

Gasto

- [Introducción](#)
- [Crear Gasto](#)
- [Actualizar Gasto](#)
- [Ver Gasto](#)
- [Presentar Gasto](#)
- [Retraer Gasto](#)
- [Aprobar Gasto](#)

Introducción

Following chapter describes expense-related feature

Any expense goes through life cycle illustrated in following flow-chart. **Blue** text denotes action; black text denote status



Click "Expense" under Employee menu to access dashboard

employee-expense-es.png

Following is a sample of expense dashboard

The chapter describes features available within the dashboard.

expense-es.png

Crear Gasto

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

expense-new-es.png

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

Click "+ Add line" if needed

expense-new-expense-es.png

Actualizar Gasto

Click "Update" button on the right of expense

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

expense-update-es.png

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

Click "+ Add line" if needed

expense-update-expense-es.png

Ver Gasto

Click "View" button on the right of expense

expense-view-es.png

Expense modal appears

expense-view-expense-es.png

Presentar Gasto

Click "Submit" button on the right of expense

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

expense-submit-es.png

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

expense-submit-expense-es.png

Retraer Gasto

Click "Retract" button on the right of expense

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

expense-retract-es.png

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

expense-retract-expense-es.png

Aprobar Gasto

Click "Approve" button on the right of expense

expense-approve-es.png

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

expense-approve-expense-es.png