

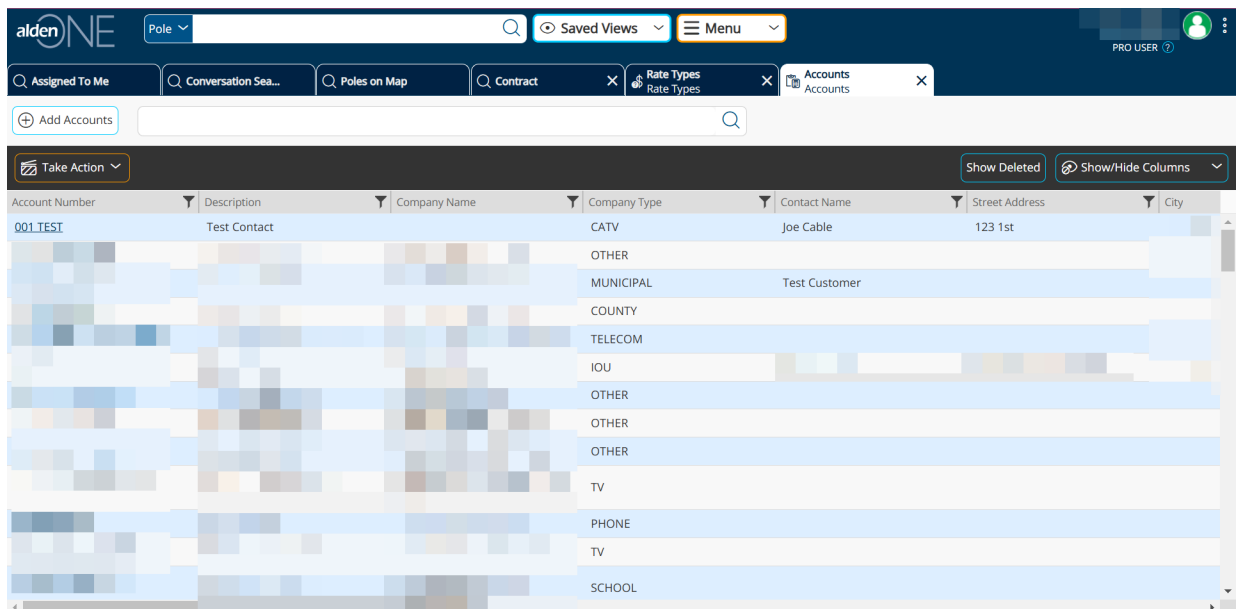


Créer ou modifier des comptes dans Alden ONE

Pour avoir accès aux comptes dans Alden ONE, travaillez avec votre administrateur d'entreprise afin de vous assurer que vous disposez des autorisations appropriées pour les comptes.

Voir tous les comptes dans Alden ONE

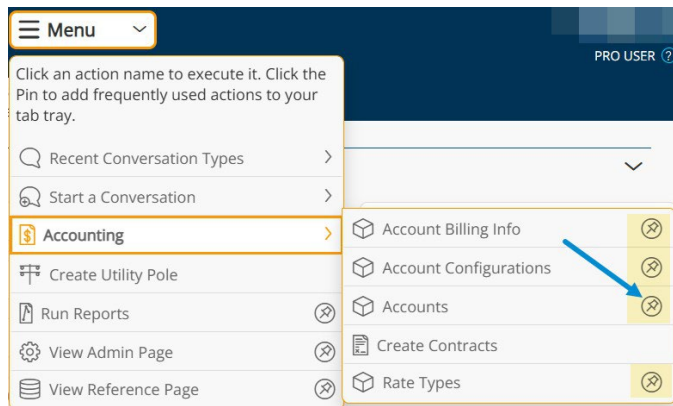
Pour afficher tous les comptes, cliquez sur **Menu**, passez la souris sur **Comptabilité**, puis cliquez sur **Comptes**.



The screenshot shows the Alden ONE interface. At the top, there's a navigation bar with the Alden ONE logo, a search bar, and a 'Menu' button. Below the navigation bar, there's a section for 'Accounts' with a search bar and a 'Take Action' button. The main content area displays a table of accounts with the following columns: Account Number, Description, Company Name, Company Type, Contact Name, Street Address, and City. The table contains several rows of data, including '001 TEST', 'Test Contact', 'CATV', 'Joe Cable', '123 1st', and 'City'. Other rows show 'OTHER', 'MUNICIPAL', 'COUNTY', 'TELECOM', 'IOU', 'PHONE', 'TV', and 'SCHOOL'.

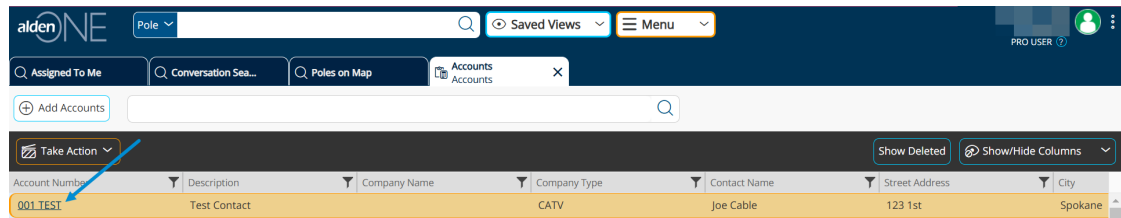
Account Number	Description	Company Name	Company Type	Contact Name	Street Address	City
001 TEST	Test Contact		CATV	Joe Cable	123 1st	
			OTHER			
			MUNICIPAL	Test Customer		
			COUNTY			
			TELECOM			
			IOU			
			OTHER			
			OTHER			
			OTHER			
			TV			
			PHONE			
			TV			
			SCHOOL			

REMARQUE : si vous cliquez sur l'icône de **punaise** avant de cliquer sur **Comptes**, vous pouvez épingler la vue **Comptes** afin qu'elle s'ouvre automatiquement lorsque vous vous connectez à **Alden ONE**.

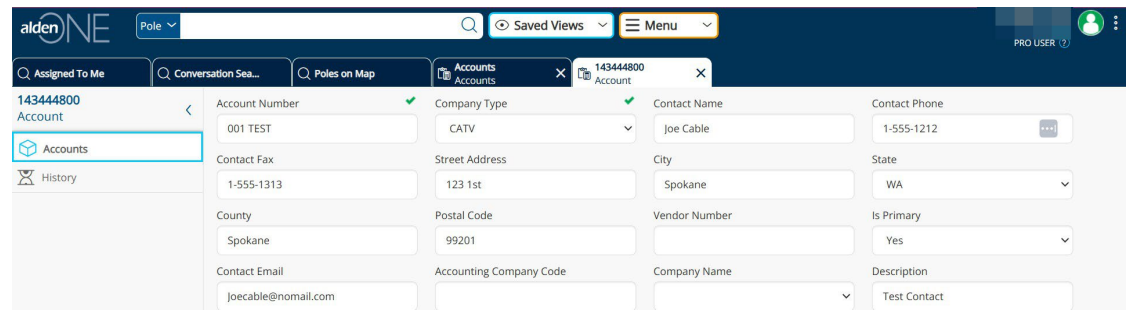


Modifier un compte dans Alden ONE

1. Cliquez sur **Menu**, passez la souris sur **Comptabilité**, puis cliquez sur **Comptes**.
2. Cliquez sur le **lien du numéro de compte** du compte que vous souhaitez modifier.

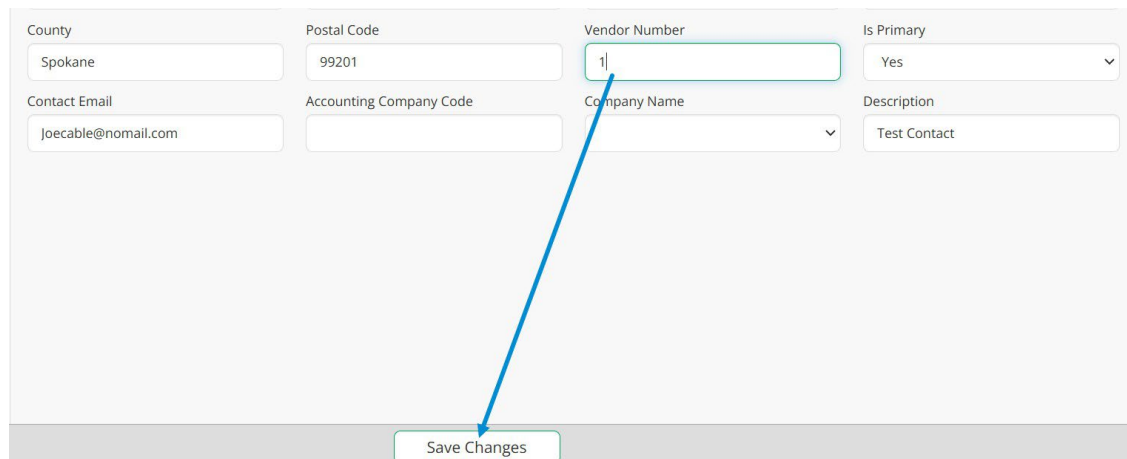


3. Modifiez les **champs** au besoin.



Account Number	Company Type	Contact Name	Contact Phone
001 TEST	CATV	Joe Cable	1-555-1212
Contact Fax	Street Address	City	State
1-555-1313	123 1st	Spokane	WA
County	Postal Code	Vendor Number	Is Primary
Spokane	99201		Yes
Contact Email	Accounting Company Code	Company Name	Description
joecable@nomain.com			Test Contact

4. Cliquez sur **Enregistrer les modifications**.



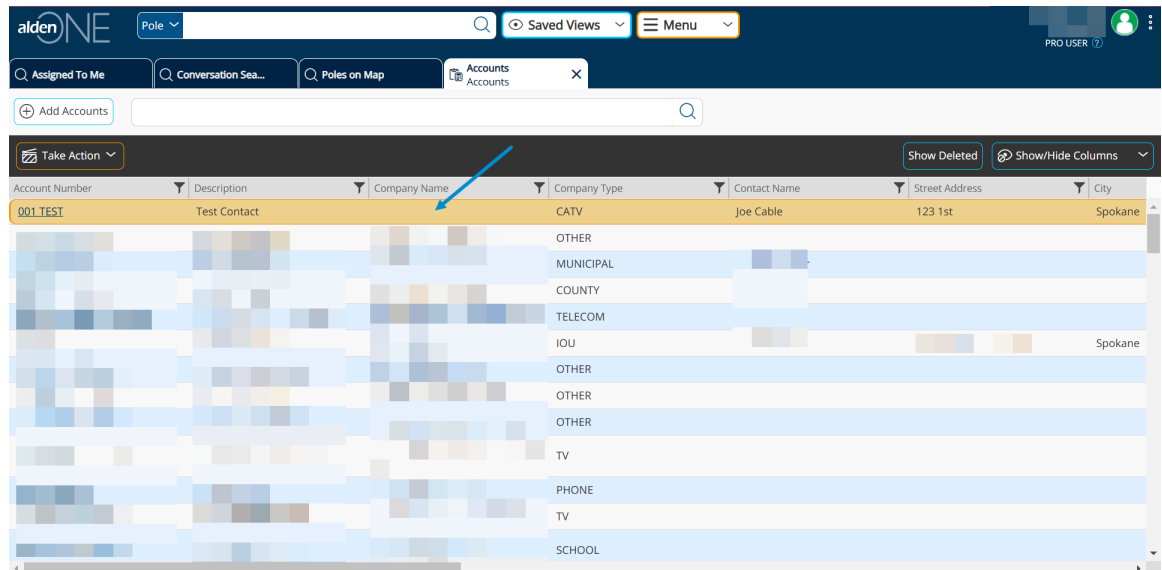
County	Postal Code	Vendor Number	Is Primary
Spokane	99201	1	Yes
Contact Email	Accounting Company Code	Company Name	Description
joecable@nomain.com			Test Contact

Save Changes

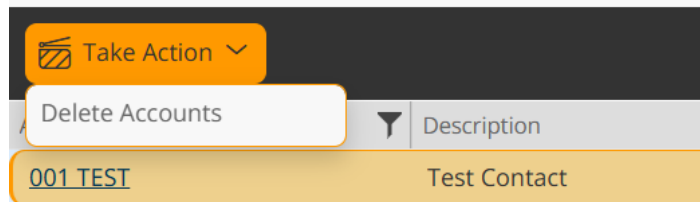


Supprimer un compte dans Alden ONE

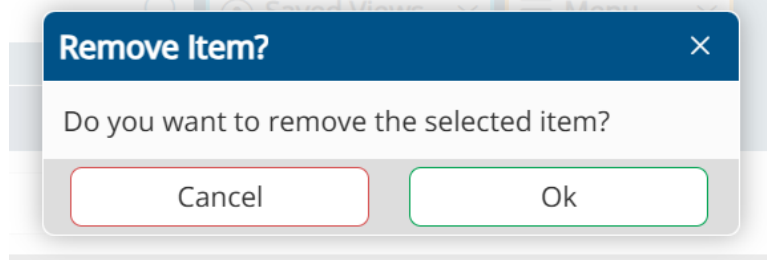
1. Cliquez sur **Menu**, passez la souris sur **Comptabilité**, puis cliquez sur **Comptes**.
2. Cliquez sur le **compte à supprimer** afin qu'il soit mis en surbrillance.



3. Cliquez sur le menu **Prendre action**.
4. Cliquez sur **Supprimer des comptes**.



5. Dans la **fenêtre de confirmation**, cliquez sur **OK**.





Ajouter manuellement un compte dans Alden ONE

1. Cliquez sur **Menu**, passez la souris sur **Comptabilité**, puis cliquez sur **Comptes**.
2. Cliquez sur le bouton **Ajouter des comptes**.



3. Remplissez le **formulaire de création** du nouveau compte.

A screenshot of the 'Create' form in the Alden ONE application. The form is titled 'Create' and contains several input fields and dropdown menus. The fields are arranged in a grid-like structure. The 'Account Number' field is marked with a red asterisk and is empty. The 'Company Type' field is also marked with a red asterisk and is empty. The 'Description' field is empty. The 'Company Name' field is a dropdown menu. The 'Contact Name' field is empty. The 'Street Address' field is empty. The 'City' field is empty. The 'State' field is a dropdown menu. The 'Postal Code' field is empty. The 'County' field is empty. The 'Contact Email' field is empty. The 'Contact Phone' field is empty. The 'Contact Fax' field is empty. The 'Is Primary' field is a dropdown menu. The 'Vendor Number' field is empty. The 'Accounting Company Code' field is empty. At the bottom of the form, there is a 'Cancel' button.

4. Cliquez sur **Appliquer**.

A screenshot of the 'Create' form in the Alden ONE application, showing the form after some data has been entered. 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 has a green checkmark above it. The 'Description' field is empty. The 'Company Name' dropdown menu is empty. The 'Contact Name' field is empty. The 'Street Address' field is empty. The 'City' field is empty. The 'State' dropdown menu is empty. The 'Postal Code' field is empty. The 'County' field is empty. The 'Contact Email' field is empty. The 'Contact Phone' field is empty. The 'Contact Fax' field is empty. The 'Is Primary' dropdown menu is empty. The 'Vendor Number' field is empty. The 'Accounting Company Code' field is empty. At the bottom of the form, there are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted with a blue arrow pointing to it.