Expense

Introduction

Following shows a sample window.

The chapter describes features available within the window.

crm-expense-en.png

Create Expense

Click "New expense" on upper right corner of expense table

expense-new-en.png

When expense modal appears, enter all information and click "Create" button.

Click "+ Add line" if needed

expense-new-expense-en.png

Update Expense

Click "Update" button on the right of expense

If no "Update" button, the expense can not be updated.

expense-update-en.png

when expense modal appears, update expense data and click "Update" button

Click "+ Add line" if needed

expense-update-expense-en.png

View Expense

Click "View" button on the right of expense

expense-view-en.png

Expense modal appears

expense-view-expense-en.png

Submit Expense

Click "Submit" button on the right of expense

If no "Submit" button, the expense can not be submitted.

expense-submit-en.png

When expense modal appears, click "Submit" button to confirm submission

expense-submit-expense-en.png

Retract Expense

Click "Retract" button on the right of expense

If no "Retract" button, the expense can not be retracted.

expense-retract-en.png

When expense modal appears, click "Retract" button to confirm retraction

expense-retract-expense-en.png

Approve Expense

Click "Approve" button on the right of expense

expense-approve-en.png

When expense modal appears, click "Approve" or "Disapprove" button to confirm

expense-approve-expense-en.png