

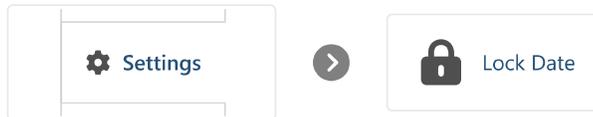
## Lock Date

The **Lock Date** feature in Manager.io allows you to specify a date beyond which transactions occurring on or before it cannot be edited. This is essential for maintaining the integrity of your financial records after they have been finalized.

### Setting the Lock Date

To set a lock date:

1. Navigate to the **Settings** tab in the Manager.io interface.
2. Click on **Lock Date** in the list of settings options.
3. Enter the desired date in the **Lock date** field.
4. Click **Update** to save your changes.



### Working with Locked Transactions

Once the lock date is set:

- **Editing Restrictions:** Transactions dated on or before the lock date cannot be edited or deleted. This ensures that your financial statements remain accurate and unaltered for closed periods.
- **Minor Adjustments Allowed:** You can still make small adjustments to these transactions, provided they do not affect the numerical values in your financial statements. For example, updating a transaction's description or notes is permissible.

By utilizing the lock date feature, you enhance the security of your accounting records and prevent unintended modifications to finalized financial data.