



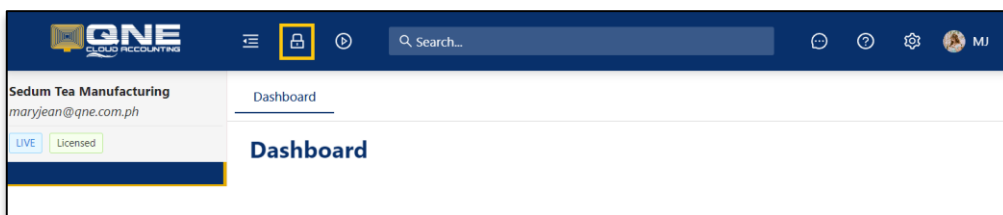
## How to Lock User Screen

Overview:

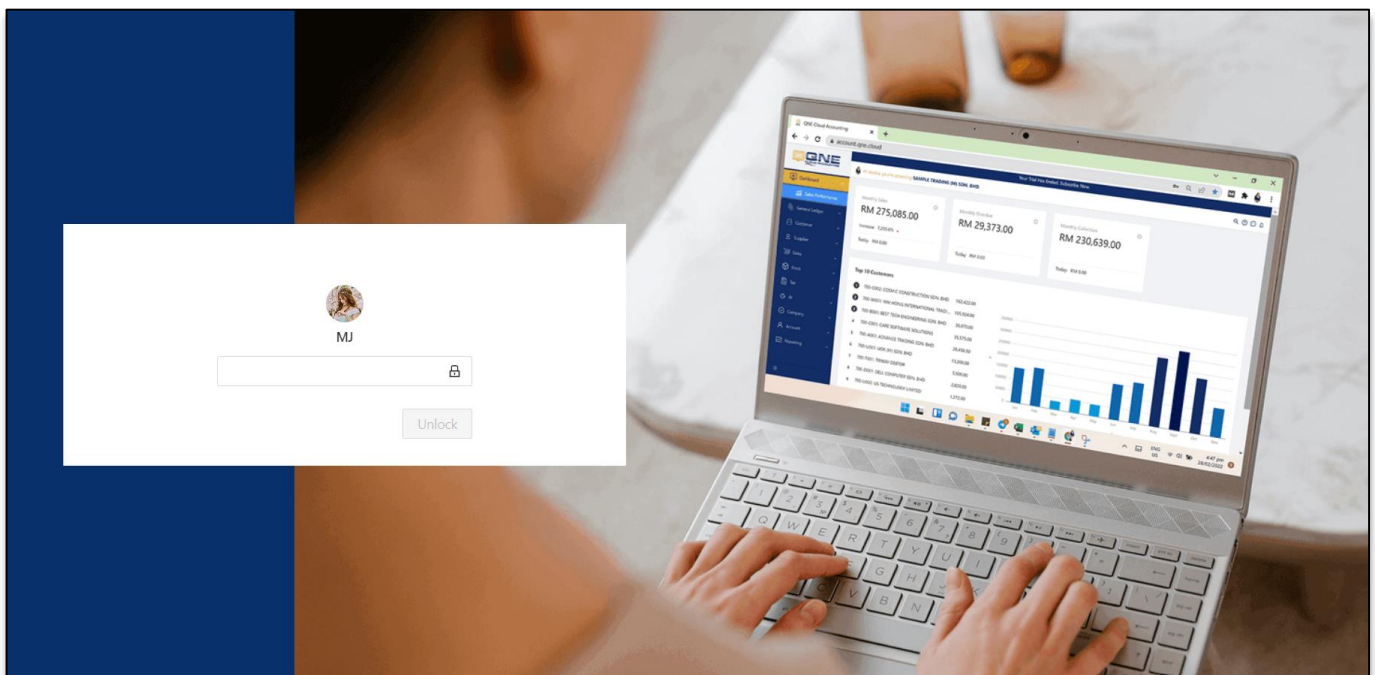
**Lock button** is used to lock the user's screen without logging out which will force all open forms to close.

Procedure:

1. In **Banner**, click **Lock** icon



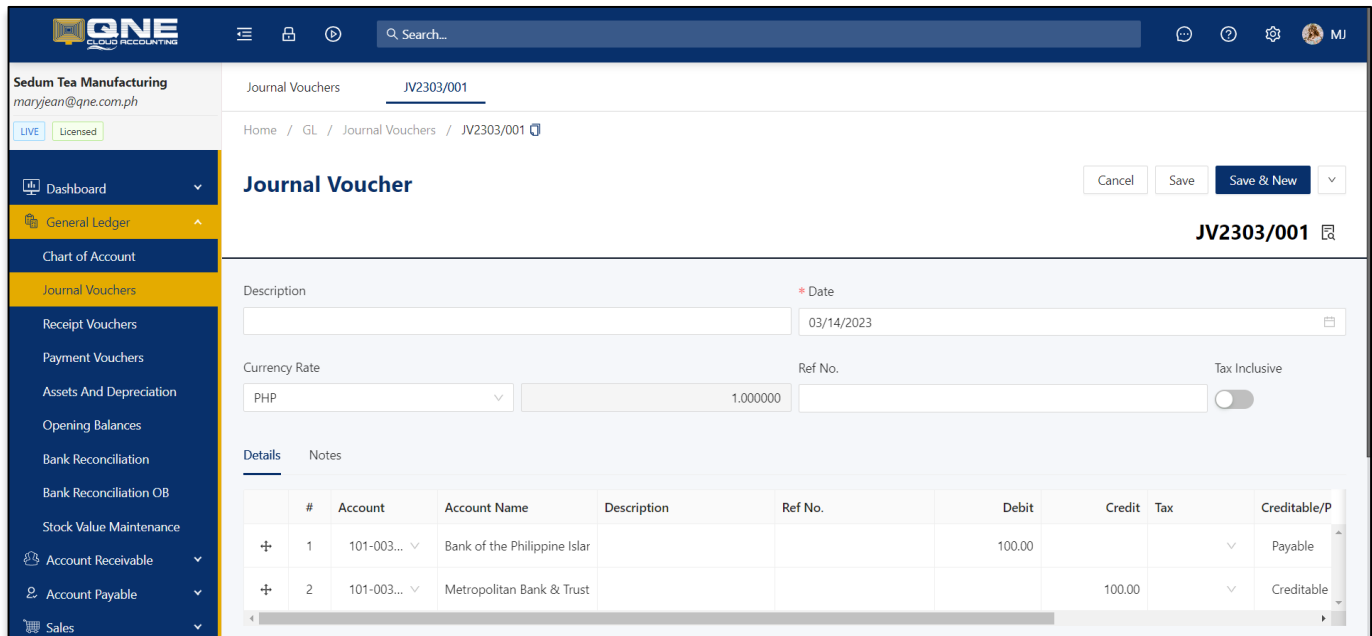
2. The user's screen will locked and can only be accessed by entering the correct password



**Note:** Password used to unlocked the screen is the same password used upon login

**Application:**

Upon unlocking, all previously opened tabs will remain open.



The screenshot shows the QNE Cloud Accounting interface for a user named Sedum Tea Manufacturing. The left sidebar contains a navigation menu with options like Dashboard, General Ledger, Chart of Account, Journal Vouchers, Receipt Vouchers, Payment Vouchers, Assets And Depreciation, Opening Balances, Bank Reconciliation, Bank Reconciliation OB, Stock Value Maintenance, Account Receivable, Account Payable, and Sales. The main area displays the 'Journal Voucher' form for JV2303/001. The form includes fields for Description, Date (03/14/2023), Currency Rate (PHP), Ref No., and a Tax Inclusive toggle. Below these fields is a table with columns for #, Account, Account Name, Description, Ref No., Debit, Credit, Tax, and Creditable/P. The table contains two entries: one for 'Bank of the Philippine Islar' with a debit of 100.00 and a payable status, and another for 'Metropolitan Bank & Trust' with a credit of 100.00 and a creditable status.

#	Account	Account Name	Description	Ref No.	Debit	Credit	Tax	Creditable/P
1	101-003...	Bank of the Philippine Islar			100.00			Payable
2	101-003...	Metropolitan Bank & Trust				100.00		Creditable



**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**