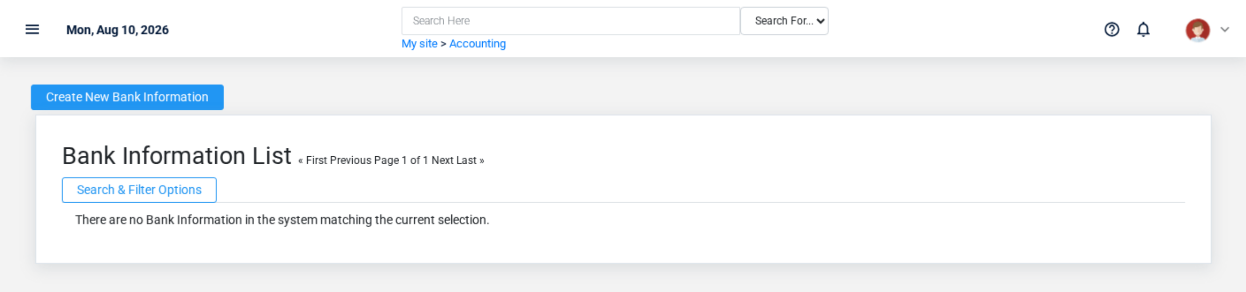
Bank Information

Bank Information

Purpose and when to use this record



The Bank Information overview screen in the Brisk documentation demo.

Record the check, ACH, transfer, or withdrawal details used to clear and balance a bank-side transaction.

At a glance

- **Identify it by: Transaction Date**, and **Check Number**.
- **Check its business context: Bank Information**, and **Expense Account**.
- **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:** Treat posted, processed, paid, reversed, and edit-locked states as controls—not ordinary descriptive fields. Confirm the source transaction before changing any state that the screen permits you to change.

Before you begin

You need the Brisk permission for the action you are taking on bank information. 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 **Bank Information** records ready first. Those selections determine where this Bank Information belongs and which later screens can find it.

Review Bank Information details

Use the detail page as the shared record of what this Bank Information currently means. Verify **Transaction Date**, **Posted**, and **Dispersal Method** before relying on it for a decision.

Follow **Bank Information**, and **Expense Account** to determine whether the issue is on this Bank Information or on one of those linked records.

Next check: Use **Bank Information**, and **Expense Account** to interpret this Bank Information. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Fields and business rules

Brisk stores 7 user-relevant fields for this Bank Information, including 2 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
Bank Information	Yes	Connects to the GL transaction that needs to be balanced.
Transaction Date	Yes	Record the date that this transaction took place.
Posted	No	Records whether or not this transaction has cleared the bank.
Expense Account	No	If this is balanced by a single transaction, select a balancing account to use.
Check Number	No	Record the check number, ACH number, or other identifying number here.
Payee	No	Records the payee or "Pay to the order of" field on a check.

Field	Required	What it controls
Dispersal Method	No	Records how this withdrawal was made. If Print Check is selected, this check will be printed or added to the print queue. Available values: Print Check, Handwritten Check, ACH/Bank Transfer, Debit Card, Withdrawal/ATM, Bank Deposit, Mobile Deposit, Other.

What happens next

Use **Bank Information**, and **Expense Account** to interpret this Bank Information. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Bank Information**, and **Transaction Date** 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 **Posted**, and **Dispersal Method**, 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 **Bank Information**, and **Expense Account** 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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