



Create & Edit a Billable for ePay

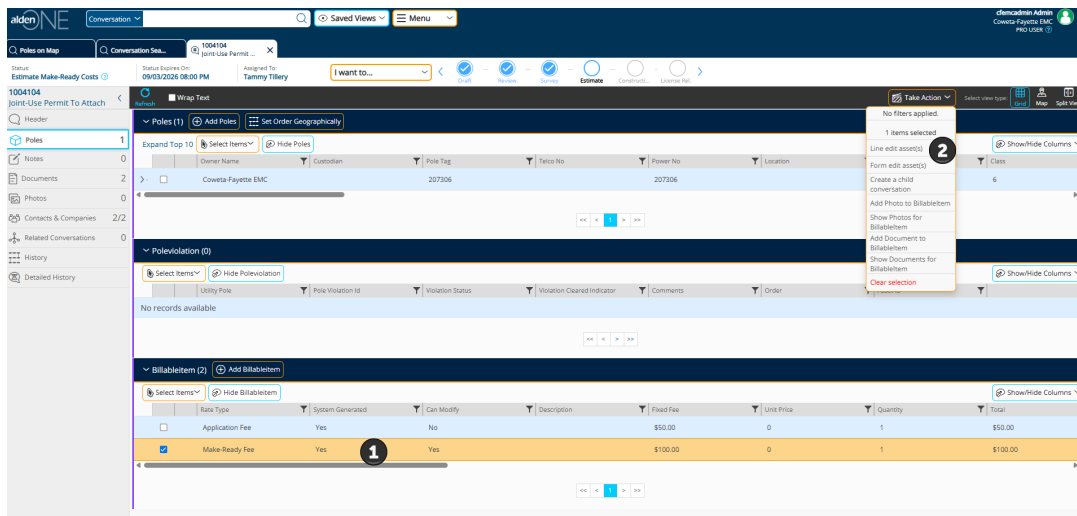
Throughout various Conversations within Alden ONE, the system may auto-generate billables and place them on the Poles tab > BillableItem section.

This document will provide you with the steps to take to edit system generated billable items that have yet to be paid. We will also show you how to manually create a billable item as needed.



Edit a System Generated Billable

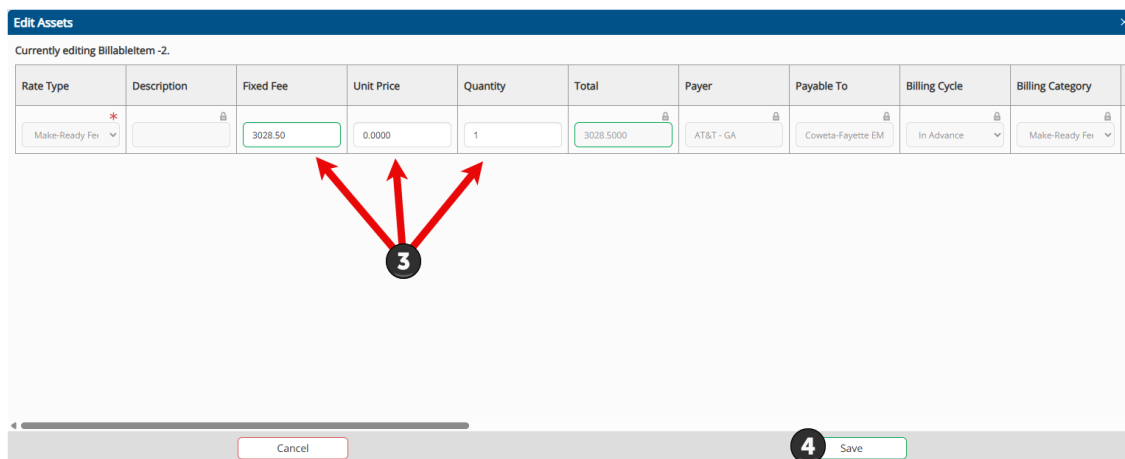
1. Select the Billable Item (e.g., Make-Ready Fee).
2. From the Take Action menu, select **Line edit asset(s)**.



3. Edit the **Fixed Fee** or the **Unit Price** and **Quantity** as needed. For example, change the **Fixed Fee** to the appropriate amount (e.g., \$3028.50).

NOTE: If charging \$720/hour and it takes 15 hours, put \$720 in as the Unit Price and 15 for the Quantity and the system will automatically calculate the **Total**.

4. Click **Save**.





5. Once the Billable is saved, you can advance the conversation as usual to complete the ePayment process. You'll see that the revised amount is visible when the ePayment is being processed.

Total billable items: 1

Rate Type	Description	Fixed Fee	Unit Price	Quantity	Total	Payer	Payable To	Billing C
Make-Ready Fee		\$3,028.50	0	1	\$3,028.50	AT&T - GA	Coweta-Fayette EMC	In Advar

☒ I agree to the [Electronic Payment Terms and Conditions](#).

Cancel

Pay with Stripe



Manually Add a Billable

1. Click the **Poles** tab and scroll down to the **BillableItem** section.

aldenONE Conversation ▾

🔍 Poles on Map 🔍 Assigned To Me

Status: **Make-Ready** ? Status Expires On: **11/17/2026 08:00 PM**

1004104
Joint-Use Permit To Attach <

Initiated By: a1cabl
a1cabl

Title
JU_PTA_001_2030

Location

REQUEST TO A

Licensee
AT&T - GA

Pole Owner
Coweta-Fayette

Header

Poles 1

Notes 0

Documents 2

Photos 0

Contacts & Companies 2/2

Related Conversations 1

History

Detailed History

2. Click the **Add BillableItem** button.

BillableItem (2) + Add BillableItem 2

Select Items ▾ Hide BillableItem

	Rate Type	System Generated	Can Modify
☐	Application Fee	Yes	No
☐	Make-Ready Fee	Yes	No

3. In the **Add BillableItem** window, click the **Rate Type** drop-down.



4. Select the appropriate fee from the list.

Add BillableItem [X]

Adding new BillableItem to conversation

Comment

Rate Type * 3

Application Fee 4

Close-Out Billing Fee

Make-Ready Fee

Payment Received Date

Select Date

Payment ID

Accounting Invoice Date

Select Date

Can Modify

Yes

Description

Quantity

Payable To

Invoice Date

Select Date

Payment Method

Payment Status

Accounting Invoice Number

Order

Fixed Fee

0.0000

Total

0.0000

Billing Cycle

Invoice Number

Payment Amount

0.0000

Payment Disbursement Date

Select Date

System Generated

No

Cancel Save

5. If using a fixed fee, enter the fee amount in the **Fixed Fee** field. If using a unit price, enter the amount of the **Unit Price** and set a **Quantity** in the correct fields.
6. Fill out the remaining fields of the form, including the required **Billing Category** selection.



7. Click Save.

The screenshot shows the 'Add BillableItem' form with the following fields and values:

- Rate Type:** Make-Ready Fee (checked)
- Description:** Approved Make Ready
- Fixed Fee:** 3028.50
- Unit Price:** 0.0000
- Quantity:** 0
- Total:** 3028.5000
- Payer:** A1 Cable
- Payable To:** Coweta-Fayette EMC
- Billing Cycle:** In Advance
- Billing Category:** Make-Ready Fees (checked) **6**
- Invoice Date:** Select Date
- Payment Received Date:** Select Date
- Payment Method:**
- Payment Status:**
- Accounting Invoice Date:** Select Date
- Accounting Invoice Number:**
- Order:**
- Payment Amount:** 0.0000
- Payment Disbursement Date:** Select Date
- System Generated:** No

At the bottom, there are 'Cancel' and 'Save' buttons. The 'Save' button is circled with a red circle and the number **7**. Red arrows point from callout **5** to the 'Rate Type' and 'Description' fields, and from callout **6** to the 'Billing Category' field.

8. Once the Billable is saved, you can advance the conversation as usual to complete the ePayment process. You'll see that the amount is visible when the ePayment is being processed.

The screenshot shows the ePayment process with the following summary:

Rate Type	Description	Fixed Fee	Unit Price	Quantity	Total	Payer	Payable To	Billing C
Make-Ready Fee	Make Ready Fees	\$4,050.50			\$4,050.50	a1 Cable	Coweta-Fayette EMC	In Advan

Below the summary, there is a checkbox for 'I agree to the Electronic Payment Terms and Conditions.' and a 'Pay with Stripe' button.

NOTE: If you add a billable manually, for a Rate Type for which a billable is systemically generated, you must “zero-out” the values (e.g., Fixed Fee, Unit Price, and Quantity) of the automatically added Billable so the manually added billable will be presented when processing the payment.