

Entered Docs FAQ

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Entered Docs adds a second checkbox to every doc so you can track what's been keyed into an outside system. Answers to the common questions about turning the feature on, who can mark docs entered, and clearing an old backlog.

What does the Entered checkbox actually do?

It tracks that a doc has been keyed into a system outside Pipeline. Accounting software, a management system, whatever your workflow uses. **Reviewed** says a person checked the doc; **Entered** says it made it across.

Who can turn Entered Docs on?

Master admins only. The **Enable Entered Docs Feature** setting sits under Feature Settings in *Admin / Settings*.

Who can mark a doc as entered?

Admins with the **Mark docs as entered** permission. It's a separate admin-level permission from **Review docs**, granted on a user's profile, so one person can review while another enters.

The Entered checkbox disappeared. Was the feature removed?

No — it's turned off in your account. A master admin can bring it back under Feature Settings in *Admin / Settings*.

We just turned it on and have thousands of unentered docs. Can they be cleared?

Yes, we can clear them for you. There's no in-product bulk action, but send us the rule — docs assigned before a date, or docs on transactions in a given status — and our tech team marks them entered in one pass.

Can we use Entered as a second review step?

Yes, and plenty of offices do. One person marks **Reviewed**, another marks **Entered**. Pipeline doesn't enforce an order or notify the second reviewer, so the sequence is a practice your office keeps, not a rule the product applies.

Why does a doc show under Unentered Docs but not on the Unreviewed page?

Because it's already been reviewed. Marking a doc **Reviewed** takes it off the *Unreviewed* list, but it keeps showing under **Unentered Docs** until someone checks **Entered**.

Can an agent delete a doc that's marked entered?

No. An **Entered** mark locks a doc the same way a review does. A merge set to delete its source docs will also skip

any doc marked entered or reviewed.

Learn More

Already keying closed files into QuickBooks, Lone Wolf, or another outside system? Turn on *Entered Docs* and every doc gets a second checkbox so you can track what's made it across.

See [Entered Docs](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
