Credit Card Charges

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Purpose and when to use this record

Record a card purchase or credit, its vendor, statement-clearing state, amount, and transaction date.

At a glance

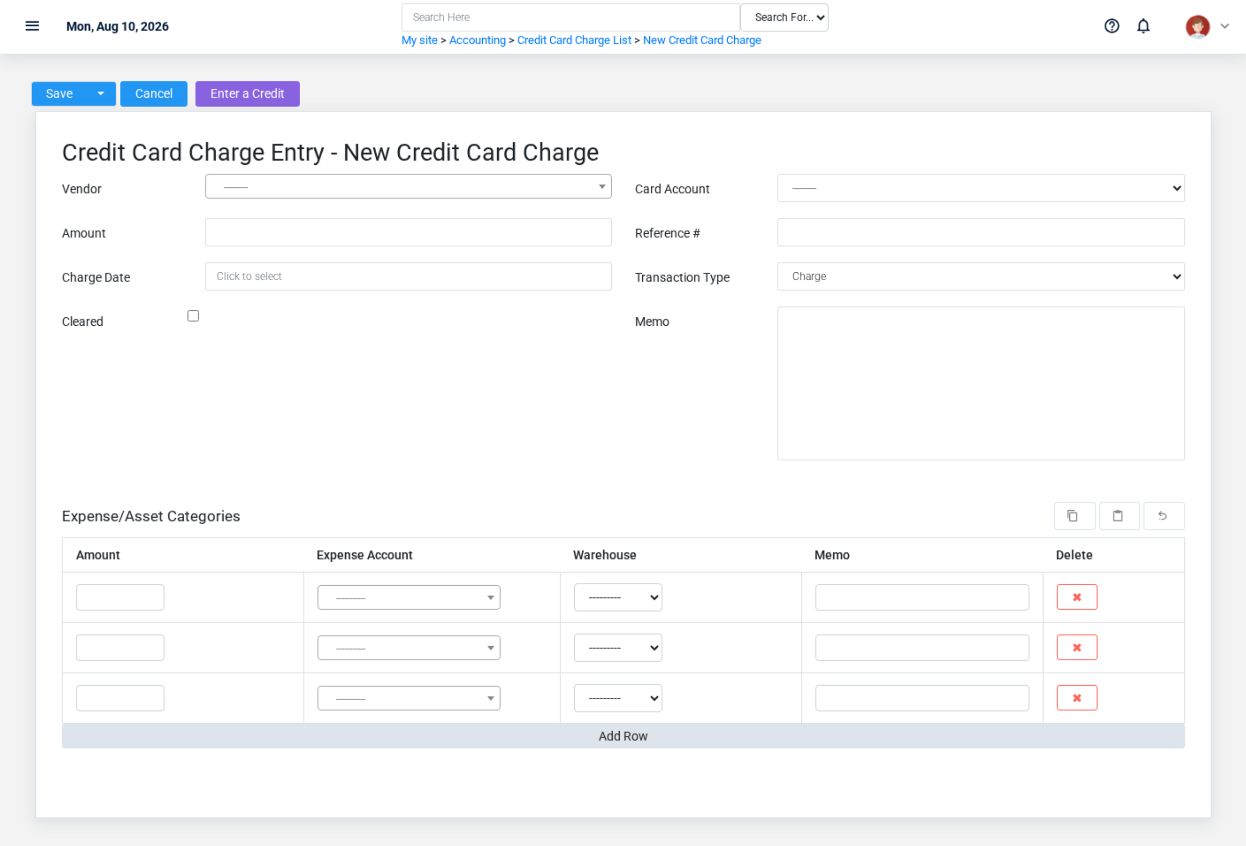
- **Identify it by: Reference #**, and **Charge Date**.
- **Check its business context: Vendor**, and **Card Account**.
- **Why care:** Dates, accounts, amounts, posting state, and period locks can change financial reports. Verify them against the source document before finalizing the record.
- **Why 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 credit card charges. 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 **Vendor**, and **Card Account** records ready first. Those selections determine where this Credit Card Charge belongs and which later screens can find it.

Create a Credit Card Charge



The Credit Card Charges create screen in the Brisk documentation demo.

Create a Credit Card Charge 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: **Vendor**, and **Card Account**.
2. Enter the required identifying and operational values: **Vendor**, **Card Account**, and **Amount**.
3. Review **Transaction Type**, **Cleared**, and **Edit Locked** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Credit Card Charge, then confirm **Reference #**, and **Charge Date** on its detail page before continuing.

After saving: Open **Credit Card Reconciliation Information**, **Expense/Asset Categories**, and **Transactions** and confirm the Credit Card Charge appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Delete a Credit Card Charge

Delete this Credit Card Charge 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 **Credit Card Reconciliation Information**, **Expense/Asset Categories**, and **Transactions**. 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 **Reference #**, and **Charge Date**. After confirmation, return to the Credit Card Charges list and make sure only the intended Credit Card Charge was removed.

Review Credit Card Charge details

Use the detail page as the shared record of what this Credit Card Charge currently means. Verify **Amount**, **Charge Date**, **Transaction Type**, **Cleared**, and **Edit Locked** before relying on it for a decision.

Follow **Vendor**, and **Card Account** to determine whether the issue is on this Credit Card Charge or on one of those linked records.

Next check: Open **Credit Card Reconciliation Information**, **Expense/Asset Categories**, and **Transactions** and confirm the Credit Card Charge appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

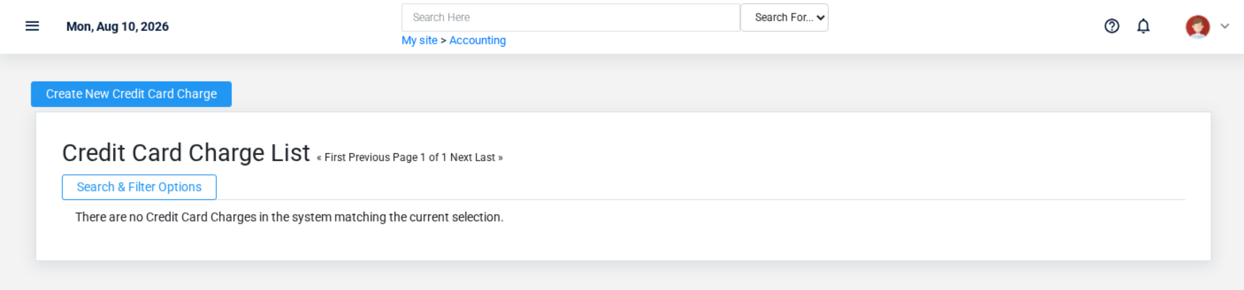
Edit an existing Credit Card Charge

Edit this Credit Card Charge 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 **Vendor**, and **Card Account** with the supporting document or approved request.
2. Recheck **Vendor**, **Card Account**, **Amount**, **Charge Date**, **Transaction Type**, and **Cleared**, plus the remaining screen fields. 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 Credit Card Charge now appears under the expected **Transaction Type**, **Cleared**, and **Edit Locked**.

After the change: Open **Credit Card Reconciliation Information**, **Expense/Asset Categories**, and **Transactions** and confirm the Credit Card Charge appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Find and review credit card charges



The Credit Card Charges list screen in the Brisk documentation demo.

Use the Credit Card Charges list to find the correct record before opening or changing it. Compare **Reference #**, and **Charge Date**. Records with similar names or numbers can still belong to different **Vendor**, and **Card Account**.

- Keyword search checks **Memo**.
- Narrow the list with **Vendor** filters.

Open the Credit Card Charge whose **Reference #**, and **Charge Date** match the task. If it is missing, clear the list filters and recheck **Vendor**, **Transaction Type**, **Cleared**, and **Edit Locked** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 9 user-relevant fields for this Credit Card Charge, 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
Vendor	Yes	Please select the vendor for this credit card charge.
Card Account	Yes	The card account associated with this credit card charge.
Amount	Yes	The amount value recorded for this credit card charge.
Reference #	No	The reference number for this transaction.
Charge Date	No	Date that the card was charged.
Transaction Type	No	Determines whether this credit card transaction is a charge or a credit. Available values: Charge, Credit.
Cleared	No	Records whether or not this transaction has cleared on a credit card statement.

Field	Required	What it controls
Memo	No	The memo recorded for this credit card charge.
Edit Locked	No	Whether the edit locked option applies to this credit card charge.

What happens next

Open **Credit Card Reconciliation Information**, **Expense/Asset Categories**, and **Transactions** and confirm the Credit Card Charge 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 **Vendor**, **Card Account**, and **Amount** 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 **Transaction Type**, **Cleared**, and **Edit Locked**, 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 **Vendor**, and **Card 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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