








## Openbooks - Locked Periods

If you ever see the little padlock next to any of your data it means it has been made a locked period. Only certain transactions can be edited in a VAT locked period, namely, bills and bill credit notes, bank payments, and expenses.

Invoices cannot be edited once a VAT return has been locked.

Balance
£8,689.04
8,018.76 
11,018.76 
11,019.36 
8,019.36 
7,959.36 
4,959.36 

A locked Timesheet means that the time has already been pulled through onto the invoice. You can't change a timeslip once you've added that time to an invoice, because Openbooks locks the time once you've done that, even if the invoice is in draft. You'd have to delete the time from the invoice before you can change the timeslip.

8:15 
Total 8:15