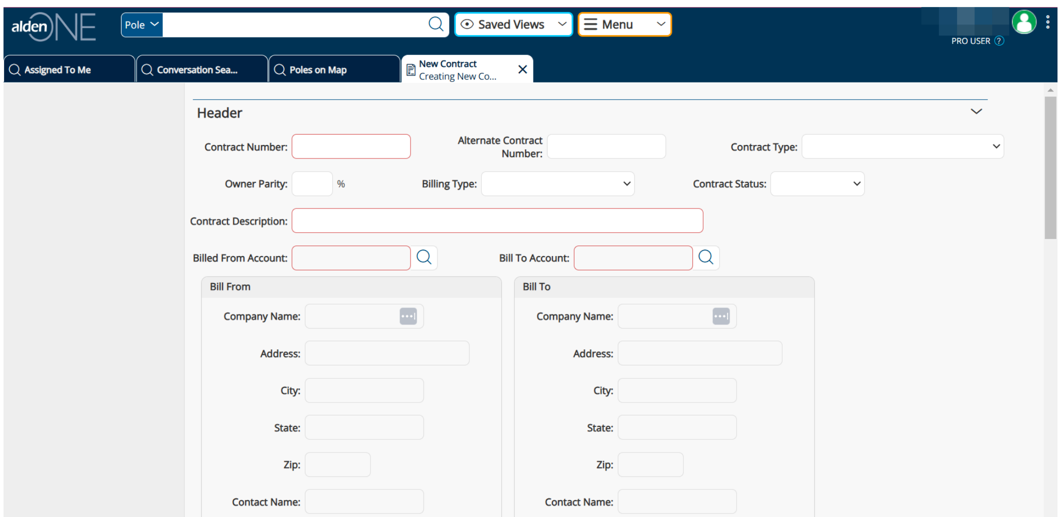
Create/Modify Contracts in Alden ONE

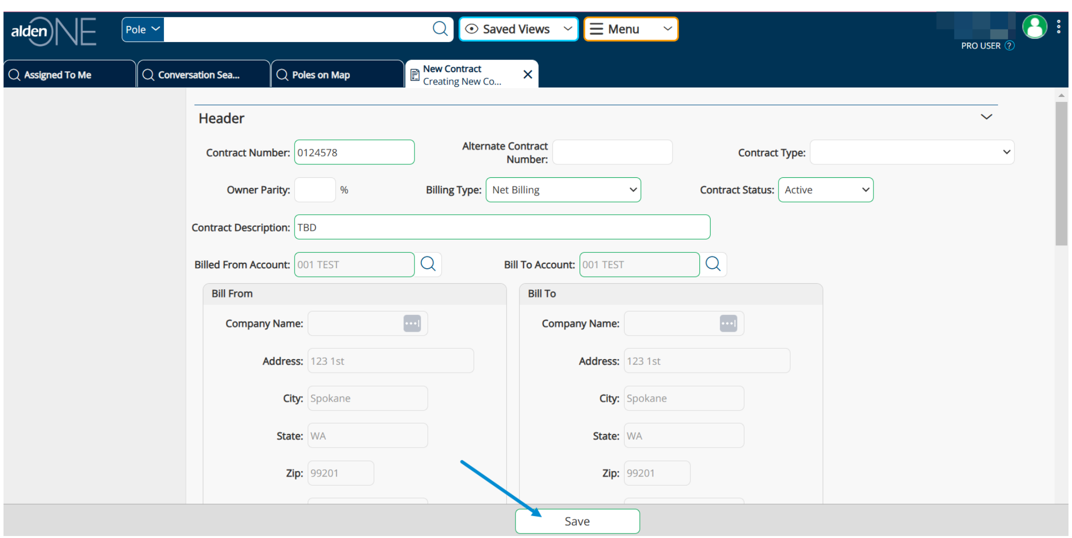
To have access to Contracts in Alden One, work with your Company Administrator to ensure you have the correct permission for Contracts.

Create a Contract in Alden One

1. To create Contracts in Alden One, click the **Menu**, hover over **Accounting**, and click **Create Contracts**.
2. In the new form, fill in the fields for the contract as needed.



3. Click **Save**.



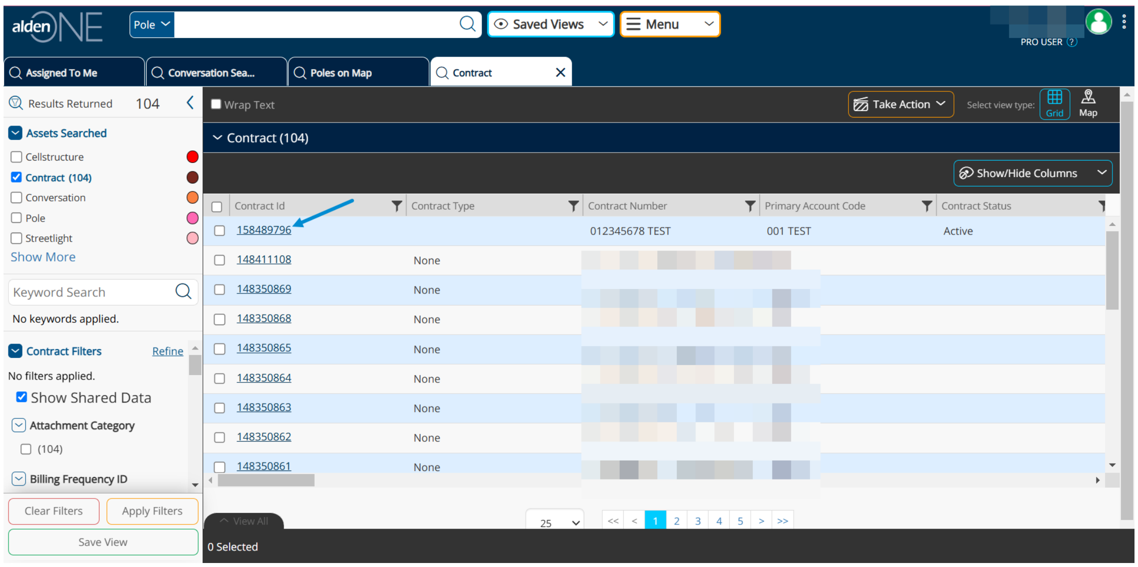
Edit a Contract in Alden One

1. Within Alden One, click the **Saved Views** button.

2. Under **Quick Views**, select **Contract**.

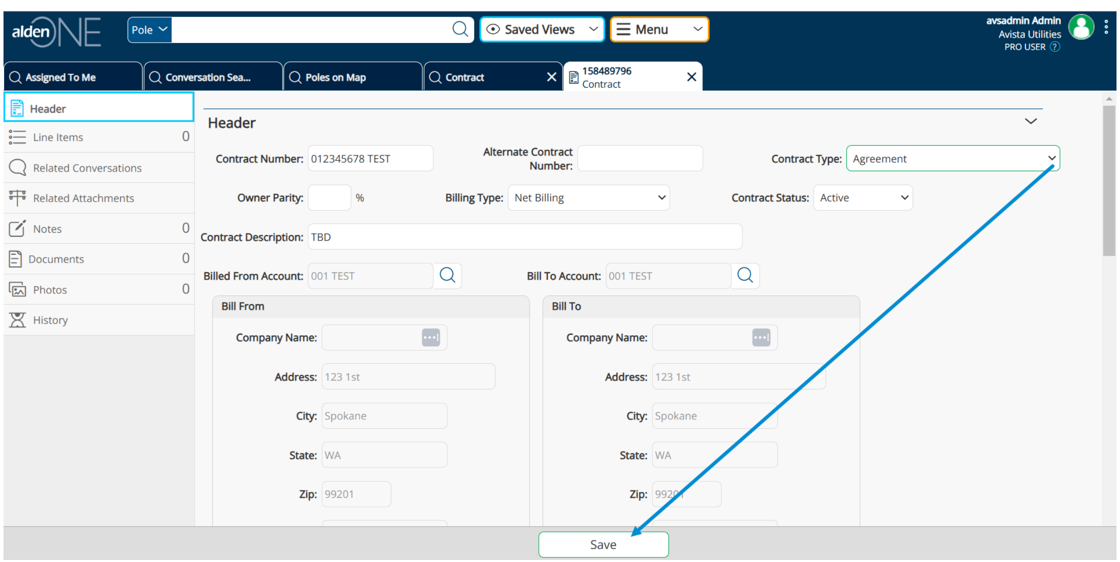
3. Use the **Refine** link to the right of **Contract Filters** or other methods to find the contract you wish to edit.

4. Click the Contract link on the contract you wish to edit.



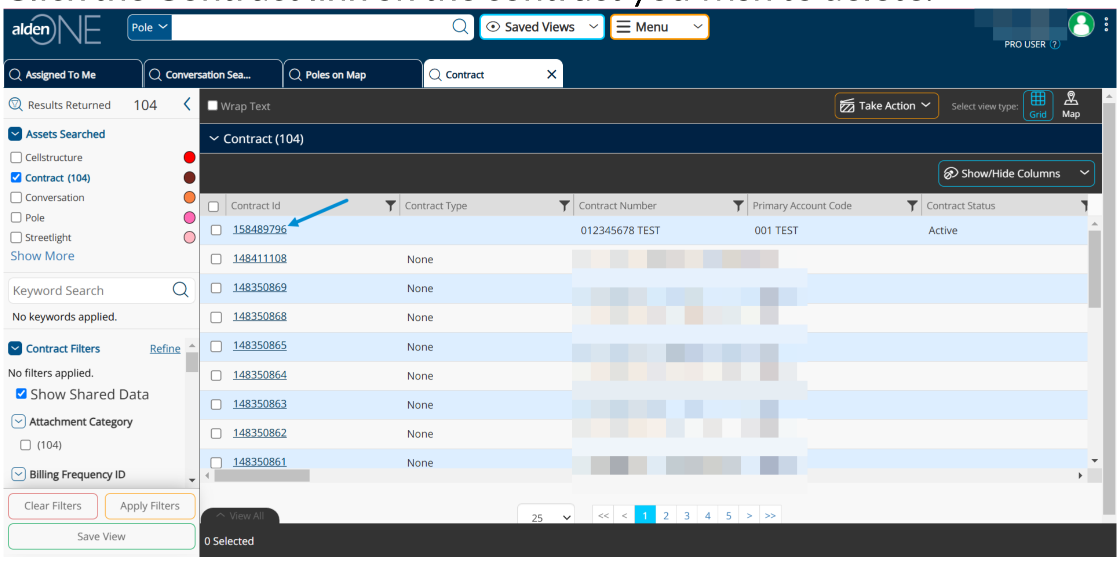
5. Change the contract fields as needed.

6. Click **Save**.

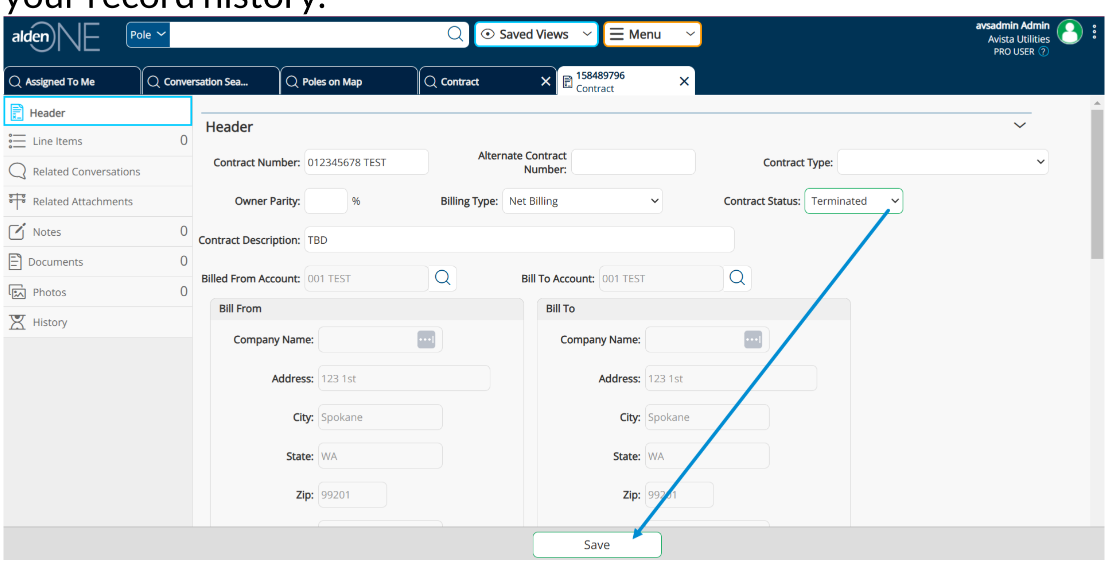


Delete a Contract in Alden One

1. Within Alden One, click the **Saved Views** button.
2. Under **Quick Views**, select **Contract**.
3. Use the **Refine** link to the right of **Contract Filters** or other methods to find the contract you wish to delete.
4. Click the Contract link on the contract you wish to delete.

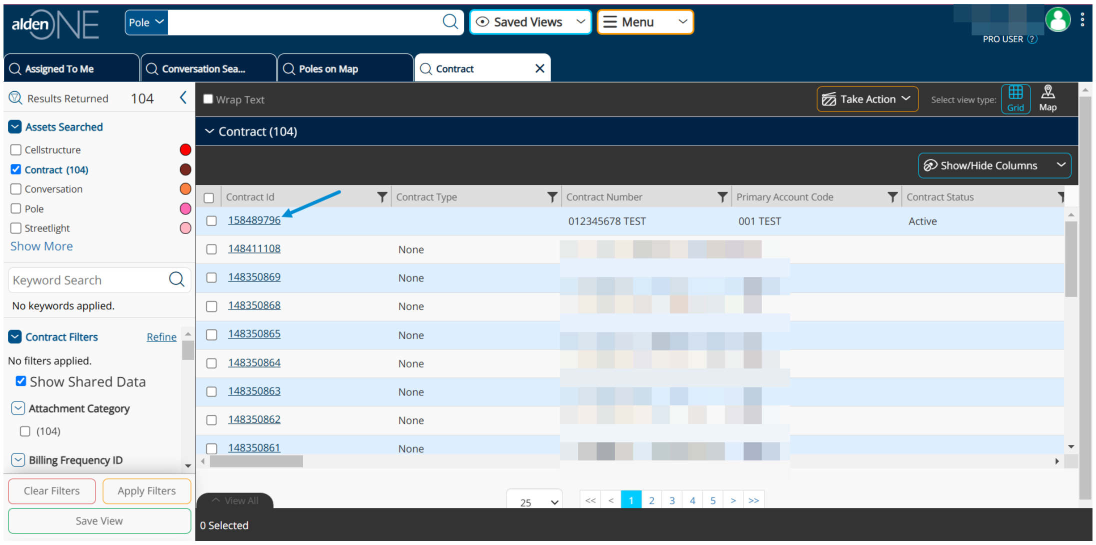


5. From the Contract, select the **Contract Status** drop-down.
6. Choose **Cancelled**, **Expired**, or **Terminated** from the list.
7. Click **Save**.
   NOTE: There isn't currently a way to fully remove a contract from your record history.

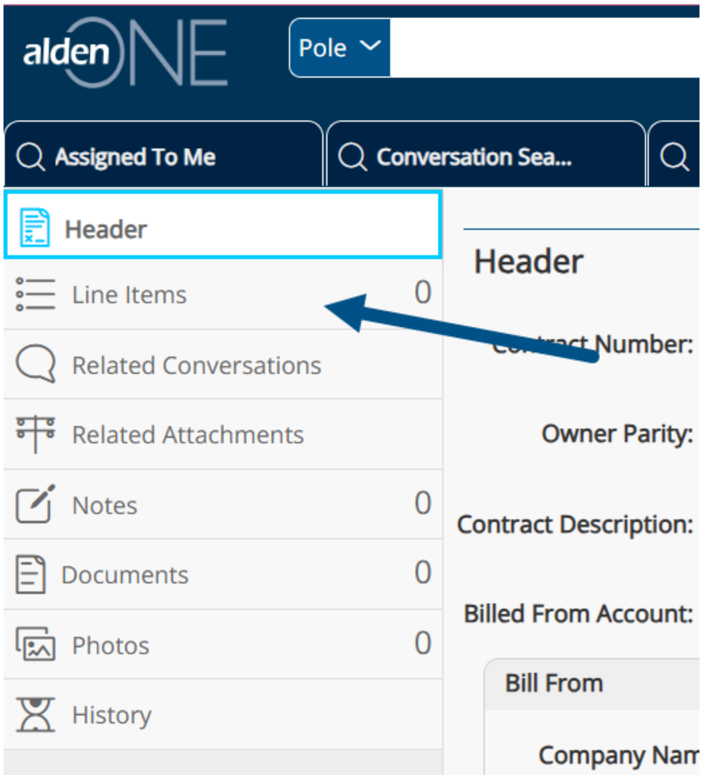


Add Line Items (and Rate Types) to a Contract in Alden One

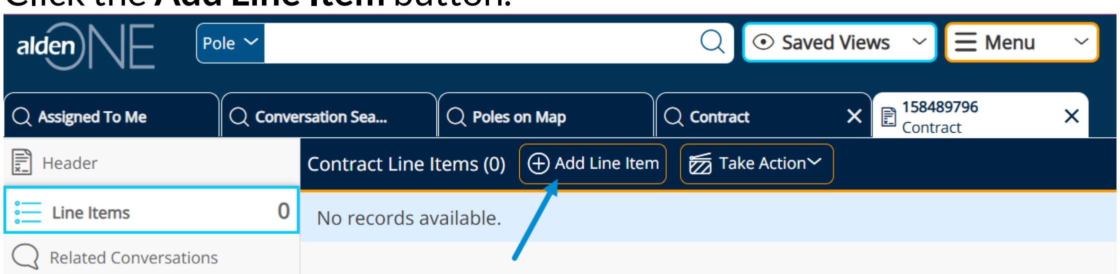
1. Within Alden One, click the **Saved Views** button.
2. Under **Quick Views**, select **Contract**.
3. Use the **Refine** link to the right of **Contract Filters** or other methods to find the contract to which you wish to Add Lines.
4. Click the Contract link on the contract to which you want to Add Lines.



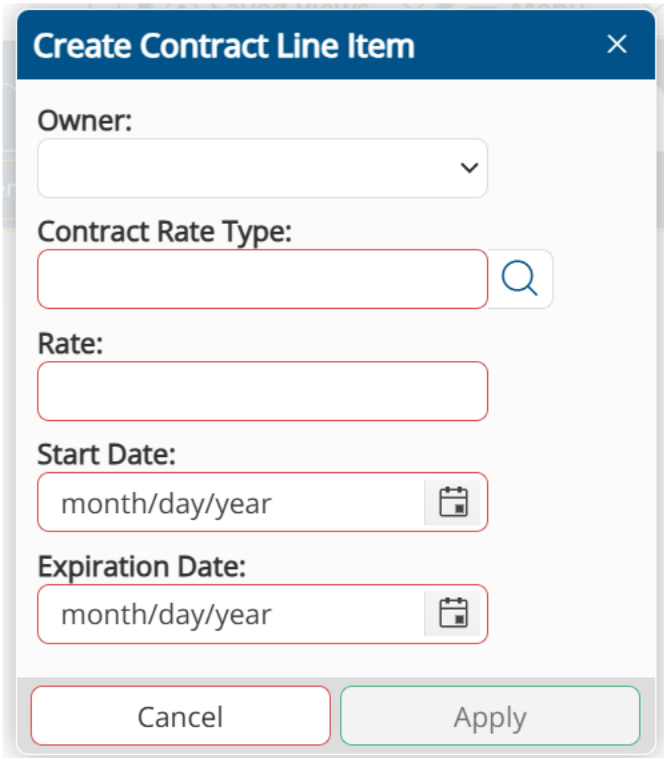
5. From the Contract, click the **Line Items** tab (on the left).



6. Click the **Add Line Item** button.



7. In the **Create Contract Line** Item window, fill in the information needed.

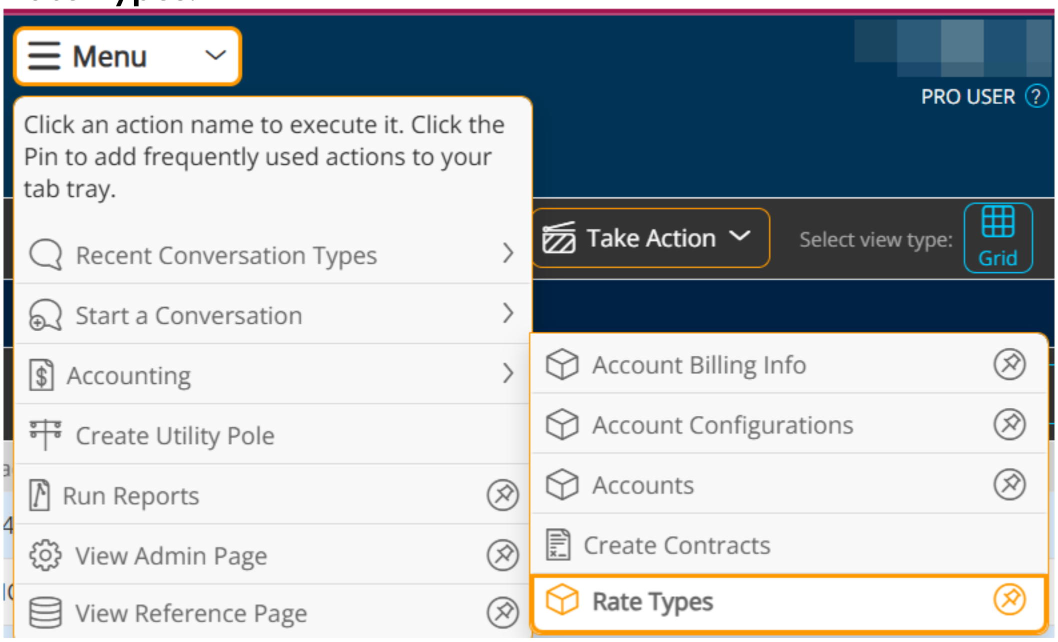


NOTE: To assign the Rate Type to the Contract, if it's a new Rate Type, you must first select **Menu** hover over **Accounting** and click **Rate Types** before you can select it in this window. See the Add New Rate Types section for additional information.

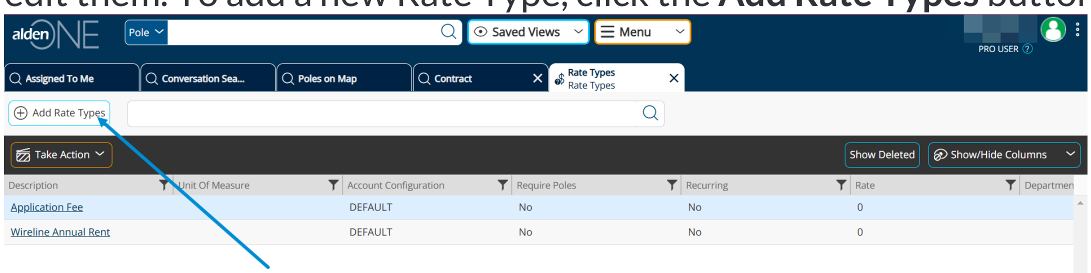
8. Click **Apply**.

Add New Rate Types

1. Within Alden One, click the **Menu**, hover over **Accounting** and click **Rate Types**.



2. The existing Rate Types are listed and you could click on their links to edit them. To add a new Rate Type, click the **Add Rate Types** button.



3. Fill in the **Create** form.
4. Click **Apply**.