

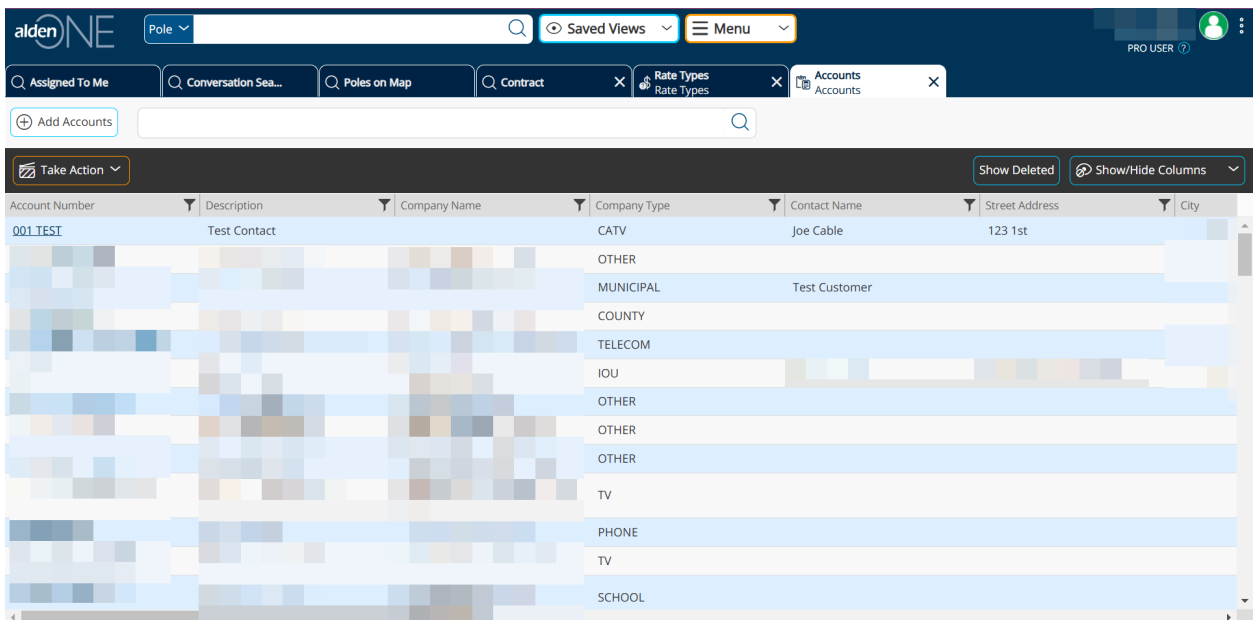


Create/Modify Accounts in Alden ONE

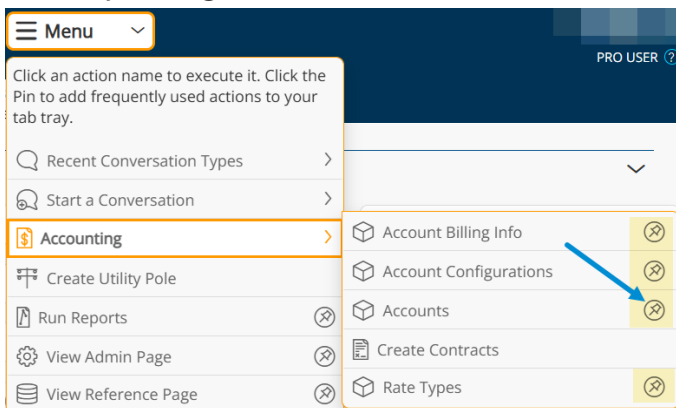
To have access to Accounts in Alden One, work with your Company Administrator to ensure you have the correct permission for Accounts.

See all Accounts in Alden One

To see all Accounts, click the **Menu**, hover over **Accounting** and click **Accounts**.

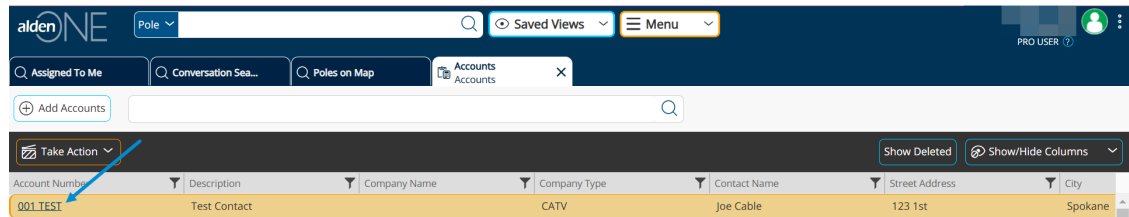


NOTE: If you were to click the thumbtack/pin icon before clicking on Accounts, you can pin the Accounts view so it opens automatically when you log in to Alden One.

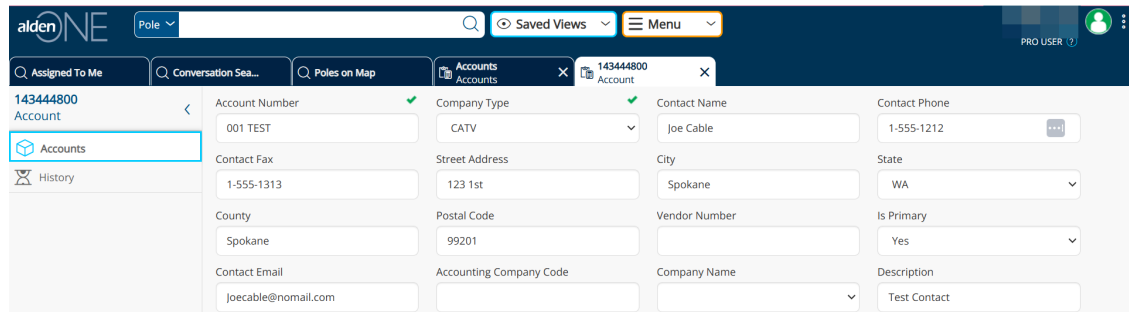


Edit an Account in Alden One

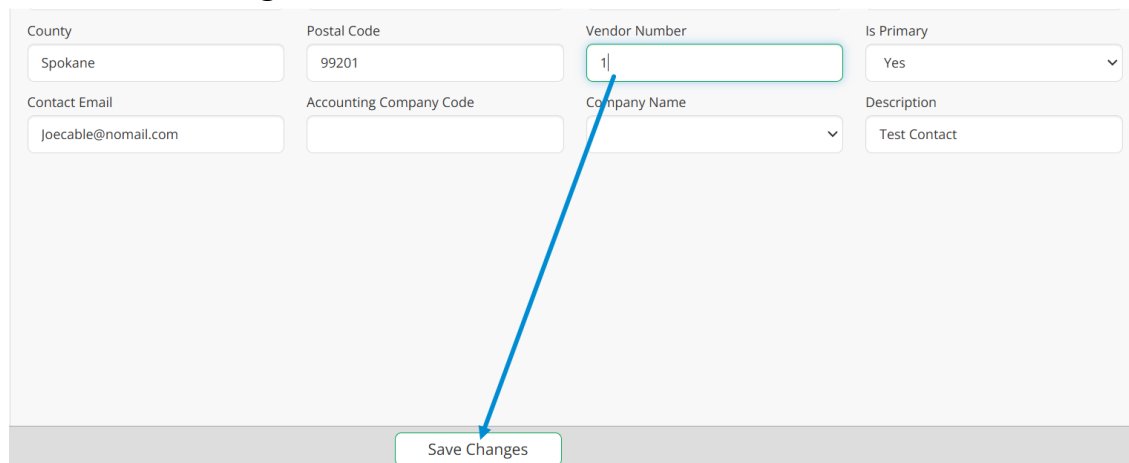
1. Click the **Menu**, hover over **Accounting** and click **Accounts**.
2. Click the Account Number link for the account you wish to edit.



3. Edit the fields as needed.

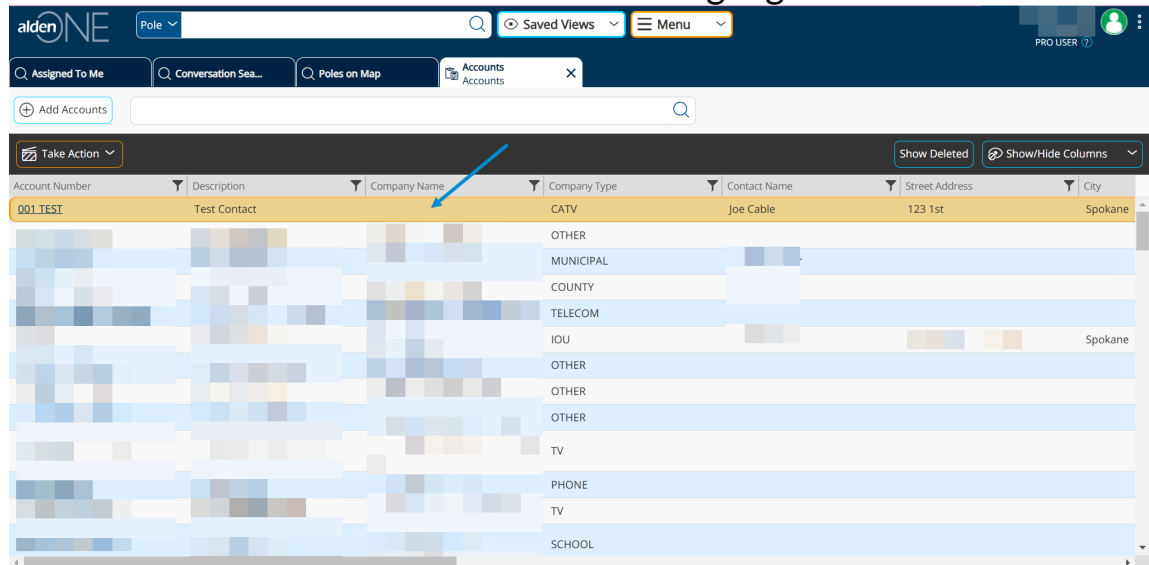


4. Click **Save Changes**.

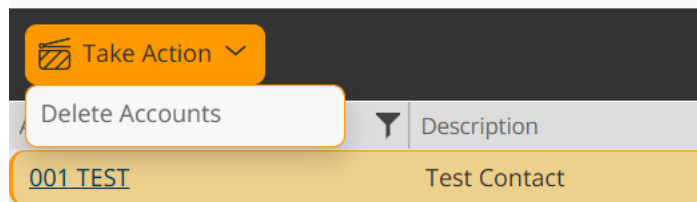


Delete an Account in Alden One

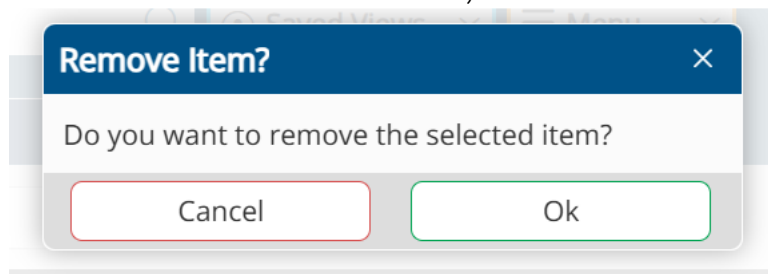
1. Click the **Menu**, hover over **Accounting**, and click **Accounts**.
2. Click the account to delete so it becomes highlighted.



3. Click the **Take Action** menu.
4. Click **Delete Accounts**.

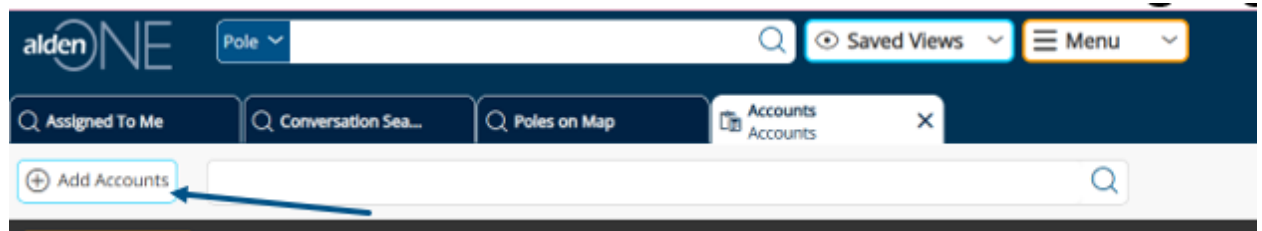


5. In the Confirmation window, click **OK**.



Manually Add an Account in Alden One

1. Click the **Menu**, hover over **Accounting**, and click **Accounts**.
2. Click the **Add Accounts** button.



3. Fill in the new, **Create** form.

The screenshot shows the 'Create' form for adding a new account. The form has a blue header with the word 'Create'. Below the header, there are several input fields and dropdown menus. The 'Account Number' and 'Company Type' fields are marked with a red asterisk, indicating they are required. The 'Account Number' field contains the text '12345678 - TEST'. The 'Company Type' dropdown menu is set to 'MUNICIPAL'. A 'Cancel' button is located at the bottom right of the form.

4. Click **Apply**.

The screenshot shows the 'Create' form with the 'Apply' button highlighted by a blue arrow. The 'Account Number' field now contains '12345678 - TEST' and has a green checkmark above it. The 'Company Type' dropdown menu is set to 'MUNICIPAL' and also has a green checkmark above it. The 'Apply' button is highlighted with a green border and a blue arrow pointing to it.