Account Categories

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Purpose and when to use this record

Group general-ledger accounts by statement type so financial reports place balances in the correct asset, liability, equity, income, or expense section.

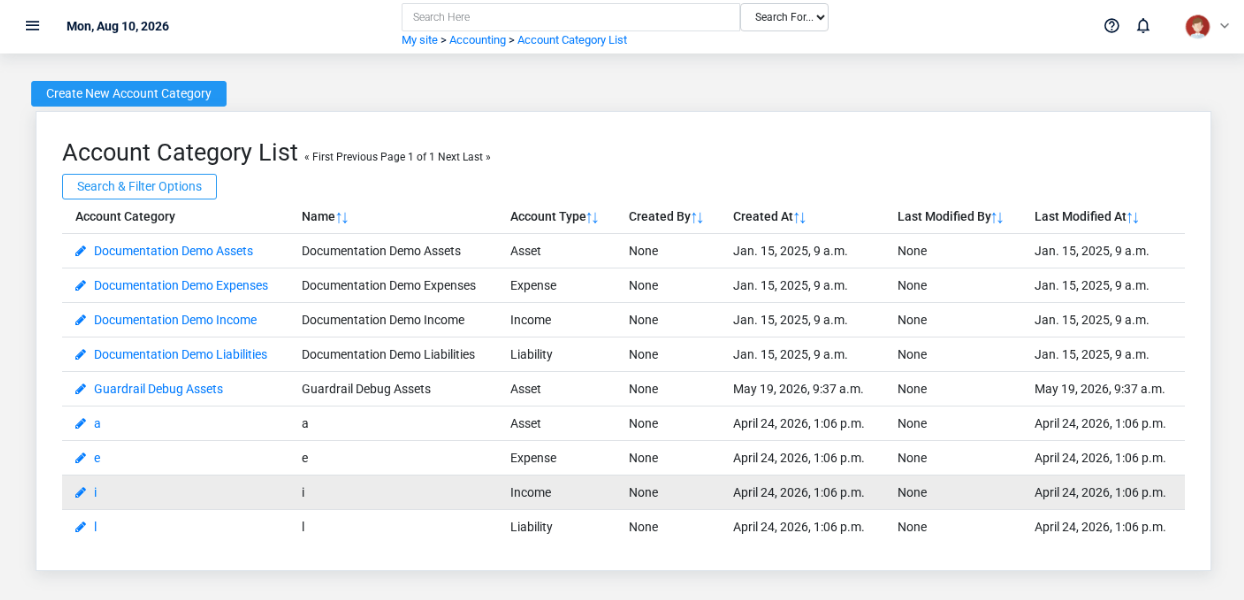
At a glance

- **Identify it by: Name**.
- **Why care:** Dates, accounts, amounts, posting state, and period locks can change financial reports. Verify them against the source document before finalizing the record.

Before you begin

You need the Brisk permission for the action you are taking on account categories. If a Create, Edit, or Delete control is absent, do not work around it with another user’s account; ask an administrator to review your role.

Find and review account categories



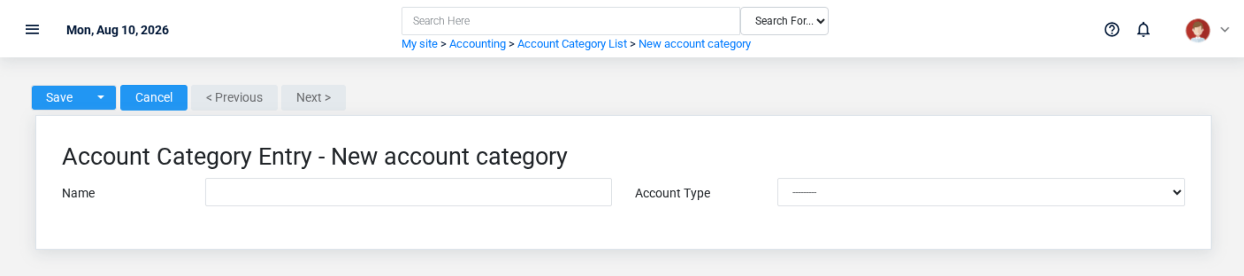
The Account Categories list screen in the Brisk documentation demo.

Use the Account Categories list to find the correct record before opening or changing it. Compare **Name**. Compare the full identifier rather than relying on a similar name.

- The initial order emphasizes **Name**. Select a column heading when you need a different comparison.

Open the account category whose **Name** match the task. If it is missing, clear the list filters and recheck **Account Type** rather than creating a replacement immediately.

Create an account category



The Account Categories create screen in the Brisk documentation demo.

Create an account category only when the existing choices do not represent the policy or classification you need. Near-duplicate setup values split reporting and make later selection harder.

1. Select the business context first.
2. Enter the required identifying and operational values: **Name**, and **Account Type**.
3. Review **Account Type** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the account category, then confirm **Name** on its detail page before continuing.

After saving: Open **Accounts** and confirm the account category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

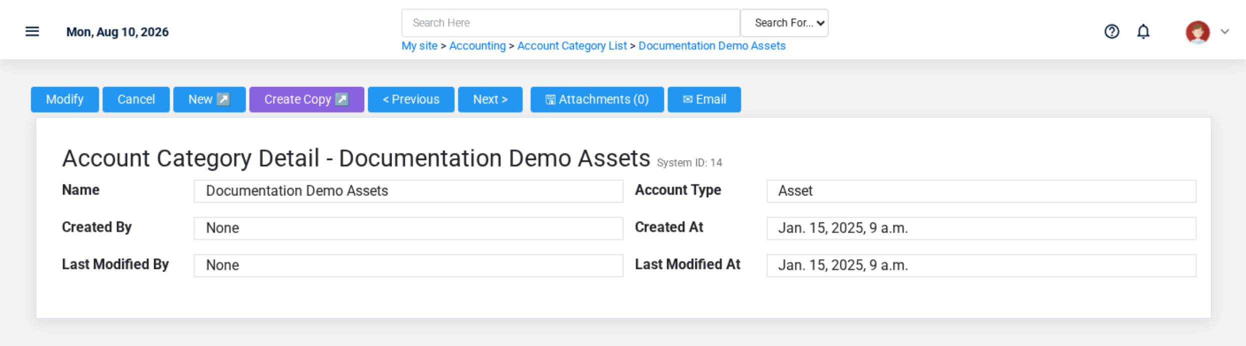
Delete an account category

Delete this account category only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

Before confirming, check for related **Accounts**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Name**. After confirmation, return to the Account Categories list and make sure only the intended account category was removed.

Review account category details



The Account Categories detail screen in the Brisk documentation demo.

Use the detail page as the shared record of what this account category currently means. Verify **Account Type** before relying on it for a decision.

Compare the account category with its source document or approved setup request before deciding that it needs correction.

Next check: Open **Accounts** and confirm the account category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Edit an existing account category

Edit this account category when the underlying policy or classification changed. First determine whether historical transactions should retain the old value; if so, deactivate the old choice and create a new one.

1. Open the detail page. Compare **Name** with the supporting document or approved request.
2. Recheck **Account Type**. These values are most likely to change account balances, financial periods, and statement results.
3. Save the change, return to the list, and confirm that the account category now appears under the expected **Account Type**.

After the change: Open **Accounts** and confirm the account category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Fields and business rules

Brisk stores 2 user-relevant fields for this account category, including 0 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Name	Yes	Human-readable name for this account category.
Account Type	Yes	The account type recorded for this account category. Available values: Asset, Liability, Equity, Income, Expense, Contra Asset, Contra Liability, Contra Equity.

What happens next

Open **Accounts** and confirm the account category appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name**, and **Account Type** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Compare this account category with the source document or approved setup decision, then check the downstream screen where it is used.

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