

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.

The screenshot shows the 'New Contract' form in Alden ONE. The form is titled 'New Contract' and 'Creating New Co...'. It features a dark blue header with the Alden ONE logo, a search bar, and navigation options like 'Saved Views' and 'Menu'. Below the header, there are several tabs: 'Assigned To Me', 'Conversation Sea...', 'Poles on Map', and 'New Contract'. The main form area is divided into sections: 'Header', 'Billed From Account', and 'Bill To Account'. The 'Header' section contains fields for 'Contract Number', 'Alternate Contract Number', 'Contract Type', 'Owner Parity', 'Billing Type', and 'Contract Status'. The 'Billed From Account' and 'Bill To Account' sections each contain a search bar and a 'Bill From' or 'Bill To' sub-form. Each sub-form has fields for 'Company Name', 'Address', 'City', 'State', 'Zip', and 'Contact Name'. The form is currently empty, with red boxes highlighting the 'Contract Number', 'Alternate Contract Number', 'Contract Type', 'Owner Parity', 'Billing Type', 'Contract Status', and 'Contract Description' fields.

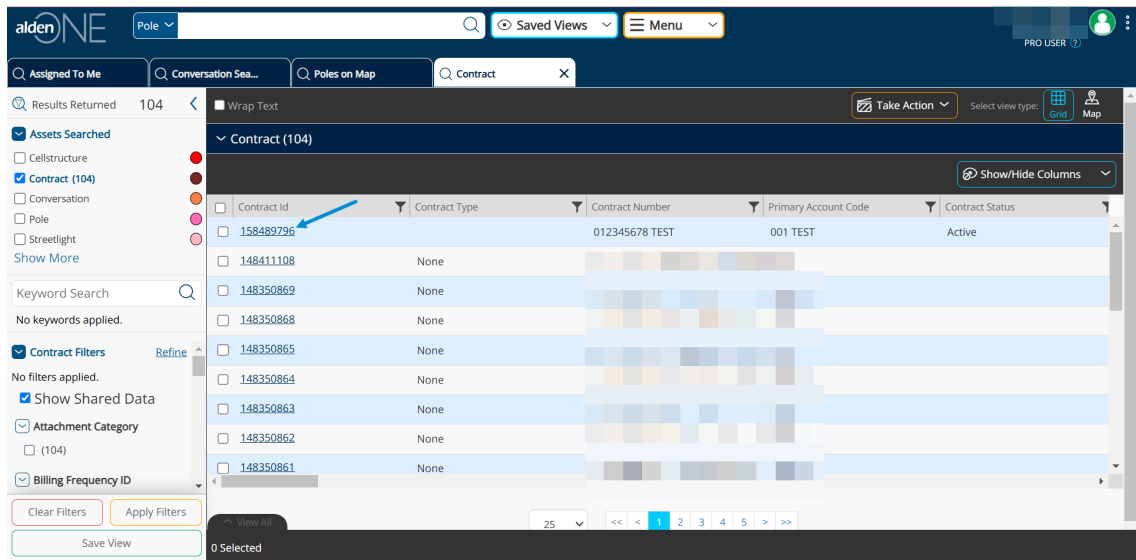
3. Click **Save**.

The screenshot shows the 'New Contract' form in Alden ONE, now with some fields filled in. The 'Contract Number' is '0124578', 'Alternate Contract Number' is empty, and 'Contract Type' is a dropdown menu. 'Owner Parity' is '0 %', 'Billing Type' is 'Net Billing', and 'Contract Status' is 'Active'. The 'Contract Description' is 'TBD'. The 'Billed From Account' and 'Bill To Account' are both '001 TEST'. The 'Bill From' and 'Bill To' sub-forms are filled with 'Company Name' (empty), 'Address' ('123 1st'), 'City' ('Spokane'), 'State' ('WA'), and 'Zip' ('99201'). A blue arrow points to the 'Save' button at the bottom of the form.

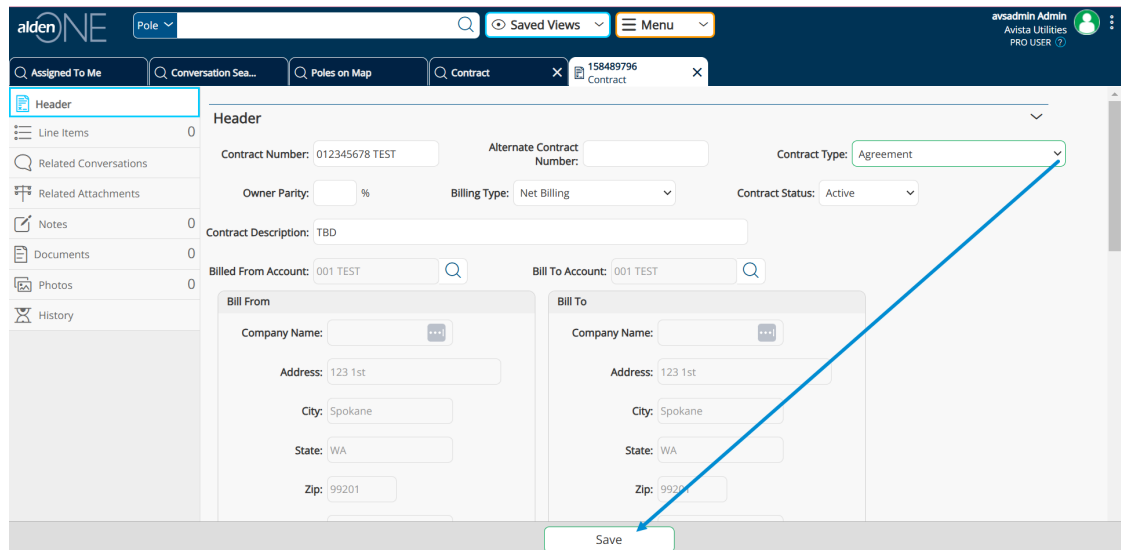


Edit a Contract in Alden One

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.



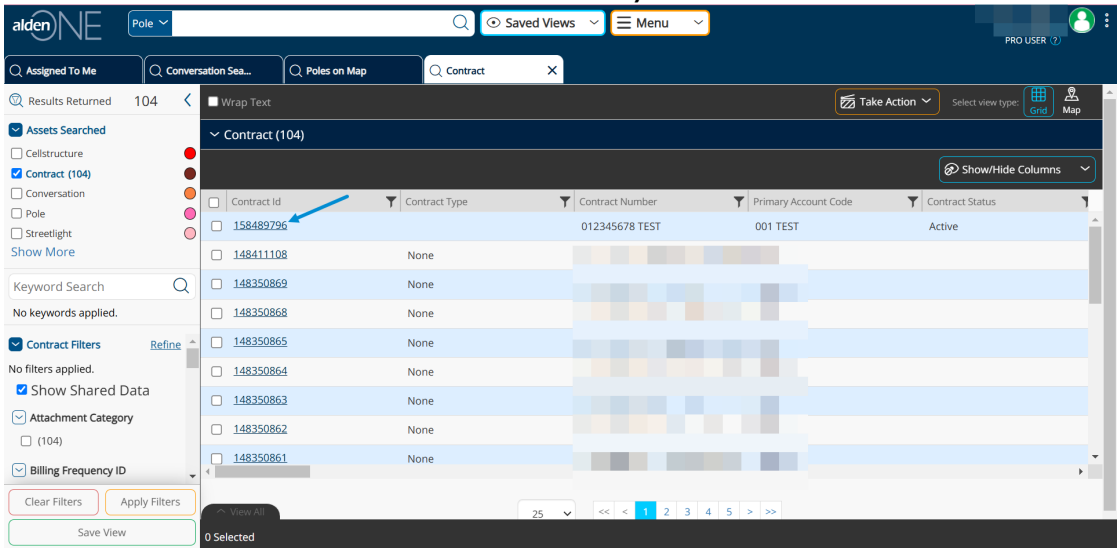
5. Change the contract fields as needed.
6. Click **Save**.





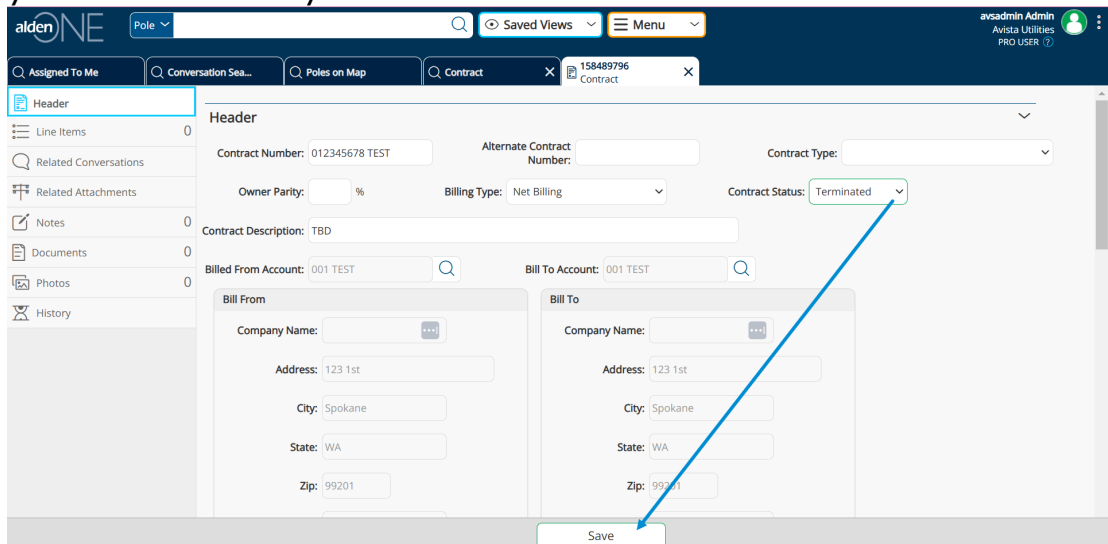
Delete a Contract in Alden One

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.





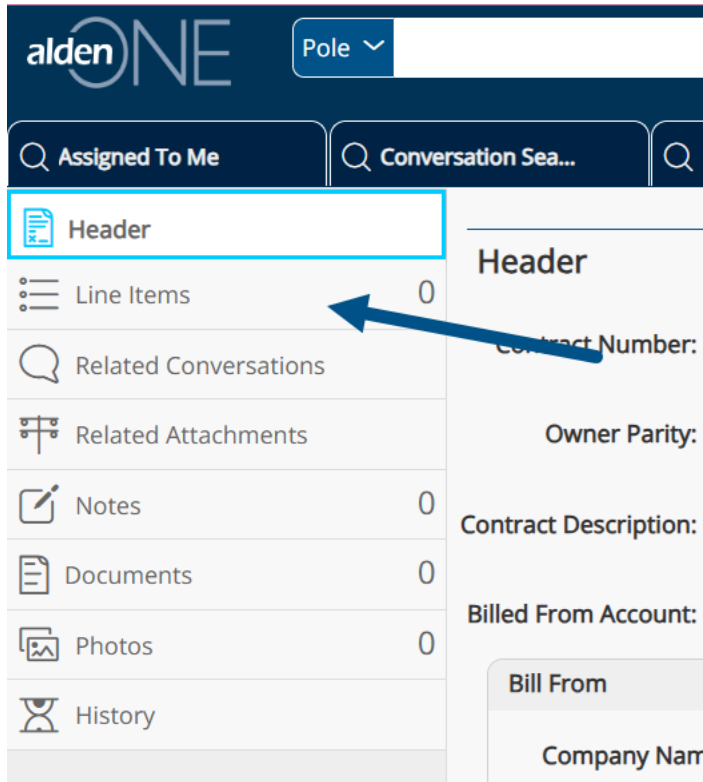
Add Line Items (and Rate Types) to a Contract in Alden One

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.

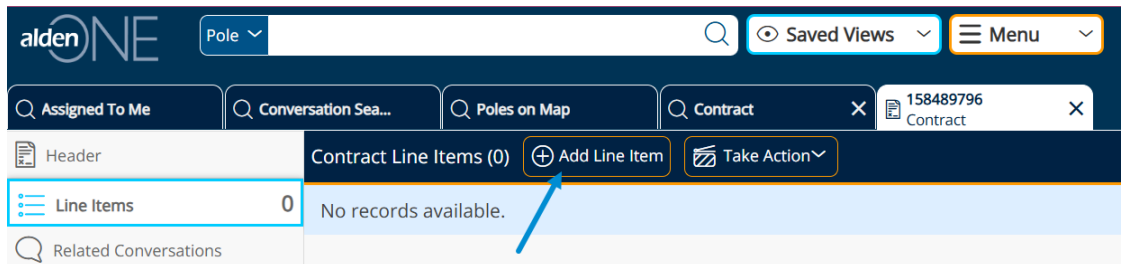
The screenshot displays the Alden One interface with a search for 'Contract' results. The left sidebar shows 'Assets Searched' with 'Contract (104)' selected. The main table lists contracts with the following columns: Contract ID, Contract Type, Contract Number, Primary Account Code, and Contract Status. A blue arrow points to the 'Contract ID' column header. The first row is highlighted in blue.

Contract ID	Contract Type	Contract Number	Primary Account Code	Contract Status
158489796		012345678 TEST	001 TEST	Active
148411108	None			
148350869	None			
148350868	None			
148350865	None			
148350864	None			
148350863	None			
148350862	None			
148350861	None			

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.

Create Contract Line Item ×

Owner:

Contract Rate Type:
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Rate:

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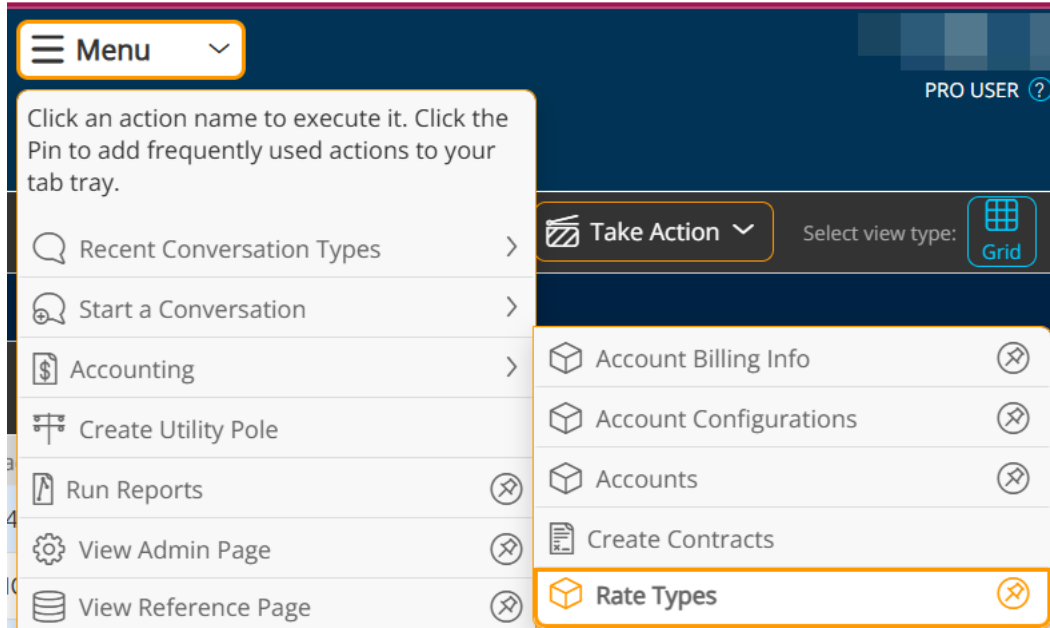
Expiration Date:
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NOTE: To assign the Rate Type to the Contract, if it's a new Rate Type, you must first select **Menu** hover over **Accounting** and click **Rate Types** before you can select it in this window. See the [Add New Rate Types](#) section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

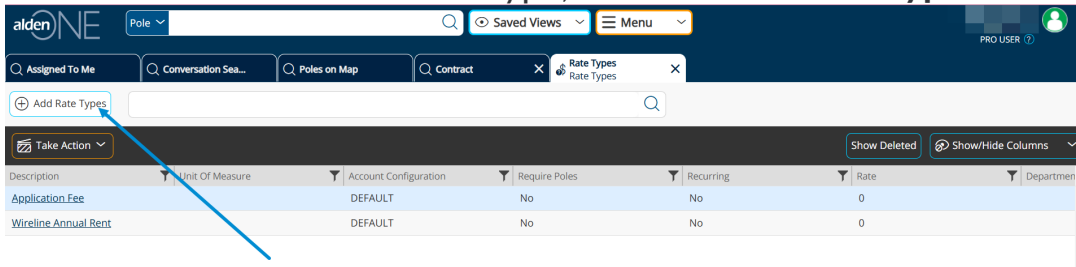
8. Click **Apply**.

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**.

A screenshot of the 'Create' form for adding a new Rate Type. The form contains the following fields:

- Description: NEW RATE TYPE
- Unit Of Measure: Fixed
- Account Configuration: DEFAULT
- Require Poles: (dropdown menu)
- Recurring: (dropdown menu)
- Rate: 0.0000
- Taxable: (dropdown menu)
- Comment: (text input)
- Start Date: month/day/year
- Expire Date: month/day/year

The 'Apply' button is highlighted with a blue arrow.