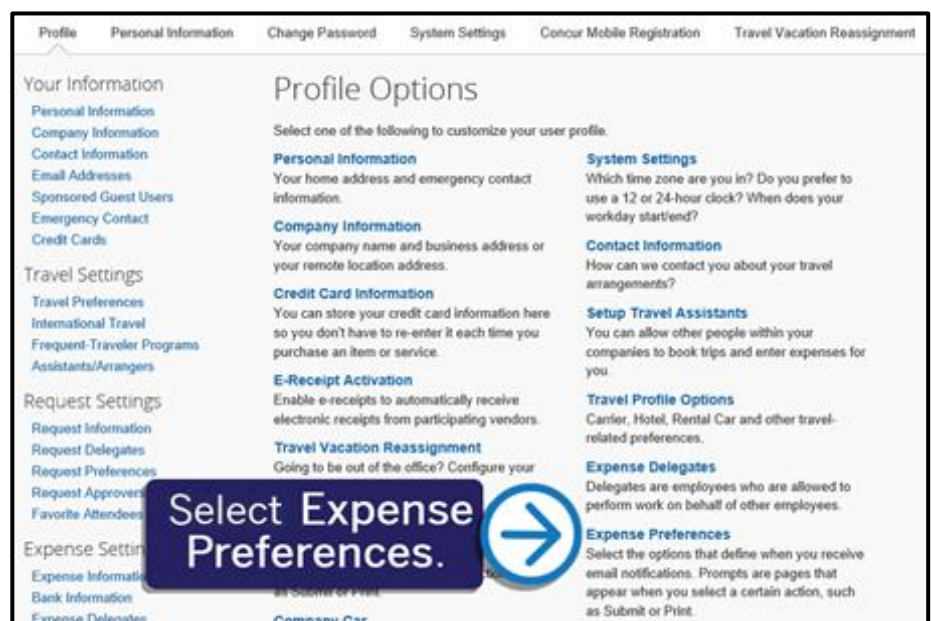
Your company administrator activates Expense Assistant, and they might have it automatically create monthly expense reports, trip-based expense reports, or both.

Expense Assistant will continue to add all your new incoming expenses that have a date that matches the calendar month of the expense report or are within the date range of a trip.

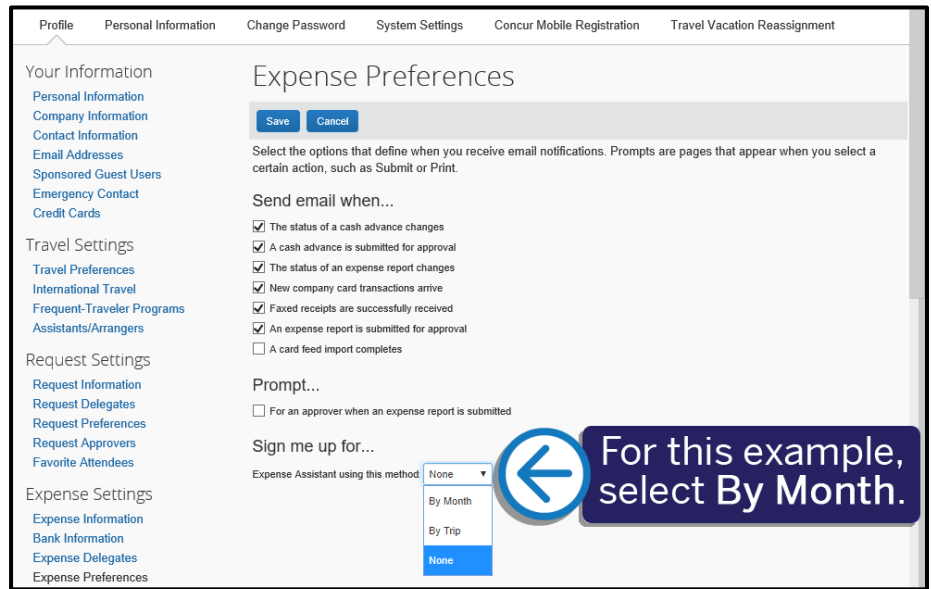
1. To enable Expense Assistant, from the **SAP Concur** home page, select **Profile**, and then select **Profile Settings**.



2. On the **Profile Options** page, select **Expense Preferences**.

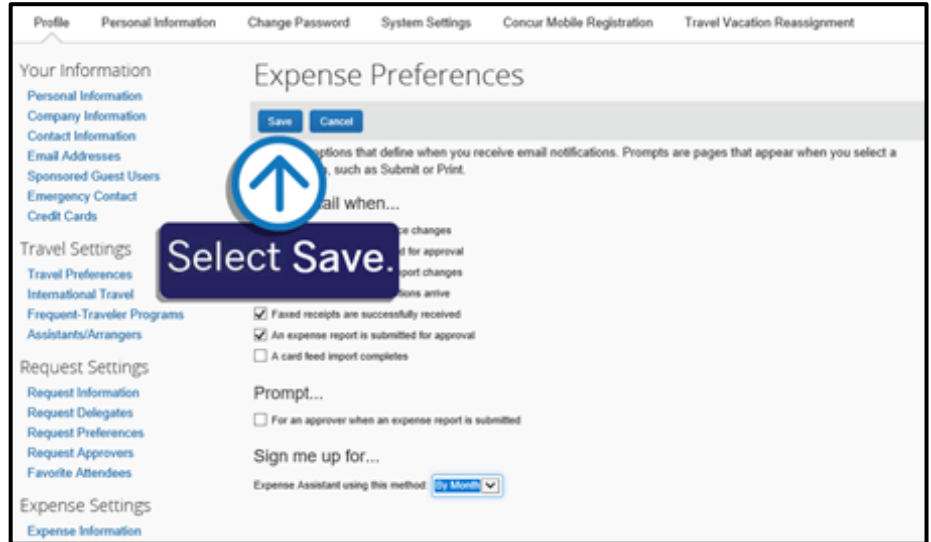


3. Select the **Sign me up for...** dropdown arrow, and then for this example, select **By Month**.



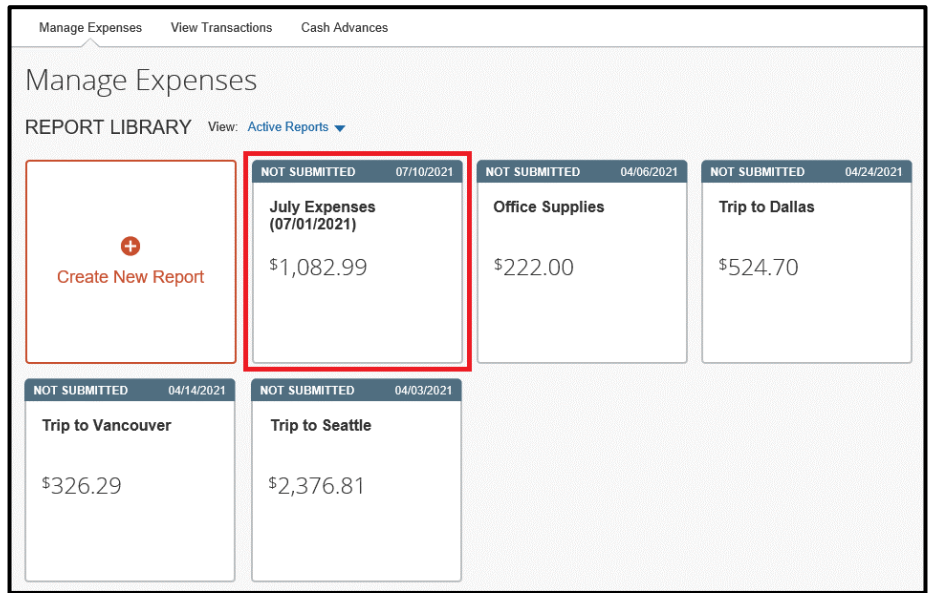
4. Select **Save**.

Your **Expense Preferences** are now saved, and Expense Assistant will begin adding expenses to a monthly expense report.

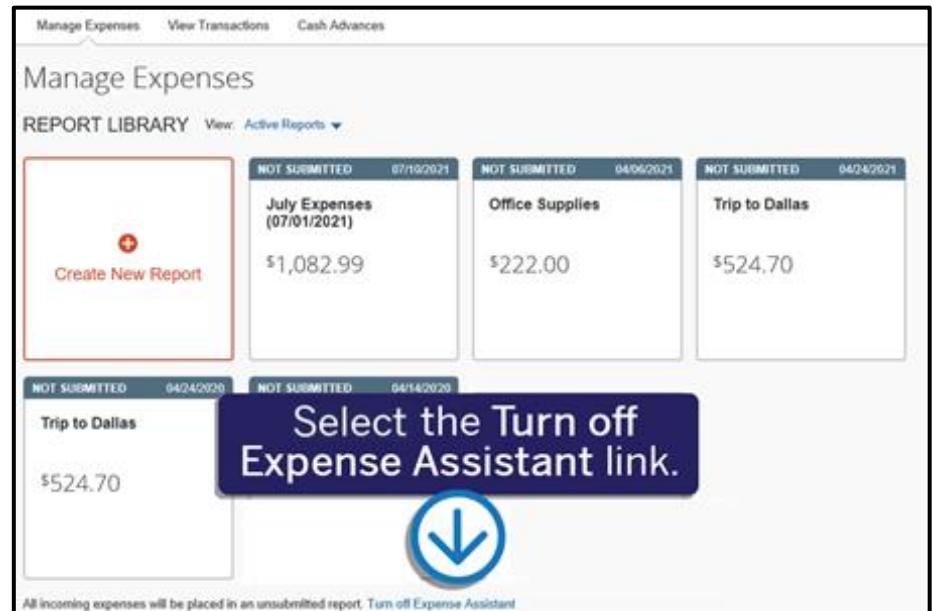


On the **Manage Expenses** page, you can view your newly created reports. Expenses are added to your reports based on their transaction date month.

You can open your reports to view alerts and attach required receipts before you submit your report for approval.



- To disable Expense Assistant and stop all incoming expenses from being placed on an unsubmitted report, select the **Turn off Expense Assistant** link just below your active expense reports.



- In the Confirm pop-up window, select **Turn off Expense Assistant**.

The Expense Assistant feature is now disabled, and your expenses will no longer be placed on an unsubmitted report.

