Journal Entries

Journal Entries

Purpose and when to use this record

Enter and review balanced general-ledger adjustments that are not produced by a normal sales, purchasing, or banking workflow.

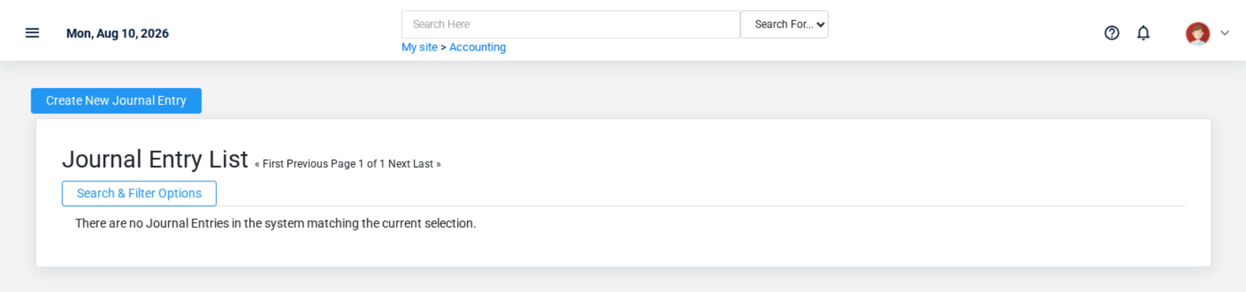
At a glance

- **Identify it by: Date Created**.
- **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 journal entries. 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.

Find and review journal entries

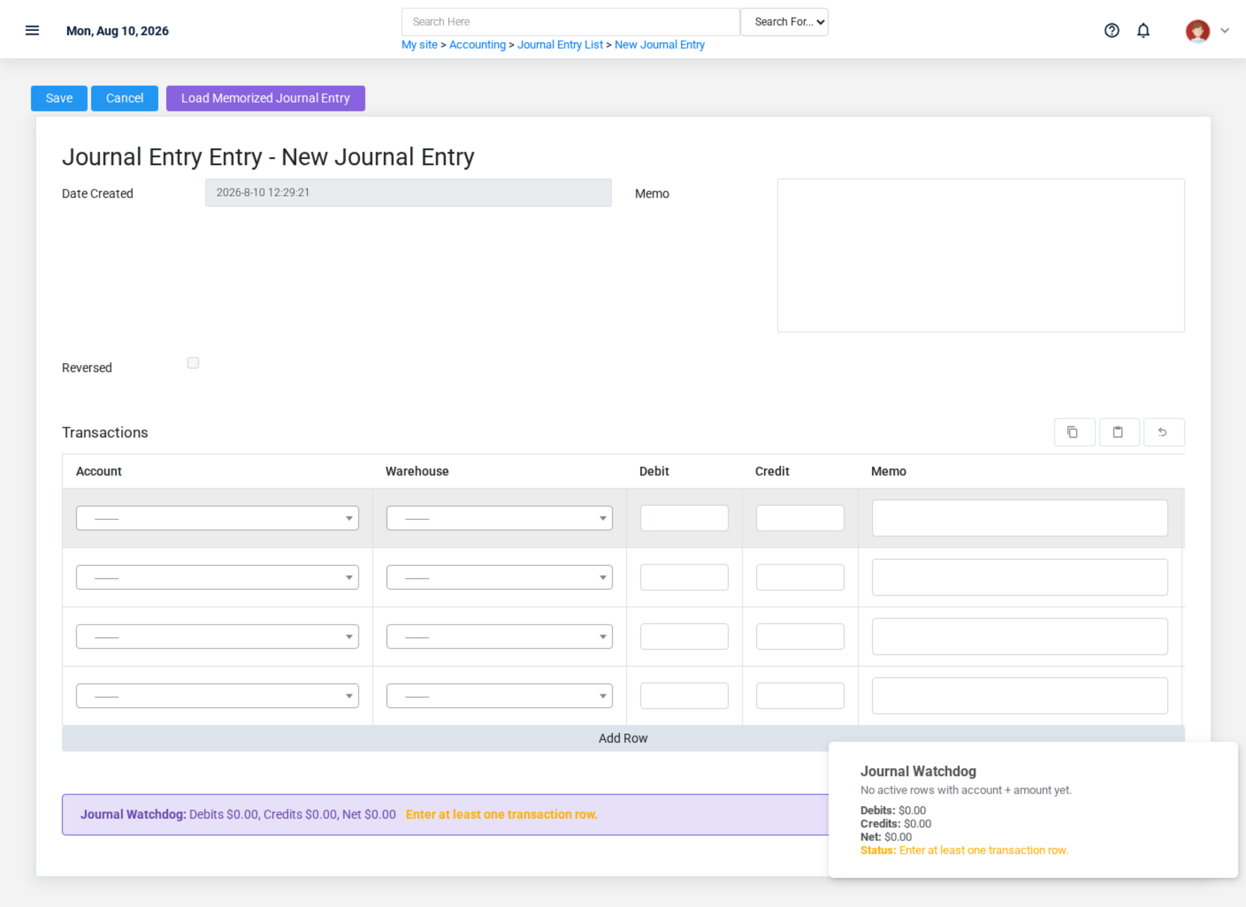


The Journal Entries list screen in the Brisk documentation demo.

Use the Journal Entries list to find the correct record before opening or changing it. Compare **Date Created**. Compare the full identifier rather than relying on a similar name.

Open the Journal Entry whose **Date Created** 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.

Create a Journal Entry



The Journal Entries create screen in the Brisk documentation demo.

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

1. Select the business context first.
2. Enter the identifying values shown on the form, especially **Date Created**, **Memo**, and **Reversed**.
3. Review **Reversed** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Journal Entry, then confirm **Date Created** on its detail page before continuing.

After saving: Review both sides of the entry in the general ledger and confirm that the intended reporting period and accounts changed by equal amounts.

Delete a Journal Entry

Delete this Journal Entry 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.

Before confirming, check for related **Customer Balance Import Records**, **Payroll Journal Entries**, 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 **Date Created**. After confirmation, return to the Journal Entries list and make sure only the intended Journal Entry was removed.

Review Journal Entry details

Use the detail page as the shared record of what this Journal Entry currently means. Verify **Date Created** before relying on it for a decision.

Compare the Journal Entry with its source document or approved setup request before deciding that it needs correction.

Next check: Review both sides of the entry in the general ledger and confirm that the intended reporting period and accounts changed by equal amounts.

Print a Journal Entry

Before printing, verify the identifiers, dates, amounts, status, and recipient information on the Journal Entry. Printed output can outlive later corrections, so regenerate it after a material edit.

Edit an existing Journal Entry

Edit this Journal Entry 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 **Date Created** with the supporting document or approved request.
2. Recheck **Date Created**. 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 Journal Entry now appears under the expected **Date Created**.

After the change: Review both sides of the entry in the general ledger and confirm that the intended reporting period and accounts changed by equal amounts.

Fields and business rules

Brisk stores 3 user-relevant fields for this Journal Entry, including 0 linked-record selections 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
Date Created	No	Date and time recorded for date created on this journal entry.
Memo	No	The memo recorded for this journal entry.
Reversed	No	Whether the reversed option applies to this journal entry.

What happens next

Review both sides of the entry in the general ledger and confirm that the intended reporting period and accounts changed by equal amounts.

Common mistakes and troubleshooting

- **The values look right but the result is wrong:** Compare this Journal Entry with the source document or approved setup decision, then check the downstream screen where it is used.

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