

Record Locks Webinar

Record locking is a requirement of any multiuser application in order to assure that only one operator can edit a record at a time. Records are locked when being edited and the lock is released when the editing is done, and the record is saved.

When the record is being edited and another user tried to edit that same record, they will see a message indicating that the record is locked and will not allow the record to be edited. In that instance, you should determine who is editing or updating the record and ask them to end out of the record so you can edit or update the record.

In the rare instances where there is a record locked and getting the user that locked the record to unlock it is not possible, there are some programs in Ascente and Traverse that will allow you to remove a record lock. This should be considered exception processing and should be a rare occasion when this is necessary. If this is a common occurrence, you should contact Compusource – Ascente Support to investigate what needs to be done to prevent this.

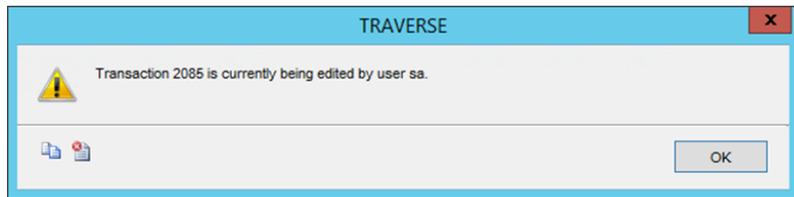
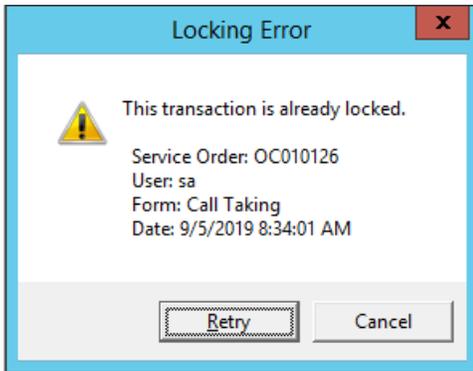
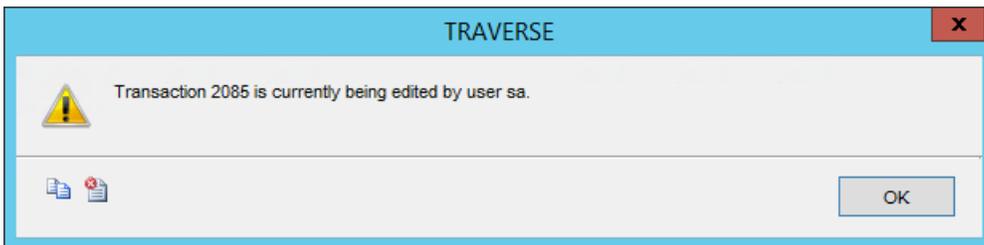


Table	Description	Current User	Date/Time Locked	Program
ServiceOrder	Service Order: OC010126	sa	9/5/2019 8:34:01 AM	Call Taking



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AR Cash Receipts

Receipt No: 2085 Batch Code: 0707 Payment Date: 7/7/2017 Fiscal Pd/Year: 7 / 2017

Customer ID: Jerick Payment Method ID: Cash

Currency ID: USD Bank Account ID: Operating

Exch Rate: 1

Payment Amount: -75.00

Remaining: 0.00

Open Invoice Summary Jerick Enterprises Open Invoice

P...	Inv Date	Invoice ...	Invoice No	Disc Date	Net Due	Disc Allo...	Payment	Discount	Dist Code	Hold
<input type="checkbox"/>	3/25/2015	Regular	OC010123	3/25/2015	1,729.13	0.00	0.00	0.00	Std	<input type="checkbox"/>
<input type="checkbox"/>	8/31/2016	Regular	TestRPL2	8/31/2016	18,450.00	0.00	0.00	0.00	Std	<input type="checkbox"/>
<input type="checkbox"/>	9/19/2016	Regular	MSR1-001	9/19/2016	4,050.00	0.00	0.00	0.00	Std	<input type="checkbox"/>
<input checked="" type="checkbox"/>	7/7/2017	Regular	GA000100-...	7/7/2017	75.00	0.00	-75.00	0.00	Std	<input type="checkbox"/>
<input type="checkbox"/>	10/10/2018	Regular	LAM008-0398	10/16/2017	634.50	0.00	0.00	0.00	Std	<input type="checkbox"/>
*										<input type="checkbox"/>

AR Receipts Batch Codes

Batch Code	Description	Perman...	Cash Rcpts Jour...	Lock Ba...	Lock Date	Lock By	Activity	Default
#####	Default Batch	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input type="checkbox"/>
0707	Service Billing C...	<input type="checkbox"/>	Printed	Lock			Activity	<input type="checkbox"/>
Andrew	Andrew	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input type="checkbox"/>
Mark	Mark	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input type="checkbox"/>
*		<input type="checkbox"/>		Lock			Activity	<input checked="" type="checkbox"/>

Batch Activity

Batch Code: 0707

User ID	Trans No	Date/Time
sa	2085	10/25/2017 4:10:01 PM

Refresh Delete

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Ascente

Locked Transaction Inquiry

The Ascente / System / Inquiries / Locked Transaction program is the program used to view and clear all Ascente record locks.

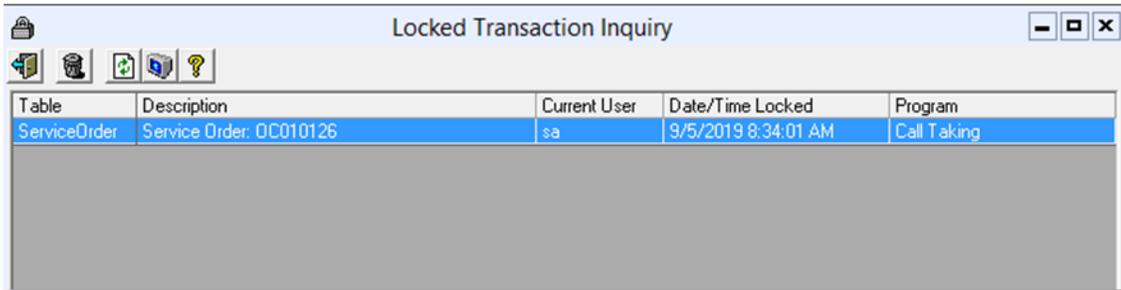


Table	Description	Current User	Date/Time Locked	Program
ServiceOrder	Service Order: OC010126	sa	9/5/2019 8:34:01 AM	Call Taking

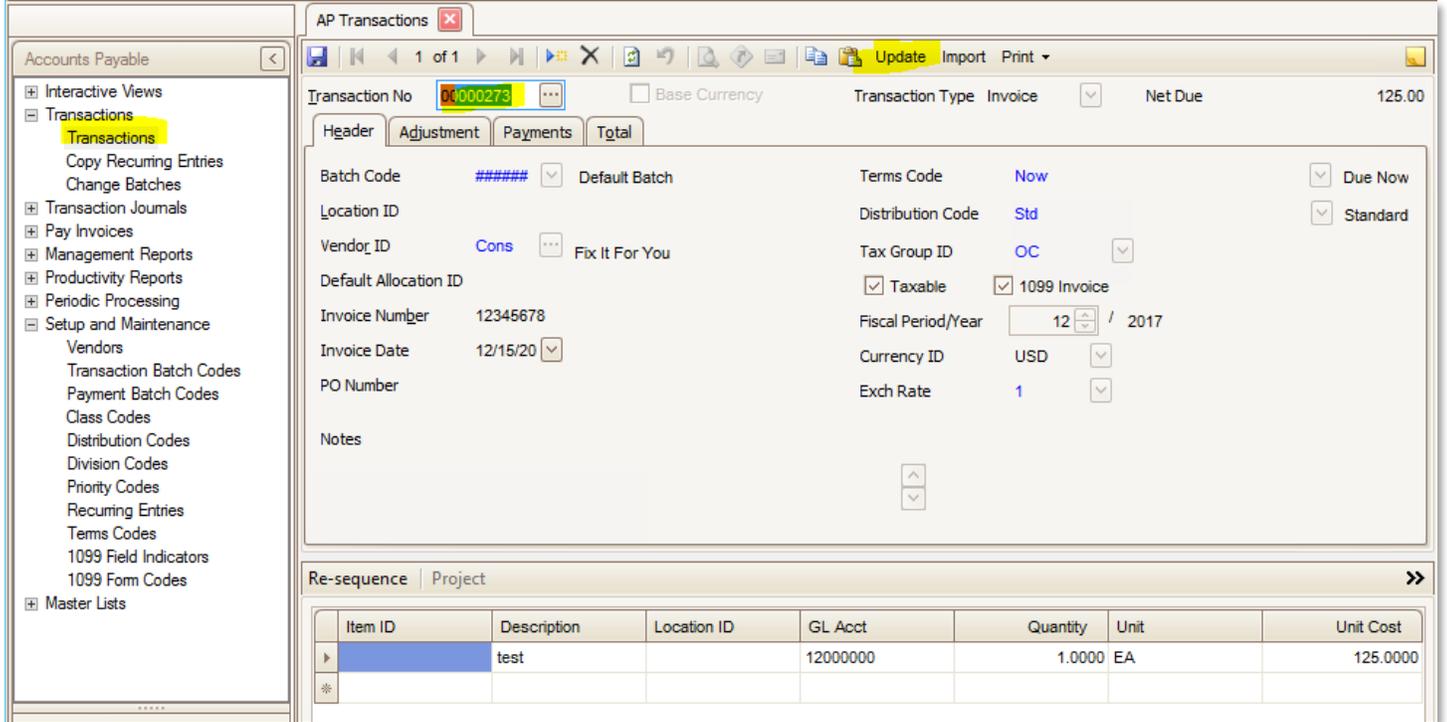
With this program you can:

- View the existing Ascente record locks.
- Delete a record lock. 
- Refresh the display of record locks. 

Traverse

Accounts Payable - Transactions

When editing an existing transaction in Traverse, the record is locked, and you must click on the [Update] button to unlock it. This is common to most transaction entry programs in Traverse.



The screenshot displays the 'AP Transactions' window in the Ascente & Traverse software. The 'Update' button is highlighted in yellow. The transaction number is 0000273. The interface includes a navigation pane on the left, a main data entry area, and a table at the bottom for item details.

Item ID	Description	Location ID	GL Acct	Quantity	Unit	Unit Cost
▶	test		12000000	1.0000	EA	125.0000
*						

Accounts Payable - Transaction Batch Codes

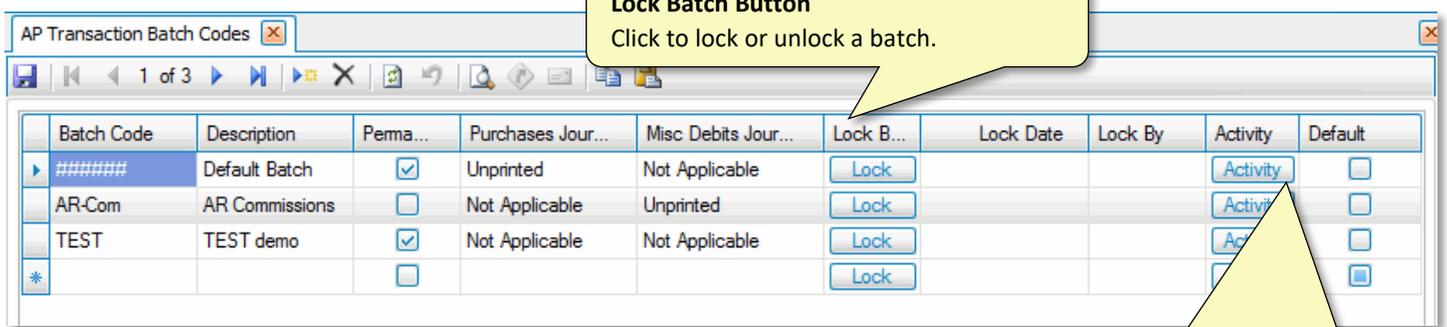


Figure 1: Accounts Payable / Setup and Maintenance / Transaction Batch Codes

1. Select a code to edit from the **Batch Code** field.
2. Click the **Lock** button to toggle the batch lock status.
3. Click the **Activity** button to view the batch code, the user IDs of those who update the batch and transaction, and the date and time the update occurred. From this pop-up window you can:

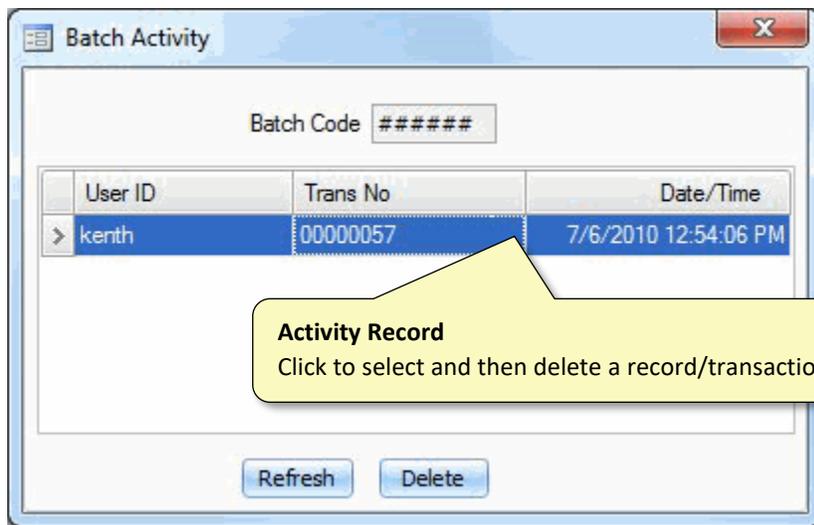


Figure 2: Accounts Payable / Setup and Maintenance / Transaction Batch Codes **Activity** screen

- **Refresh** the list of batch activity, which also refreshes the list of users in the pop-up window.
 - **Delete** a transaction from the Batch Activity dialog box. This will change the status of a transaction from locked to unlocked. This needs to be done if a journal or posting was not completed successfully, to unlock the batch. Deleting this record will only delete the locking record, not change anything for that transaction.
4. Close the pop-up window to return to the Batch Codes screen.

Accounts Payable - Payment Batch Codes

Use the Transaction Batch Codes function to toggle the lock status of the batch #####, which is the main batch. All transactions are automatically assigned to the main batch if you do not elect to use batch processing.

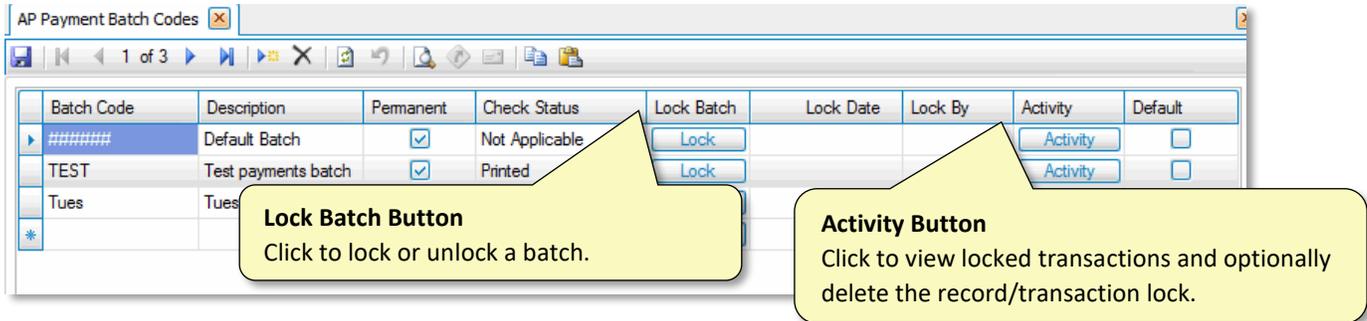


Figure 3: Accounts Payable / Setup and Maintenance / Payment Batch Codes

1. Select a code to edit from the Batch Code field.
2. Click the **Activity** button to view the batch code, the user IDs of those who update the batch and transaction, the workstation used for the update, and the date and time the update occurred. From this pop-up window you can:

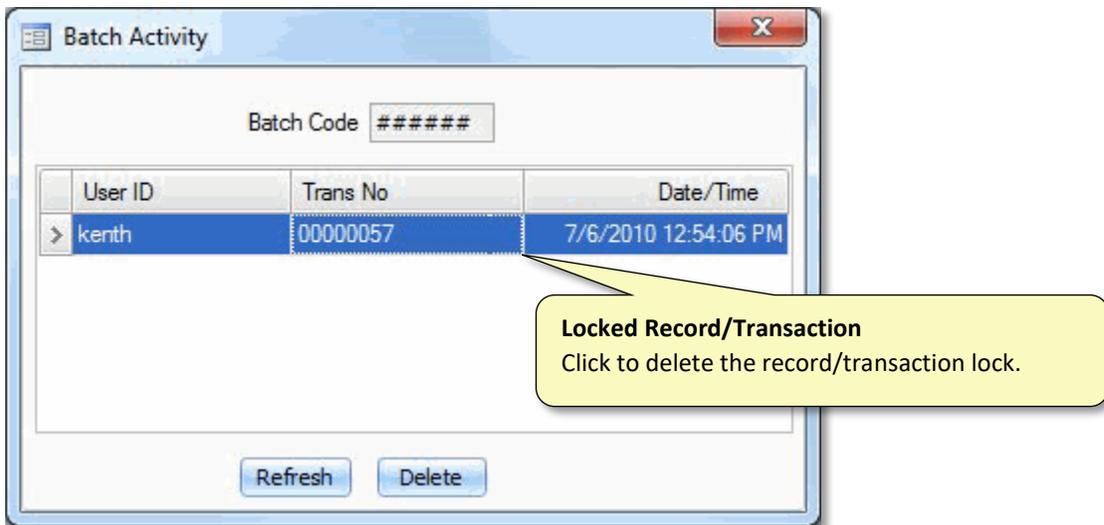


Figure 4: Batch Activity Records

- **Refresh** the list of batch activity, which also refreshes the list of users in the pop-up window.
 - **Delete** a transaction from the Batch Activity dialog box. This will change the status of a transaction from locked to unlocked. This needs to be done if a journal or posting was not completed successfully, to unlock the batch. Deleting this record will only delete the locking record, not change anything for that transaction.
3. Close the pop-up window to return to the Batch Codes screen.

Accounts Receivable - Transaction Batch Codes

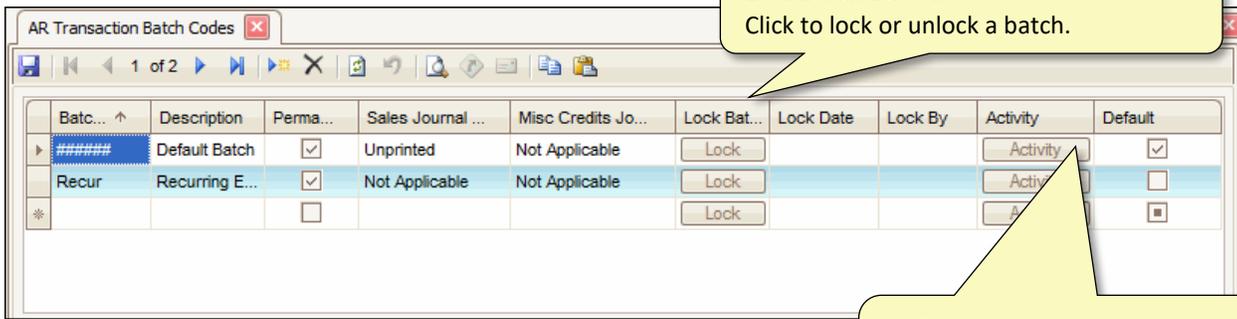


Figure 5: Accounts Receivable / Setup and Maintenance / Transaction Batch Codes

1. Select a code to edit from the **Batch Code** field.
Note: Click the **Activity** button to view the batch code, the user IDs of those who update the batch and transaction, and the date and time the update occurred. From this *batch activity screen* you can Refresh the list of batch activity, Delete the status of a transaction from locked to unlocked, and close to return to the Batch Codes screen.
2. Click the **Lock** button, if necessary, to lock the batch and prevent other users from entering or editing transactions in a batch that is being posted.
3. **NOTE:** If a batch posts unsuccessfully, the system locks the batch. When locked, you cannot enter, edit, or post.
4. To unlock a batch, click the Lock button.
5. Click the Save button, on the toolbar, to save any changes made to the batch code.

Batch Activity Screen

When you click the Activity button on a batch code maintenance screen, the Batch Activity screen will appear.

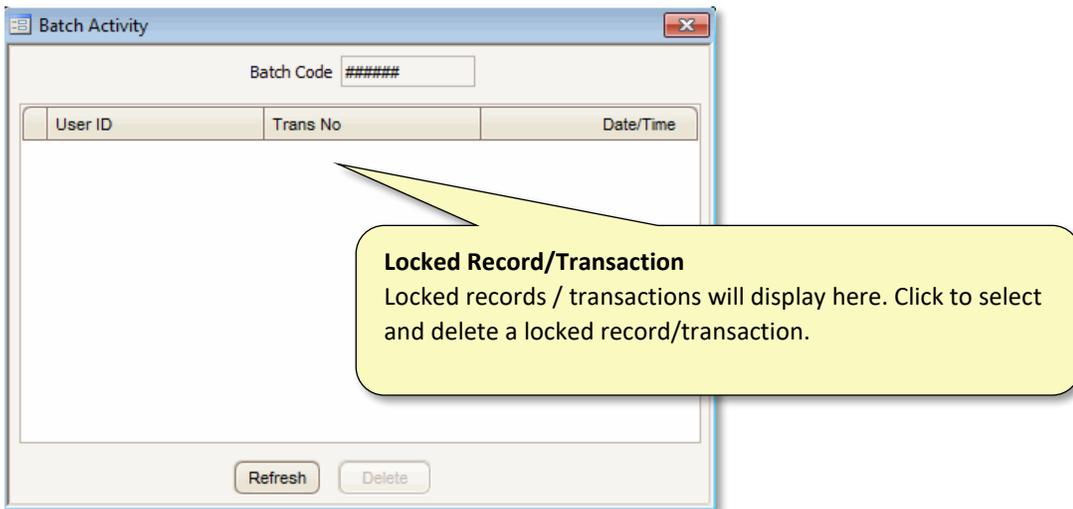


Figure 6: Batch Activity Record / Transaction Locks

The **Batch Activity** screen shows the ID of the user using the batch, the transaction number for the batch activity, and the date and time of the activity.

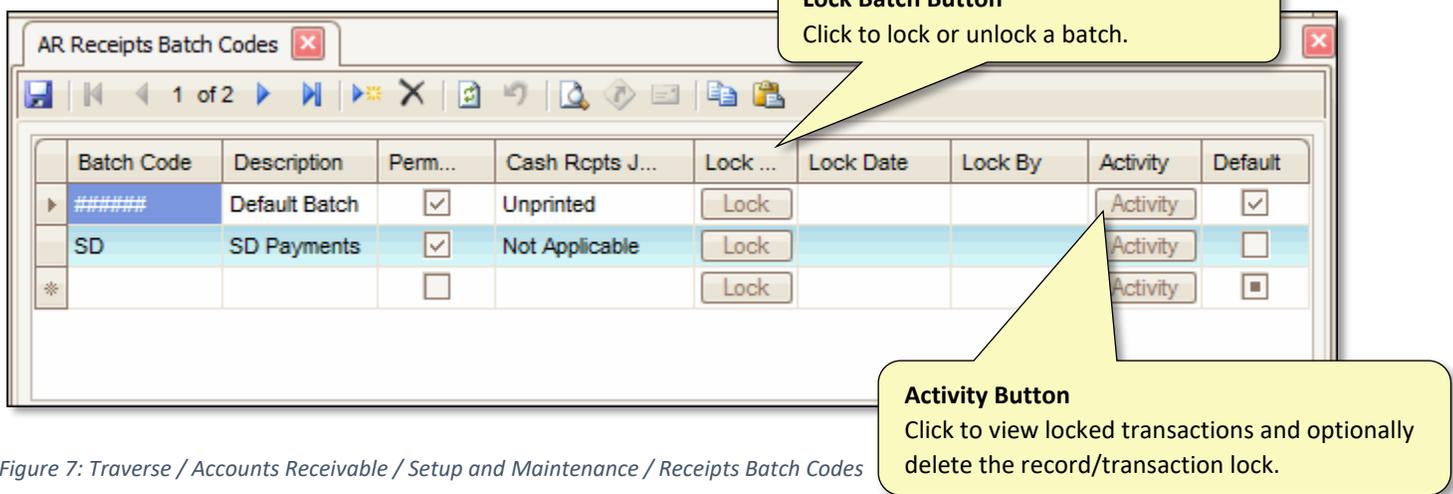
1. To refresh the list of users, click the Refresh button.
2. To change the status of a transaction from locked to unlocked, and delete it from the activity screen, click Delete.

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3. Use the red X in the upper right corner of the activity screen to close it.

Accounts Receivable - Receipts Batch Codes



Lock Batch Button
Click to lock or unlock a batch.

Batch Code	Description	Perm...	Cash Rcpts J...	Lock ...	Lock Date	Lock By	Activity	Default
#####	Default Batch	<input checked="" type="checkbox"/>	Unprinted	Lock			Activity	<input checked="" type="checkbox"/>
SD	SD Payments	<input checked="" type="checkbox"/>	Not Applicable	Lock			Activity	<input type="checkbox"/>
*		<input type="checkbox"/>		Lock			Activity	<input type="checkbox"/>

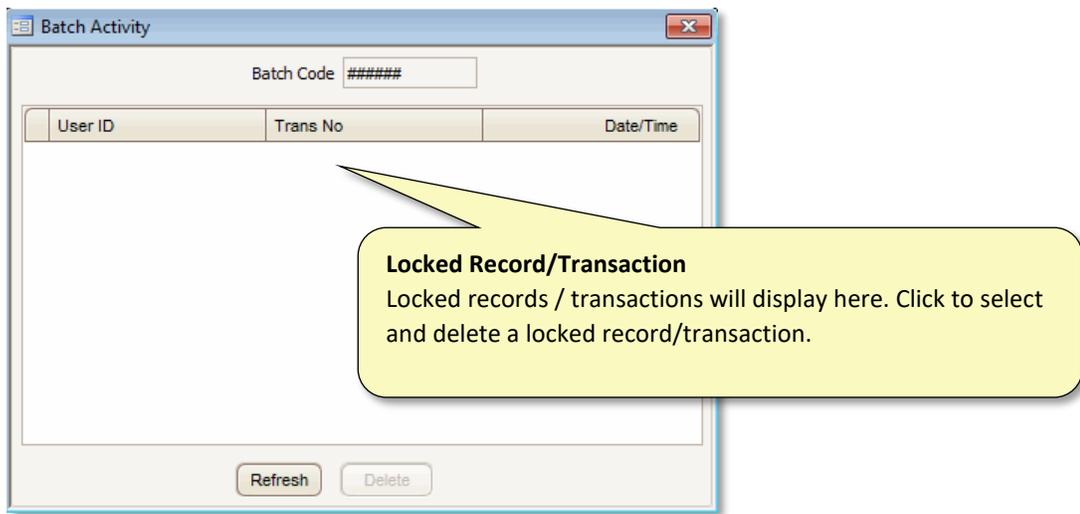
Activity Button
Click to view locked transactions and optionally delete the record/transaction lock.

Figure 7: Traverse / Accounts Receivable / Setup and Maintenance / Receipts Batch Codes

If the post stops unexpectedly, the user can clear the lock from the post from this screen.

Batch Activity Screen

When you click the Activity button on a batch code maintenance screen, the Batch Activity screen will appear.



Batch Code: #####

User ID	Trans No	Date/Time

Locked Record/Transaction
Locked records / transactions will display here. Click to select and delete a locked record/transaction.

Refresh Delete

Figure 8: Batch Activity Record / Transaction Locks

The **Batch Activity** screen shows the ID of the user using the batch, the transaction number for the batch activity, and the date and time of the activity.

1. To refresh the list of users, click the Refresh button.
2. To change the status of a transaction from locked to unlocked, and delete it from the activity screen, click Delete.
3. Use the red X in the upper right corner of the activity screen to close it.

Bank Reconciliation – Bank Activity

Use the Bank Activity function to view users currently posting transactions in Bank Reconciliation records when the Post Transactions process is running. Once the post is complete the records are cleared from the list. If the post stops unexpectedly, the user can clear the lock from the post from this screen.

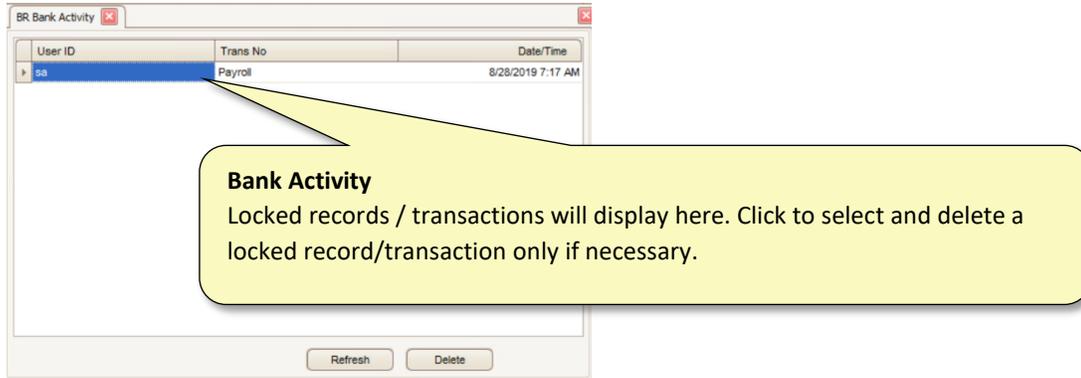


Figure 9: Traverse / Bank Reconciliation / Setup and Maintenance / Bank Activity

Once the post is complete the records are cleared from the list. If the post stops unexpectedly, the user can clear the lock from the post from this screen.

Refresh: Refresh the displayed transaction information.

Delete: Delete the selected transaction records.

System Manager – Form Numbers

Use the Form Numbers function to toggle the Locked check box to lock or unlock a form number. This is rarely necessary.

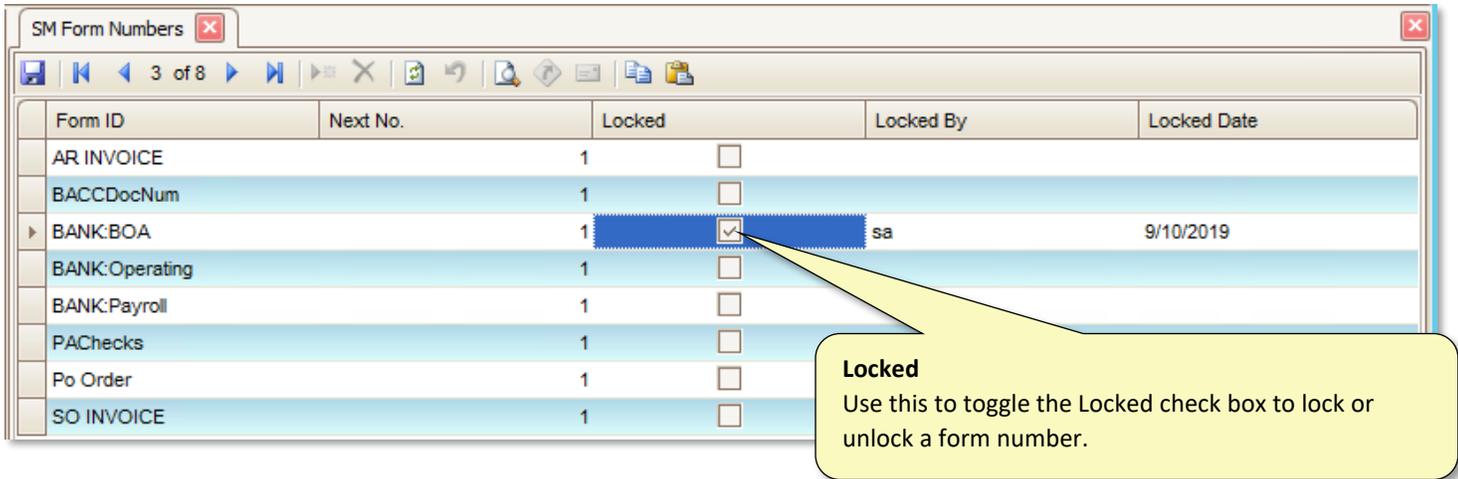


Figure 10: Traverse / Bank Reconciliation / Setup and Maintenance / Bank Activity

Once the post is complete the records are cleared from the list. If the post stops unexpectedly, the user can clear the lock from the post from this screen.

Refresh: Refresh the displayed transaction information.

Delete: Delete the selected transaction records.