

# Gasto

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# 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