

Manager Expense Approval Flow - Operation Guide

Overview

This document describes the operation procedures for a Manager (supervisor/administrator) to approve expense requests in the expense management system.

Target Users

- **Manager (Supervisor/Administrator):** Users who use the web application and have permission to view and approve expense requests from all employees

Prerequisites

- A web browser (Chrome, Firefox, Safari, Edge, etc.) is installed
- Access to the system URL (`http://localhost:3000` or production URL) is available
- You have manager account credentials

Credentials (Demo Environment)

Username	Password
manager	manager123

Operation Procedures

Step 1: Access the Login Page

1. Launch your web browser
2. Enter the system URL in the address bar
 - Local environment: `http://localhost:3000/login`
 - Production environment: `/login` at the URL provided by the administrator
3. Verify that the login page is displayed

Verification Points:

- The page title displays "Expense Management - Manager Login"

- The username input field is displayed
- The password input field is displayed
- The "Login" button is displayed

経費管理 - Manager Login

ユーザー名

パスワード

ログイン

Manager: manager / manager123

Step 2: Log in as Manager

1. Enter `manager` in the **Username** field
2. Enter `manager123` in the **Password** field
3. Click the "**Login**" button

Verification Points:

- While typing, the password is masked as "●●●●●●●●"
- No error message is displayed

経費管理 - Manager Login

ユーザー名

パスワード

ログイン

Manager: manager / manager123

Step 3: Verify the Dashboard Page

After successful login, you will be automatically redirected to the expense approval dashboard.

Verification Points:

- The page title displays "**Expense Approval Dashboard**"
- The expense list table is displayed
- The following information is displayed:
 - **Count:** Total number of requests and pending approval count
 - **Total:** Total expense amount

経費承認ダッシュボード

件数: 2件 (承認待ち: 1件) 合計: ¥6,500

全データ削除

ログアウト

ID	タイトル	申請者	金額	ステータス	申請日時	操作
2	Taxi	employee	¥1,500	PENDING	2026/1/27 14:09:12	承認
1	Conference	employee	¥5,000	APPROVED	2026/1/27 14:09:11	

Step 4: Review the Expense List

Review the details of each request in the expense list table.

Table Structure:

Column	Description
ID	Expense request identification number
Title	Expense name (e.g., Taxi, Conference)
Applicant	Employee name who submitted the expense
Amount	Requested amount (in Yen)
Status	PENDING (awaiting approval) / APPROVED / REJECTED
Date	Date and time when the request was submitted
Action	Approve button (displayed only for PENDING status)

Status Color Coding:

- **PENDING** (Yellow): Awaiting approval
- **APPROVED** (Green): Approved
- **REJECTED** (Red): Rejected

Step 5: Identify the Target Expense

Find the expense to approve from the list.

1. Scroll through the expense list table
2. Identify the row of the expense you want to approve
3. Verify that the status is "**PENDING**"

Example: Approving Conference Expense

- Title: Conference
- Applicant: employee
- Amount: ¥5,000
- Status: PENDING

Step 6: Approve the Expense

1. Find the "**Approve**" button at the right end of the target expense row
2. Click the "**Approve**" button
3. If a confirmation dialog appears, click "**OK**"

Verification Points:

- The approve button is displayed in green
 - The button is in a clickable state
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Step 7: Verify the Approval Result

After the approval process is complete, the screen will be updated.

Verification Points:

- The status of the approved expense has changed to "**APPROVED**" (green)
 - The "Approve" button is no longer displayed (because it's already approved)
 - The "Pending approval count" at the top of the screen has decreased by 1
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Step 8: Log Out

After completing your work, log out of the system.

1. Click the "**Logout**" button at the top right of the screen
2. You will be automatically redirected to the login page

Verification Points:

- The login page is displayed again
- The URL has changed to `/login`

経費管理 - Manager Login

ユーザー名

パスワード

ログイン

Manager: manager / manager123

Screen Elements List

Login Page (/login)

Element	Description	data-testid
Title	"Expense Management - Manager Login"	login-title
Username Input	Enter manager ID	username-input
Password Input	Enter password	password-input
Login Button	Execute authentication	login-button

Dashboard Page (/dashboard)

Element	Description	data-testid
Title	"Expense Approval Dashboard"	dashboard-title
Expense Row	Each expense request row	expense-row-{id}
Approve Button	Approve the expense	approve-button-{id}
Logout Button	Log out of the system	logout-button
Reset All Data Button	Reset test data	reset-button

Troubleshooting

Cannot Log In

Symptom	Cause	Solution
Error message is displayed	Incorrect username or password	Re-enter the correct credentials
Page does not display	Server is not running	Contact the system administrator
Does not redirect to dashboard	Network connection issue	Refresh the browser and try again

Approve Button Not Displayed

Symptom	Cause	Solution
No approve button	Already approved or rejected	Check the status
Action column is empty	No permission	Verify you are logged in with a manager account

Approval Not Reflected

- 1. Press the browser refresh button (F5 key) to reload the page
- 2. If it still doesn't reflect, log out once and log in again

Related Documents

- [Application Specification](#)
- [Employee Expense Submission Guide](#) *Planned*
- [System Administrator Guide](#) *Planned*

Revision History

Date	Version	Changes
2026-01-28	1.0	Initial release

This guide was automatically generated based on test artifacts (screenshots) and specifications.