Expense Records

Expense Records

Purpose and when to use this record

Record a dated business expense with its amount, retailer, category, and supporting memo.

At a glance

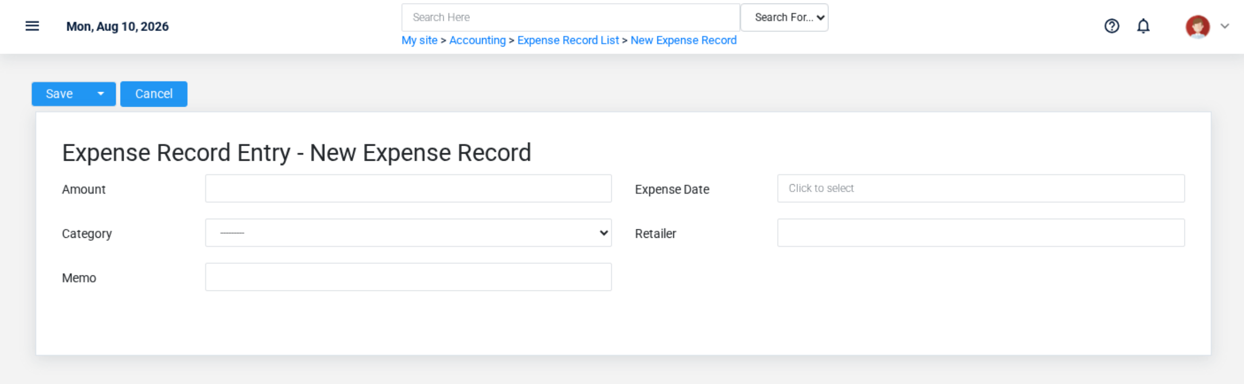
- **Identify it by: Expense Date**.
- **Check its business context: Category**.
- **Why care:** Dates, accounts, amounts, posting state, and period locks can change financial reports. Verify them against the source document before finalizing the record.

Before you begin

You need the Brisk permission for the action you are taking on expense records. 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 Expense Record belongs and which later screens can find it.

Create an Expense Record



The Expense Records create screen in the Brisk documentation demo.

Create an Expense Record only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Category**.
2. Enter the required identifying and operational values: **Amount**, **Expense Date**, and **Category**.
3. Review **Retailer**, and **Memo** against the source document or approved setup decision.
4. Save the Expense Record, then confirm **Expense Date** on its detail page before continuing.

After saving: Use **Category** to interpret this Expense Record. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Delete an Expense Record

Delete this Expense Record 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.

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

Review Expense Record details

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

Follow **Category** to determine whether the issue is on this Expense Record or on one of those linked records.

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

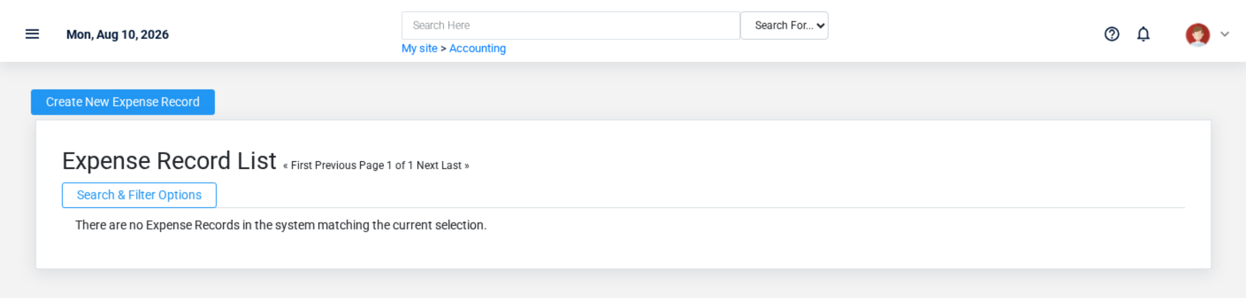
Edit an existing Expense Record

Edit this Expense Record 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 **Category** with the supporting document or approved request.
2. Recheck **Amount**, and **Expense Date**. 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 Expense Record now appears under the expected **Expense Date**.

After the change: Use **Category** to interpret this Expense Record. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Find and review expense records



The Expense Records list screen in the Brisk documentation demo.

Use the Expense Records list to find the correct record before opening or changing it. Compare **Expense Date**. Records with similar names or numbers can still belong to different **Category**.

Open the Expense Record whose **Expense Date** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Fields and business rules

Brisk stores 5 user-relevant fields for this Expense Record, including 1 linked-record selection and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls

Amount	Yes	The amount value recorded for this expense record.
Expense Date	Yes	Date recorded for expense date on this expense record.
Category	Yes	The category associated with this expense record.
Retailer	No	Record the business where this purchase was made.
Memo	No	Record notes about this expense record.

What happens next

Use **Category** to interpret this Expense Record. 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 **Amount**, **Expense Date**, and **Category** 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 **Category** 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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