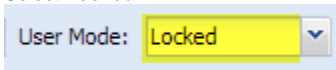


# User Mode Selected is Locked

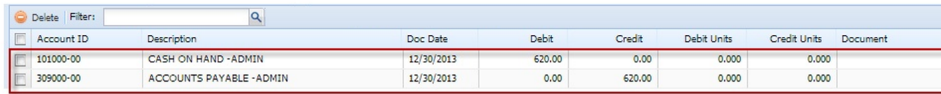
This is what will happen if user mode Locked is selected in Recurring Journal screen.

1. Create a new **Recurring journal**. (see [How To Create Recurring Journal Template](#))
2. On **User Mode** field, click on combo box dropdown button.
3. Select **Locked**.



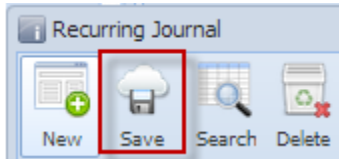
User Mode: **Locked**

4. Add details on the grid.

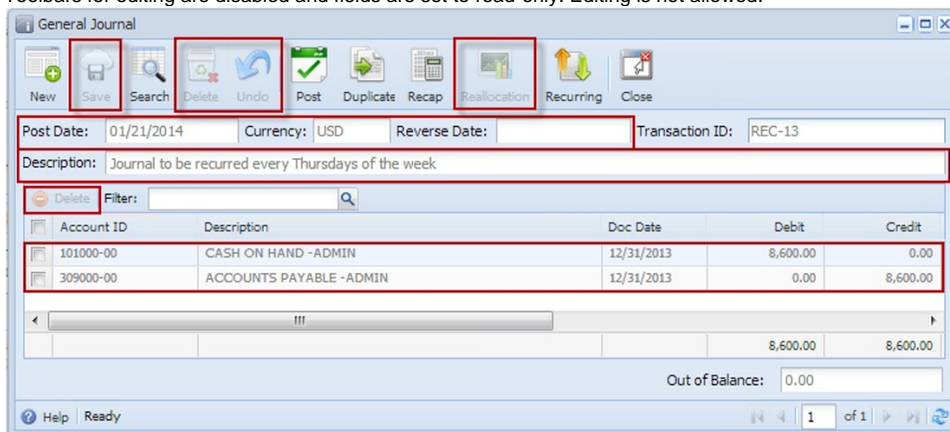


Account ID	Description	Doc Date	Debit	Credit	Debit Units	Credit Units	Document
101000-00	CASH ON HAND - ADMIN	12/30/2013	620.00	0.00	0.000	0.000	
309000-00	ACCOUNTS PAYABLE - ADMIN	12/30/2013	0.00	620.00	0.000	0.000	

5. Click **Save** toolbar button to save the recurring journal.



6. Create journal via **Reminder List** screen. (See [How To Create Recurring Journal](#))
7. View the created transaction.
8. Toolbars for editing are disabled and fields are set to read-only. Editing is not allowed.



General Journal window showing a locked transaction. The toolbar includes New, Save, Search, Delete, Undo, Post, Duplicate, Recap, Reallocation, Recurring, and Close. The transaction details are as follows:

Account ID	Description	Doc Date	Debit	Credit
101000-00	CASH ON HAND - ADMIN	12/31/2013	8,600.00	0.00
309000-00	ACCOUNTS PAYABLE - ADMIN	12/31/2013	0.00	8,600.00

Out of Balance: 0.00