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Lock Dates

Odoo 19 Enterprise Â· Accounting

Lock dates prevent journal entries from being created or modified in closed accounting periods, protecting the integrity of your financial reports.

1 What are lock dates

Once a period is closed and audited, you do not want anyone accidentally posting entries into it. Lock dates enforce this. There are two types: a management lock (for regular users) and an all-users lock (even advisors cannot post). There is also a separate tax return lock date.

2 Set lock dates

Accounting â–º **Accounting** â–º **Lock Dates**

Click Lock Dates to open the Account Closing Dates dialog. Set the dates you need and save.

LOCK DATE FIELDS

Journal Entries Lock Date	Regular users cannot post or modify entries on or before this date. Advisors (Accounting Manager role) can still post.
Tax Return Lock Date	Prevents modification of entries affecting tax returns on or before this date. Useful after filing SST returns.
All Users Lock Date	No user â€" including Accounting Managers â€" can post entries on or before this date. Use for fully closed periods.

3 Unlocking a period

To unlock a period, return to Lock Dates and clear or move back the relevant date. Only users with the Accounting Manager role can change lock dates. Any changes to lock dates are logged in the audit trail.

> **End-of-year process â€"** At year end: (1) complete all entries for the period, (2) run reconciliation, (3) generate final reports, (4) set the All Users Lock Date to 31 December of the closed year. This protects the closed year permanently.