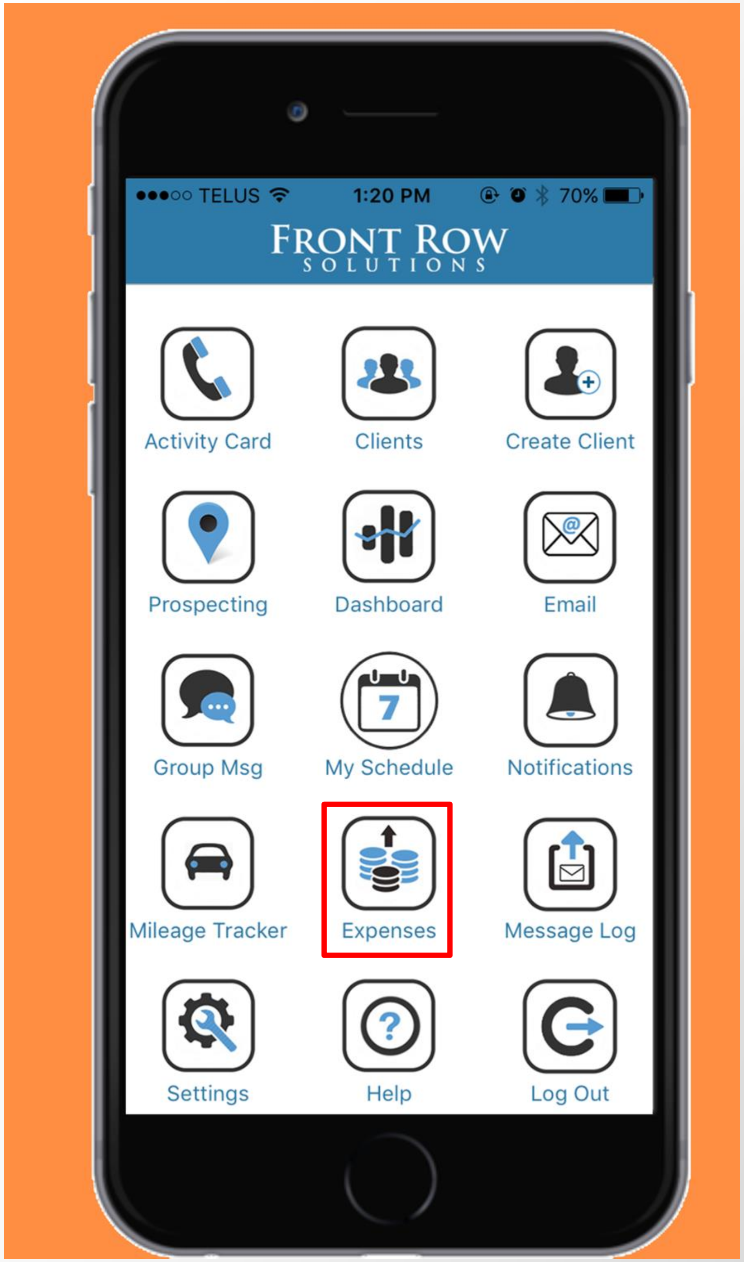
Front Row App Training:
Expenses

FRONT ROW
SOLUTIONS

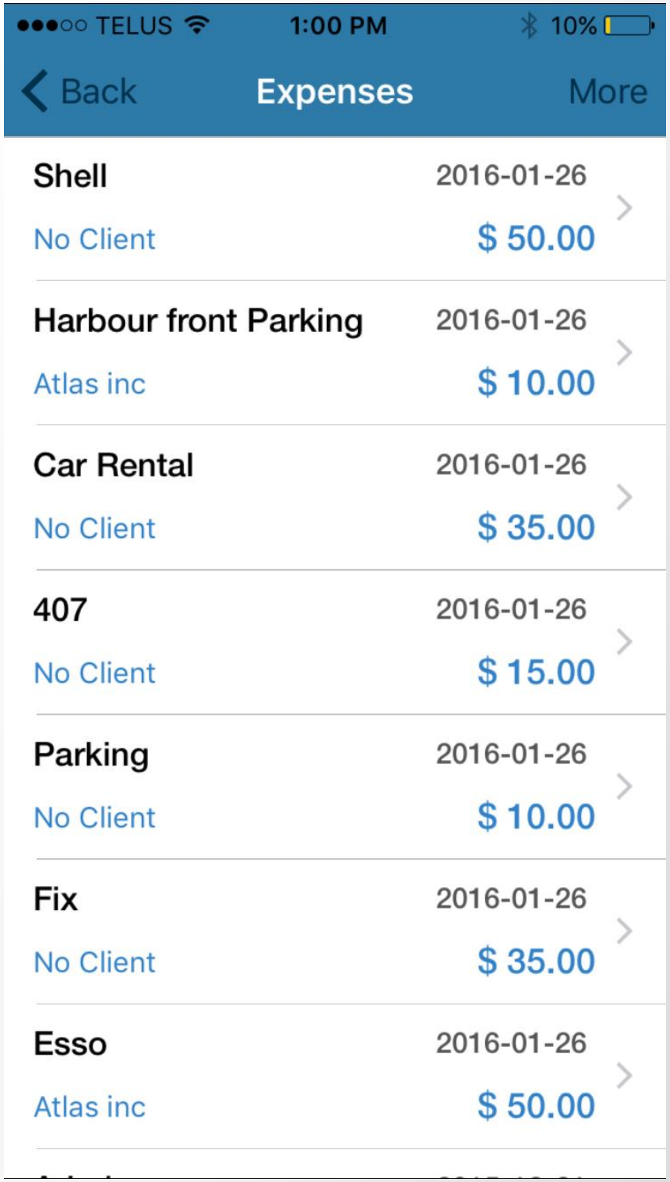
The Fastest & Easiest Sales Reporting Tool Ever!

Expenses



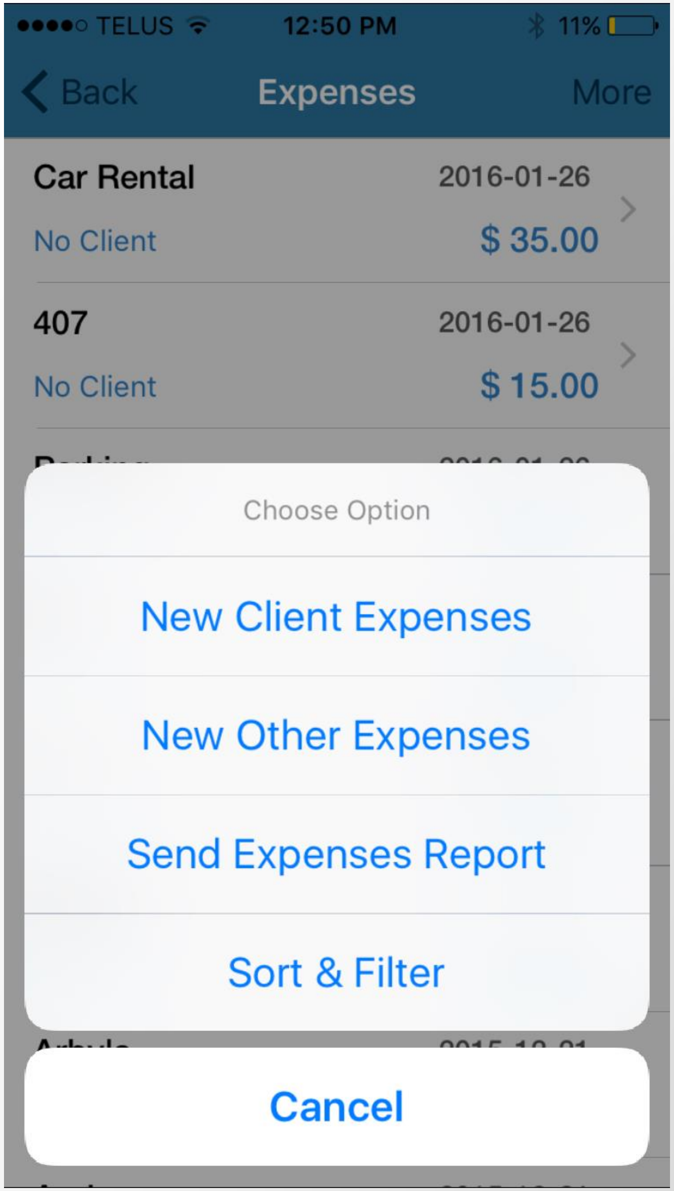
- You can use the Front Row App to manage expenses
- The system includes options to identify expense type, has an integrated camera feature to take photos of receipts and includes an email engine for easy expense submission

Expenses List



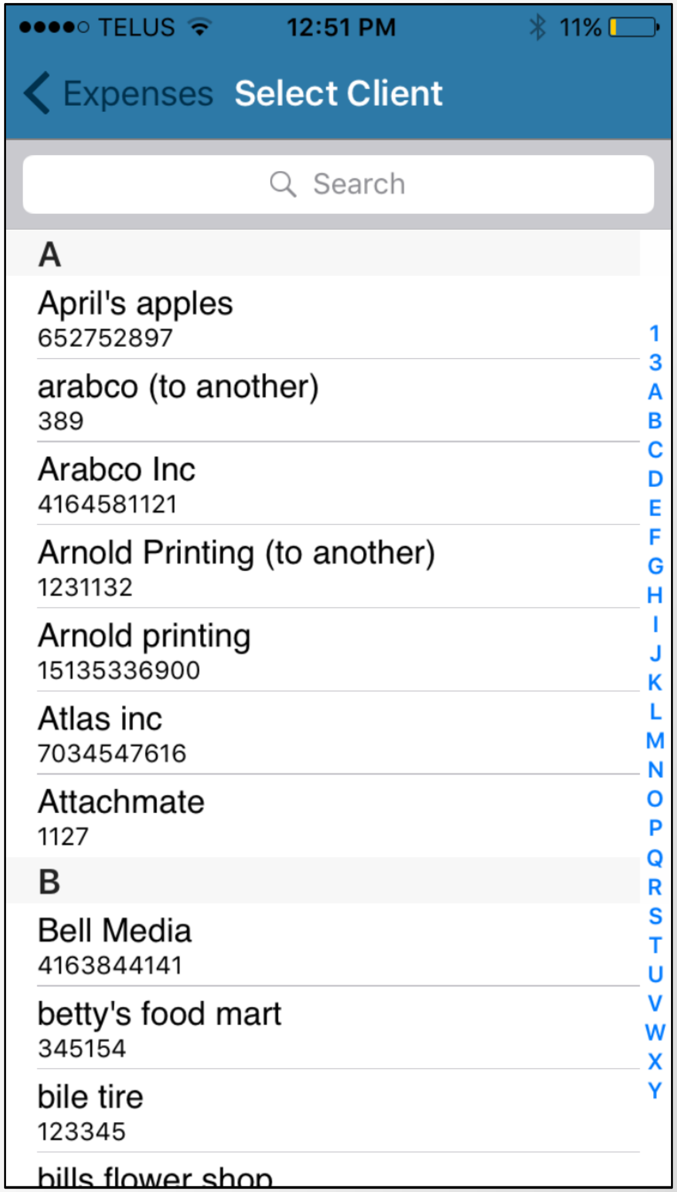
- The opening page lists your entered expenses
- Select any expense to review it
- Select ‘More’ to create a new expense or to send an expense report

Expense Options



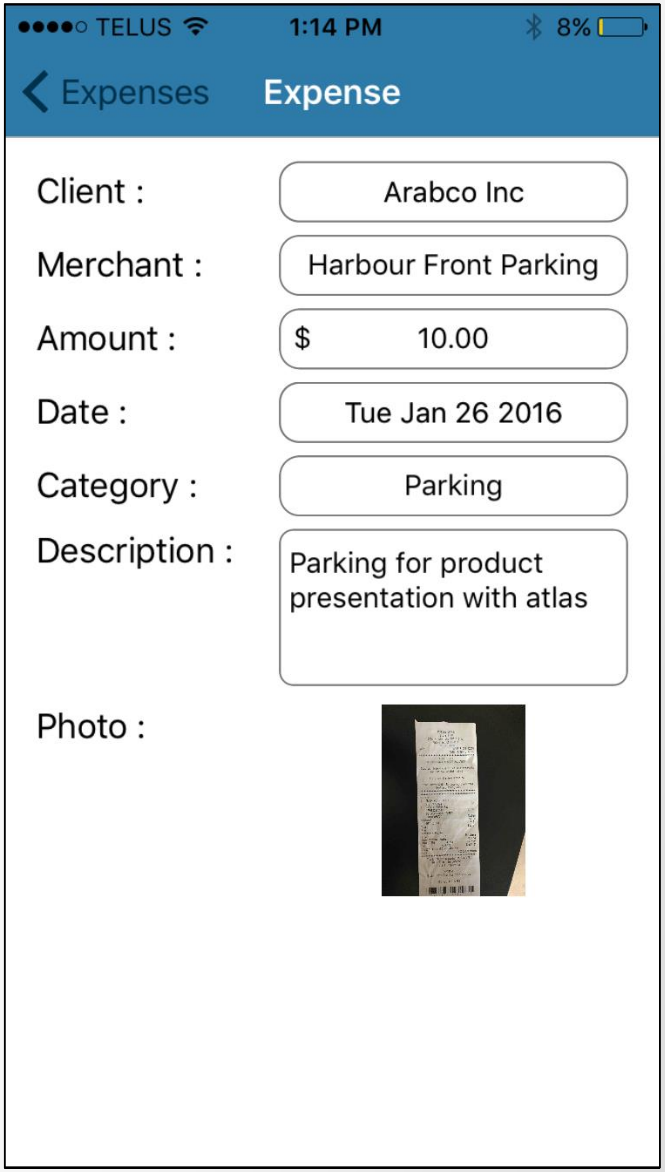
- You can assign an expense to a client, to other, send an expense report, or sort and filter your expenses listed

Client Expenses



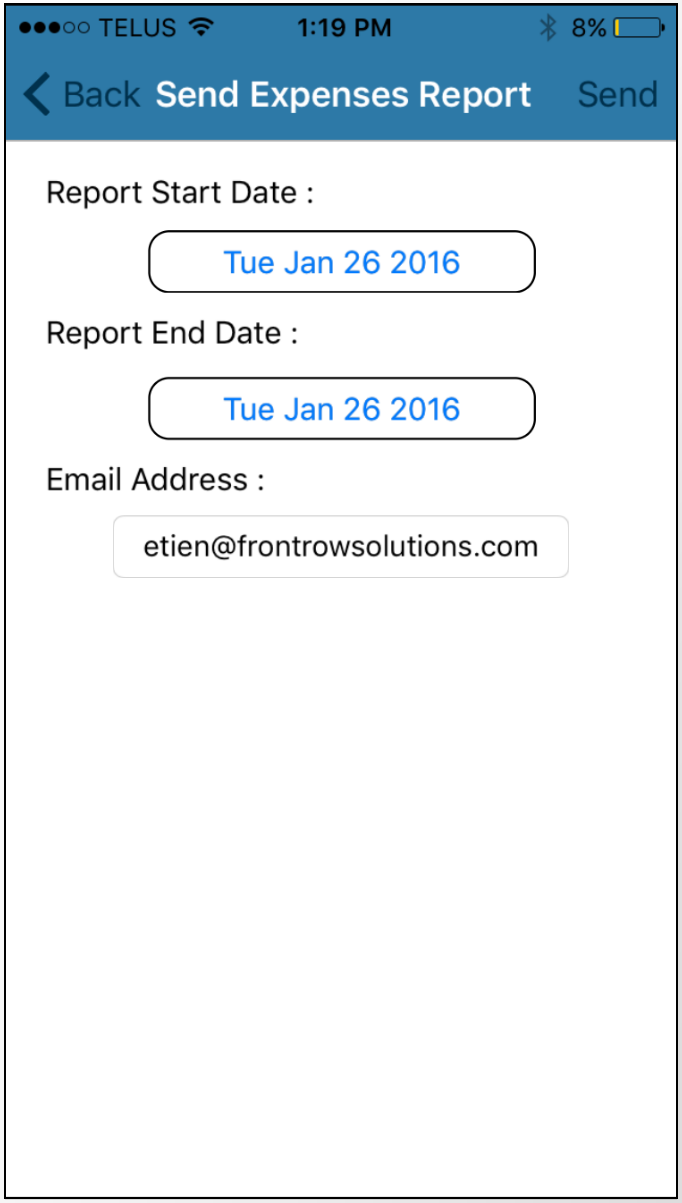
- To attach an expense to a client, first select the client in your client list

Client Expenses



- Fill out the merchant, amount, date, category, and description.
- Attach a photo for authentication purposes

Sending an Expense Report



- Select the date range for the expense report you would like to submit

Contact us for any support questions:

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Email: support@frontrowsolutions.com