Accounts

Accounts

Purpose and when to use this record

Maintain the chart of accounts used to classify transactions, organize warehouse subaccounts, and produce financial statements.

At a glance

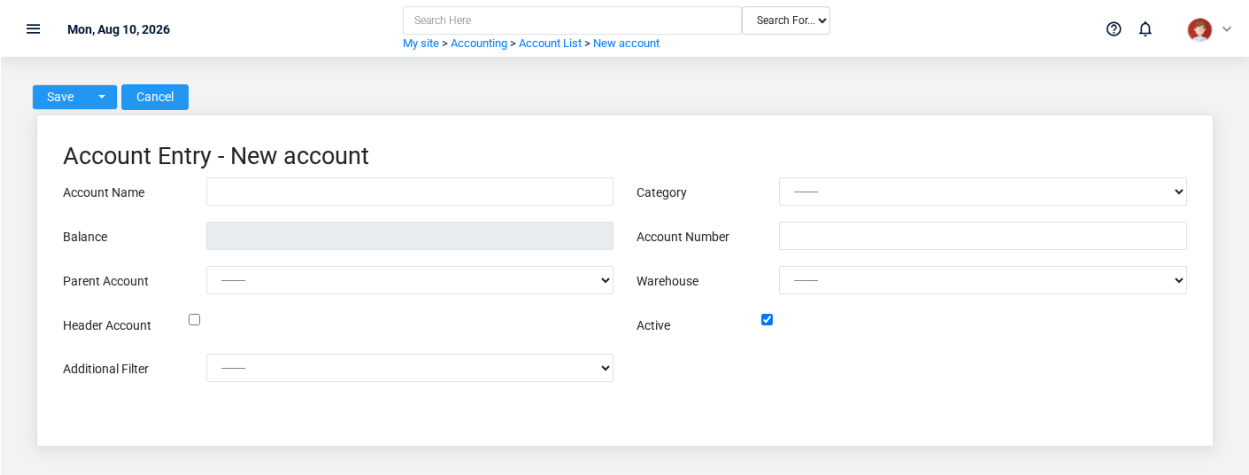
- **Identify it by: Account Name**, and **Account Number**.
- **Check its business context: Category**, **Parent Account**, and **Warehouse**.
- **Why care:** Dates, accounts, amounts, posting state, and period locks can change financial reports. Verify them against the source document before finalizing the record.
- **Why care:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

Before you begin

You need the Brisk permission for the action you are taking on accounts. 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.

Have valid **Category** records ready first. Those selections determine where this account belongs and which later screens can find it.

Create an account



The Accounts create screen in the Brisk documentation demo.

Create an account after searching for the person, organization, item, location, or resource under alternate names and identifiers. Merge or correct an existing master record instead of creating a duplicate.

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

After saving: Verify this account in **1099 Account Configurations**, **Account Daily Rollups**, **Account Rollup Rebuild Jobs**, and **Accounts**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Delete an account

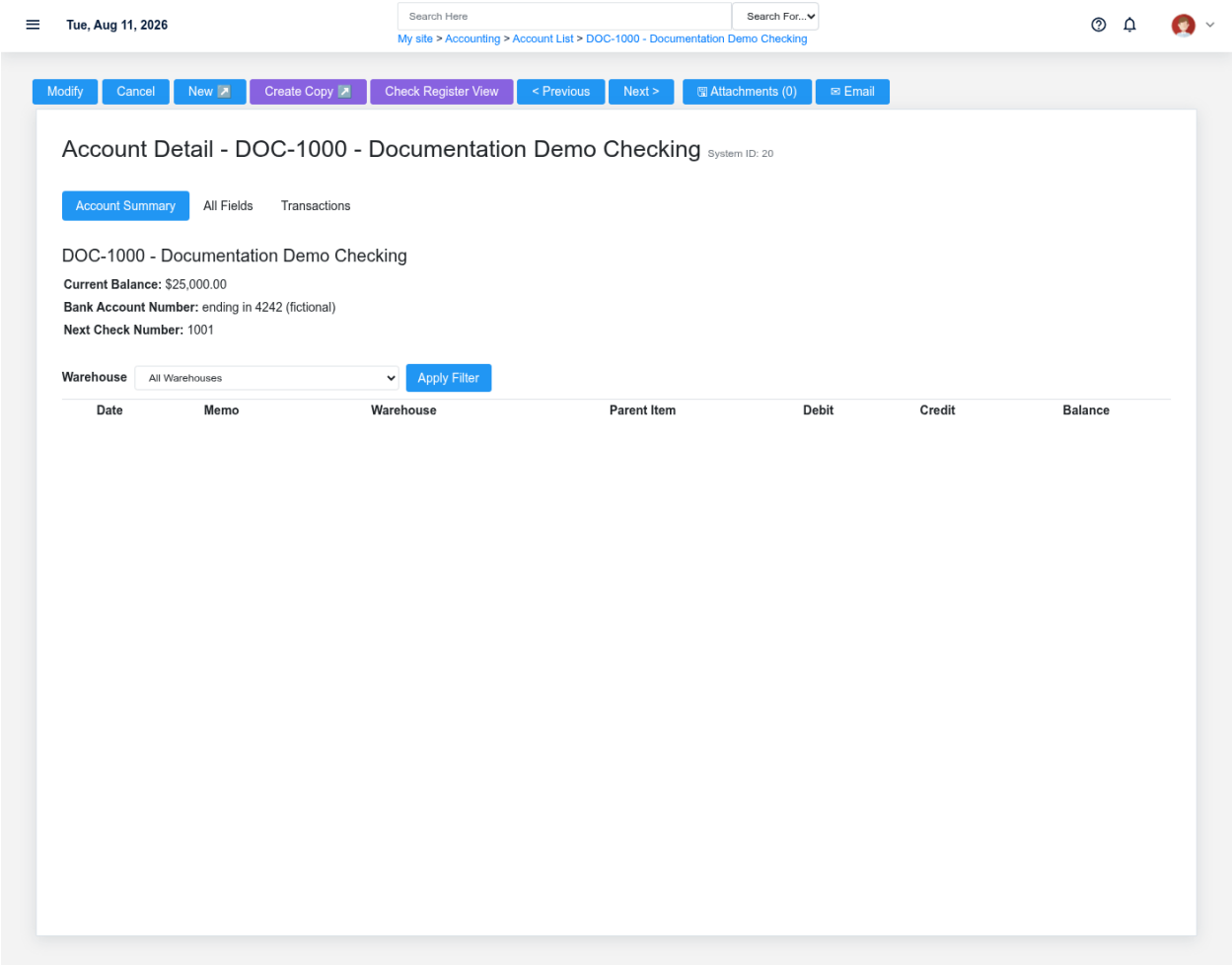
Delete this account only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

If the record is merely obsolete, use **Active** to remove it from future use while preserving existing references.

Before confirming, check for related **1099 Account Configurations**, **Account Daily Rollups**, **Account Rollup Rebuild Jobs**, **Accounts**, and **Bank Accounts**, plus the remaining screen fields. 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 **Account Name**, and **Account Number**. After confirmation, return to the Accounts list and make sure only the intended account was removed.

Review account details



The Accounts detail screen in the Brisk documentation demo.

Use the detail page as the shared record of what this account currently means. Verify **Balance**, **Active**, and **Additional Filter** before relying on it for a decision.

Follow **Category**, **Parent Account**, and **Warehouse** to determine whether the issue is on this account or on one of those linked records.

Next check: Verify this account in **1099 Account Configurations**, **Account Daily Rollups**, **Account Rollup Rebuild Jobs**, and **Accounts**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

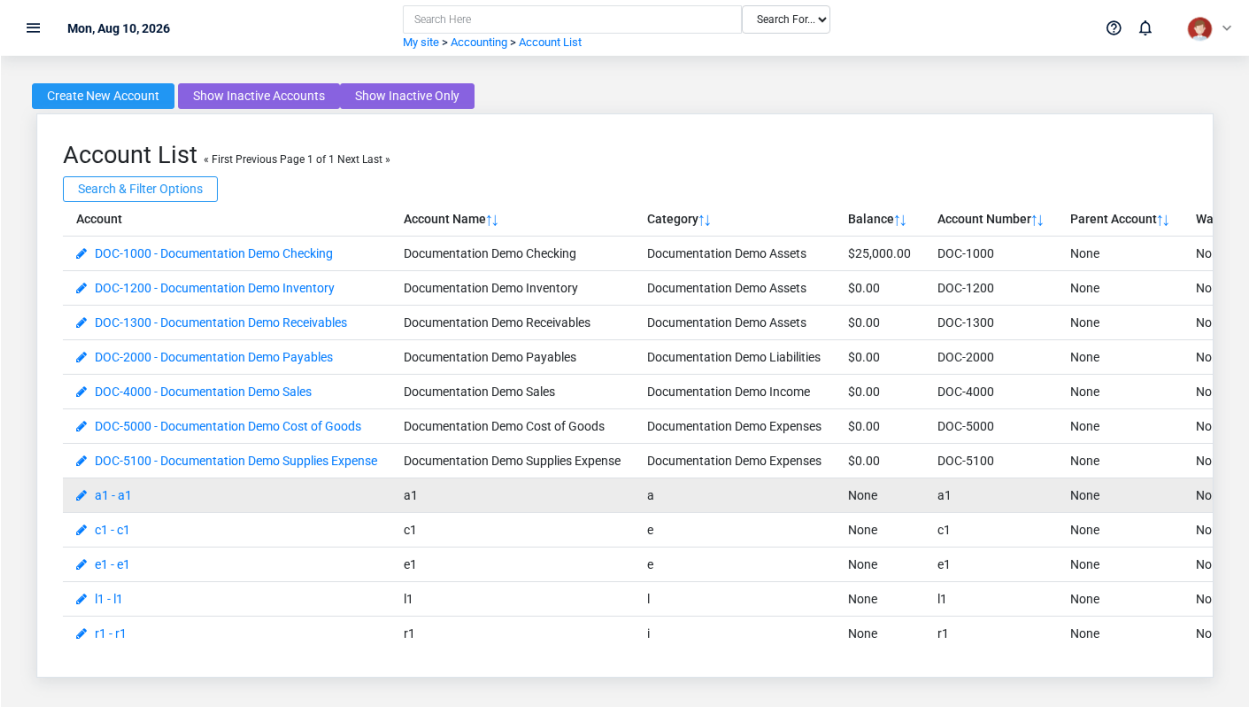
Edit an existing account

Edit this account to keep the same real-world party, item, location, or resource accurate. Do not repurpose it for a different entity after activity is attached.

1. Open the detail page. Compare **Category**, **Parent Account**, and **Warehouse** with the supporting document or approved request.
2. Recheck **Balance**, **Parent Account**, **Warehouse**, **Header Account**, **Active**, and **Additional Filter**. 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 now appears under the expected **Active**, and **Additional Filter**.

After the change: Verify this account in **1099 Account Configurations**, **Account Daily Rollups**, **Account Rollup Rebuild Jobs**, and **Accounts**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Find and review accounts



The Accounts list screen in the Brisk documentation demo.

Use the Accounts list to find the correct record before opening or changing it. Compare **Account Name**, and **Account Number**. Records with similar names or numbers can still belong to different **Category**, **Parent Account**, and **Warehouse**.

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

Fields and business rules

Brisk stores 9 user-relevant fields for this account, including 3 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
Account Name	Yes	Human-readable name for this account.
Category	Yes	The category associated with this account.
Balance	No	The balance value recorded for this account.
Account Number	No	Short code used to identify this account.
Parent Account	No	Parent GL account that this warehouse sub account rolls into.
Warehouse	No	Warehouse represented by this GL sub account.
Header Account	No	If an account is defined as a Header Account, it will report the total balances of all accounts assigned to it.
Active	No	Uncheck this field to mark an account as inactive. Inactive accounts will not be presented for selection in various menus in the Brisk system.
Additional Filter	No	For reporting purposes, add a tag to this account to help it flow into the correct section on financial reports. Available values: Fixed Asset, Current Asset, Other Asset, Liabilities and Equity, Employee Expense, Ordinary Expense, Cost of Goods Sold, Other Expense, Ordinary Income, Other Income.

What happens next

Verify this account in **1099 Account Configurations**, **Account Daily Rollups**, **Account Rollup Rebuild Jobs**, and **Accounts**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Account Name**, and **Category** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Active**, and **Additional Filter**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Category**, **Parent Account**, and **Warehouse** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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