



# **Business Solution ELO Contract**

Business Solution ELO Contract 1.07



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# Introduction

## Structure of the documentation

The goal of this documentation is to explain all functions of Business Solution ELO Contract together with ELO Contract.

## Basics

The Basics chapter explains the basics of the ELO Contract program interface.

## Possible actions

The remaining chapters address possible actions using ELO Contract.

## Target audience

This documentation is addressed to Business Solution ELO Contract users. Separate documentation is available for administrators on the ELO SupportWeb.

The scope of functions presented in this documentation may differ greatly from those in your client.

If you do not find functions described in this documentation in your client, you do not have permission to perform the action.

## Basics

ELO Business Solution Contract lets you manage and monitor incoming and outgoing contracts throughout their entire lifecycle.



*Fig.: Contract lifecycle*

Business Solution ELO Contract replicates the contract lifecycle in a company from creating a contract to contract negotiations, contract conclusion, and termination of a contract.

You can also add documents to the contracts.

A dashboard helps you to visualize contract phases, and reports provide an overview, helping you to plan the next steps.

### General note

ELO Contract works with the following clients:

- [ELO Web Client](#)
- [ELO Java Client](#)
- [ELO Desktop Client](#)

### Information

In this documentation, we use screenshots from the ELO Web Client.

## Requirements

Your administrator must have configured ELO Contract for you.

## Program interface

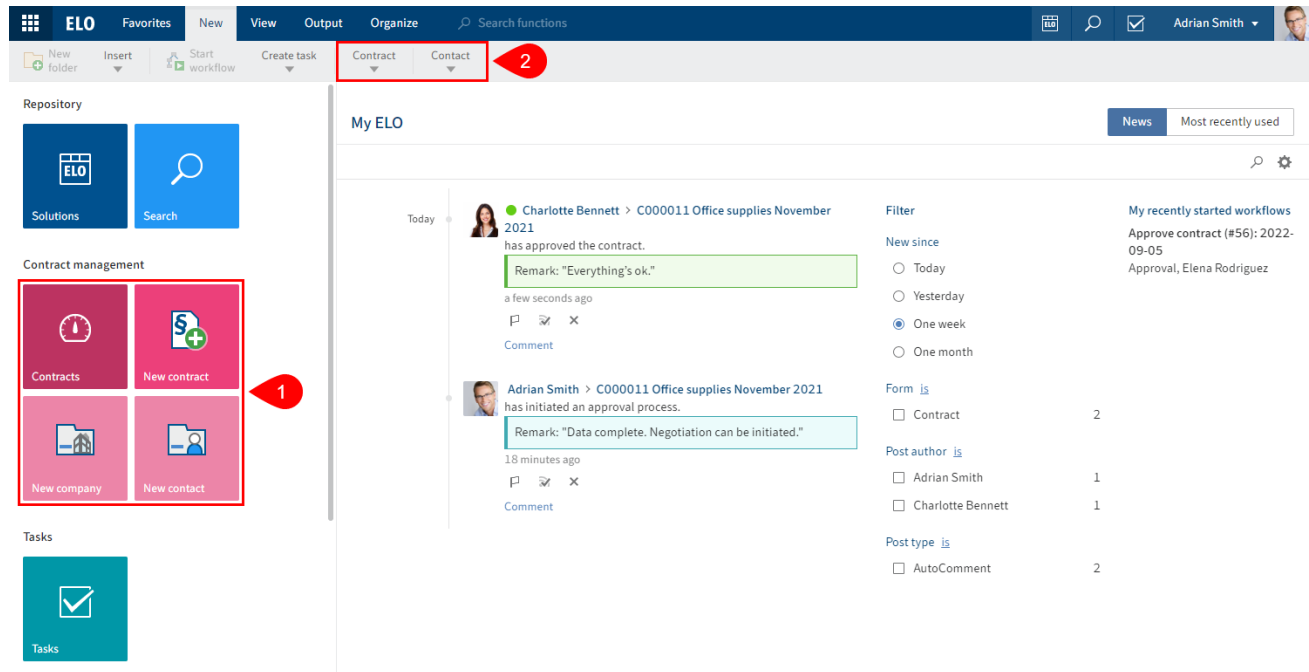


Fig.: Business Solution ELO Contract program interface

You will find ELO Contract functions in the following areas:

1 'Contracts' and 'New contract' tiles in the tile navigation area

You can access the contract monitoring dashboard by clicking the *Contracts* tile.

The *New contract* and *New company* tiles are used for contact management.

2 'Contract' group on the 'New' tab

The *Contact* tab is where you manage contacts.

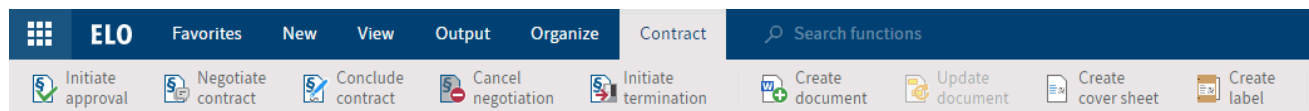


Fig.: 'Contract' tab

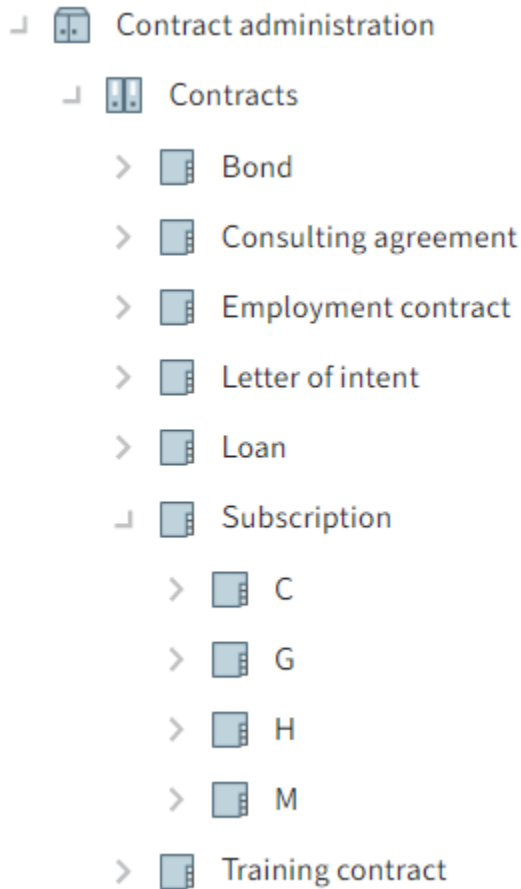
3 'Contract' tab

When you select an existing contract, the *Contract* tab opens.

You can access most contract management functions on this tab.

## Repository

The structure and appearance of the repository depend greatly on your specific configuration. The default state is described here.



*Fig.: Contract management in the repository*

Contracts are filed to // *Contract management* // *Contracts* // [*Contract type*].

You will also find references to contracts in dynamic folders. You can use these folders to search for specific contracts, such as by status.

### Contract types

All contracts must be based on a contract type. Depending on the contract type, information is automatically entered when filing a contract.

If you don't have to select the contract type when creating a contract, this means that only one contract type has been configured, which is then selected automatically.

## Contracts

Contract

C000004 Manager journal

Data	Term	Contract partner	Cash flow
------	------	------------------	-----------

### General

Name *	Manager journal		
Category	Sales contract	Type	Subscription
Relation	O - Outgoing	Risk classification	N - Normal
Status	D - Draft	Filing location	Management

### Company

Company code	1000	Company	Contelo Corp.
--------------	------	---------	---------------

### Contract data

Contract number	C000004	External contract number	123151908
Employee responsible	Administrator	Department	sol.hr.roles.Managers
Procurement/Sales	William Johnson	Contract date	

### Accounting

Cost center		Cost object	
-------------	--	-------------	--

### Project

Number		Name	
--------	--	------	--

Save

Print

Fig.: Contract file form

Each contract file that is created contains a form.

This form contains the relevant information from the contract as well as its current status.

During the contract lifecycle, the form is edited or supplemented with information by the users involved in the process. The status changes automatically.

A contract can have the following statuses:

- D – Draft
- I – Approval initiated
- A – Approved
- N – In negotiation
-

- S – Concluded
- T – Terminated
- C – Canceled

Contracts can be created without a term, with a limited term, and with an unlimited term.



## Create contract

### Information

You can create new contracts or existing ones in ELO.

When creating a contract, you can enter new contact data in the contact list as needed.

### Method

1. On the *New* tab, click *New contract*.

Create contract

?

Select contract

Select the contract type you want to create

Filter

- Consulting agreement  
Service contract
- Cooperation agreement  
Other contracts
- Employment agreement  
Employment contract
- Guarantee  
Sales contract
- Lease agreement  
Other contracts

Cancel

Fig.: 'Select contract' dialog box

Optional: If multiple contract types have been created, you first have to choose a contract type. By selecting a contract type, relevant information is automatically entered in the contract file.

Create contract: Purchase contract

×

Add a new contract.

Data

Term

Contract partner

Cash flow

General

Name \*

Office supplies November 2021

Category

Purchase contract

Type

Purchase contract

Relation

I - Incoming

Risk classification

N - Normal

Status

D - Draft

Filing location

Company

Company code

1000

Company

Contelo Corp.

Contract data

Contract number

External contract number

Employee responsible

Daniel Cooper

Department

Accounting

Procurement/Sales

Contract date

Accounting

Cost center

Cost object

Project

Number

Name

Save

Print

OK

Cancel

Fig.: 'Create contract' dialog box

2. Complete the fields in the *Create contract* dialog box as required.

You will find the input fields to create a contract on four tabs.

Depending on the contract type, master data may already be filled out. You will recognize such data by the gray background. You can change the entries in the *Relation*, *Risk classification*, and *Status* fields using the drop-down menus.

Mandatory fields are marked with a red asterisk. Combined mandatory fields are marked with a blue asterisk. One of the two fields must be completed.

Fields with a pencil icon contain keyword lists. When you enter a value in the respective field, matching list entries appear.

Contract number: The contract number is generated automatically as soon as you have created the contract.

Create contact: If this is a new contact you want to create, enable the *Create new contacts* option on the *Contract partner* tab.

Result

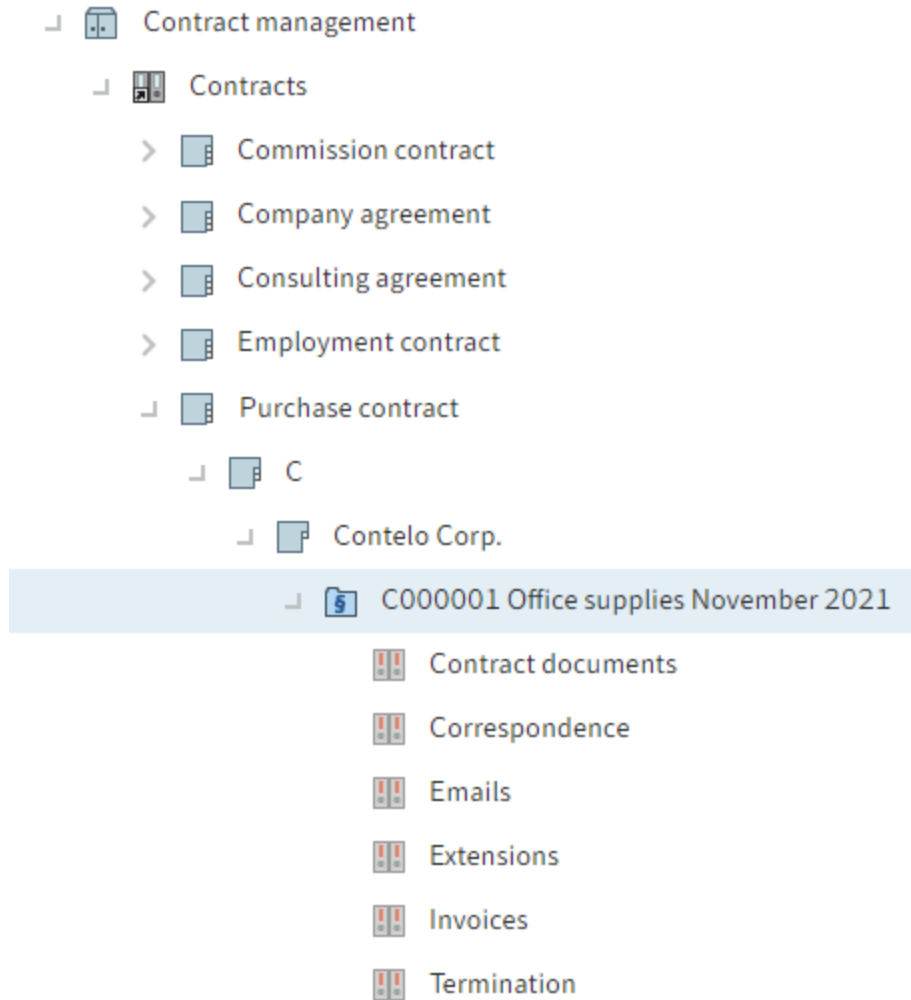


Fig.: New contract in the repository

A new contract is created with child folders.

Outlook

- You can file record objects related to the contract in the corresponding child folders.

#### Please note

When filing documents related to a contract, make sure to use the *Contract document* metadata form. This is the only way to inherit information relevant for searches.

Depending on the status of the contract, you can perform actions described in the Contract processes chapter.

- Using the functions described in the Create contract documents chapter, you can automatically create documents with information from the contract.
- If you have added a new contact, the new contact data will be available in a keyword list when creating new contracts.

## Contract processes

After creating a contract in ELO, you can map the following processes in ELO:

- Initiate approval
- Negotiate contract
- [Conclude contract](#)
- Cancel negotiation
- Initiate termination

These individual processes do not have to be performed as an overall process, meaning that less complex contracts can be completed without any steps.

### Initiate approval

#### Information

You can initiate the approval process for a contract. Approval can be initiated during any phase. During approval, all involved parties can make changes to the contract.

#### Method

1. Select the contract you want to initiate the approval process for.
2. On the *Contract* tab, click *Initiate approval*.

Initiate approval

Start the approval process.

Comment

Leave instructions, information, and comments for subsequent approvers. \*

Data is complete. Negotiation can be initiated.

Check steps

	Management		<input checked="" type="checkbox"/> Mandatory	
	Law and Administration (Contracts)		<input type="checkbox"/> Mandatory	
	Accounting		<input type="checkbox"/> Mandatory	

Add step

Save

Print

OK

Cancel

Fig.: 'Initiate approval' dialog box

3. In the *Initiate approval* dialog box, complete the fields as required.

Check steps: Enter the check steps. To prevent users from being able to skip a check step, check the box next to *Mandatory*. As a result, the subsequent check steps cannot be ignored.

Result

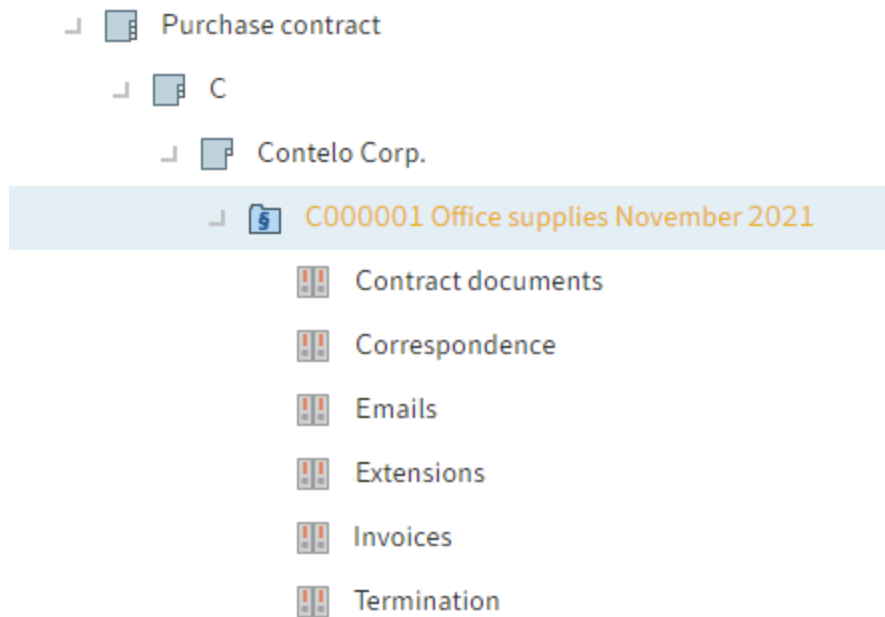


Fig.: Contract file in the repository

An approval workflow is started and is sent to the specified approver(s).

When the approval workflow is still pending, the contract has the status *I – Approval initiated*. After the approval workflow is completed, the contract has the status *A – Approved*. The contract file is shown in a yellow font.

## Issue approval

Information

If you have received a contract for approval, it will appear in your *Tasks* work area.

Method

1. In the *Tasks* work area, select the workflow with the contract you are supposed to approve.
2. Click *Accept workflow* to process the form.
3. Check the contract you are supposed to approve and enter a comment in the input field for the next editors.

Optional: Enter an additional check step as needed.

4.

Click *Approve*.

#### Result

The workflow is forwarded to the next check step/the responsible department.

### Negotiate contract

#### Information

You can initiate negotiations for a contract.

#### Method

1. Select the contract you want to initiate the negotiation process for.
2. On the *Contract* tab, click *Negotiate contract*.

#### Result

The status of the contract changes to *N – In negotiation*.

An automatic feed post is created.

### Conclude contract

#### Information

You can conclude a contract. To search for active and inactive contracts, valid contracts have to be marked as concluded.

#### Method

1. Select the contract you want to conclude.
2. On the *Contract* tab, click *Conclude contract*.

Conclude contract

The contract has been concluded.

Contract conclusion   Data   Term   Contract partner   Cash flow

Contract conclusion

Contract date   Nov 9, 2021

Comment

Save   Print   OK   Cancel

Fig.: 'Conclude contract' dialog box

3. In the *Conclude contract* dialog box, complete the fields on the *Contract conclusion* tab as required.

The fields on the *Data*, *Term*, *Contract partner*, and *Cash flow* tabs are already completed.

Result



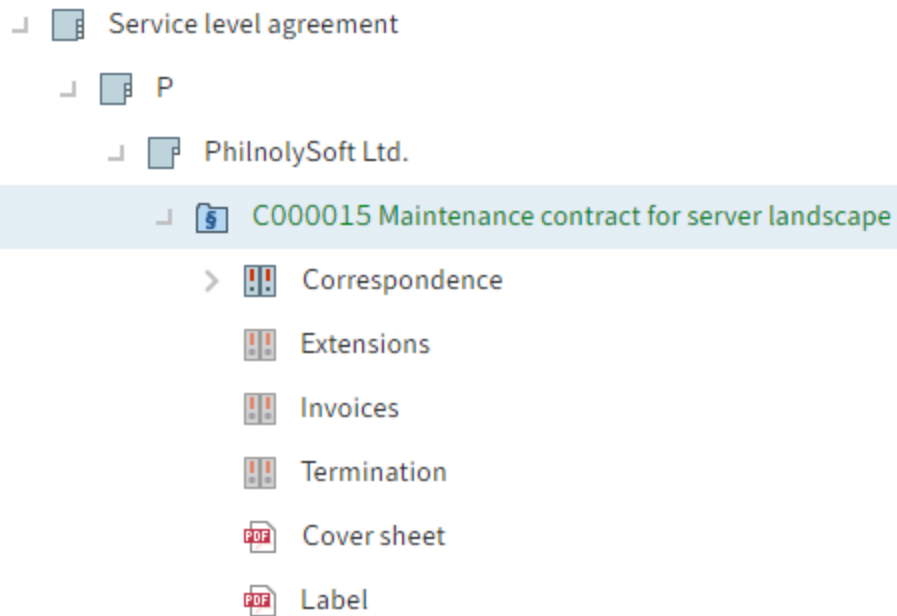


Fig.: Contract file in the repository

The status of the contract changes to *S - Concluded*. The contract file is shown in a green font.

## Cancel negotiation

### Information

You can cancel negotiations for a contract.

### Method

1. Select the contract you want to cancel the negotiation process for.
2. On the *Contract* tab, click *Cancel negotiation*.

### Result

The status of the contract changes to *C - Canceled*.

An automatic feed post is created.

## Initiate termination

### Information

You can terminate a contract. Once a contract is completed, it has to be terminated to signalize the end of the contract in ELO. Before concluding the contract, use the Cancel negotiation function.

### Method

1. Select the contract you want to terminate.
- 2.

On the *Contract* tab, click *Initiate termination*.

**Initiate termination** [X]

Start the termination process.

**Comment**

Leave instructions, information, and comments for subsequent approvers. \*

Please terminate by the next possible date.

**Check steps**

[User Icon] Law and Administration (Contracts) [Edit Icon] ☐ Mandatory [X]

Add step

Save Print OK Cancel

Fig.: 'Initiate termination' dialog box

3. In the *Initiate termination* dialog box, complete the fields as required.

**Check steps:** Enter the check steps. To prevent users from being able to skip a check step, check the box next to *Mandatory*. As a result, the subsequent check steps cannot be ignored.

**Result**

A termination workflow is started and is sent to the specified approver.

**Outlook**

During the termination process, the contract maintains its existing status. Once the contract is terminated, the contract status changes to *T - Terminated*.

## Terminate contract

**Information**

If you have received a contract for termination, it will appear in your *Tasks* work area.

**Method**

1. In the *Tasks* work area, select the workflow with the contract you are supposed to terminate.

Optional: Click *Accept workflow* to process the form.

2. Check the contract you are supposed to terminate and enter a comment in the input field.

Optional: Enter an additional check step as needed.

3. Click *Accept*.

#### Result

The status of the contract changes to *T - Terminated*.

A feed post is created with the comment you entered.

## Create contract documents

You can automatically create documents related to contracts.

This chapter addresses the following functions:

- Create document
- Update document
- Create cover sheet
- Create label

### Create document

#### Information

You can automatically create a document with the data from a contract. Use document templates for this. Document templates contain placeholders that are automatically replaced with the information from the contract.

#### Requirement

At least one document template must be available.

#### Method

1. Select the folder for the contract you want to generate a document for.
2. On the *Contract* tab, click *Create document*.

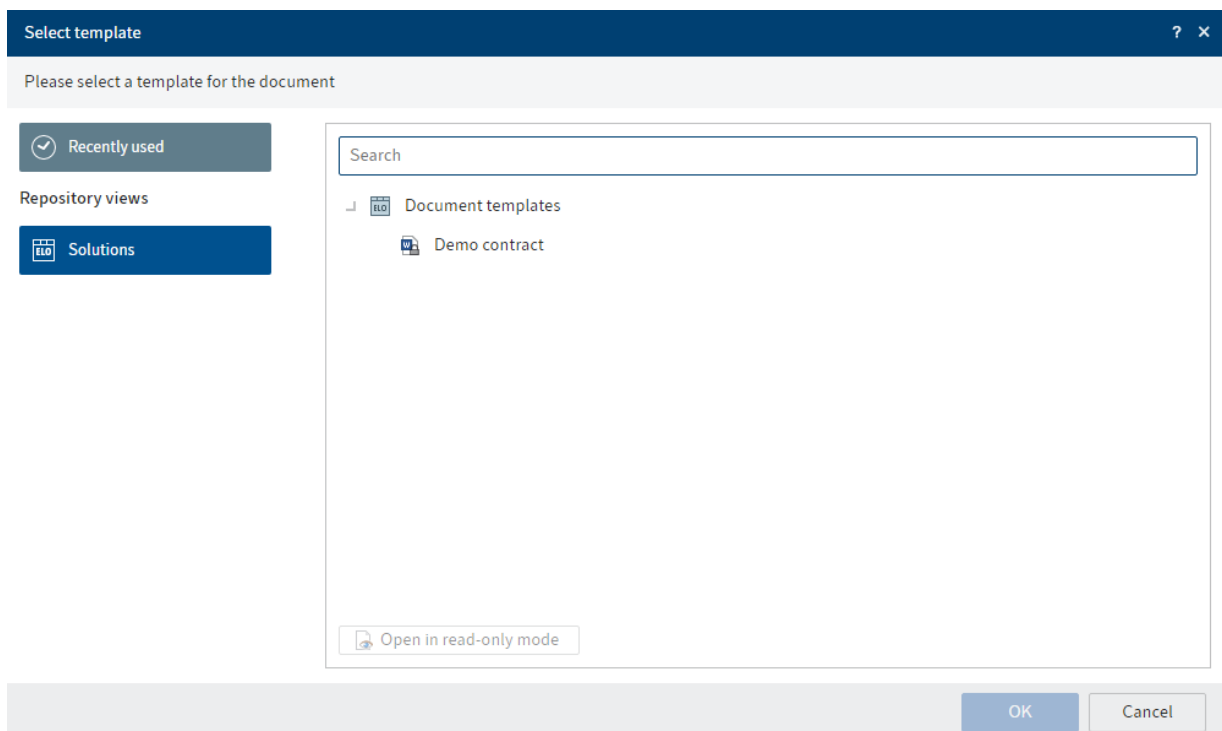


Fig.: 'Select template' dialog box

3. In the *Select template* dialog box, select a document template and confirm your selection with *OK*.

Purchase contract Contelo Corp. ✕

Create a new document using a template

Document Additional information

General

Name Purchase contract

Employee responsible Adrian Smith ✎

Save Print OK Cancel

Fig.: 'Create new document' dialog box

4. In the *Create new document* dialog box, you can change the name of the document and the responsible user.

The fields on the *Additional information* tab contain the contract information and cannot be changed.

5. Click *OK*.

#### Result

The document is added to the selected folder and opened.

#### Outlook

- You can edit the document and print it for use.
- If any contract information changes, you can apply changes using the Update document function. The *Update document* function has no effect on subsequent changes to the document. It only updates the information automatically transferred from the form.

## Update document

### Information

For example, if contract data changes after a document has been generated using the Create document function, you can update the document. As a result, you do not have to create a new document or make manual changes to an existing one.

The *Update document* function has no effect on subsequent changes to the document. It only updates the information automatically transferred from the form.

### Method

1. Select the document you want to update.
2. On the *Contract* tab, click *Update document*.

### Result

Old information and blank spaces in the document are replaced with new information from the contract.

## Create cover sheet

### Information

Use this function to create a cover sheet for the selected contract.

### Method

1. Select the contract you want to create a cover sheet for.
2. On the *Contract* tab, click *Create cover sheet*.

### Result



## Contract

C000010

## Manager Magazine

Contract partner	Contelo Publishing Fisher, David
Employee responsible	Emily Thomson
Contract type	Subscription
Contract conclusion	12.11.2021
Relation	I - Incoming

*Fig.: Cover sheet*

The cover sheet is saved to the file.

Outlook

The cover sheet contains information on the contract as well as a QR code. If you print the cover sheet and store it in a physical file, you can scan the QR code with a mobile device to go straight to the digital file.

## Create label

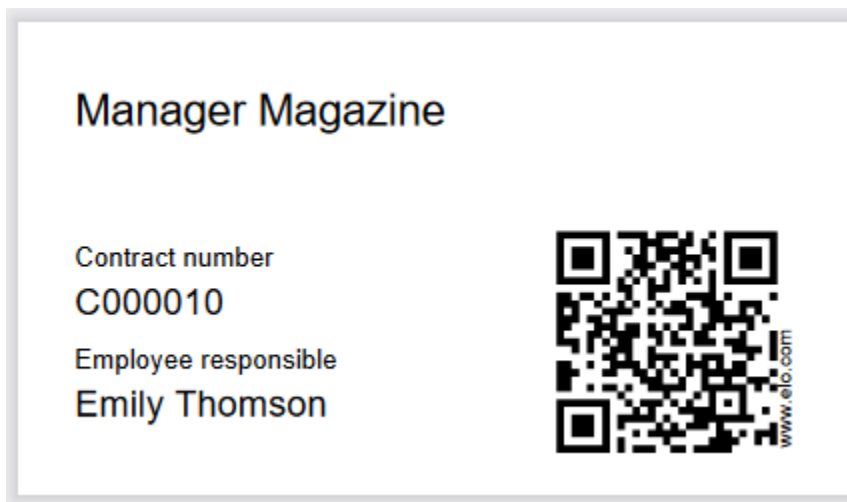
### Information

Use this function to create a label for the selected contract file.

### Method

1. Select the contract you want to create a label for.
2. On the *Contract* tab, click *Create label*.

### Result



*Fig.: Label with QR code*

The label is filed to the contract file.

### Outlook

- The label contains information on the contract as well as a QR code. If you print the label using a label printer and store it in a physical file, you can scan the QR code with a mobile device to go straight to the digital file.
- If you want to use the *Print document* function in the ELO Java Client, you will have to set the label printer as the default printer in Windows.
- You can also select the label printer as the default printer for faxes in the ELO Java Client configuration and print using the *Fax document* function.



## Overviews

Reports and dashboards help give you an overview of your contracts.

### Reports

#### Information

You can create reports to analyze contracts. A report is filed to your repository as an Excel table. When you create a report, it is only visible to you.

Reports are based on templates. These templates filter the contracts based on specified criteria.

The following reports are available:

- Contract report: This report type creates a report with the values within the selected folder.
- Cash flow: This report type creates a report with the cash flows for all contracts.

#### Method

1. Select the folder you want to create a report for.

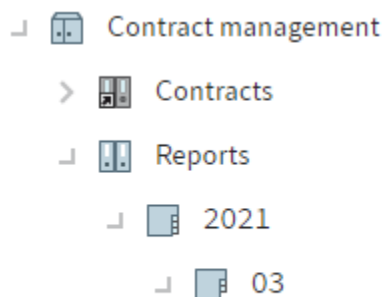
#### Information

The contracts do not have to be located directly below the selected folder. But the more child folders there are, the more time it will take to create the report.

1. On the *New* tab, click *Contract > Create contract report* or *Contract > Create cash flow*.

Optional: Select a report template. If only one report template has been created, it is selected automatically.

Result: Contracts



Contracts 2021-03-22 - Reports

*Fig.: Reports in the repository*

The document with the contract overview opens and is created under *Reports* by default.

By default, the report contains the *Table1* and *Data* tabs.

Under *Table1*, you will find a visualization of the selected contracts. With a pivot table, you can customize the report and use it for calculations.

Under *Data*, you will find a list of selected contracts with the information preset in the report template.

Result: Cash flow

The document with the contract overview opens and is created under *Reports* by default.

By default, the report contains the *Data* tab. You will find a list of the cash flows here.

## Dashboard

The dashboard provides an overview of all filed contracts.

You can reach the dashboard by clicking the *Contracts* tile in the *My ELO* area.

The dashboard remembers your settings. When you close then open the dashboard again, it remembers and displays your most recent view.

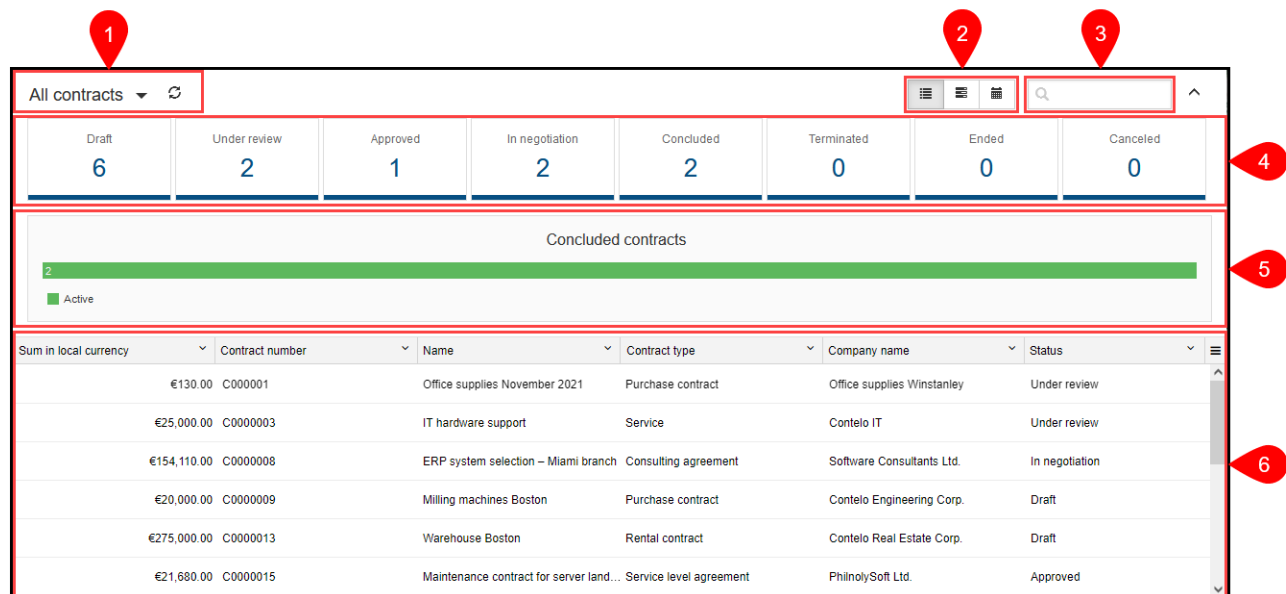


Fig.: Dashboard in the table view

The dashboard is divided into the following areas:

1 Database: In the dashboard header, use the drop-down menu (arrow icon) to select a database. A dashboard database is a list of contracts that is loaded for evaluation.

## Information

If there is only one database, this database is selected permanently and no drop-down menu is available.

2 Table/Timeline/Calendar: You can choose between three dashboard views: *Table*, *Timeline*, and *Calendar*.

3 Search: In addition to text values, you can also search for deadlines and amounts. All data that you can select as column values in the table view serves as the basis.

4 Status: The dashboard header contains a button for each contract status. If a button is active, all contracts with the corresponding status are shown in the dashboard viewer pane.

5 Concluded contracts: If concluded contracts exist in the database, a bar appears with the statuses of the concluded contract. Entered contract deadlines serve as the basis.

6 Viewer pane: In the dashboard viewer pane, you will see a list of contracts. This list changes depending on the filter criteria applied.

## Table

All contracts ▾ ↻

Sum in local currency ▾	Contract number ▾	Name ▾	Contract type ▾	Company name ▾	Status ▾
€130.00 C000001		Office supplies November 2021	Purchase contract	Office supplies Winstanley	Under review
€25,000.00 C0000003		IT hardware support	Service	Contelo IT	Under review
€154,110.00 C0000008		ERP system selection – Miami branch	Consulting agreement	Software Consultants Ltd.	In negotiation
€20,000.00 C0000009		Milling machines Boston	Purchase contract	Contelo Engineering Corp.	Draft
€275,000.00 C0000013		Warehouse Boston	Rental contract	Contelo Real Estate Corp.	Draft
€21,680.00 C0000015		Maintenance contract for server landscape	Service level agreement	PhilinolySoft Ltd.	Approved

Fig.: Table view

Clicking an entry shows a preview of the entry. Double-clicking an entry brings you to the repository.

Customize the table view using the drop-down menus.

Company name ▴ ▾	
1000 Monkeys	Sort ascending
Albumen 3	Sort descending
Eastman Ltd.	Remove sorting
Falconer Maintenance	Hide column
Infinity holdings	Group
Klettner Inc.	

Fig.: Customizing the table view

The drop-down menus in the column headings contain the following functions:

- Sort ascending
- Sort descending
- Remove sorting: This option appears if you have sorted the column.

Alternative: You can sort the column by clicking the column heading. Clicking once sorts in ascending order. Clicking a second time sorts the items in descending order. Clicking a third time clears sorting.

- Hide column
- Group: The content of a column is joined into groups. The number of contracts in each group is shown in brackets. Click the plus icon before the group to expand it and view all contained contracts. The minus icon minimizes it again. Clicking the plus icon in the header expands all groups.

### Information

You can combine multiple groups. You can specify a hierarchy with the order in which you select the columns.

- Ungroup: This option appears if you have grouped items. Click *Reset grouping* to discard the group.
- Agg: Total (only for number fields and when another column is grouped): The total of the group is shown.
- Agg: Minimum (only for number fields and when another column is grouped): The lowest value of the group is shown.
- Agg: Maximum (only for number fields and when another column is grouped): The highest value of the group is shown.
- Agg: Average (only for number fields and when another column is grouped): The average of the group is shown.

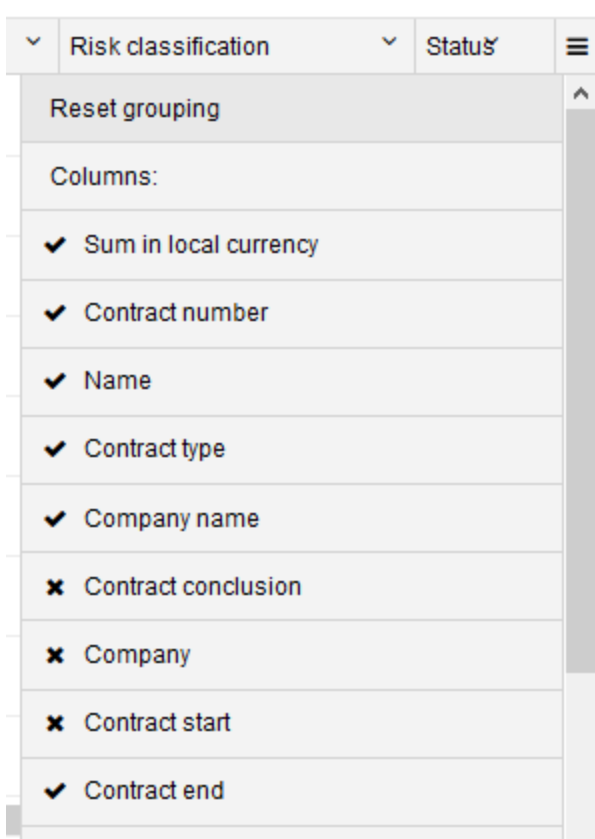


Fig.: Overview of all columns

Menu: You can show hidden columns.

## Timeline

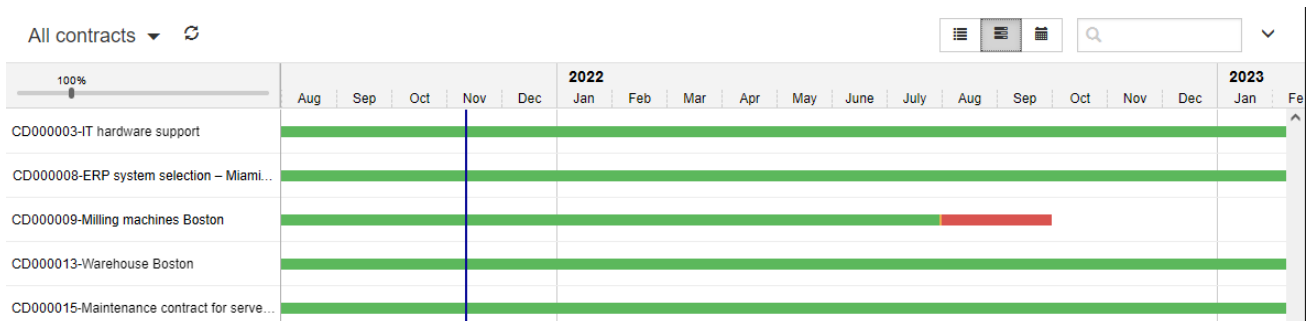


Fig.: Timeline view

The timeline view visualizes the duration of contracts with color bars.

If the beginning or end of the duration is outside of the time frame shown, this is indicated by an arrow at the beginning or end of the bar.

You can recognize the contract status by the color.

- Green: Active contract
-

Yellow: Termination deadline coming up

- Red: Contract expiring
- Green-expiring: Contract with extension

The current day is marked with a vertical blue line.

## Calendar

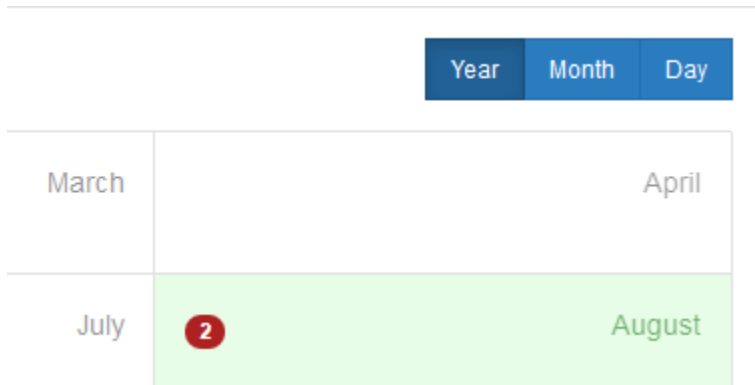


Fig.: 'Year', 'Month', and 'Day' buttons

The calendar offers three options: *Year*, *Month*, and *Day*.

Reminders, termination deadlines, and contract end dates are shown in all views.

### Information

Only contracts with deadlines are shown in the calendar view.

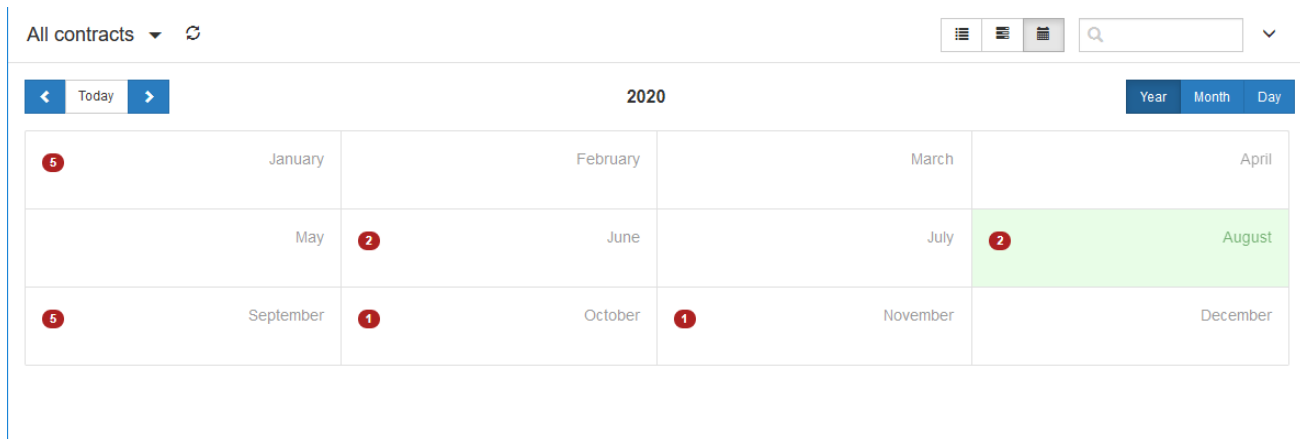
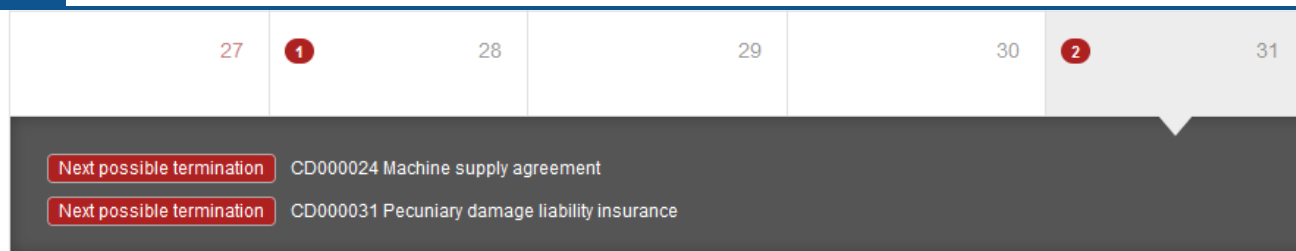


Fig.: Annual view

Year: The annual view shows the number of contract deadlines each month. For more detailed information on a month, click the month.



*Fig.: Month view*

Month: The month view shows the number of contract deadlines each day. For more detailed information on a day, click the day.

To preview a contract, click the contract.

< Today >		Thursday, 31. December 2020						Year Month Day	
Event	Contract number	Name	Contract type	Contract start	Risk classification	Status	Next possible termination		
Next possible termination	CD000024	Machine supply agreement	Supply agreement	Nov 1, 2019	N - Normal	Concluded	Dec 31, 2020		
Next possible termination	CD000031	Pecuniary damage liability...	Insurance policy	May 1, 2017	N - Normal	Concluded	Dec 31, 2020		

*Fig.: Day view*

Day: The day view lists the contracts for the selected day. It works in the same way as the table view.

## Contact management

You can save companies and contacts to speed up the process of creating new contracts. If you select a contact when creating a contract, the data stored for this contact is automatically entered in the correct fields.

When creating a contract, you can save the contact you have entered or use the following functions on the *Contact* tab:

- New contact list
- New company
- New contact

### Create overview of contacts

To get an overview of your contacts, use the *Create overview of contacts* function. The overview of contacts is filed as a PDF document at the selected position.

### Create contact label

When you select a contact from your contact list, the *Contact* tab opens containing the *Create contact label* function.

This function creates a contact label that is stored in the contact's folder.

The label contains information on the contact as well as a QR code. If you print the label using a label printer and store it in a physical folder, you can scan the QR code with a mobile end device to go straight to the digital folder.

If you want to use the *Print document* function in the ELO Java Client, you will have to set the label printer as the default printer in Windows.

You can also select the label printer as the default printer for faxes in the ELO Java Client configuration and print using the *Fax document* function.