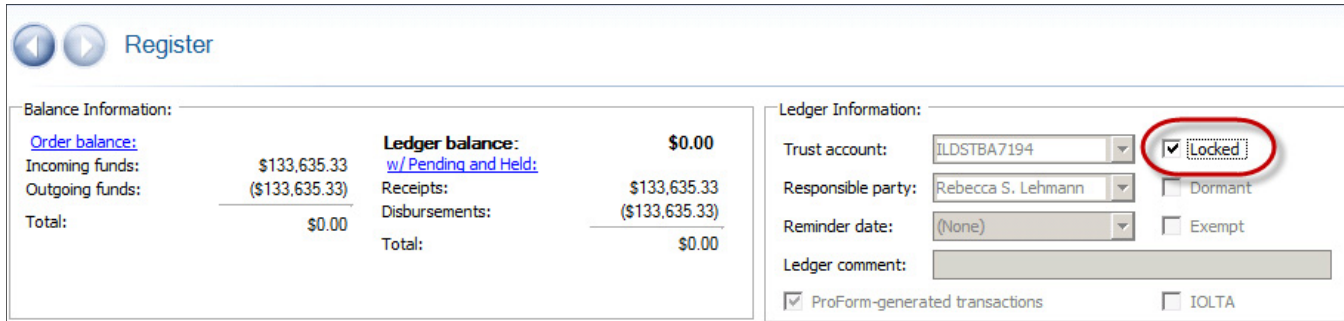


Locking ledgers helps tracking open orders and prevents fraud. A ledger is locked in two ways:

1. A ledger becomes dormant when there is no funds activity for 180 days
2. A ledger is manually locked by checking the **Locked** checkbox (permission-based)

### Manually Lock a Ledger

From the **Register**, check **Locked**. Transactions can no longer be posted.

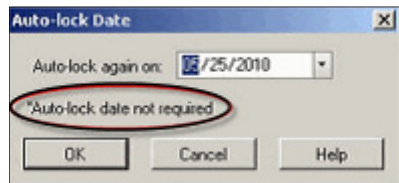


The screenshot shows the 'Register' window. On the left, 'Balance Information' displays: Order balance: \$133,635.33; Incoming funds: (\$133,635.33); Outgoing funds: (\$133,635.33); Total: \$0.00. On the right, 'Ledger Information' shows: Trust account: ILDTBA7194; Responsible party: Rebecca S. Lehmann; Reminder date: (None); Ledger comment: (empty). The 'Locked' checkbox is checked and circled in red. Other options like 'Dormant', 'Exempt', 'ProForm-generated transactions', and 'IOLTA' are also visible.

### Manually Unlock a Ledger

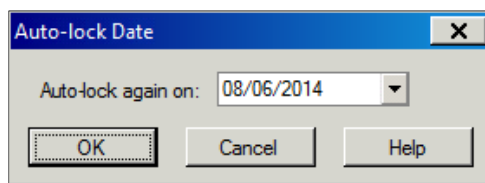
1. From the **Register**, uncheck **Locked** (permission-based).

Based on your permissions, one of the following **Auto-lock Date** windows appear.



The 'Auto-lock Date' dialog box shows 'Auto-lock again on:' set to 8/25/2010. The option 'Auto-lock date not required' is selected and circled in red. Buttons for OK, Cancel, and Help are at the bottom.

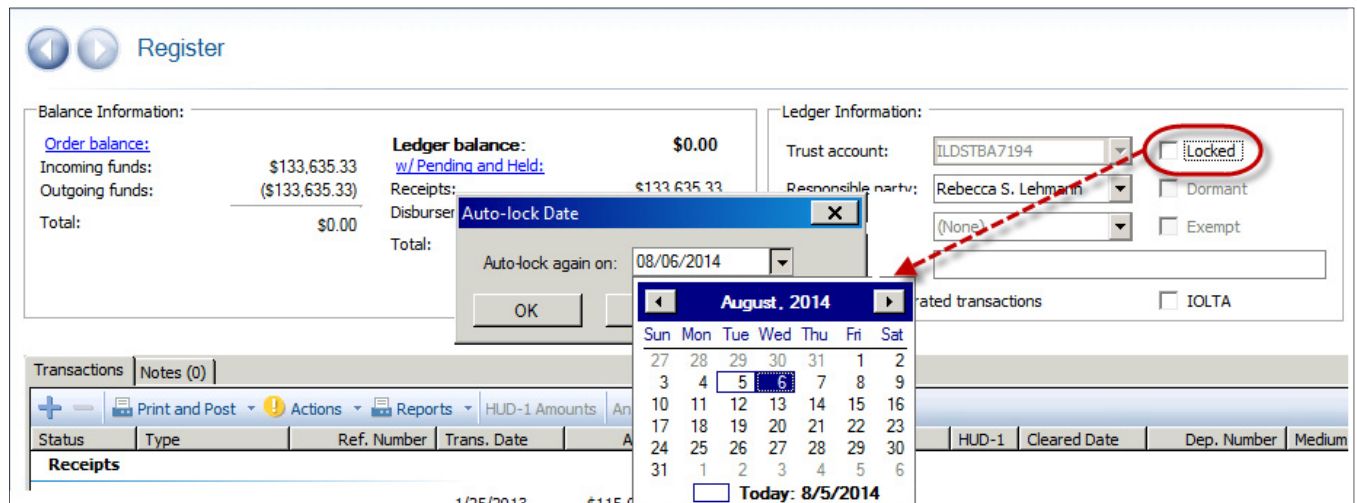
Date not required



The 'Auto-lock Date' dialog box shows 'Auto-lock again on:' set to 08/06/2014. Buttons for OK, Cancel, and Help are at the bottom.

Date required

2. If necessary, select a date for the ledger to automatically re-lock; click **OK**



This screenshot shows the 'Register' window with the 'Auto-lock Date' dialog box open. The dialog box shows a calendar for August 2014, with the date 5th selected. A red dashed arrow points from the 'Locked' checkbox in the background window to the 'Auto-lock Date' dialog box. The background window shows the same 'Ledger Information' as before, with 'Locked' still checked.