

Mileage Records

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Purpose and when to use this record

Document business vehicle mileage for a specific date so reimbursable or deductible travel can be supported.

At a glance

- **Identify it by: Expense Date.**
- **Check its business context: Vehicle.**
- **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 mileage 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 **Vehicle** records ready first. Those selections determine where this Mileage Record belongs and which later screens can find it.

Create a Mileage Record

Mon, Aug 10, 2026

Search Here Search For...

My site > Accounting > Mileage Record List > New Mileage Record

Save Cancel

Mileage Record Entry - New Mileage Record

Beginning Miles Ending Miles

Expense Date Click to select Vehicle

Memo

The Mileage Records create screen in the Brisk documentation demo.

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

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

After saving: Use **Vehicle** to interpret this Mileage 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 a Mileage Record

Delete this Mileage 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 Mileage Records list and make sure only the intended Mileage Record was removed.

Review Mileage Record details

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

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

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

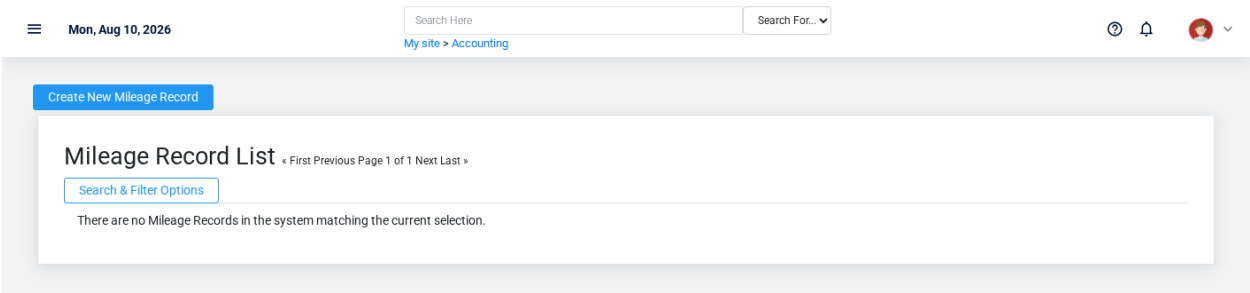
Edit an existing Mileage Record

Edit this Mileage 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 **Vehicle** with the supporting document or approved request.
2. Recheck **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 Mileage Record now appears under the expected **Expense Date**.

After the change: Use **Vehicle** to interpret this Mileage 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 mileage records



The Mileage Records list screen in the Brisk documentation demo.

Use the Mileage 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 **Vehicle**.

Open the Mileage 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 Mileage 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
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Beginning Miles	Yes	The beginning miles value recorded for this mileage record.
Ending Miles	Yes	The ending miles value recorded for this mileage record.
Expense Date	Yes	Date recorded for expense date on this mileage record.
Vehicle	Yes	The vehicle associated with this mileage record.
Memo	No	Record notes about this mileage record.

What happens next

Use **Vehicle** to interpret this Mileage 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 **Beginning Miles, Ending Miles, Expense Date,** and **Vehicle** 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 **Vehicle** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.