

Deposits

Deposits

Purpose and when to use this record

Move undeposited funds into a bank account and create the balancing detail for the warehouse and work period involved.

At a glance

- **Identify it by: Deposit Date.**
- **Check its business context: Bank Account, Source Account, Warehouse, and Work Period.**
- **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 deposits. 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 Account** records ready first. Those selections determine where this Deposit belongs and which later screens can find it.

Create a Deposit

Mon, Aug 10, 2026

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Deposit Amount Helper
 Calculated Total: \$0

 Deposit Amount: \$0

 Remaining Amount: **\$0.00**
(Click anywhere on this popup to hide it)

Deposit Entry - New Deposit

Bank Account		Warehouse	
Deposit Date	08/10/2026	Amount	
Memo	Bank Deposit		
		Dispersal Method	

Deposit Balancing Transactions

Source Account	Warehouse	Amount	Memo	Delete
			Bank Deposit	✕
			Bank Deposit	✕
			Bank Deposit	✕

Add Row

Calculated Total \$0.00 (of \$0.00)

Create a Deposit only after confirming that the source document or operational event has not already been entered.

After saving: Compare the saved deposit with the bank deposit record, then include it in the next reconciliation for the selected bank account.

Delete this Deposit only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

breaking the trail.

On the confirmation page, verify **Deposit Date**. After confirmation, return to the Deposits list and make sure only the intended Deposit was removed.

Review Deposit details

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

Follow **Bank Account**, **Source Account**, **Warehouse**, and **Work Period** to determine whether the issue is on this Deposit or on one of those linked records.

Next check: Compare the saved deposit with the bank deposit record, then include it in the next reconciliation for the selected bank account.

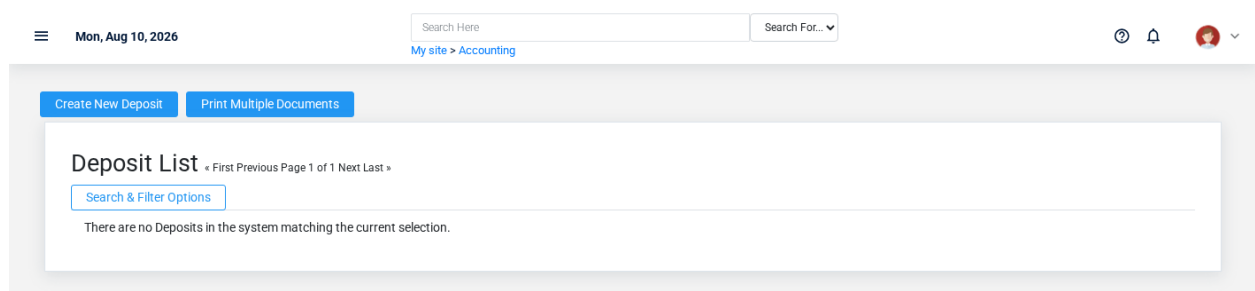
Edit an existing Deposit

Edit this Deposit to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Bank Account**, **Source Account**, **Warehouse**, and **Work Period** with the supporting document or approved request.
2. Recheck **Bank Account**, **Source Account**, **Warehouse**, **Amount**, **Deposit Date**, and **Dispersal Method**. 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 Deposit now appears under the expected **Dispersal Method**.

After the change: Compare the saved deposit with the bank deposit record, then include it in the next reconciliation for the selected bank account.

Find and review deposits



The Deposits list screen in the Brisk documentation demo.

Use the Deposits list to find the correct record before opening or changing it. Compare **Deposit Date**. Records with similar names or numbers can still belong to different **Bank Account**, **Source Account**, **Warehouse**, and **Work Period**.

Open the Deposit whose **Deposit Date** match the task. If it is missing, clear the list filters and recheck **Dispersal Method** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 9 user-relevant fields for this Deposit, including 4 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 Account	Yes	Select the bank account to which this deposit will be made.
Source Account	No	Select the source of undeposited funds.
Warehouse	No	Associates this deposit with a system warehouse.
Amount	Yes	The amount value recorded for this deposit.
Deposit Date	No	Date recorded for deposit date on this deposit.
Memo	No	The memo recorded for this deposit.
Dispersal Method	No	Records how this deposit was made. Available values: ACH/Bank Transfer, Bank Deposit, Mobile Deposit, ATM Deposit, Other.
Work Period	No	Optionally link this deposit to a work period.
Enable Splits	No	Enable split balancing transactions for this deposit. Enabled by default, but disabled in specific circumstances.

What happens next

Compare the saved deposit with the bank deposit record, then include it in the next reconciliation for the selected bank account.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Bank Account**, and **Amount** 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:** Open **Bank Account**, **Source Account**, **Warehouse**, and **Work Period** 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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