Invoices: period closing (what, why and how)

Period closing lets finance teams lock a completed accounting period in Qargo, so the figures already invoiced, declared and reported can never change afterward.

Updated July 16, 2026

Summary

- **What is period closing?**
  - It is the Qargo equivalent of “closing the books,” a familiar step in accounting packages. A Super Admin sets a **Revenue period closing date** and a **Cost period closing date** per billing entity. Every charge dated on or before that date becomes final. It can no longer be created, edited or deleted.
- **Why was it introduced?**
  - After a month has been invoiced, declared for tax and sent to the accountant, a late edit to a charge in that month makes Qargo disagree with the figures reported externally. In addition, charges used to inherit operational order dates. As a result, late corrections silently landed in the wrong financial period.
- **How does it work?**
  - Every charge line carries a **Charge date**. It is filled in automatically using a rule chosen per billing entity (for example, the actual end date of the transport). Closing a period simply means moving the closing date forward, typically once a month after billing is finished. Accounting periods always close in sequence, so one date is enough. Everything before it is final, and everything after it stays open. Late corrections are automatically dated on the first open day. They land in the current period instead of rewriting a closed one.

Prerequisites

- Super Admin access is required to configure the charge date defaults and the period closing dates on a billing entity.
- The **Default charge date** and **Default invoice booking date** should be configured before a closing date is activated for the first time.

Use cases

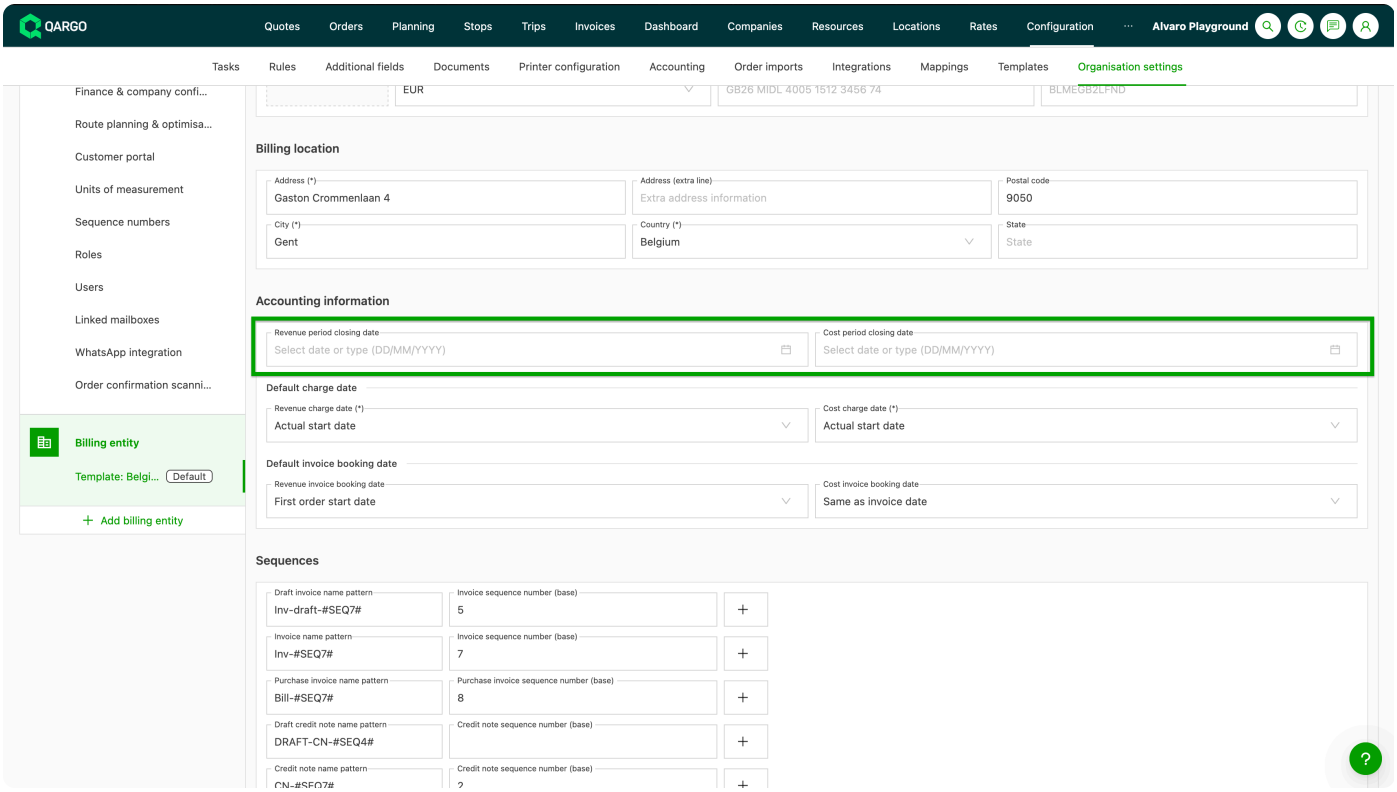
- **Month-end close.** A transport company finishes billing for June on July 3, files the tax return and sends the figures to the accountant. Finance then sets the **Revenue period closing date** to June 30. From that moment, June’s revenue in Qargo always matches the reported figures, no matter what anyone edits later.
- **The late surcharge.** On July 5, a dispatcher notices that an order delivered on June 28 is missing a 50 EUR waiting-hour surcharge and adds it. June is closed, so Qargo automatically dates the new charge July 1. The surcharge lands in July’s figures, exactly as an accountant would book a late correction, and June stays untouched.
- **Cost closes later than revenue.** Supplier invoices for June keep arriving well into July. Finance closes the revenue side on June 30 but leaves the cost side open until mid-July. The separate **Revenue period closing date** and **Cost period closing date** make this possible per billing entity.

Terminology

Term	Definition
Billing entity	The legal entity in Qargo that invoices are issued from. Closing dates and charge date rules are set per billing entity.
Charge date	The date on a charge line that determines which accounting period the charge belongs to. It is set automatically when the charge is created, based on the rule configured per billing entity.
Revenue period closing date	The date up to and including which all revenue charges are locked.
Cost period closing date	The date up to and including which all cost charges are locked.
Booking date	The date used when an invoice is booked. It can never fall inside a locked period.

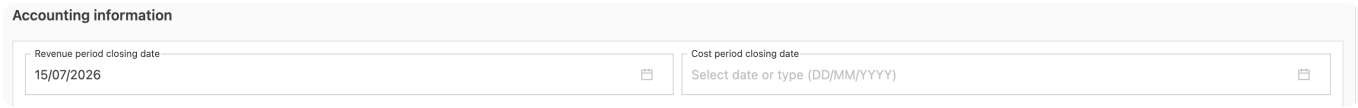
Configuring period closing

All settings are in one place: **Configuration > Organization settings > Billing entity**, in the **Accounting information** section.



Closing a period

1. Navigate to **Configuration > Organization settings > Billing entity** and open the **Accounting information** section.
2. Set the **Revenue period closing date** and/or the **Cost period closing date** to the last date of the period to close, for example June 30.

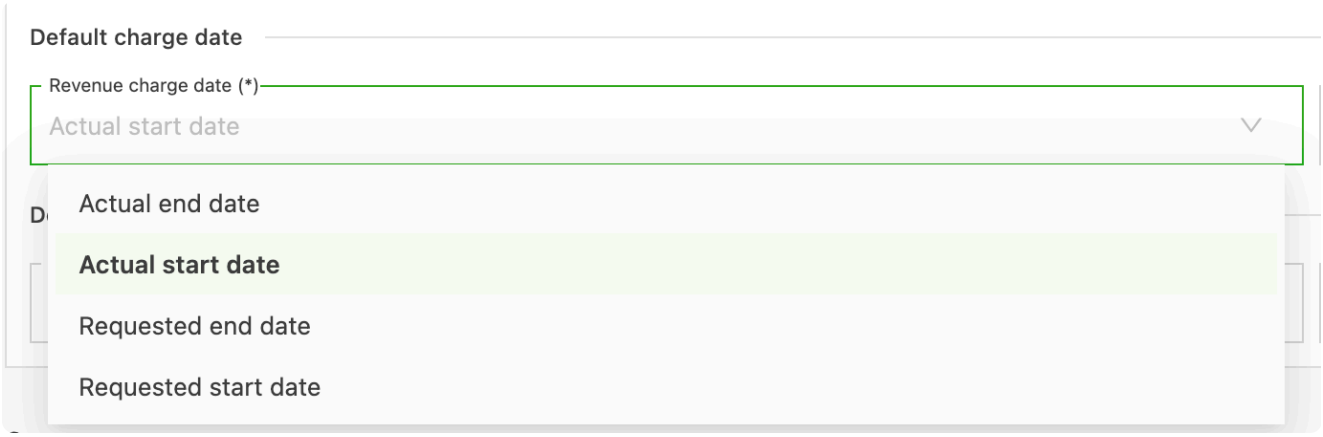


3. Save the configuration. All charges dated on or before that date are now locked.

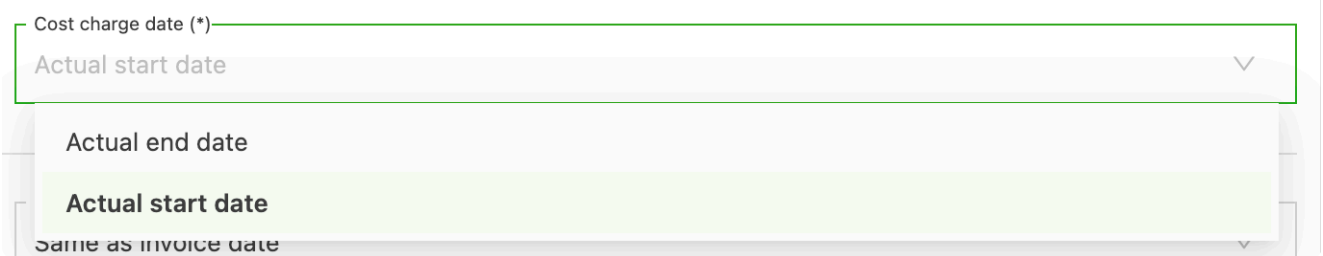
📚 **Closing a period is a recurring routine, not a one-time setup**: after each month is fully invoiced and reported, finance moves the closing date forward to the end of that month.

Setting the charge date defaults

1. Navigate to **Configuration > Organization settings > Billing entity** and open the **Accounting information** section.
2. Set the **Revenue charge date** and **Cost charge date** under **Default charge date**. Available options for **Revenue charge date**:
    1. Actual start date
    2. Actual end date
    3. Requested start date
    4. Requested end date

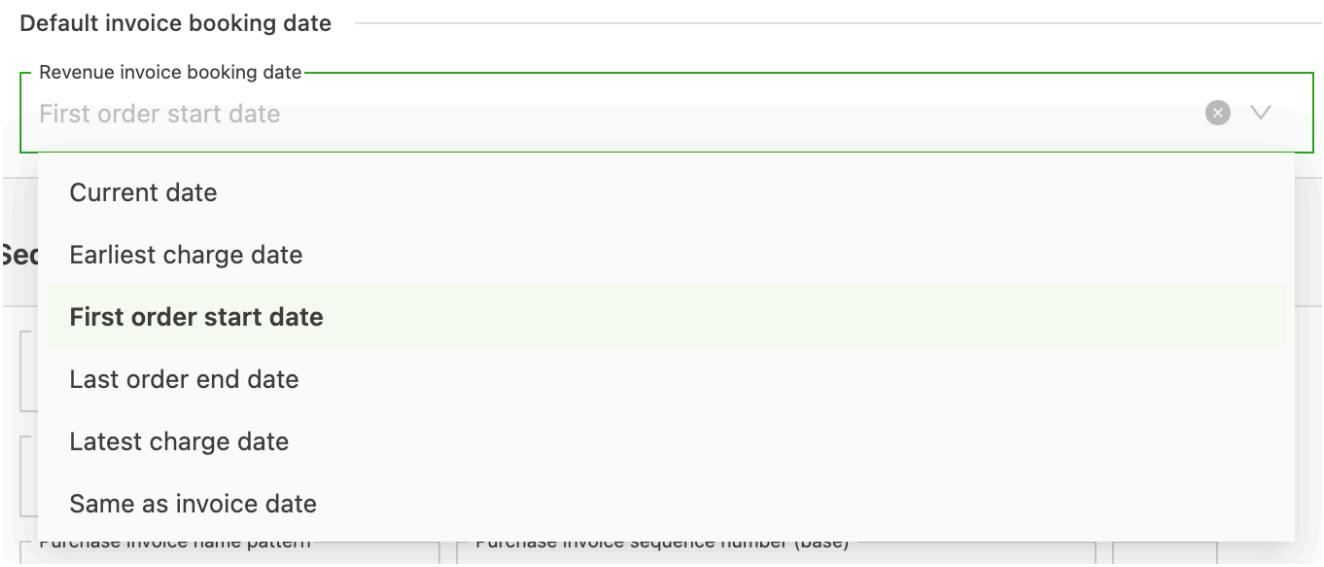


3. Available options for **Cost charge date:**
    1. Actual end date
    2. Actual start date

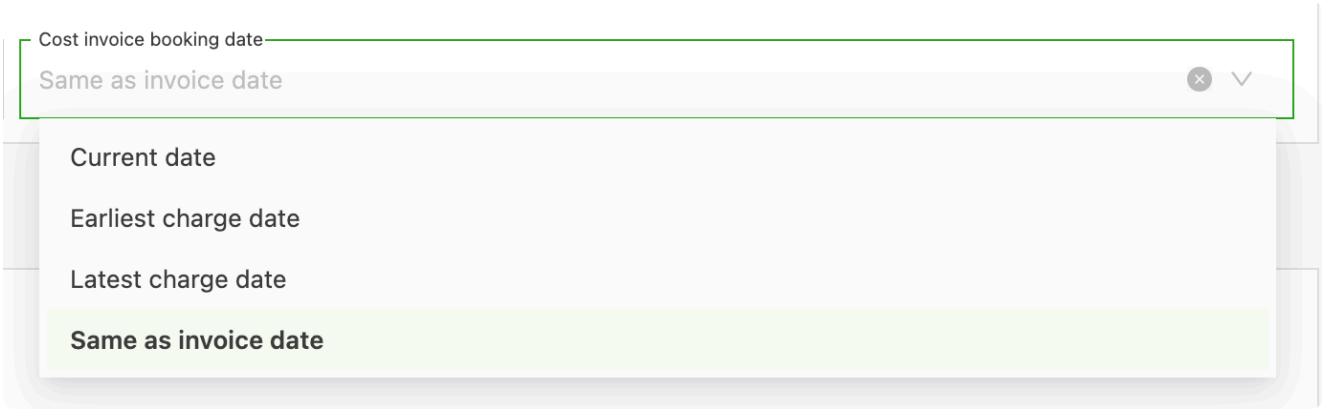


4. Set the **Revenue invoice booking date** under **Default invoice booking date**. Available options:

1. Current date
2. Earliest charge date
3. First order start date
4. Last order end date
5. Latest charge date
6. Same as invoice date



5. **Cost invoice booking date** under **Default invoice booking date**. Available options:
    1. Current date
    2. Earliest charge date
    3. Latest charge date
    4. Same as invoice date



6. Save the billing entity configuration.

What changes day to day

For most users, nothing changes until a correction touches a closed period. Then:

- Locked charges cannot be edited or deleted, and cannot be marked as **Do not invoice**.
- A new charge that would land in a closed period is automatically dated on the first open day. No manual workaround is needed; the correction simply shows up in the current period.
- An invoice cannot be booked with a booking date inside a closed period; Qargo moves the booking date forward automatically.
- An order with locked, uninvoiced charges cannot be canceled. Those charges must be invoiced first, and credited if needed.
- Operational work is not affected: delivery dates, stops and planning stay editable. Only the financial side is frozen, and operational edits never move a charge date back into a closed period.
- The **Charge date** column in the order revenue section only appears when it is relevant, that is, when charges fall in a closed period or carry a custom charge date.

‼️ In the current version, the charge date on an individual charge line **cannot be changed manually**. If something in a closed period genuinely must change, a Super Admin can temporarily move the closing date back, make the correction and close the period again.

Troubleshooting

Issue	Resolution
A charge cannot be edited or deleted	Its charge date falls in a closed period. Book the correction in the open period (credit and re-invoice), or have a Super Admin temporarily move the closing date back.
A new charge appears with an unexpected date	The charge would have landed in a closed period, so Qargo dated it on the first open day. This is intended behavior; review the closing date if the period should still be open.
An invoice cannot be booked on the intended date	The booking date falls inside a closed period. Use a date after the closing date, or have a Super Admin adjust the lock.
An order cannot be canceled	The order contains locked, uninvoiced charges. Invoice those charges first, and credit them if needed.
The closing date fields are not visible	The fields are in **Configuration > Organization settings > Billing entity > Accounting information** and require Super Admin permissions.

‼️ **Dashboards do not use the new charge date**, and the charge date is not yet available for external exports or integrations.

The period closing date **does not sync with external accounting packages**, such as Exact. When a period is closed in the accounting package, update the closing date in Qargo manually as well.