

Overview of Record Status Levels

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This guide provides information about standard record statuses. It is intended for beginning users.

aACE's record status levels show what "stage" your record is in. The record status meaning can vary depending on the type of record you are working with.

General Status Levels

Master data (<https://aace6.knowledgeowl.com/help/understanding-master-data-and-transaction-data>) records that do not have an event-driven life cycle (e.g. companies, line item codes, etc) typically use the following status levels:

- **Pending** – The record is in the process of being created. It is not yet considered “real.”
- **Active** – The record is current and in use.
- **Inactive** – The record is no longer used.

For example, a company record is Pending while data is being entered. It is set to Active once data has been properly input and it is ready to be used. You can manually deactivate a record when the company is no longer considered valid.

Typically, aACE will automatically activate a record after you enter the required data. If it does not activate the record, it usually means validations have identified missing information.

Event-Driven Status Levels

Transaction data (<https://aace6.knowledgeowl.com/help/understanding-master-data-and-transaction-data>) records (e.g. orders, invoices, etc) usually have an event-driven life cycle. They typically use the following status levels:

- **Pending** – The record is in the process of being created. It is not yet considered “real.” You can typically edit the record as needed.
- **Open** – The record is active, current, and awaiting some event before being closed. Edits that you can make may be limited.
- **Closed** – The closing event has occurred and the record is no longer current.

For example, an invoice is Pending while data is being entered. It is set to Open once data has been properly input and it carries a balance due. It is usually changed to Closed automatically when the invoice has been paid or is otherwise at a zero balance.

Accounting Status Levels

Transactions that record interactions with your bank (e.g. disbursements, receipts, etc) use slightly different status levels that reflect a different life cycle:

- **Pending** – The record is in the process of being created. It is not yet considered “real.” You can typically edit the record as needed.
- **Posted** – The record has been processed and closed.

Status Indicators

Record [detail views](https://aace6.knowledgeowl.com/help/overview-of-the-detail-view) and most [list view](https://aace6.knowledgeowl.com/help/overview-of-the-list-view) screens include colored circles to highlight items that need attention, based on relevant dates:

- Red (●) = Open and overdue (e.g. Required By date is past)
- Orange (●) = Open and currently due (e.g. Required By date is today)
- Green (●) = Open with future due date (e.g. Required By date is in the future)
- Yellow (●) = Pending
- White (○) = Closed
- Black (●) = Voided

Note: Once you void a record, it cannot be recovered. Instead, you must duplicate the information in a new record.
