

# Months

## Months

### Purpose and when to use this record

Control monthly accounting periods, their parent quarter, finance-charge state, warehouse scope, and lock dates.

### At a glance

- **Identify it by:** **Parent**, **Quarter**, **Opening Date**, and **Closing Date**.
- **Check its business context:** **Parent**, **Quarter**, and **Warehouse**.
- **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 months. 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 **Parent** records ready first. Those selections determine where this Month belongs and which later screens can find it.

### Create a Month

The Months create screen in the Brisk documentation demo.

Create a Month after searching for the person, organization, item, location, or resource under alternate names and identifiers. Merge or correct an existing master record instead of creating a duplicate.

1. Select the business context first: **Parent**, **Quarter**, and **Warehouse**.
2. Enter the required identifying and operational values: **Parent**, and **Opening Date**.
3. Review **Locked**, and **Finance Charges Levied** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Month, then confirm **Parent**, **Quarter**, **Opening Date**, **Closing Date**, **Warehouse**, and **Locked**, plus the remaining screen fields on its detail page before continuing.

After saving: Verify this Month in **Customer Aging Snapshots**, and **Work Periods** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

## Delete a Month

Delete this Month 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 **Customer Aging Snapshots**, and **Work Periods**. 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 **Parent**, **Quarter**, **Opening Date**, and **Closing Date**. After confirmation, return to the Months list and make sure only the intended Month was removed.

## Review Month details

Use the detail page as the shared record of what this Month currently means. Verify **Locked** before relying on it for a decision.

Follow **Parent**, **Quarter**, and **Warehouse** to determine whether the issue is on this Month or on one of those linked records.

Next check: Verify this Month in **Customer Aging Snapshots**, and **Work Periods** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

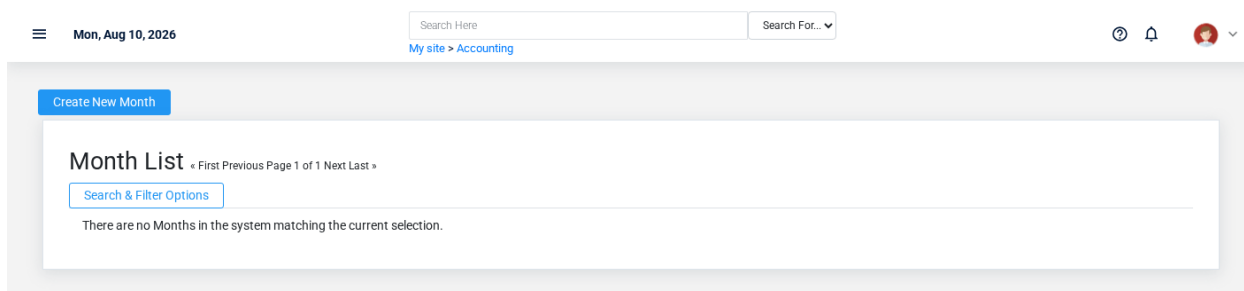
## Edit an existing Month

Edit this Month to keep the same real-world party, item, location, or resource accurate. Do not repurpose it for a different entity after activity is attached.

1. Open the detail page. Compare **Parent**, **Quarter**, and **Warehouse** with the supporting document or approved request.
2. Recheck **Warehouse**, and **Locked**. 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 Month now appears under the expected **Locked**.

After the change: Verify this Month in **Customer Aging Snapshots**, and **Work Periods** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

## Find and review months



The Months list screen in the Brisk documentation demo.

Use the Months list to find the correct record before opening or changing it. Compare **Parent**, **Quarter**, **Opening Date**, and **Closing Date**. Records with similar names or numbers can still belong to different **Parent**, **Quarter**, and **Warehouse**.

- The initial order emphasizes **Opening Date**. Select a column heading when you need a different comparison.

Open the Month whose **Parent**, **Quarter**, **Opening Date**, and **Closing Date** match the task. If it is missing, clear the list filters and recheck **Locked** rather than creating a replacement immediately.

## Fields and business rules

Brisk stores 8 user-relevant fields for this Month, including 3 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                                                 |
|-------------------------------|----------|------------------------------------------------------------------|
| <b>Parent</b>                 | Yes      | Parent month in the hierarchy.                                   |
| <b>Quarter</b>                | No       | The quarter associated with this month.                          |
| <b>Opening Date</b>           | Yes      | Date and time recorded for opening date on this month.           |
| <b>Closing Date</b>           | No       | Date and time recorded for closing date on this month.           |
| <b>Warehouse</b>              | No       | Optionally scope this month to a system warehouse.               |
| <b>Locked</b>                 | No       | Whether the locked option applies to this month.                 |
| <b>Finance Charges Levied</b> | No       | Whether the finance charges levied option applies to this month. |
| <b>Memo</b>                   | No       | The memo recorded for this month.                                |

## What happens next

Verify this Month in **Customer Aging Snapshots**, and **Work Periods** before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

## Common mistakes and troubleshooting

- **The record will not save:** Recheck **Parent**, and **Opening Date** 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 **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 **Parent**, **Quarter**, and **Warehouse** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.
- 

Revision #3

Created 2026-08-10 16:07:19 UTC by Brisk

Updated 2026-08-10 20:24:02 UTC by Brisk