Filing Locked and Can’t Be Modified

Troubleshooting · https://atsfleetmanagement.com/docs/filing-locked-and-cant-be-modified/

Description

This issue occurs when users are unable to edit mileage, fuel, adjustments, or filing data because the reporting period has been locked.

Possible Causes

- Return already finalized
- Administrative lock applied
- Filing period closed
- Audit protection settings enabled
- User permission restrictions

Resolution

1. Verify filing status.
2. Review quarter lock settings.
3. Contact your administrator.
4. Determine if an amended return is required.
5. Create corrective adjustments if necessary.

Related Articles

- Return Cannot Be Finalized
- Amended Return Not Calculating Correctly
- Adjustment Cannot Be Deleted