Commiting of bookings (unchangeability)

What is the concrete effect of commit bookings?

1) The components relevant to accounting can no longer be changed:

   Sample list:

   - voucher date, posting date
   - internal voucher number
   - account assignment
   - tax codes
   - amounts
   - posting text

2) Entries can no longer be marked as deleted and moved to a separate journal. Any **corrections must be made directly on the account by means of a reversal entry and a new entry.**

When is a booking technically committed?

Year	previous	From	To	permission from	permission to	EB	13.	Fibu 🔒	sset dispo 🔒
12		01.01.2012	31.12.2012	00.00.0000	00.00.0000	☐	☐	☑	☑
13	12	01.01.2013	31.12.2013	00.00.0000	00.00.0000	☐	☐	☑	☑
14	13	01.01.2014	31.12.2014	00.00.0000	00.00.0000	☐	☐	☑	☑
15	14	01.01.2015	31.12.2015	00.00.0000	00.00.0000	☐	☐	☑	☑
16	15	01.01.2016	31.12.2016	00.00.0000	00.00.0000	☐	☐	☑	☑
17	16	01.01.2017	31.12.2017	00.00.0000	00.00.0000	☐	☐	☑	☑
18	17	01.01.2018	31.12.2018	00.00.0000	00.00.0000	☐	☐	☑	☑
19	18	01.01.2019	31.12.2019	00.00.0000	00.00.0000	☐	☐	☑	☑
20	19	01.01.2020	31.12.2020	00.00.0000	00.00.0000	☐	☐	☑	☑
21	20	01.01.2021	31.12.2021	00.00.0000	00.00.0000	☐	☐	☑	☑
22	21	01.01.2022	31.12.2022	01.06.2022 🔒	31.12.2022	☑	☑	☐	☐
23	22	01.01.2023	31.12.2023	01.01.2023	31.12.2023	☑	☑	☐	☑

Company's data — Client | Accounting years | Rights | Information | Adresses | comparison

client 1 EuroFib Seminar/Präsentation AT-1210 Wien — basic current EUR — acc. structur

There are a total of 4 booking areas that can be fixed independently of each other:

- Alle bookings (manual or batch)

  exclusive
  - Opening balance bookings
  - Bookings within the 13. period
  - Bookings from assets module

Opening balance bookings:
If you **uncheck "EB"** and at least one EB booking has already been made in this accounting year, from this point on further updates of the opening balance can only be made by means of reversal & re-posting.

Bookings within the 13. period:
If you **uncheck "13."**, all existing entries will be commited in the 13. period.

Bookings from assets module:
If you **activate the checkbox "Assets 🔒"**, all existing bookings that were made using "Assets => Book" will be commited.

All other bookings:

If you click the 🔒 next to the date range of from/to permission, all bookings from the beginning of the fiscal year to the desired date of will be commited.

Example:
Accounting year   01.01.2022 – 31.12.2022

        Change „permission from" to 01.02.2022
        From now on no new bookings are allowed in January 2022.
        If you also click on 🔒, all existing bookings in January will be
        additionally commited.

        Change „permission from" to 01.03.2022
        From now on no new bookings are allowed in January & February 2022.
        If you also click on 🔒, all existing bookings in January & February will be **additionally commited**.

The **"Accounting 🔒" checkbox** automatically closes all the periods of the accounting year and **all the entries of this accounting year are immediately commited**.

When is the right time to commit bookings?

This point in time is to be determined individually for each company.

In general, it is recommended to commit the bookings at the latest at the time of data release - two typical examples from practice:

- after monthly or quarterly closing due to legal obligations (UVA)
- after completion due to internal reporting

Annual financial statement - close accounting year!

After completion of the annual financial statement, we recommend confirming this in the respective accounting year at the latest by **checking "Accounting 🔒"** and **unchecking EB and 13**. If you are using the "Assets" module, you must also confirm the completion of asset accounting by checking the box.

This means that no further booking is possible, even for users with special authorizations.

Hint:
Opening all 4 booking areas (for new bookings) is always possible, however, committed bookings can still not be changed!