

# CONTACTS

## CONTACT

### DEFAULT FIELD DISPLAY

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

1

DISPLAY NAME - A concatenated 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

1

Name

2

Title

Company

3

Work ▾

Email Address



4

Work ▾

Phone Number

5

Work ▾

Street Address 1



Street Address 2

City

State/Province

ZIP

Country

6

Tags



7

Add Custom...



Add

8

Notes



## CONTACT DISPLAY NAME

1

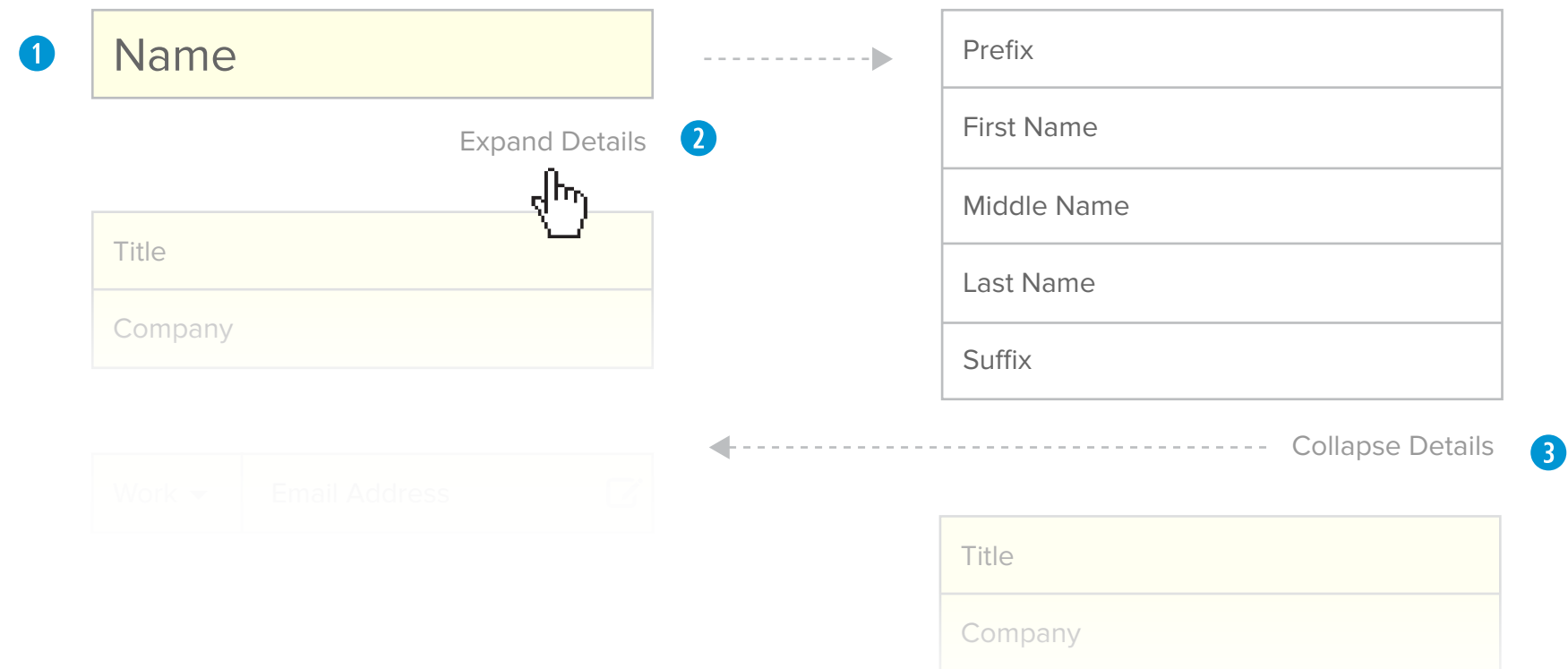
Display name field shows a concatenation of the 5 existing name fields, in order.

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."

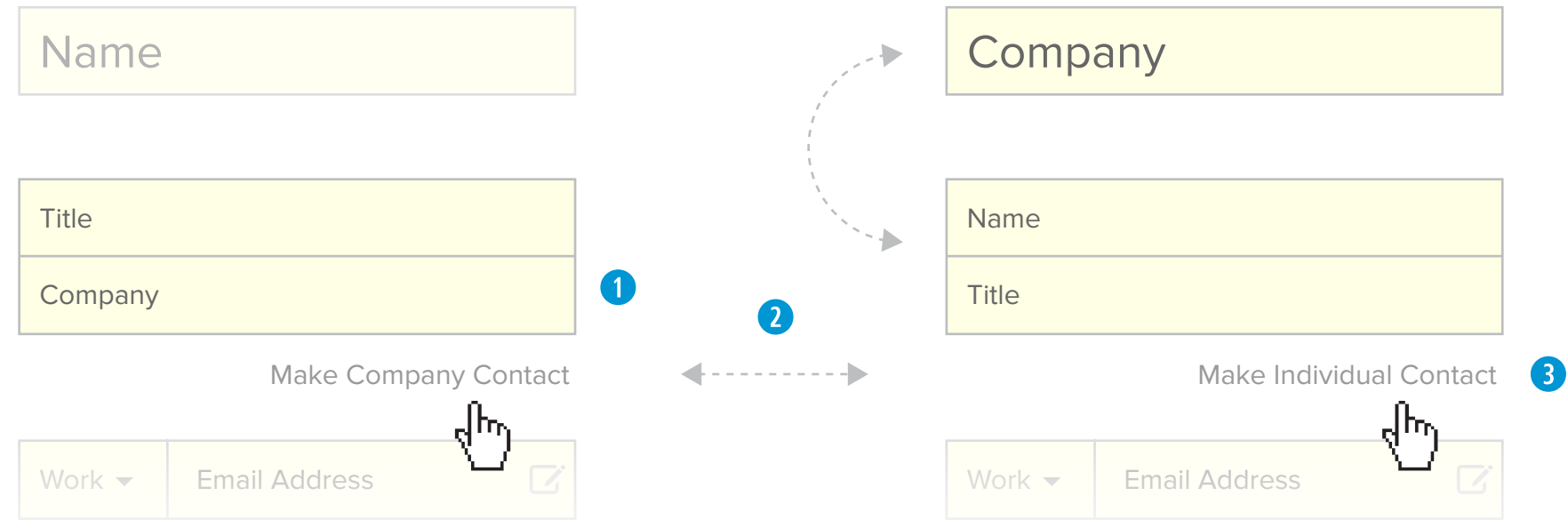
This replaces the current "Is Company" checkbox

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

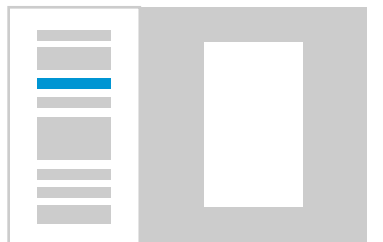
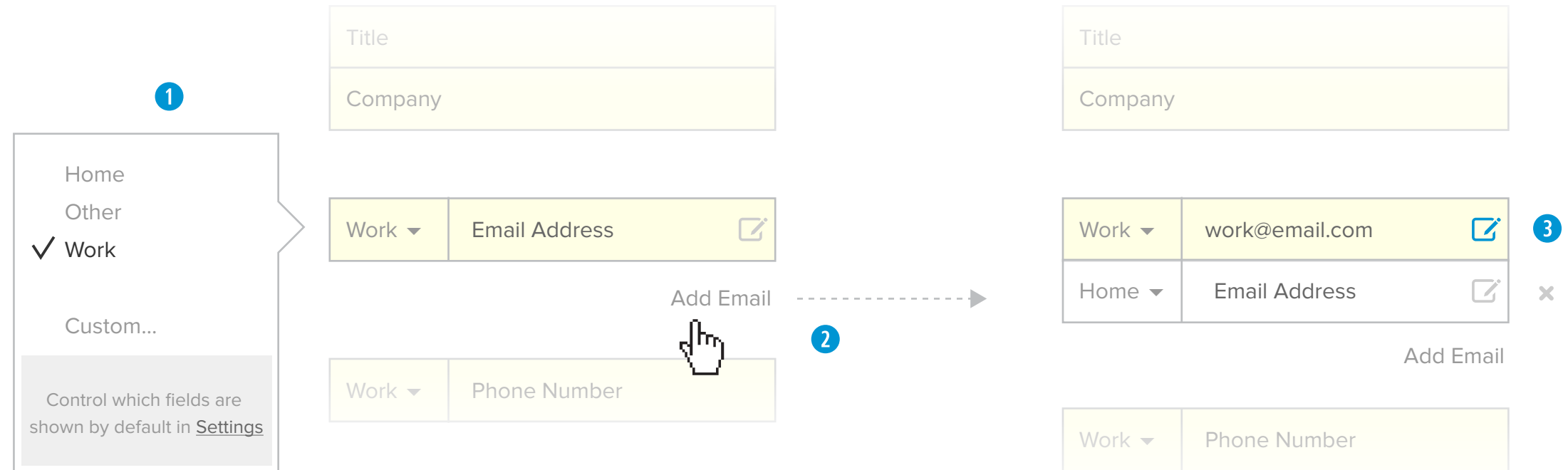
Work is default email, but can be changed

2

Add Email adds additional fields below original

3

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



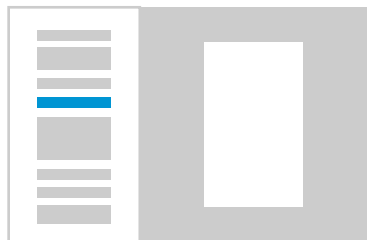
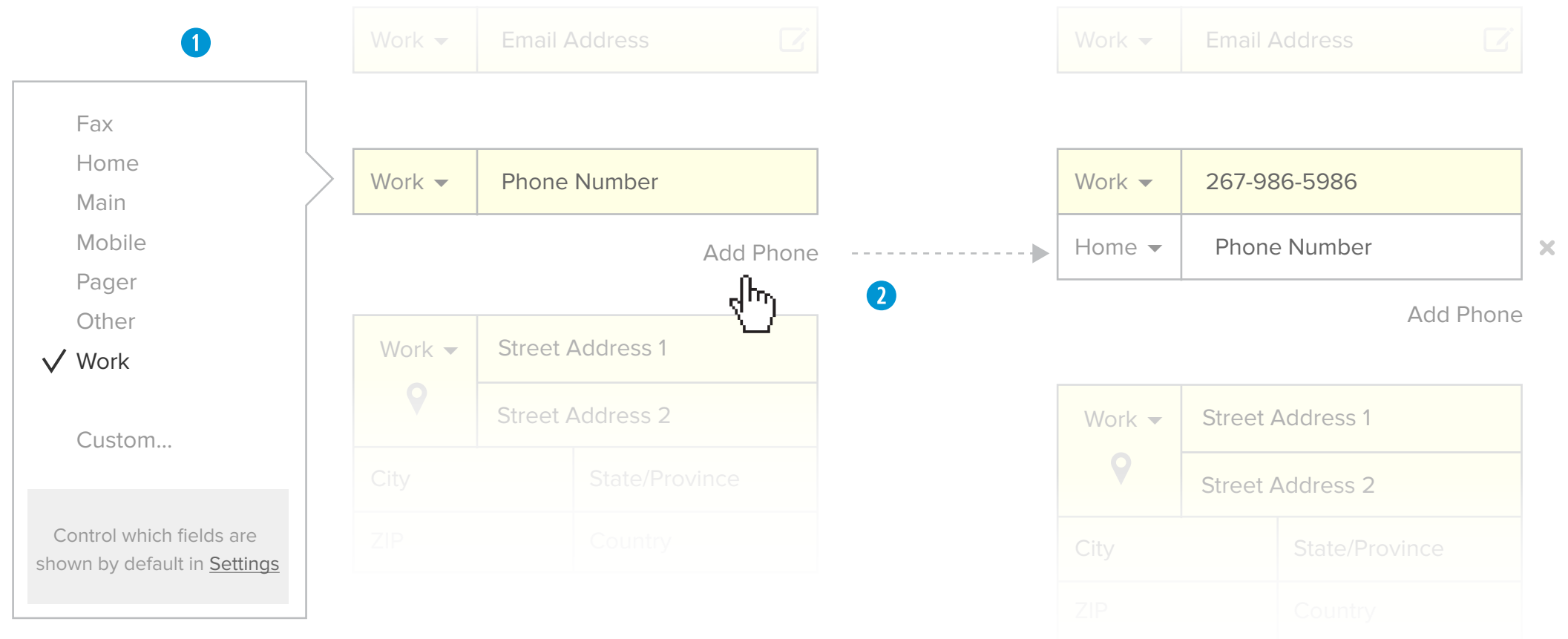
CONTACT  
PHONE GROUP

1

Work is default phone, but can be change

2

Add Phone adds additional fields below original



# CONTACT ADDRESS GROUP

1

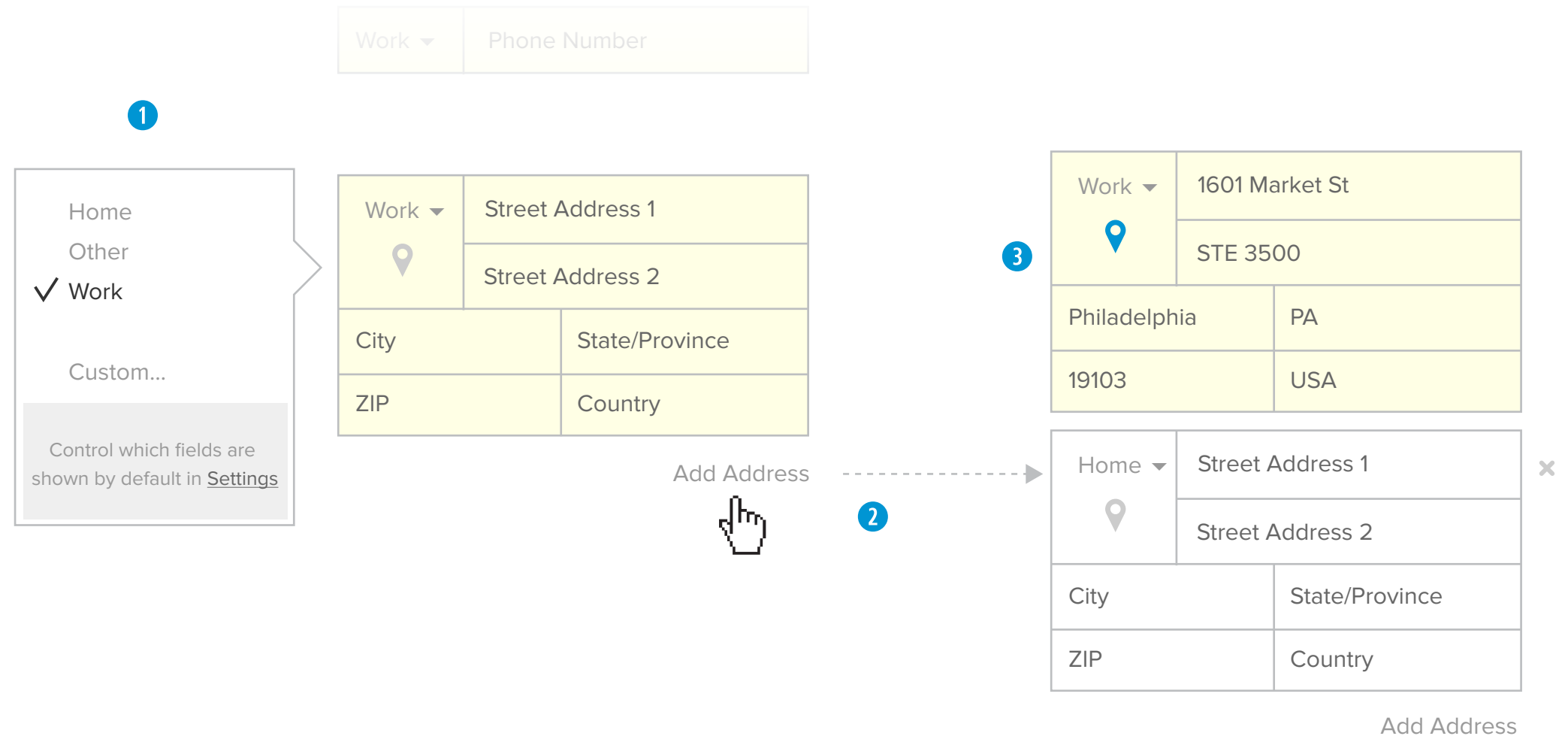
Work is default phone, but can be change

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

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

### EMAIL FIELDS

- Work Email
- Home Email
- Other Email

### PHONE FIELDS

- Work Phone
- Fax
- Home Phone
- Main Phone
- Mobile Phone
- Pager
- Other Phone

### ADDRESS FIELDS

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

### CUSTOM FIELDS

- Meeting Place ×

Add New

Add



# 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

1

Vendor Name

2

Date



Payment Type



3

Sales Tax

0.00

Total

USD

0.00

4

Business

Personal

Expense Category



Billable



Reimbursable

Expense Report



5

Tax Category



6

Tags



7

Add Custom...



Add

8

Notes





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.


**1** Vendor Name

Change Expense Type


Date  Payment Type 

Sales Tax	0.00
<b>Total</b>	USD  <b>0.00</b>

**Business** Personal

Expense Category 

Billable  Reimbursable

Expense Report 

**2**

- Airfare
- Car Rental
- Child Care
- Lodging
- Meals
- Mileage
- Phone / Telecom
- Stock / Bond Sales
- Taxi
- Tolls
- Vendor



# 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 reconcillation account

Vendor Name	
Date 	Payment Type 
Sales Tax	0.00
Total	USD  0.00
<b>Business</b>	Personal
Expense Category 	
<input type="checkbox"/> Billable	<input type="checkbox"/> Reimbursable
Expense Report 	

1

2

3

4

- 1 Visa \*\*\*\*2347
- 1 American Express \*\*\*1243
- American Express
- Cash
- Debit
- Discover
- Paypal
- MasterCard
- Visa
- Other...
- 4 Connect Payment Account...



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

GST HST	0.00
PST QST	0.00
<b>Total</b>	CAD ▾ 0.00

2


Vendor Name

Date  Payment Type ▾

Sales Tax	0.00
<b>Total</b>	USD ▾ 0.00

1

Edit Transaction

**Business** Personal 

Expense Category ▾

4

- Split...
  - Add Subtotal
  - Add Gratuity / Tip
  - Add State Tax
  - Add City Tax
  - Add Local Tax
- Control which fields are shown by default in [Settings](#)

7

5

Subtotal	0.00	×
Gratuity / Tip	0.00	×
City Tax	0.00	×
State Tax	0.00	×
Sales Tax	9.12	
<b>Total</b>	USD ▾ 0.00	

6



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

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

### SPLIT TRANSACTION

<b>1</b> Description	<b>2</b> Business ▾	Meals & Entertainment ▾	<input type="checkbox"/> Billable <input checked="" type="checkbox"/> Reimbursable	100.00	<b>3</b>
Description	Business ▾	Expense Category ▾	<input type="checkbox"/> Billable <input type="checkbox"/> Reimbursable	0.00	✕
<b>5</b> NOTE: Sales Tax amounts will be distributed evenly.				<b>TOTAL</b>	<b>4</b>
				USD ▾ 100.00	

SPLIT EQUALLY
ADD SPLIT

CANCEL
DONE

Sales Tax	8.00
<b>Total</b>	USD ▾ <b>100.00</b>

Edit Transaction

- Split...
  - Add Subtotal
  - Add Gratuity / Tip
  - Add State Tax
  - Add City Tax
  - Add Local Tax
- Control which fields are shown by default in [Settings](#)



## 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

Target

11/12/13 Visa \*\*\*3543

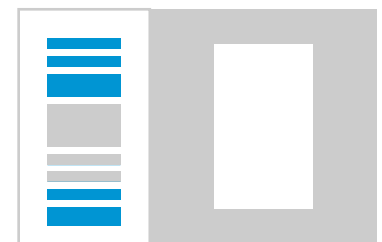
🔄 This transaction has been split.

Groceries	15.20
Work Stuff	84.80
Transaction Total	USD 100.00

Edit Split

Add Custom... Add

A lovely day for a trip to target.



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

Target

11/12/13 Visa \*\*\*3543

This transaction has been split.

**1** ✓

<b>Groceries</b>	<b>15.20</b>
Work Stuff	84.80
Transaction Total	USD <b>100.00</b>

✓

<b>Groceries</b>	<b>15.20</b>
Work Stuff	84.80
Transaction Total	USD <b>100.00</b>

Edit Split **5**

**3** Groceries

Groceries

Change Expense Type **4**

- Airfare
- Car Rental
- Child Care
- Lodging
- Meals
- Mileage
- Phone / Telecom
- Stock / Bond Sales
- Taxi
- Tolls
- ✓ Vendor

**2** Sales Tax 0

Sales Tax 0

Edit Transaction **6**

- Add Subtotal
  - Add Gratuity / Tip
  - Add State Tax
  - Add City Tax
  - Add Local Tax
- Control which fields are shown by default in [Settings](#)

Business **Personal**

Food & Dining - Groceries ▼

HSA/FSA  Reimbursable

Tax Category ▼

Tags ▼

Add Custom... ▼ Add

A lovely day for a trip to target.





## 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
<input type="checkbox"/>	\$	Target	 Groceries	Personal	Food & Dining - Groceries	11/12/13	Visa ****3425	USD 15.20
<input type="checkbox"/>	\$	Target	 Work Stuff	Business	Office Supplies	11/12/13	Visa ****3425	USD 84.80
<input type="checkbox"/>	\$	Don Piano's	 <b>2</b>	Personal	Food & Dining - Groceries	11/09/13	American Express	USD 123.45
<input type="checkbox"/>	\$	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.

Date		Payment Type	▼
------	--	--------------	---

Sales Tax	0.00
<b>Total</b>	USD ▼ <b>0.00</b>

1

Business	Personal
Expense Category ▼	
<input type="checkbox"/> Billable	<input type="checkbox"/> Reimbursable
Expense Report ▼	

Add Expense Fields

Tax Category	▼
--------------	---

Tags	▼
------	---

List of Quickbooks Categories  
OR  
User defined / Neat  
**Business Categories**

Business	Personal
Expense Category ▼	
<input type="checkbox"/> HSA/FSA	<input type="checkbox"/> Reimbursable

2

User defined / Neat  
**Personal Categories**

3



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

Date	Payment Type
------	--------------

Sales Tax	0.00
-----------	------

Total	USD	0.00
-------	-----	------

Business	Personal
Expense Category	
<input type="checkbox"/> Billable	<input type="checkbox"/> Reimbursable
Expense Report	

Add Expense Fields

Tax Category
--------------

Tags
------

Existing Report 1  
Existing Report 2  
Existing Report 3  
  
Create New...

Client  
Project  
Attendees  
  
Control which fields are shown by default in [Settings](#)

Business	Personal
Expense Category	
<input checked="" type="checkbox"/> Billable	<input type="checkbox"/> Reimbursable
Client	Project
Attendees (3)	
January Expenses	
Status: Not Submitted	

Chris Barbier  
 Harris Romanoff  
 Vikram Desai  
 Phil Salgado  
  
Add Attendee...

Remove  
  
Existing Report 1  
Existing Report 2  
Existing Report 3  
  
Create New...



# 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.

Business	Personal
Expense Category	
<input type="checkbox"/> Billable	<input type="checkbox"/> Reimbursable
Expense Report	

2

Form 1040 / Dividend Income... ▼

Qualified dividends are eligible for a lower tax rate than other taxable dividends.

TIP: File in Box 1b of your Form 1099-Div.  
TIP: See IRS Pub 550 for a detailed definition of Qualified Dividends.

Tags

Add Custom... ▼ Add

1

- No Form / Non-Deductible ▶
- Form 1040 / US Individual Income Tax Return ▶
- Schedule A / Itemized Deductions ▶
- Schedule B / Interest & Dividend Income ▶
- Schedule C / Profit or Loss from Business ▶
- Schedule D / Capital Gains & Losses ▶
- Schedule E / Supplemental Income & Loss ▶
- Form 2106 / Employee Business Expenses ▶
- Form 2441 / Child & Dependant Care Expenses ▶
- Form 3903 / Moving Expenses ▶
- Form 8829 / Business use of Your Home ▶
- Form 8839 / Qualified Adoption Expenses ▶
- Form 8863 / Education Credits ▶
- W-2G / Certain Gambling Winnings ▶
- Schedule F / Profit and Loss from Gambling ▶
- CAN / Canadian Tax Form ▶

- Dividend Income (Qualified)
- Educator Expenses



# 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 converted to tags

5

User can select from existing tags, both preset and custom

6

User can customize tags in settings

The form includes the following fields and elements:

- Business:** Business (dropdown), Personal (checkbox)
- Expense Category:** Expense Category (dropdown)
- Billable/Reimbursable:**  Billable  Reimbursable
- Expense Report:** Expense Report (dropdown)
- Tax Category:** Tax Category (dropdown)
- Tags:** Tags (dropdown) showing:  Bill Paid,  Personal,  Status
- Add Custom:** Add Custom... (dropdown) and Add (button)
- Notes:** Notes (text area)
- Tag List:** Bill Paid, Car repair, Status, Personal, Vacation, Work, Zerbert
- Settings:** You can edit your 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

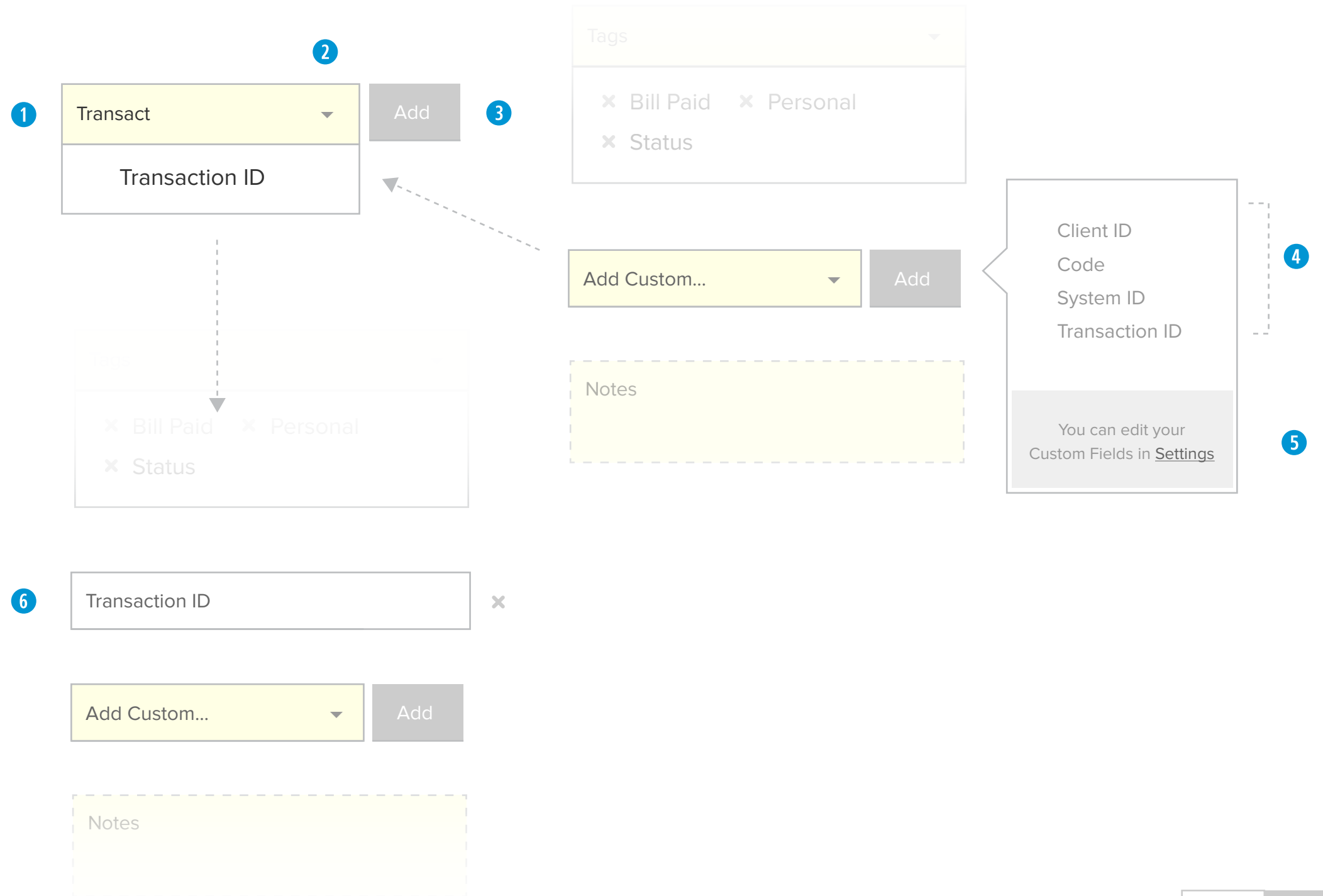
User can select from existing custom fields

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 accommodate 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.

The screenshot shows a form for entering a Mileage Expense receipt. The form is annotated with four numbered callouts (1-4) and several callout boxes explaining field behavior.

**1** Mileage: 0 Mi  
Change Expense Type

**2** Date

**3** Miles 0  
Rate 0.565  
Total USD 0.00  
Add Expense

**4** Business Personal  
Expense Category  
 Billable  Reimbursable  
Expense Report

Tax Category

Tags

Callout boxes:  
- "Kilometers" / "Miles" (with checkmark)  
- "Lodging", "Meals", "Mileage" (with checkmark), "Phone / Telecom", "Stock / Bond Sales"  
- "Tolls", "Other..."



## 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

- Vendor Name
- Receipt Date
- Payment Type
- Tags
- Notes

### LINE ITEMS & TOTALS

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

### EXPENSE FIELDS

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

### TAX FIELDS

- Tax Category

### CUSTOM FIELDS

- Transaction ID ✕

Add New

Add