CONTACTS

CONTACT

DEFAULT FIELD DISPLAY

All yellow fields will appear by default, with or without values, in all Contacts

1. DISPLAY NAME - A concatinated display of the name fields

2. TITLE / COMPANY GROUP

3. EMAIL GROUP

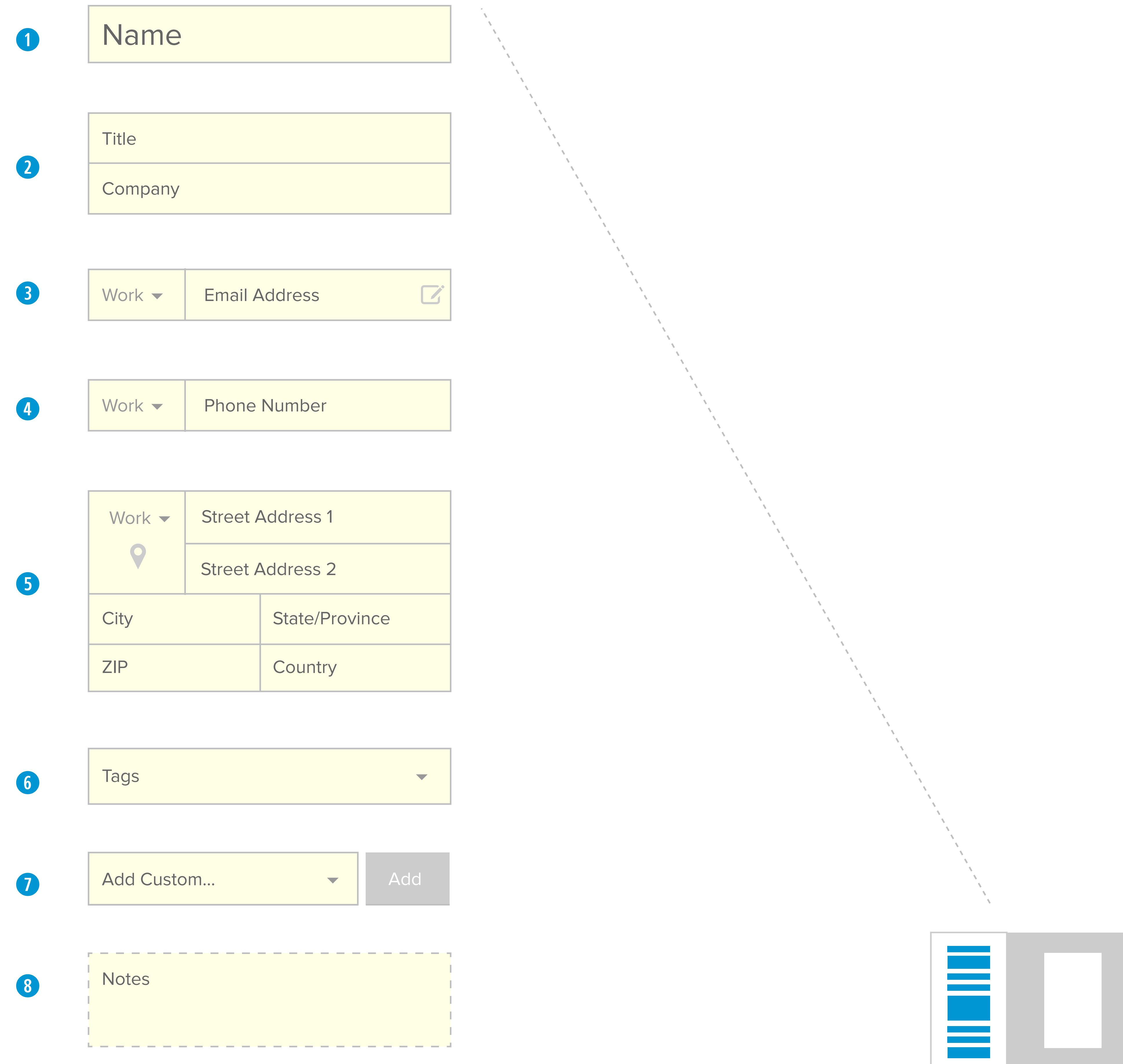
4. PHONE / FAX / PAGER GROUP

5. ADDRESS GROUP

6. TAGS

7. ADD CUSTOM FIELDS

8. NOTES - This field is “pinned” to the bottom so it will always be accessible despite scroll position



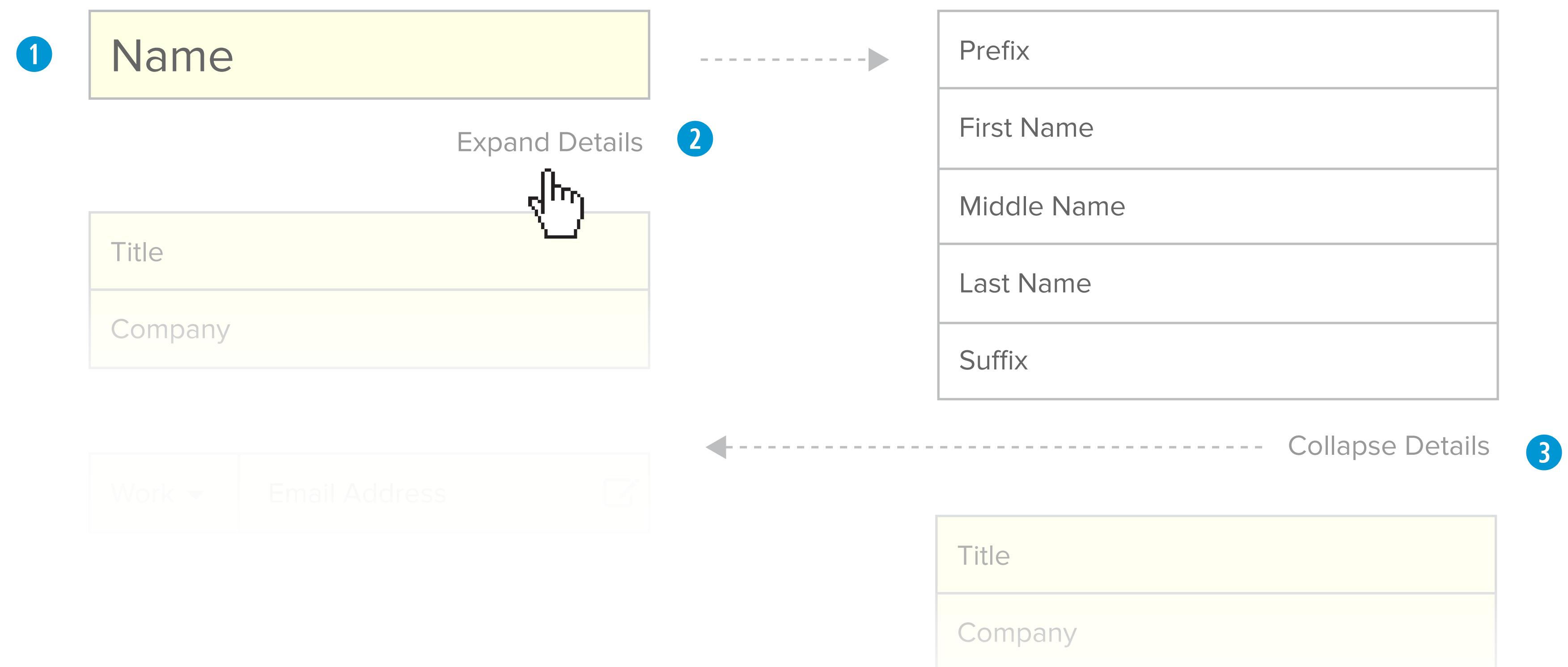
CONTACT

DISPLAY NAME

1
Display name field shows a concatination of the 5 existing name fields, in order.

2
Clicking ‘Expand Details’ reveals the 5 individual name fields

3
Clicking ‘Collapse Details’ displays the Display Name field again.



CONTACT

TITLE / COMPANY GROUP

1

Rolling over Title / Company group reveals “Make Company Contact.

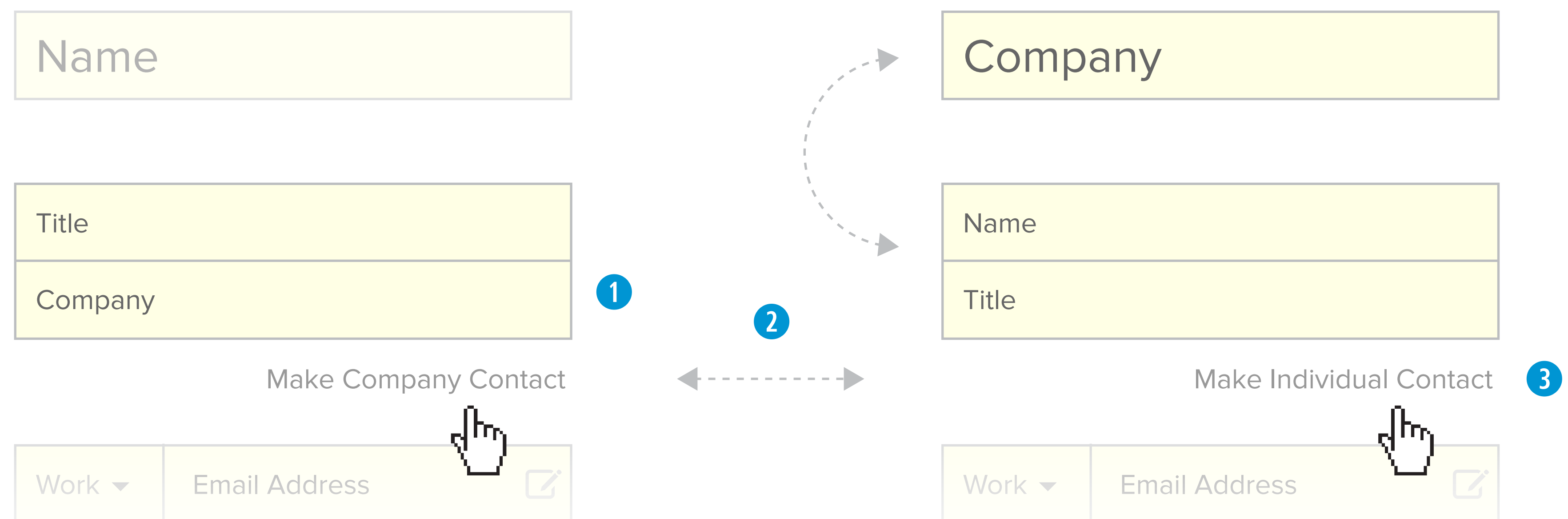
This replaces the current ”Is Company” checkbox

2

Clicking “Make Company Contact” makes the Company field into the “Display Name”, and moves Name and title down one position.

3

Access to expanded “Name” details is no longer available, unless the user switches back to “Individual Contact”



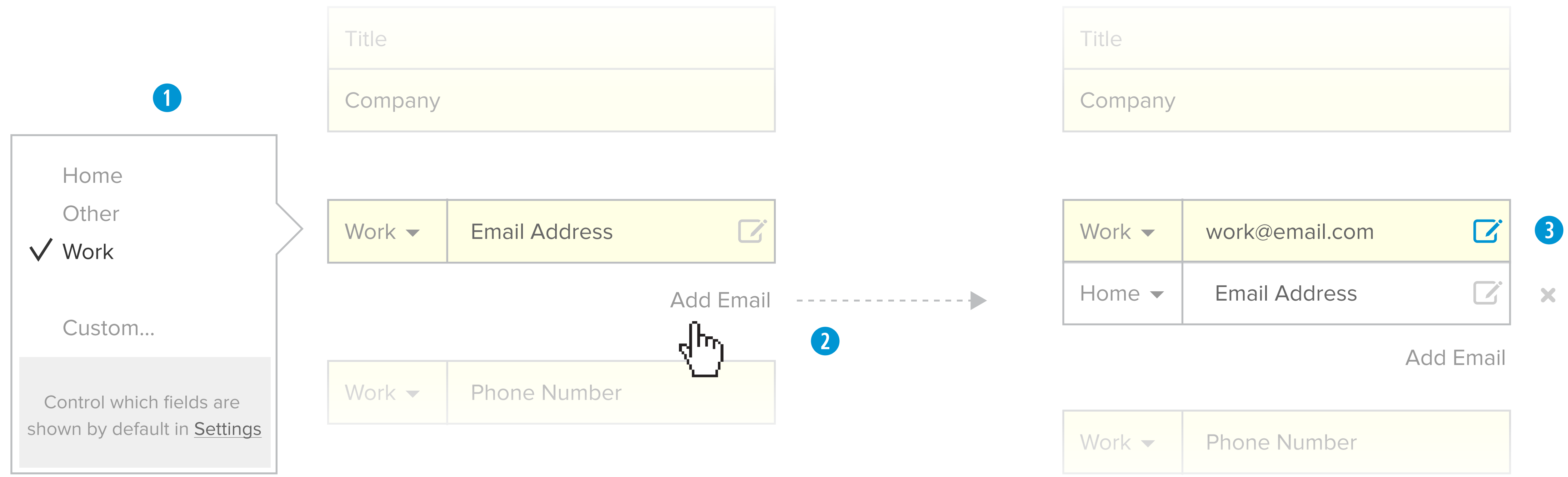
CONTACT

EMAIL GROUP

1. Work is default emai, but can be change

2. Add Email adds additional fields below original

3. When a valid email address is entered, user can do a one-click mailto



CONTACT

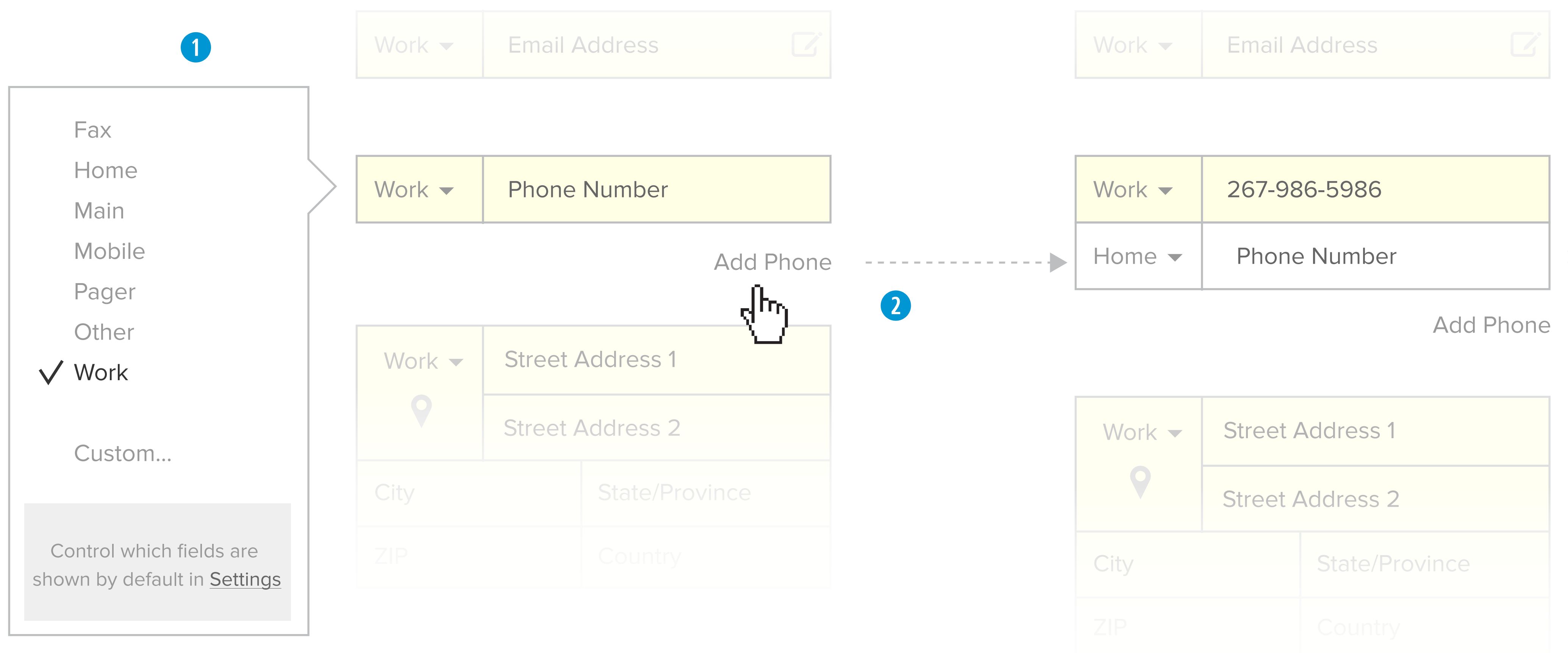
PHONE GROUP

1

Work is default phone, but can be change

2

Add Phone adds additional fields below original



CONTACT

ADDRESS GROUP

1

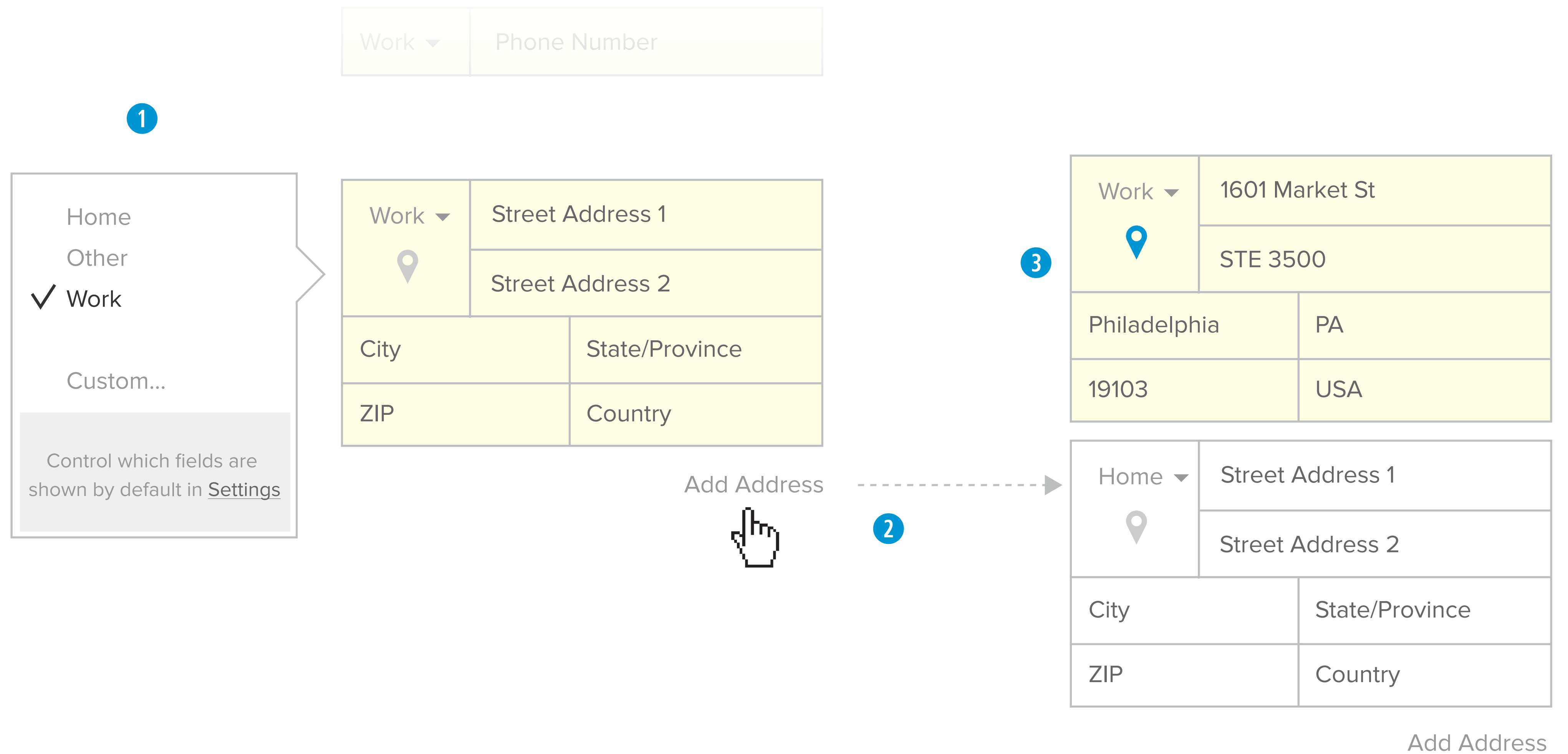
Work is default phone, but can be change

2

Add Phone adds additional fields below original

3

When a valid address is entered, user can do a one-click map



CONTACT

FIELD DISPLAY SETTINGS

Users can customize the default display of fields globally.

Fields hidden with data in them will retain that data.

ITEM TYPE

Contact

DEFAULT REGION

USA

BASIC FIELDS

- [x] Simplify Name
- [ ] Prefix
- [ ] First Name
- [ ] Middle Name
- [ ] Last Name
- [ ] Suffix
- [ ] Default Company Contact
- [x] Title
- [x] Company
- [x] Tags
- [x] Notes

EMAIL FIELDS

- [x] Work Email
- [ ] Home Email
- [ ] Other Email

PHONE FIELDS

- [x] Work Phone
- [ ] Fax
- [ ] Home Phone
- [ ] Main Phone
- [ ] Mobile Phone
- [ ] Pager
- [ ] Other Phone

ADDRESS FIELDS

- [x] Work Address
  - [x] Street 1
  - [x] Street 2
  - [x] City
  - [x] State/Province
  - [x] ZIP
  - [x] Country
- [ ] Home Address
- [ ] Other Address

CUSTOM FIELDS

- [x] Meeting Place ×

Add New

Add

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RECEIPTS

RECEIPT - VENDOR EXPENSE

DEFAULT FIELD DISPLAY

All yellow fields will appear by default, with or without values, in all Receipts of ‘Vendor’ expense type

1

DISPLAY NAME - For vendor expense type, this is Vendor Name.

2

DATE / PAYMENT TYPE GROUP

3

LINE ITEM / TOTAL GROUP

4

EXPENSE GROUP

5

TAX CATEGORY

6

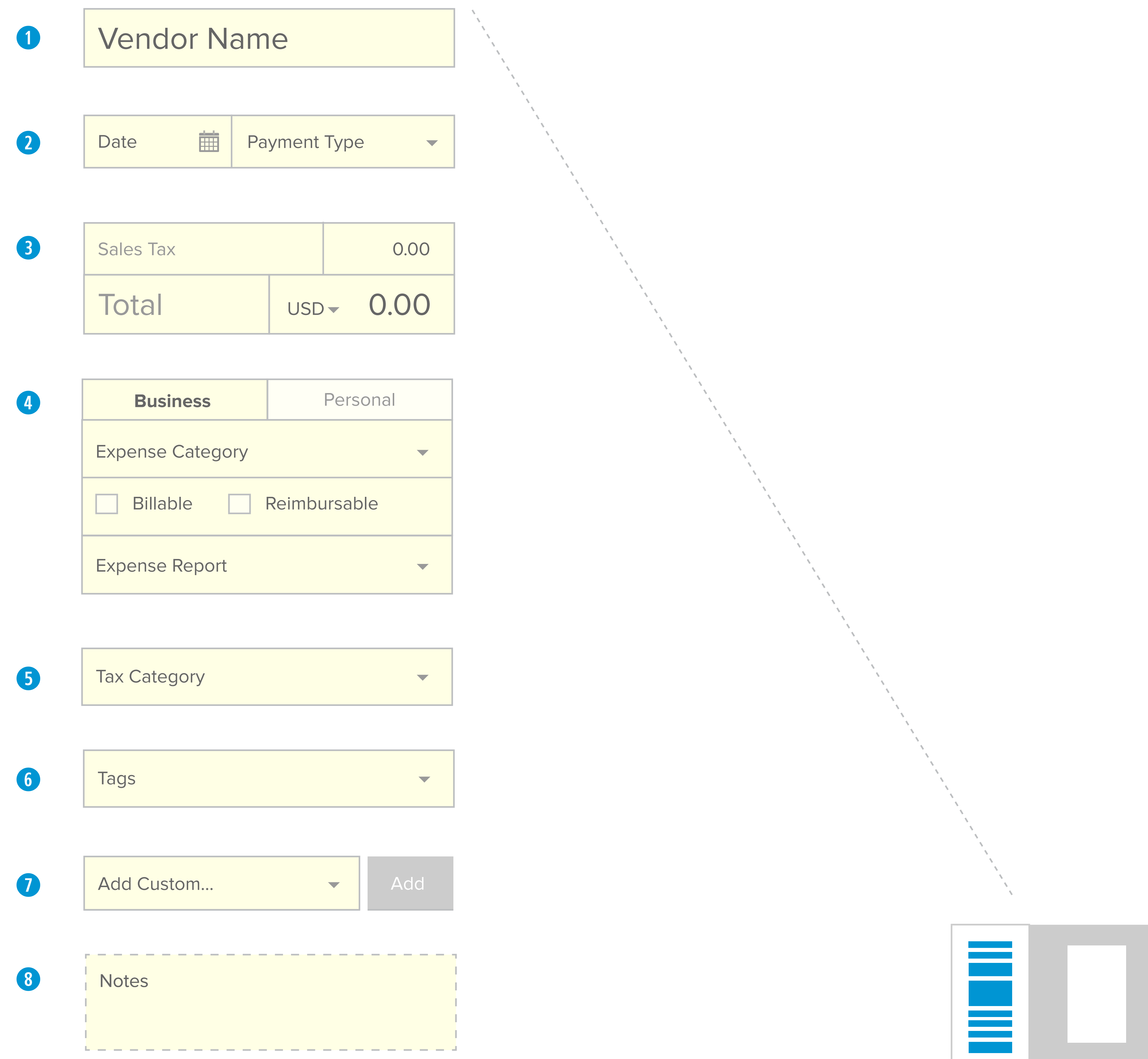
TAGS

7

ADD CUSTOM FIELDS

8

NOTES - This field is “pinned” to the bottom so it will always be accessible despite scroll position



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RECEIPT - VENDOR EXPENSE

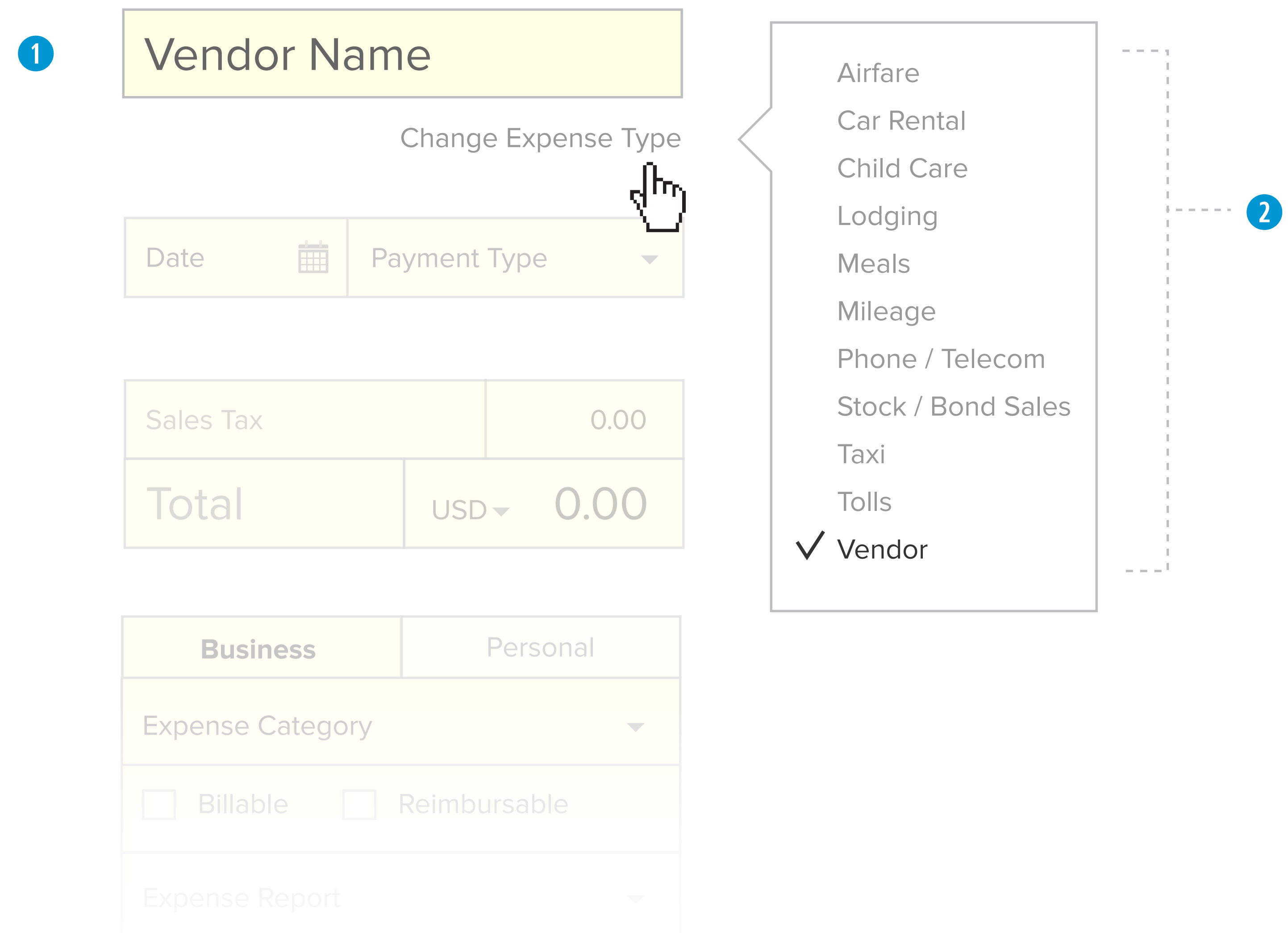
DISPLAY NAME

1

Rolling over fields or field groups can reveal additional options. For Display Name, the option is “Change Expense Type”

2

User can change expense type, offering a custom set of default fields and different calculations.



RECEIPT - VENDOR EXPENSE

DATE / PAYMENT GROUP

1

Users can add Payment accounts for reconciliation that will appear here. **Also, SPI can capture account-specific info.**

2

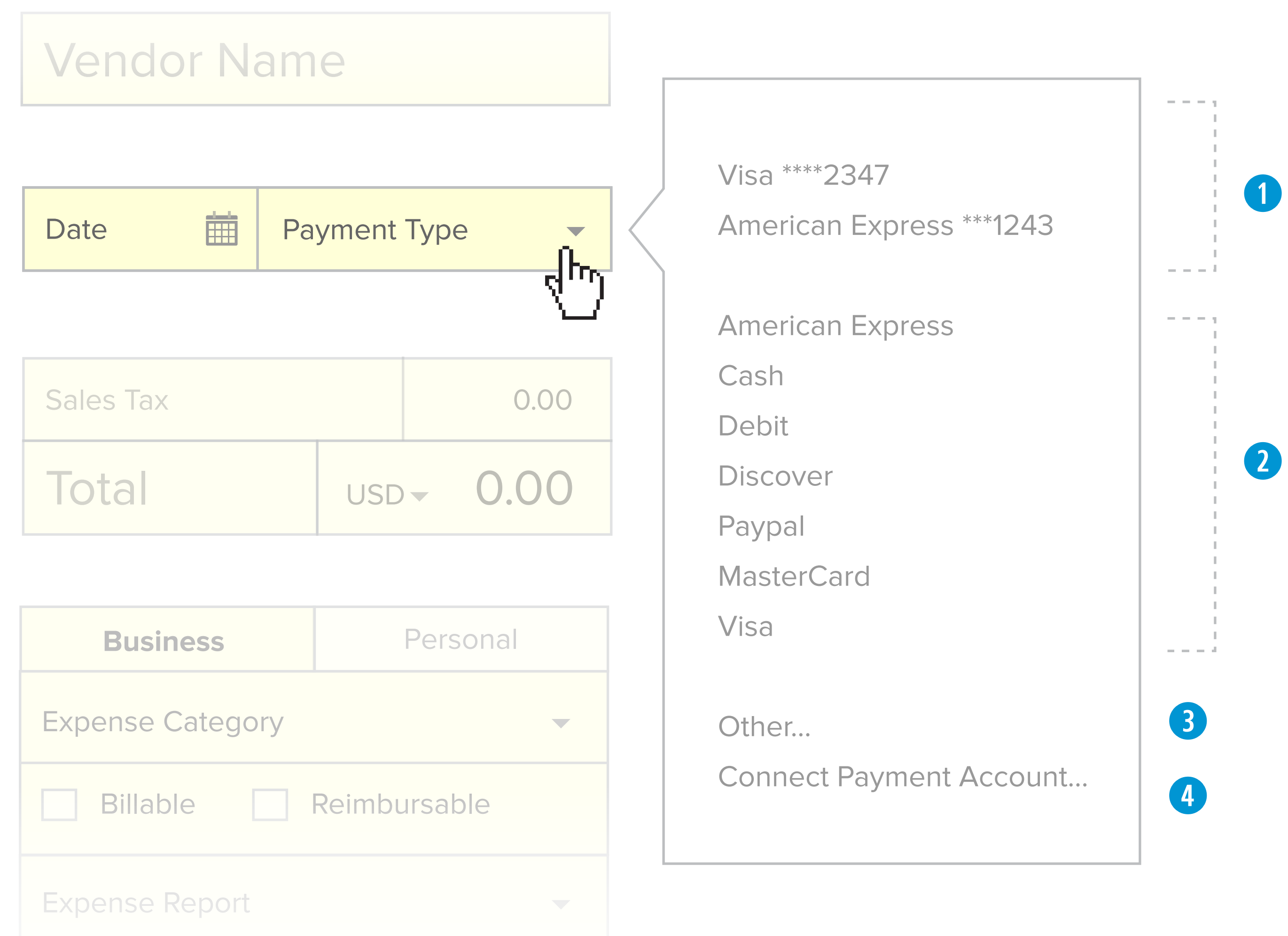
Present users with list of common payment types to choose from.

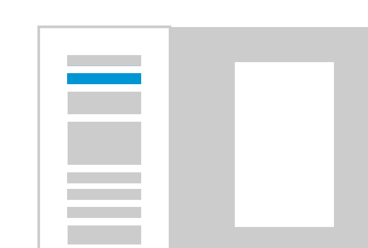
3

Custom payment types are added to list

4

Add reconcilliation account





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RECEIPT - VENDOR EXPENSE

LINE ITEM / TOTAL GROUP

1

User can change item-level currency

2

Changing currency may change default taxes or layout of this group. Also may affect items in “Edit Transaction” list. For example, Canadian taxes are shown here.

3

Once a user adds one of these lines, it disappears from the list

4

Additional lines are added to the top of the group in this order

5

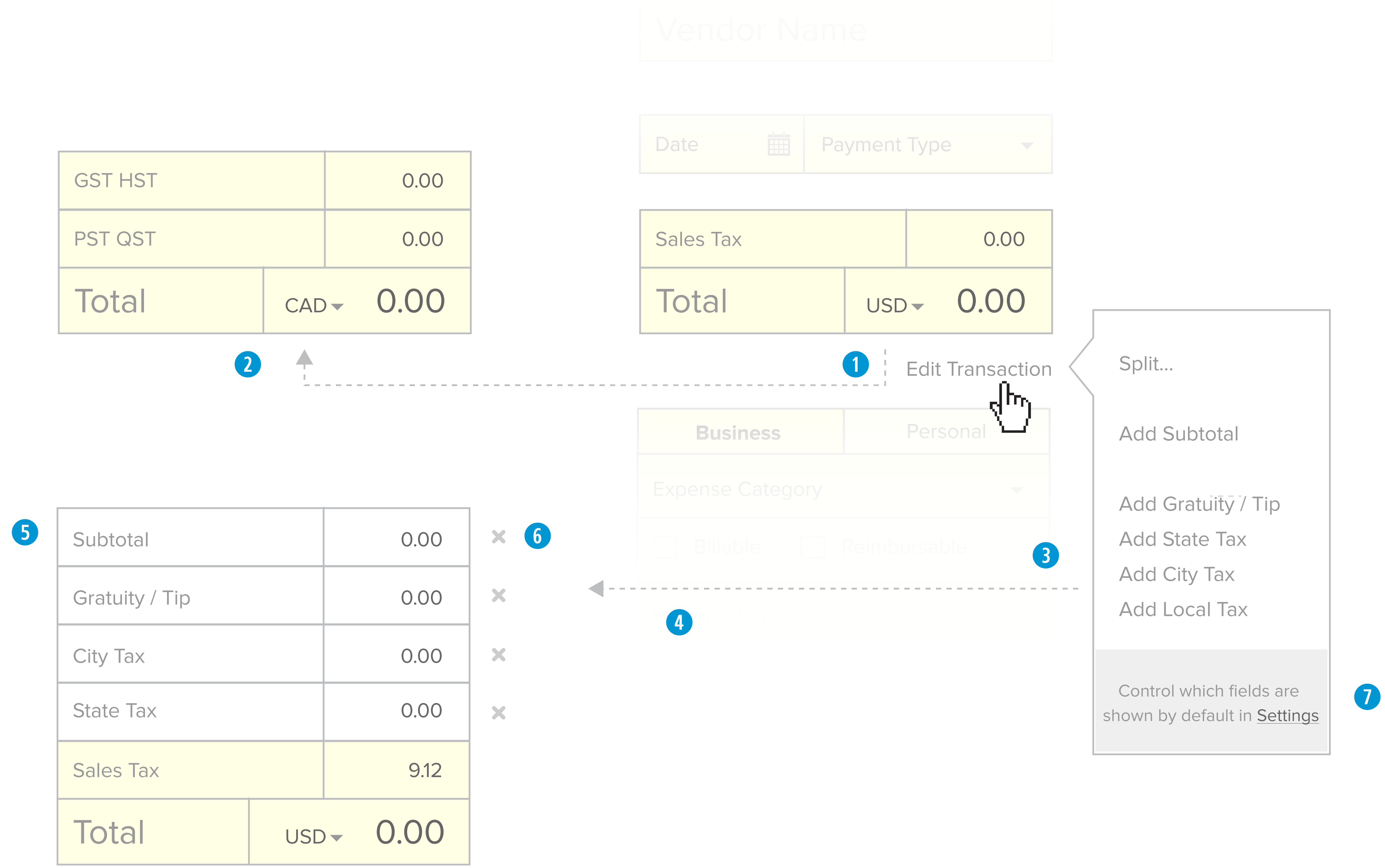
If Subtotal is added, Neat can check math for errors

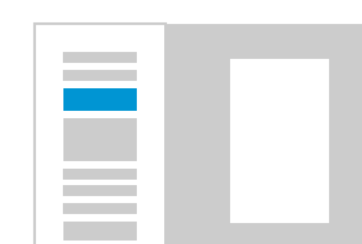
6

Users can only hide/remove fields they have added

7

Users can adjust global fields in Settings





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RECEIPT - VENDOR EXPENSE

CREATE SPLIT TRANSACTION

Split transaction launches an expanded modal. This modal is also used for EDIT SPLIT

1

DESCRIPTION FIELD - This new field allows each split to be easily identified.

2

User can edit expense type, category, or mark Billable/Reimbursable. User can edit more criteria once split.

3

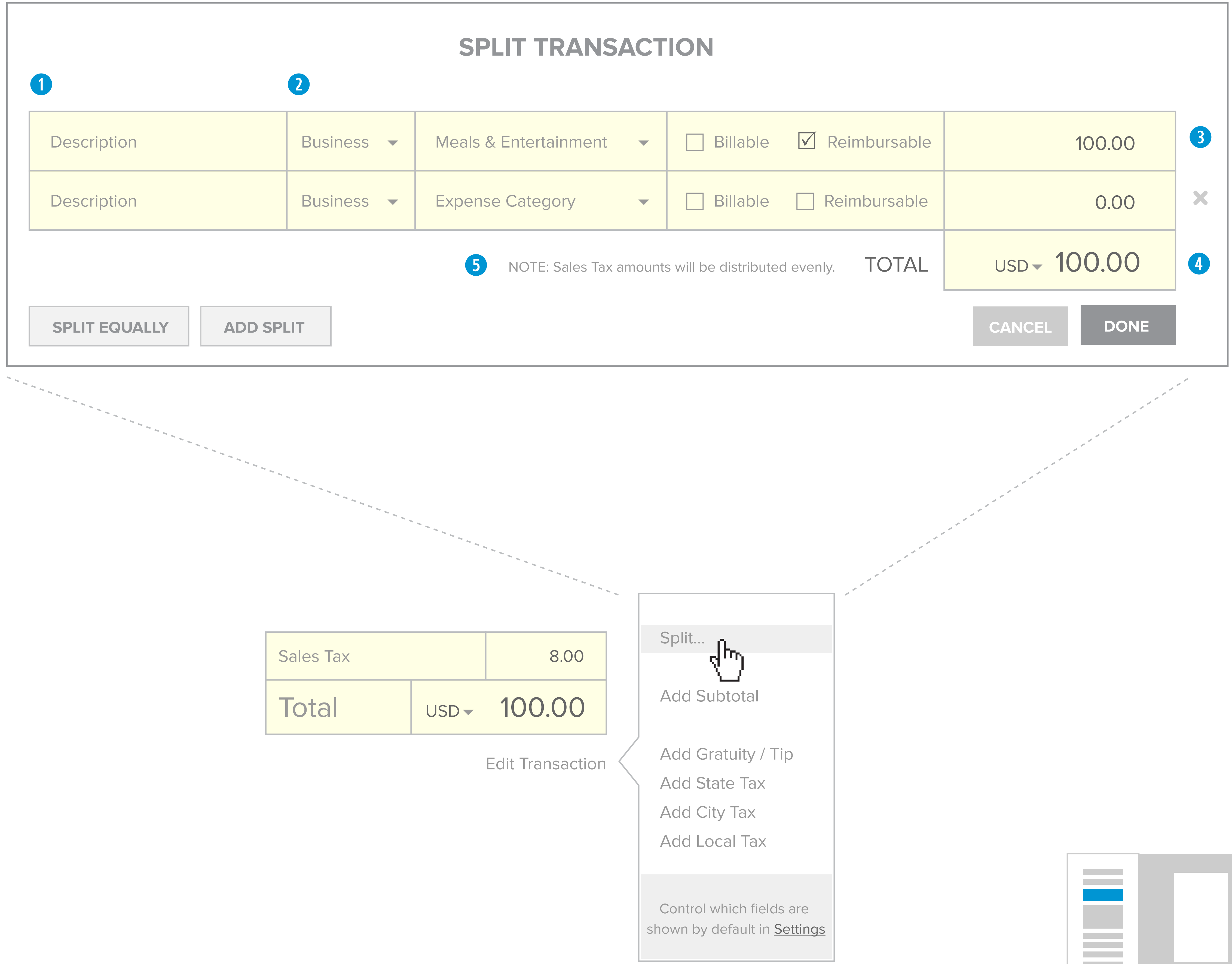
Split 1 inherits properties of master transaction.
Adjustments will be taken from or added to top line to add to total

4

Total and Currency can also be edited here, and will affect splits

5

Sales tax will be split proportionally



RECEIPT - VENDOR EXPENSE

SPLIT ITEM: TRANSACTION VIEW

The ‘Parent view’ of a split item. Holds Transaction-level information

Users Can:

-Edit shared fields
-View split summary and transaction total
-Navigate to splits
-Edit split
-Add/ edit custom transaction-level fields

Users Cannot

-Change Expense Type
-Add lines (subtotal, tip, tax, etc)
-Edit or access non-shared fields
-Edit total amount of transaction

1

Fields in yellow are common to all sub-transactions and can only be edited in Transaction View

2

Clicking on row will open that split view

3

Edit split launches split modal to edit amounts, currency, etc.

4

Custom fields allowed on transaction level

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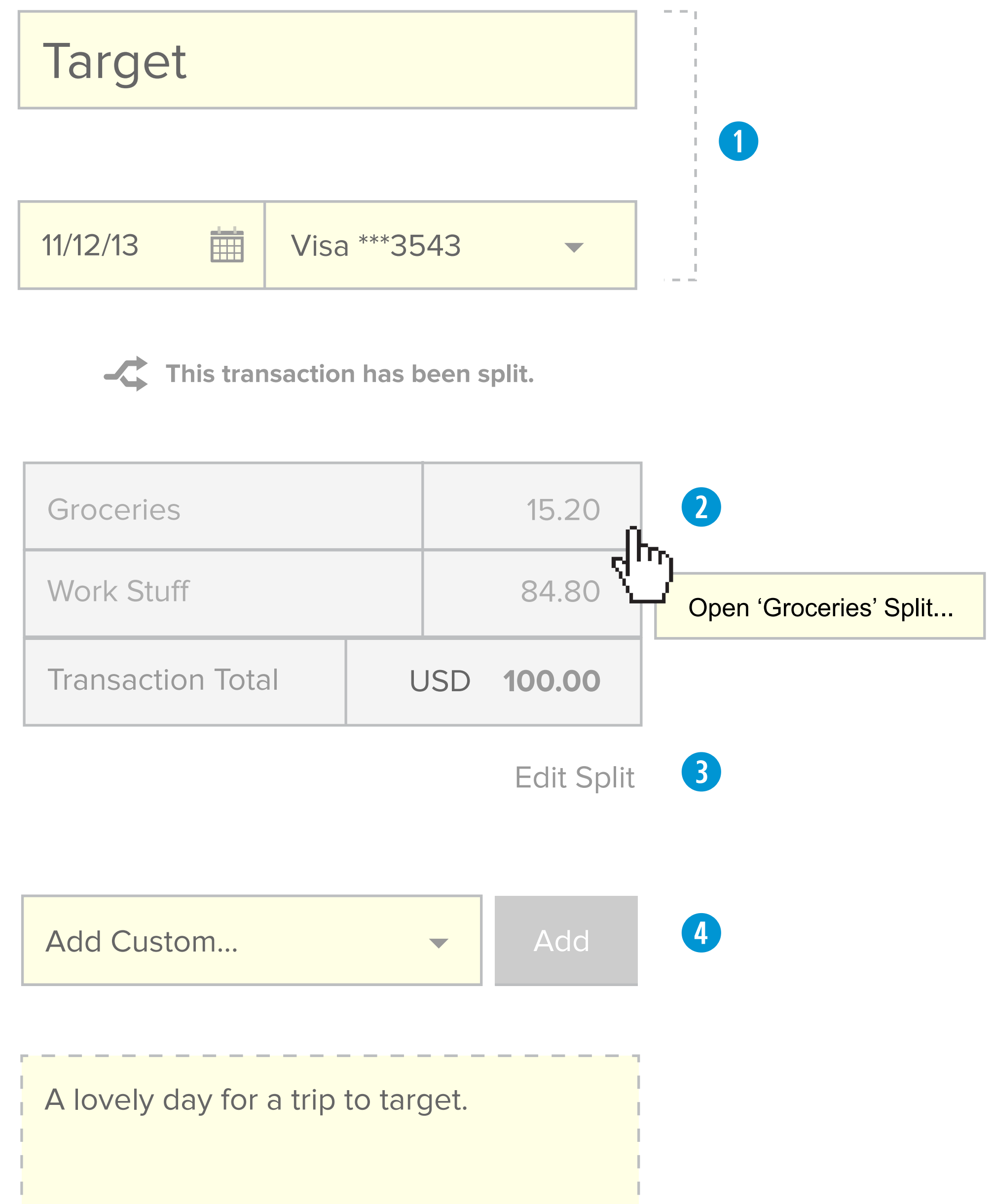


RECEIPT - VENDOR EXPENSE

SPLIT ITEM: SPLIT VIEW

The expense-level view of a split item.

Behaves like any other expense except:
-User cannot edit shared fields
-User can navigate to Transaction view or sibling splits
-User can Edit Split
-User can edit “Description” field

1

Indication is given of the selected split.

2

Fields relevant to the selected split are displayed and editable

3

“Description” field is displayed. This field is unique to splits.

4

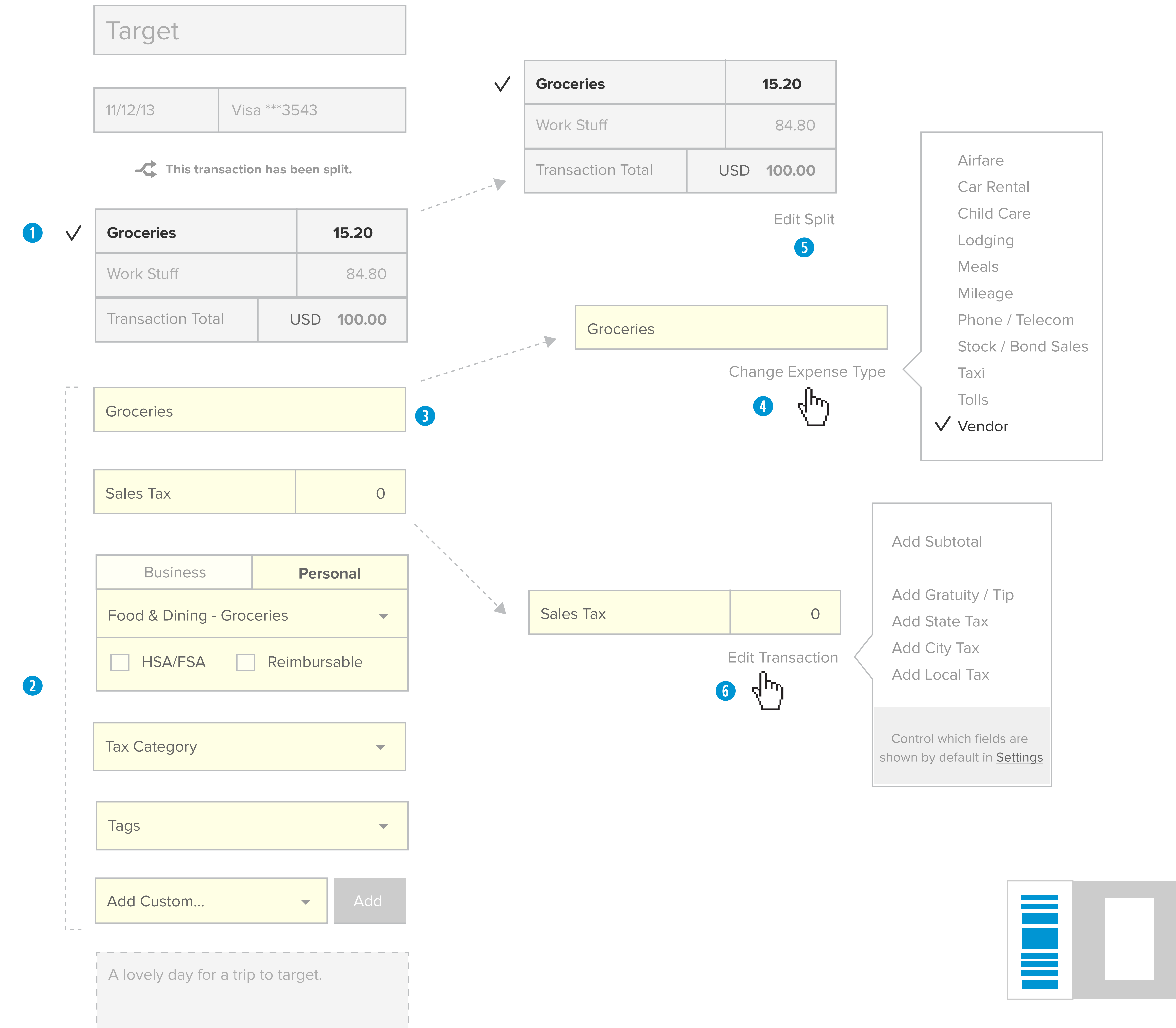
“Change Expense Type” option moves under “Description” vs. “Vendor”

5

To edit totals, “Edit Split” needs to be selected when rolling over Split Summary.

6

Tip, taxes, etc. can be added to sales tax area



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RECEIPT - VENDOR EXPENSE

SPLIT ITEMS IN LIST VIEW

Split items need to appear in list view as individual items.

As such they can be moved to different folders.

They share a common item view however, with the ability to toggle the metadata between Transaction View (parent) and individual splits.

1

Description column becomes visible in list view

2

Visual indication of a split item

My Expenses

1

		VENDOR	DESCRIPTION	LABEL	CATEGORY	DATE	PAYMENT TYPE	AMOUNT
☐	$	Target	Groceries	Personal	Food & Dining - Groceries	11/12/13	Visa ****3425	USD 15.20
☐	$	Target	Work Stuff	Business	Office Supplies	11/12/13	Visa ****3425	USD 84.80
☐	$	Don Piano's	2	Personal	Food & Dining - Groceries	11/09/13	American Express	USD 123.45
☐	$	Office Depot		Business	Office Supplies	11/01/13	Cash	USD 11.65

RECEIPT - VENDOR EXPENSE

EXPENSE GROUP

Toggling between “Business” and “Personal” tabs gives the user relevant expense categories and fields.

1

BUSINESS - displays relevant categories, Billable, Reimbursable, and Expense Report option.

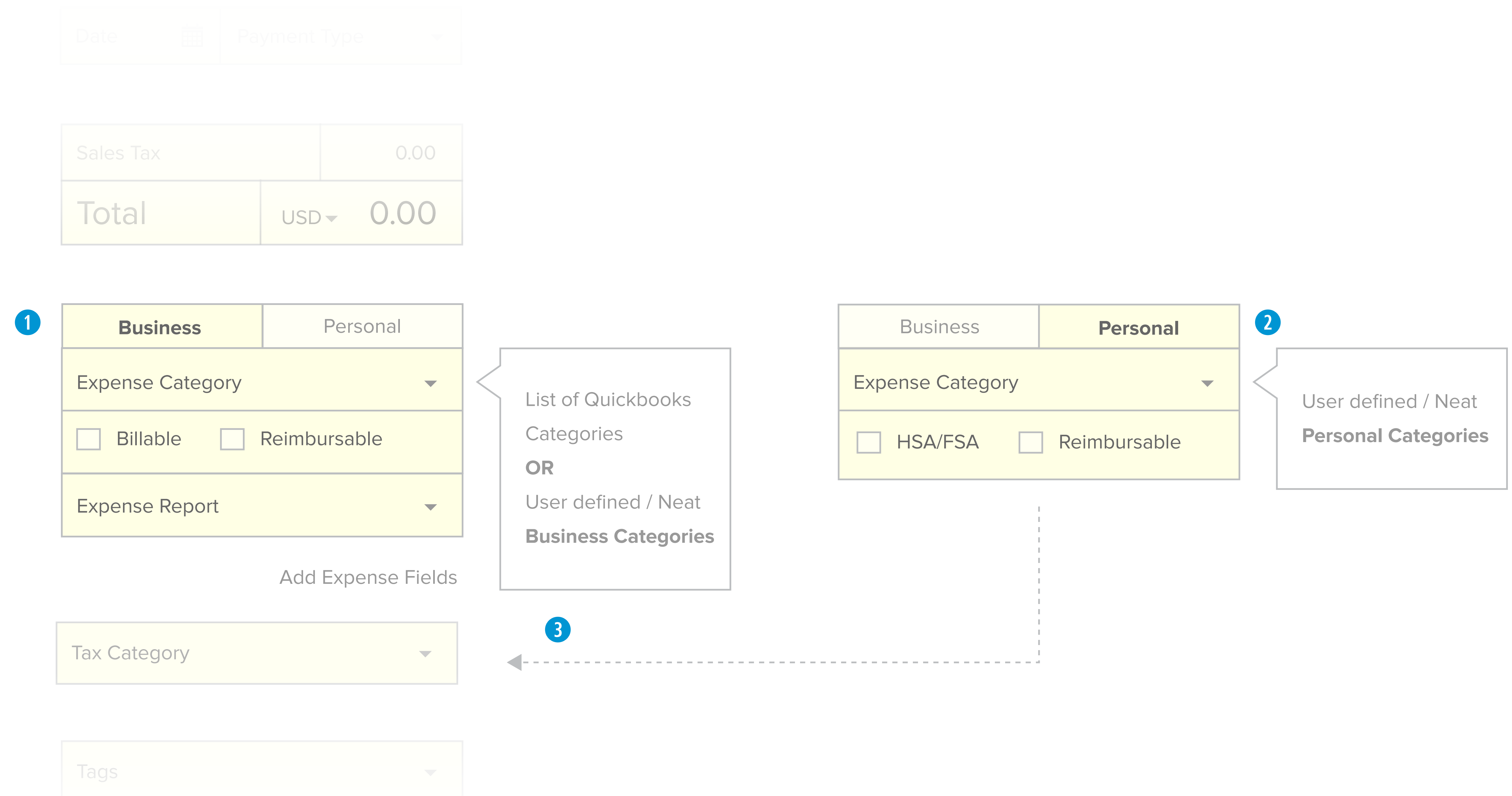
2

PERSONAL - displays relevant personal categories and offers HSA/FSA option

There are no additional Expense Fields to add to “Personal” so that option is only displayed in group rollover of “Business”

3

Business / Personal may also affect what Tax Categories are displayed.



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RECEIPT - VENDOR EXPENSE

EXPENSE GROUP, CONT.

1

Adding to an Expense report Adds 'Status' field.

Also adds Admin-level requirements which could include required fields, additional fields, and/or rules.

2

This field is not editable and is tied to Expense Report Status:

-Status: Not Submitted
-Status: Submitted
-Status: Approved
-Status: Rejected
-Status: Pending Payment
-Status: Paid

3

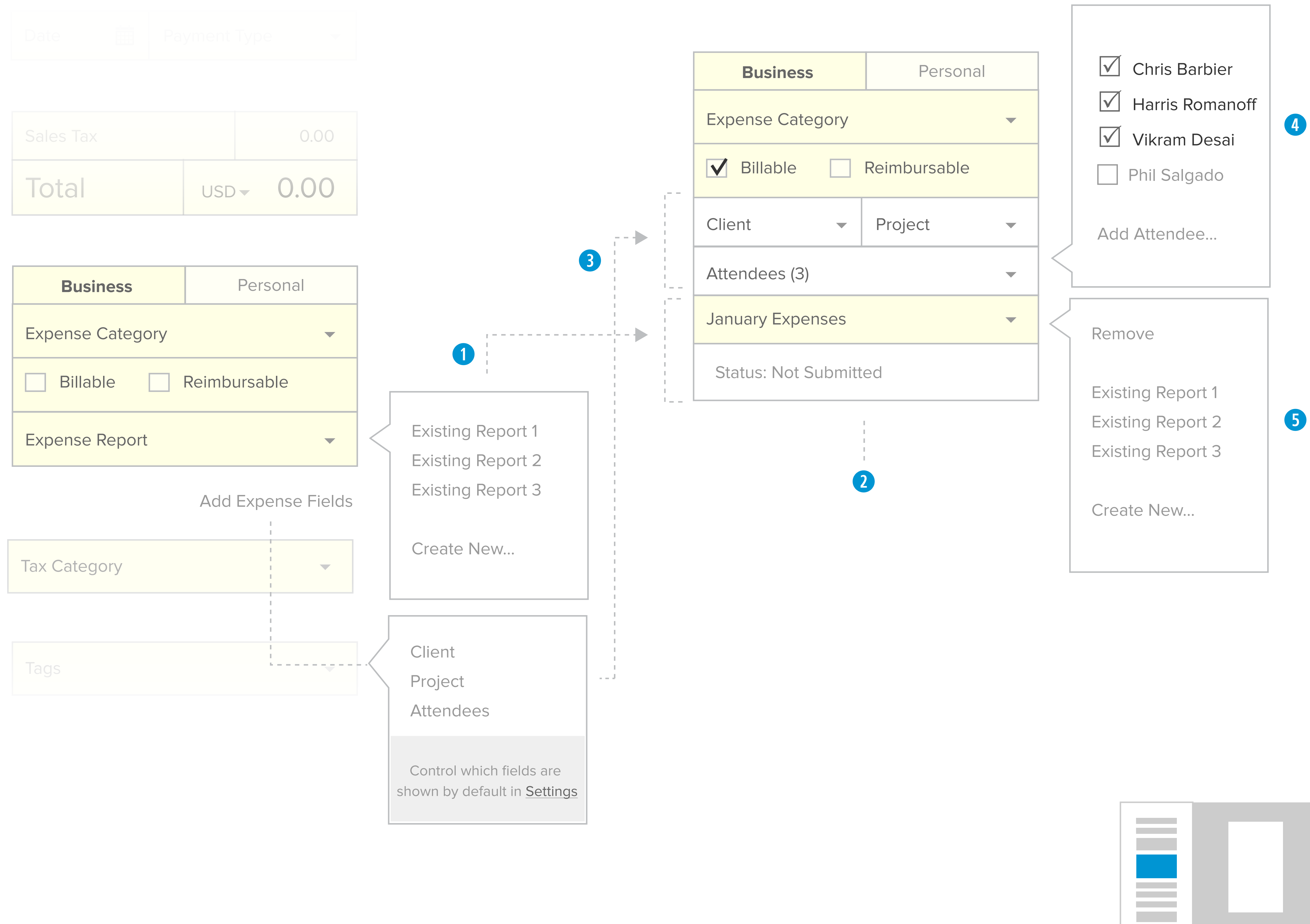
Additional Expense Fields are added here

4

This field can pull in employee and/or client list from QuickBooks and allow multiple selection

5

Remove expense report or change report



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RECEIPT - VENDOR EXPENSE

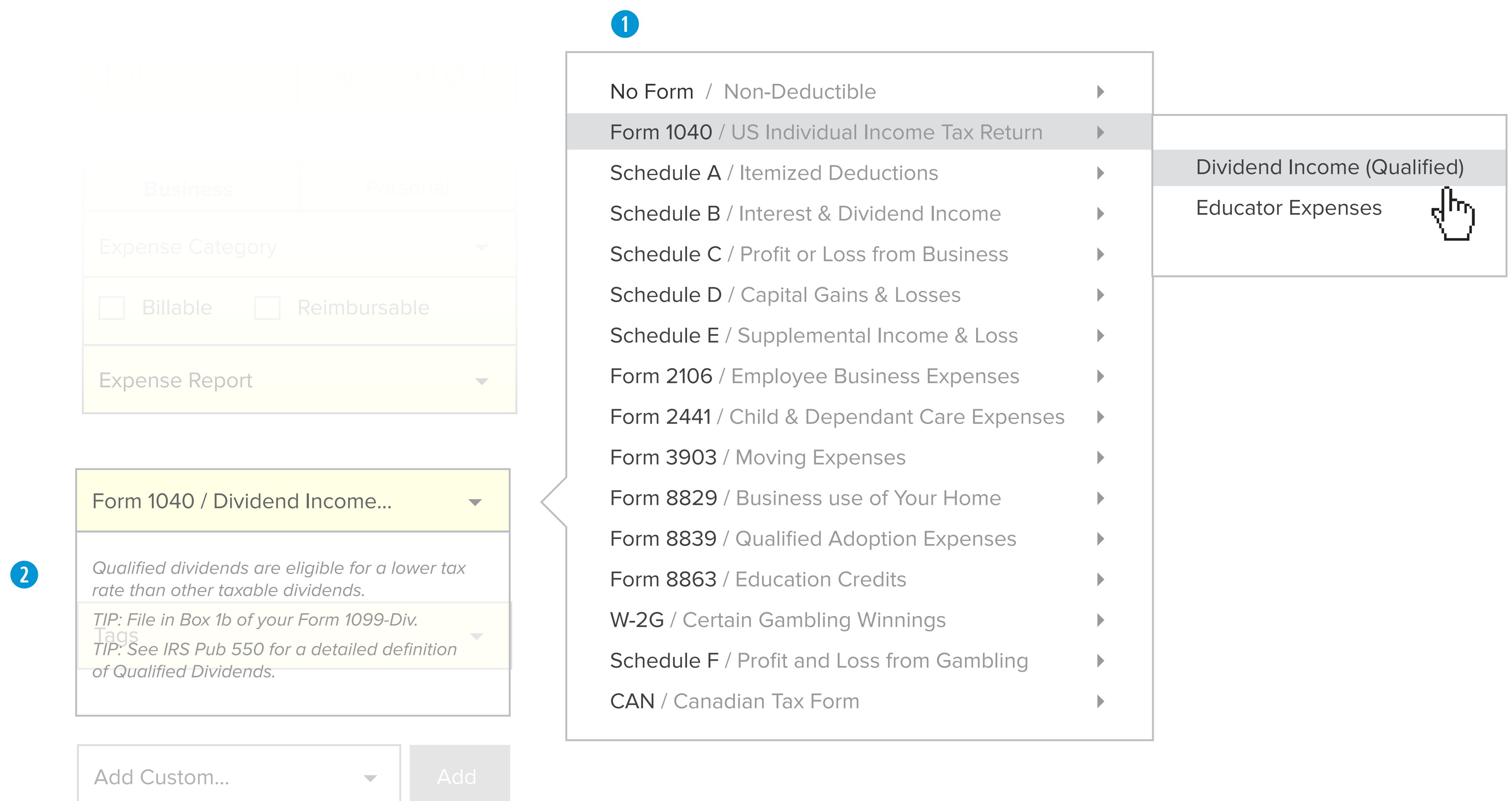
TAX CATEGORY

1

List is broken down by form with description

2

Rolling over a category will display the name and a brief description in the dropdown area.



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RECEIPT - VENDOR EXPENSE

TAGS

1
Autocomplete serves up matching tags when user types in the box

2
User can type or drop down

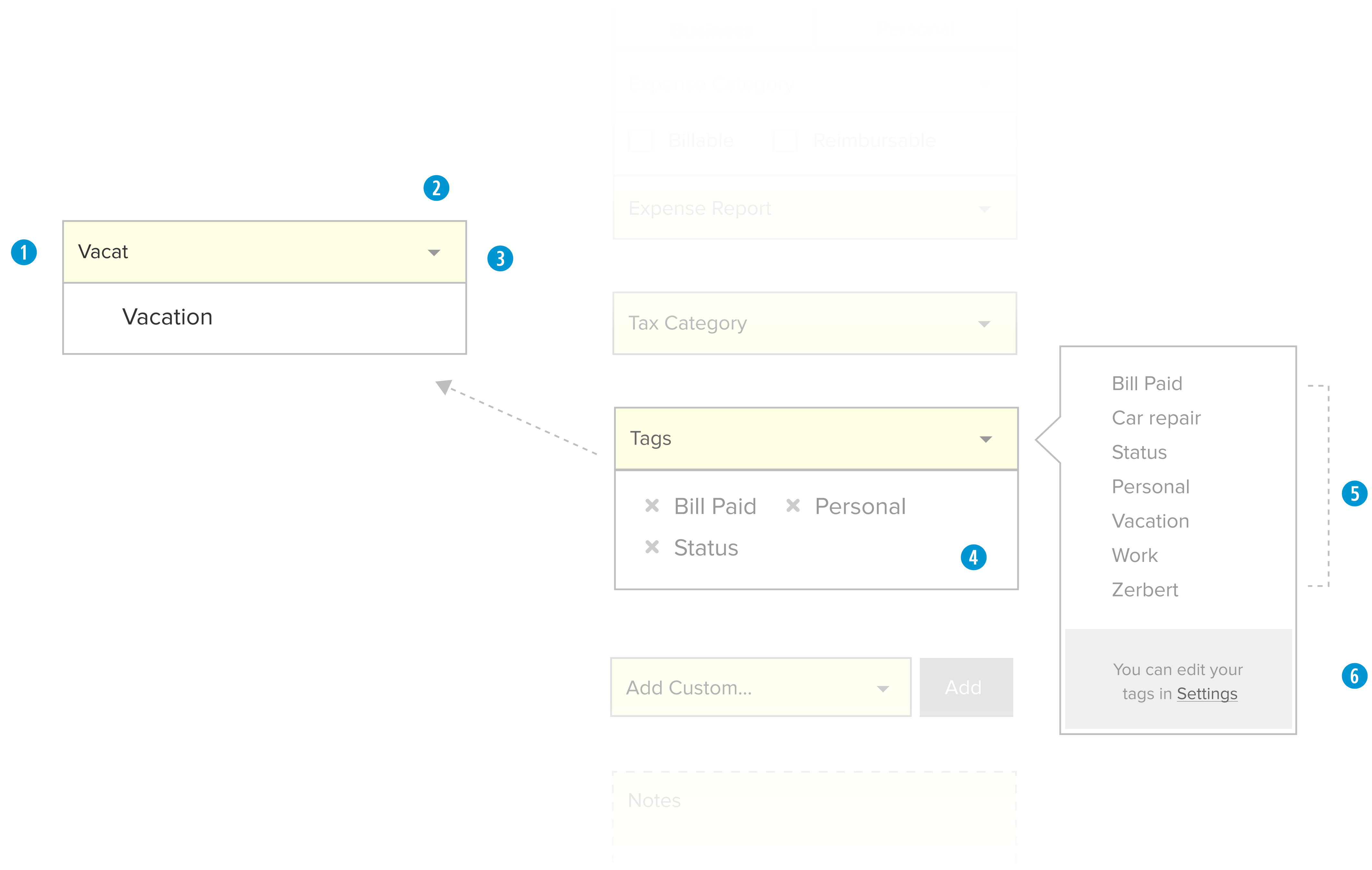
3
Hitting ‘Return’ or tabbing away adds the tag

4
Tags for this item are displayed here, and can be removed here

Legacy checkbox fields will be convert-ed to tags

5
User can select from existing tags, both preset and custom

6
User can customize tags in settings



RECEIPT - VENDOR EXPENSE

ADD CUSTOM FIELD

1
Autocomplete serves up matching existing custom fields when user types in the box

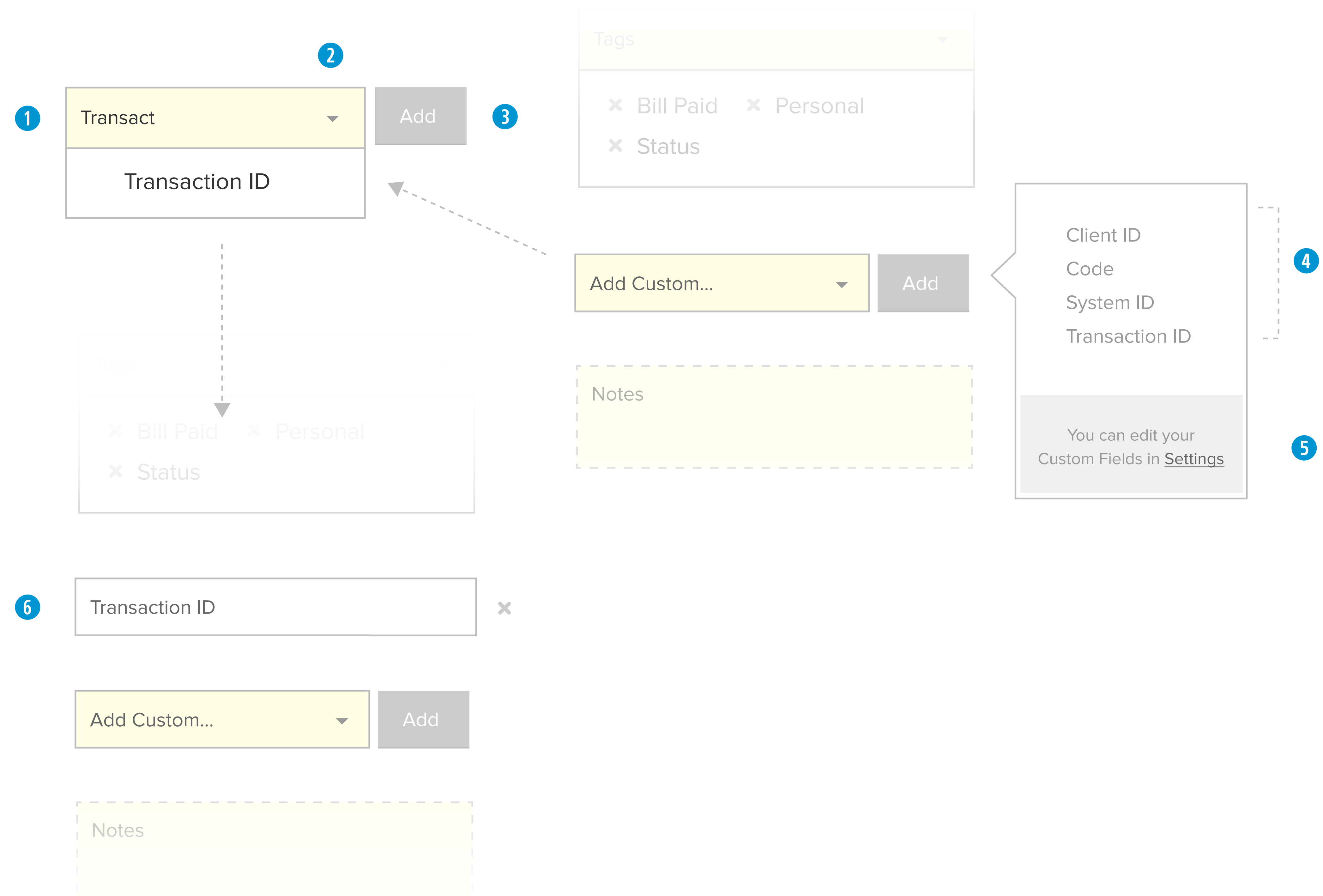
2
User can type or drop down

3
Hitting ‘Return’, or hitting “add” adds the field

4
User can select from existing custom fields

5
User can edit custom fields in settings

5
Custom fields are displayed in the order they are added.



RECEIPT - MILEAGE EXPENSE

DEFAULT FIELD DISPLAY

All yellow fields will appear by default, with or without values, in all Receipts of 'Mileage' expense type

1

DISPLAY NAME - For mileage expense type, this is by default "Mileage" + "# Mi", although user can change

2

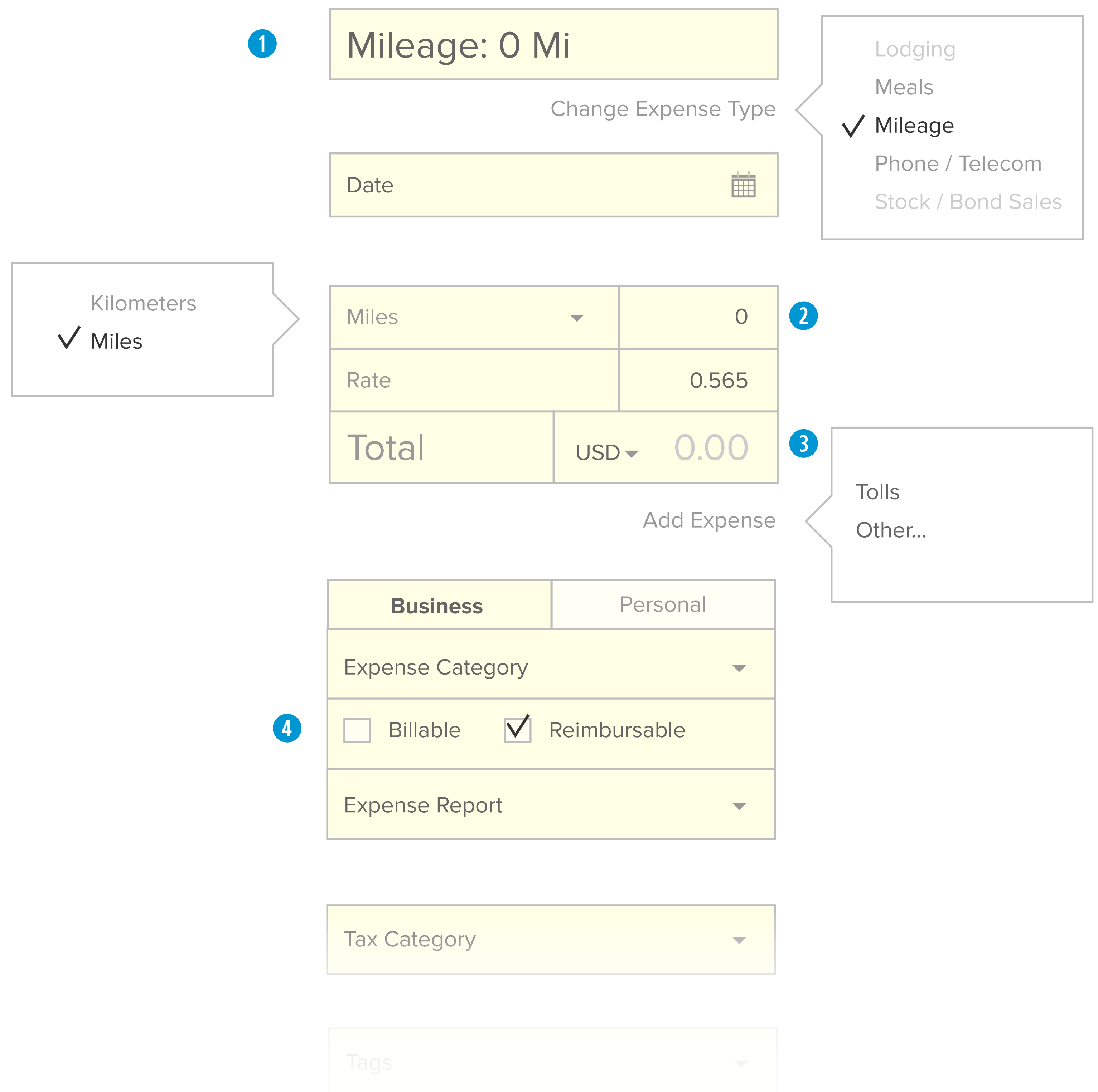
Line Item / Total group layout changes to accomodate Mileage. Rate is defaulted to current rate but is editable.

3

Total field is calculated by Mileage x Rate. Total is not directly editable

4

"Reimbursable" is checked by default.



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RECEIPT - VENDOR EXPENSE

FIELD DISPLAY SETTINGS

Users can customize the default display of fields globally.

Fields hidden with data in them will retain that data.

ITEM TYPE

Receipt

DEFAULT CURRENCY

USD

EXPENSE TYPE

Vendor

BASIC FIELDS

- [x] Vendor Name
- [x] Receipt Date
- [x] Payment Type
- [x] Tags
- [x] Notes

LINE ITEMS & TOTALS

- [ ] Subtotal
- [ ] Gratuity / Tip
- [ ] State Tax
- [ ] City Tax
- [ ] Local Tax
- [x] Sales Tax
- [x] Total Amount

EXPENSE FIELDS

- [x] Business
  - [x] Expense Report
  - [x] Expense Category
  - [x] Billable
  - [x] Reimbursable
  - [ ] Client
    - [ ] Only show on Billable items
  - [ ] Project
    - [ ] Only show on Billable items
- [x] Personal
  - [x] Expense Category
  - [x] HSA/FSA
  - [x] Reimbursable

TAX FIELDS

- [x] Tax Category

CUSTOM FIELDS

- [x] Transaction ID ×

Add New

Add

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