

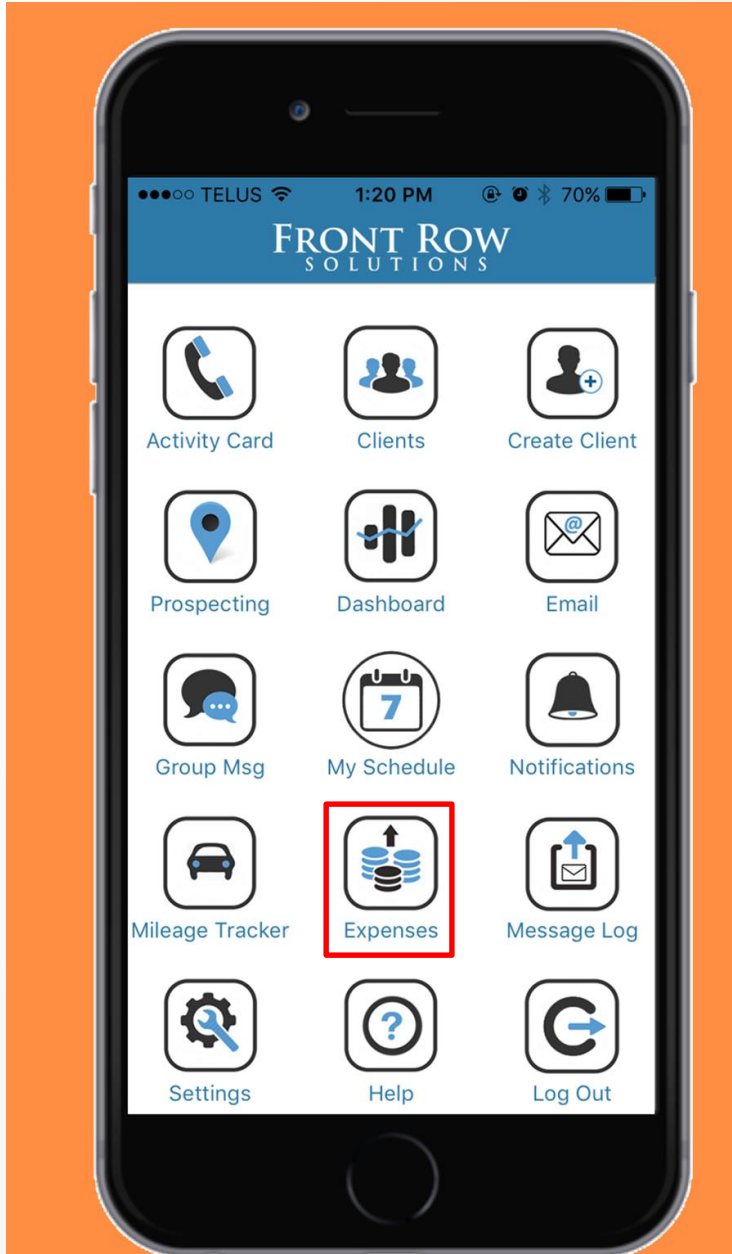
Front Row App Training: Expenses



FRONT ROW
SOLUTIONS

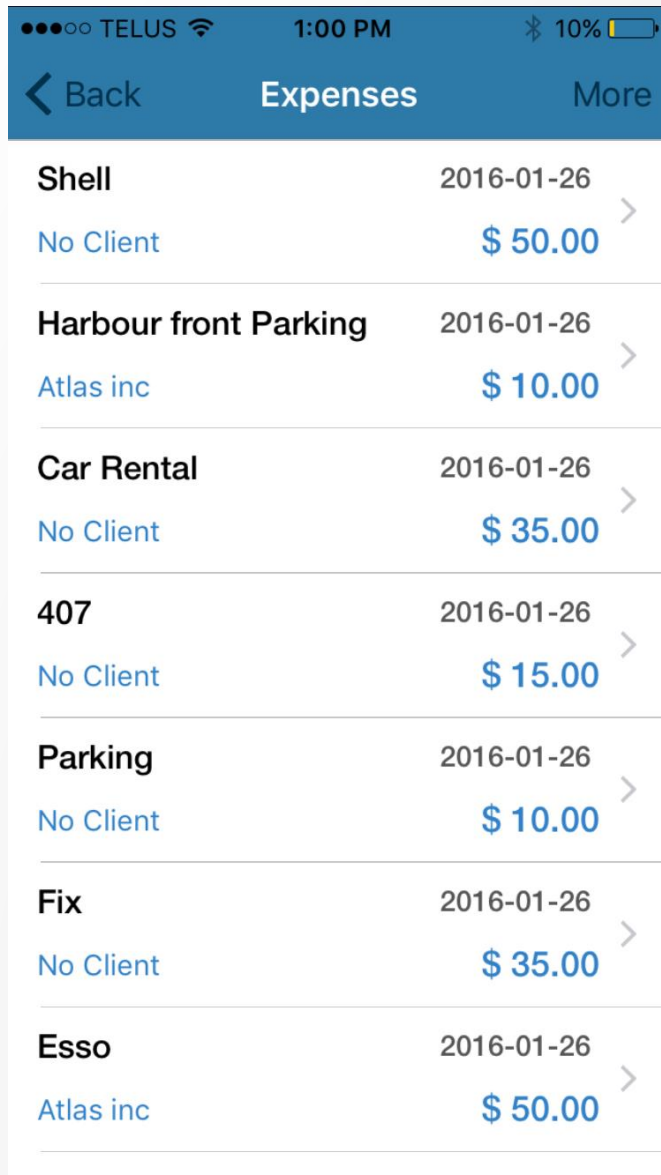
The Fastest & Easiest Sales Reporting Tool Ever!

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

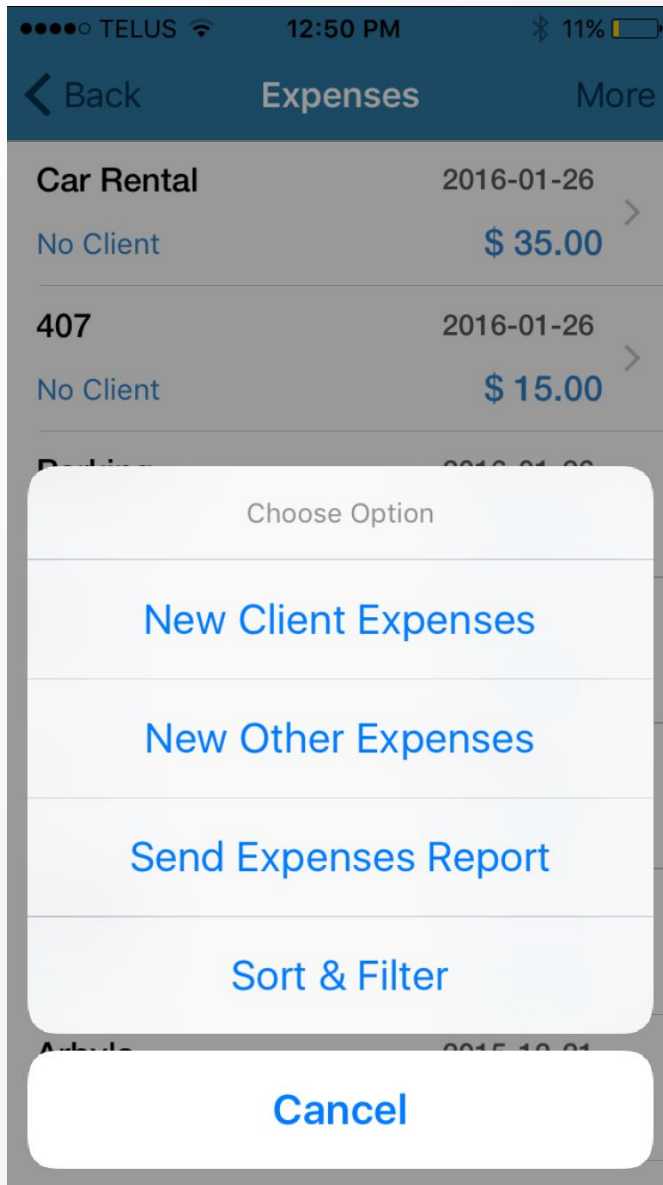
Expenses List



Expenses	
Shell No Client	2016-01-26 \$ 50.00
Harbour front Parking Atlas inc	2016-01-26 \$ 10.00
Car Rental No Client	2016-01-26 \$ 35.00
407 No Client	2016-01-26 \$ 15.00
Parking No Client	2016-01-26 \$ 10.00
Fix No Client	2016-01-26 \$ 35.00
Esso Atlas inc	2016-01-26 \$ 50.00

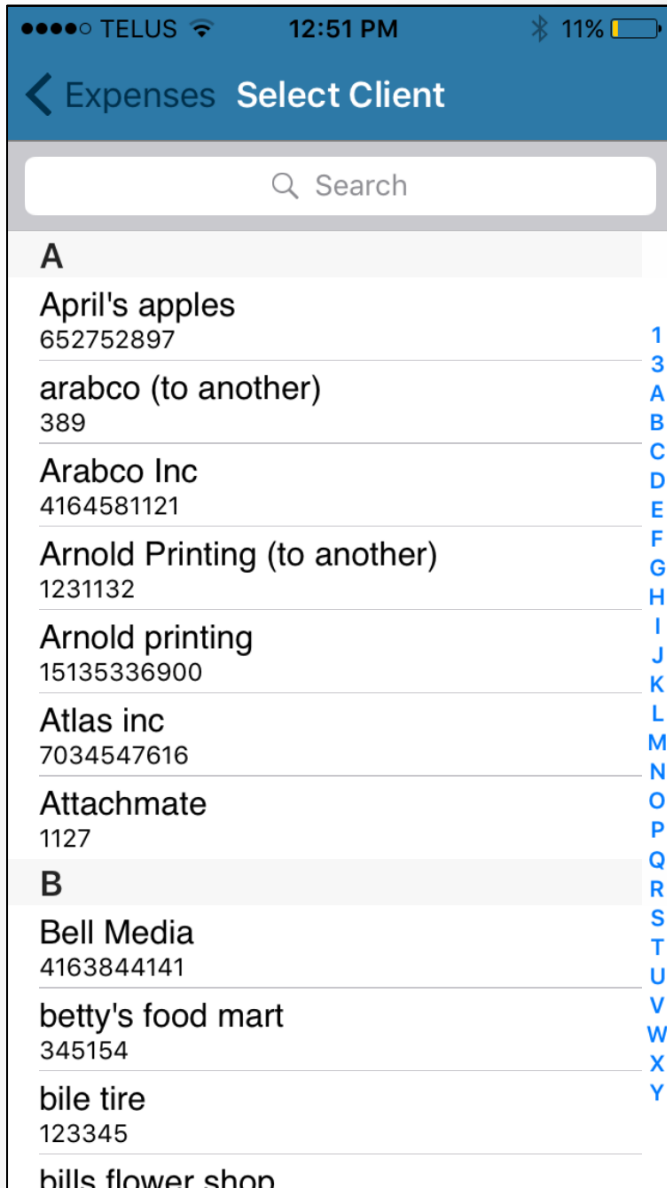
- The opening page lists your entered expenses
- Select any expense to review it
- Select 'More' to create a new expense or to send an expense report

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

●●●● TELUS 1:14 PM 8%

< Expenses Expense

Client : Arabco Inc


Merchant : Harbour Front Parking

Amount : \$ 10.00

Date : Tue Jan 26 2016

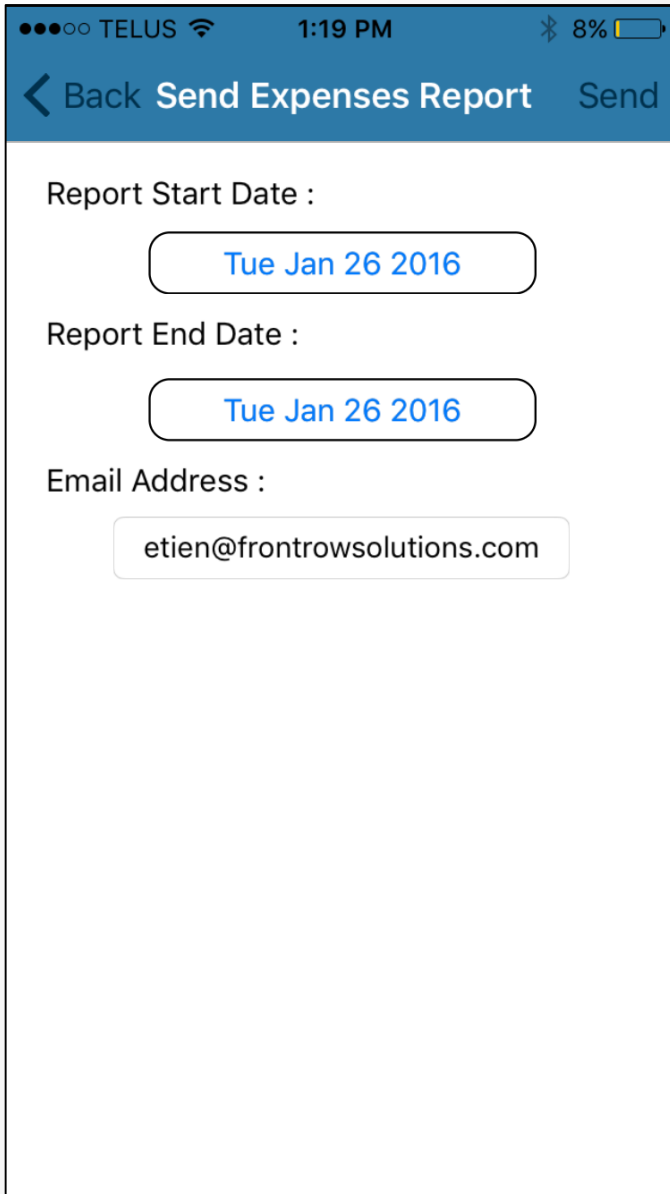
Category : Parking

Description : Parking for product presentation with atlas

Photo : 

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

Sending an Expense Report



The screenshot shows a mobile application interface for sending an expense report. At the top, the status bar displays 'TELUS', signal strength, Wi-Fi, the time '1:19 PM', and a battery level of '8%'. Below the status bar is a blue header with a back arrow, the text 'Send Expenses Report', and a 'Send' button. The main content area is white and contains three input fields: 'Report Start Date' with a rounded button containing 'Tue Jan 26 2016', 'Report End Date' with a rounded button containing 'Tue Jan 26 2016', and 'Email Address' with a rounded button containing 'etien@frontrowsolutions.com'.

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

Contact us for any support questions:

Phone: 1-800-986-0983

Email: support@frontrowsolutions.com

