# 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.

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

1. From the **SAP Concur** home page, in the **My Tasks** section, select **Open Reports**.

   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.
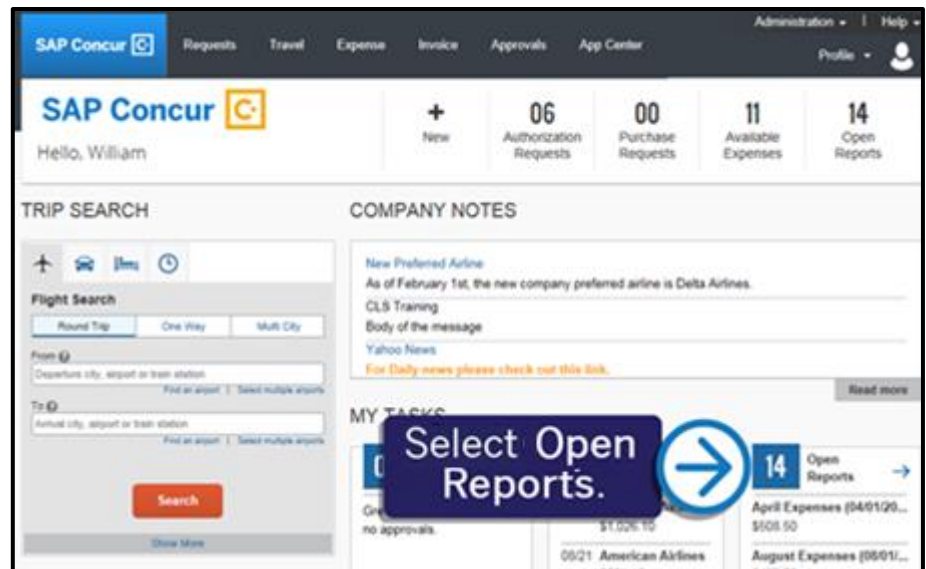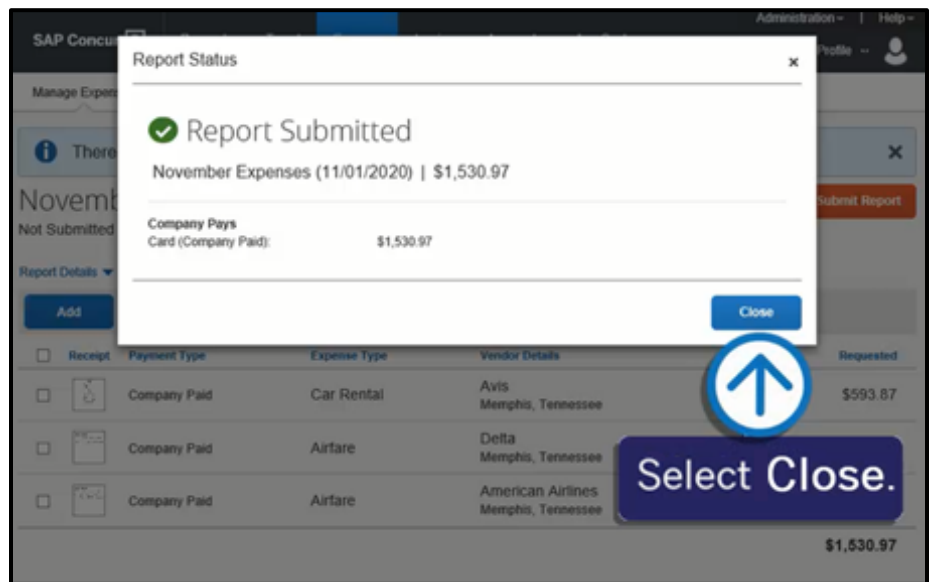

2. To modify the report, select the appropriate report.
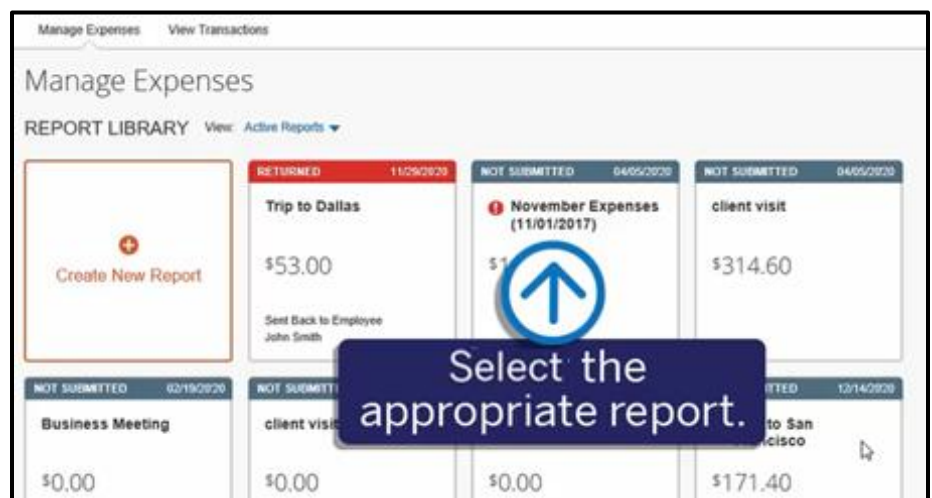
3. Fix any alerts, and add, edit, or delete your expenses as necessary. Attach any required receipts before submitting the report for approval.

4. When you are finished modifying the report, select **Submit Report**.
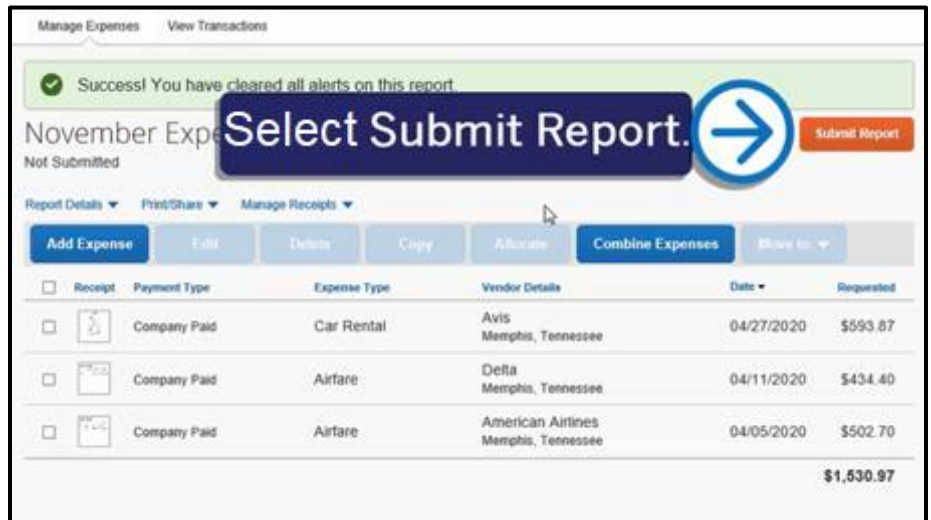
5. In the **Report Totals** window, select **Submit Report** again, and then select **Close**.

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. If there is a duplicate expense (such as an ExpenseIt entry), Expense Assistant will match existing entries to reports, including those with a *Returned status*.

Last updated: 30 October 2022