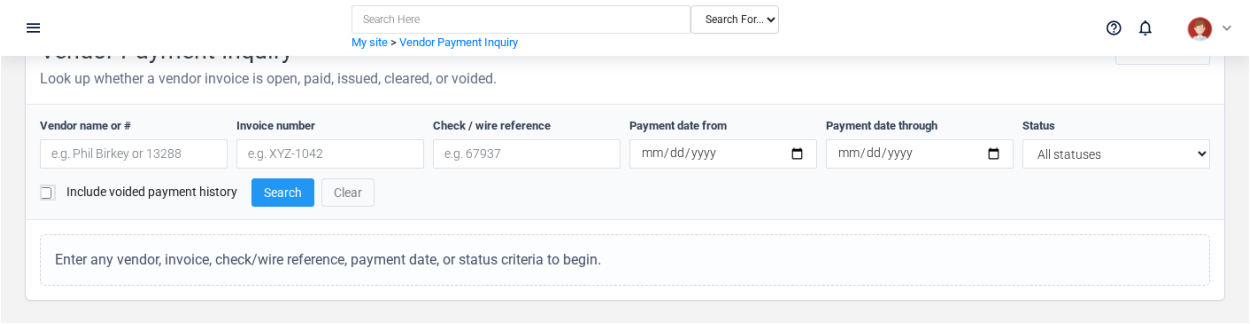
Payments

Payments

Purpose and when to use this record



The Payments overview screen in the Brisk documentation demo.

Issue and review vendor payments drawn from a bank account, including check identity, payee, amount, and invoice applications.

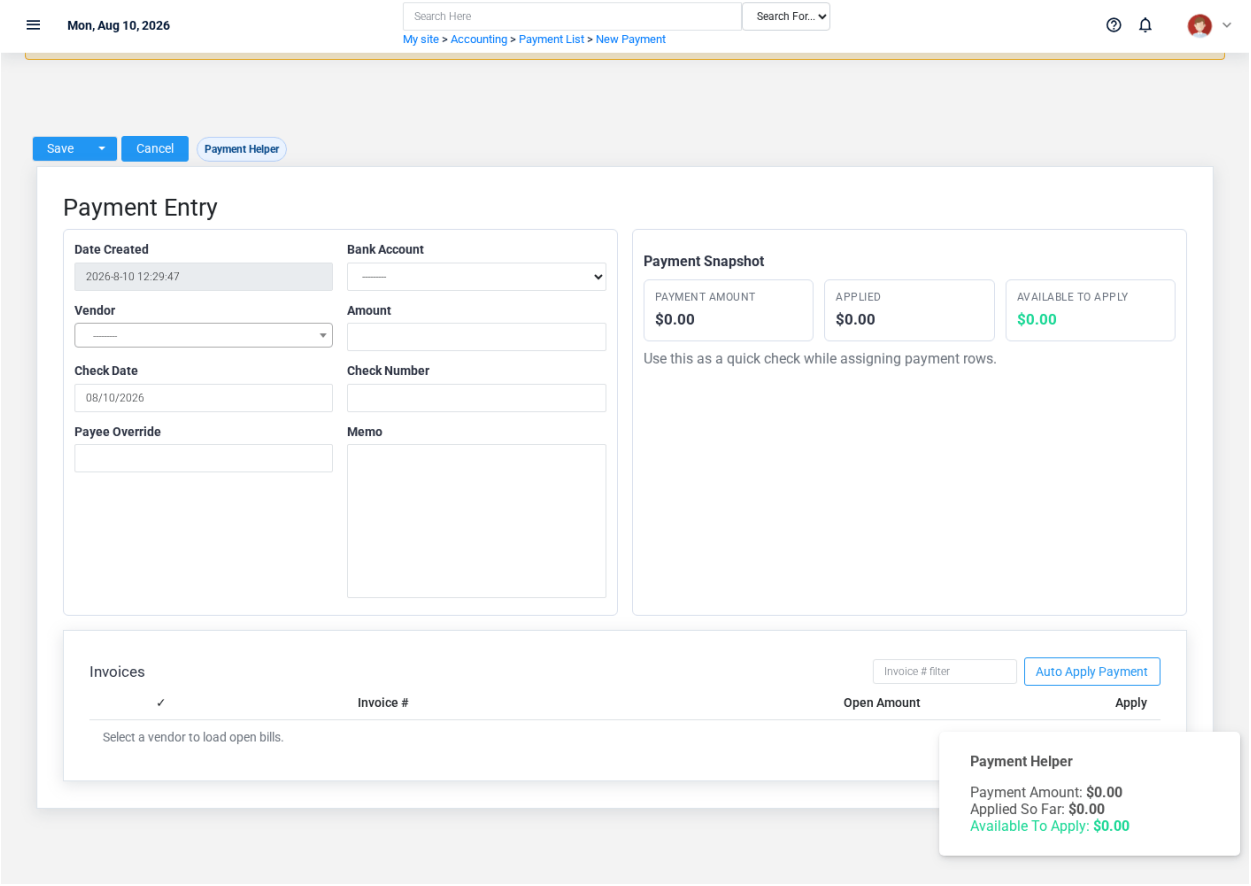
At a glance

- **Identify it by: Date Created**, **Check Date**, and **Check Number**.
- **Check its business context: Bank Account**, and **Vendor**.
- **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 payments. 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.

Create a Payment



The Payments create screen in the Brisk documentation demo.

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

1. Select the business context first: **Bank Account**, and **Vendor**.
2. Enter the required identifying and operational values: **Amount**.
3. Review **Edit Locked** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Payment, then confirm **Date Created**, **Check Date**, and **Check Number** on its detail page before continuing.

After saving: Confirm the invoice applications and bank disbursement, then include the payment when the bank account is reconciled.

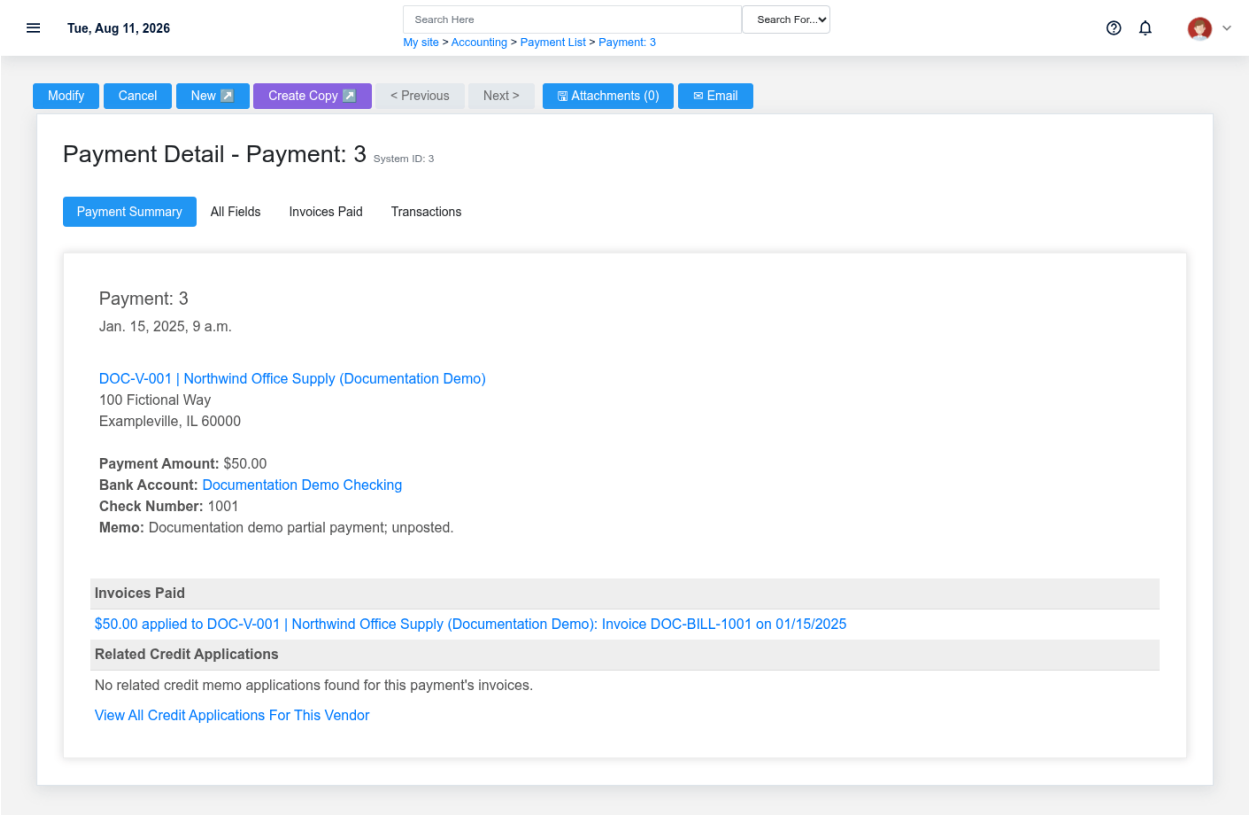
Delete a Payment

Delete this Payment 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 **Bank Information**, **Invoices Paid**, 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**, **Check Date**, and **Check Number**. After confirmation, return to the Payments list and make sure only the intended Payment was removed.

Review Payment details



A fictional partial vendor payment allocated to a vendor invoice.

Use the detail page as the shared record of what this Payment currently means. Verify **Date Created**, **Amount**, **Check Date**, and **Edit Locked** before relying on it for a decision.

Follow **Bank Account**, and **Vendor** to determine whether the issue is on this Payment or on one of those linked records.

Next check: Confirm the invoice applications and bank disbursement, then include the payment when the bank account is reconciled.

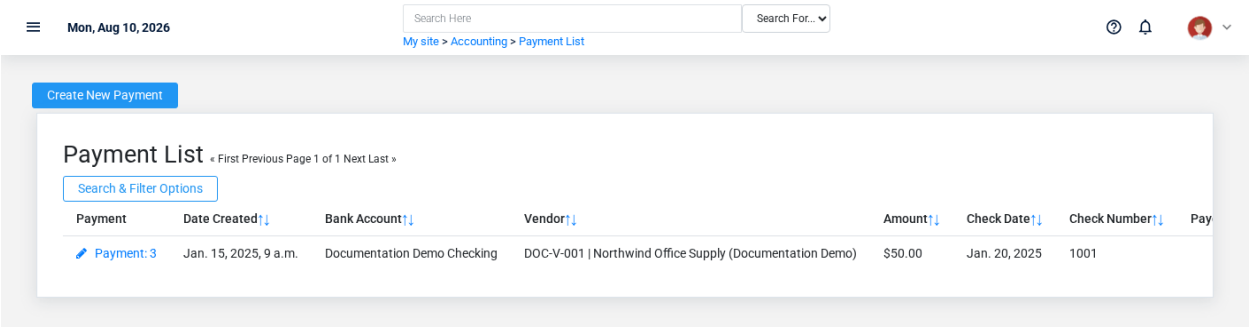
Edit an existing Payment

Edit this Payment 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**, and **Vendor** with the supporting document or approved request.
2. Recheck **Date Created**, **Bank Account**, **Vendor**, **Amount**, **Check Date**, and **Edit 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 Payment now appears under the expected **Edit Locked**.

After the change: Confirm the invoice applications and bank disbursement, then include the payment when the bank account is reconciled.

Find and review payments



The Payments list screen in the Brisk documentation demo.

Use the Payments list to find the correct record before opening or changing it. Compare **Date Created**, **Check Date**, and **Check Number**. Records with similar names or numbers can still belong to different **Bank Account**, and **Vendor**.

- Narrow the list with **Vendor** filters.

Open the Payment whose **Date Created**, **Check Date**, and **Check Number** match the task. If it is missing, clear the list filters and recheck **Vendor**, and **Edit Locked** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 9 user-relevant fields for this Payment, including 2 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 payment.

Field	Required	What it controls
Bank Account	No	The bank account associated with this payment.
Vendor	No	The vendor associated with this payment.
Amount	Yes	The amount value recorded for this payment.
Check Date	No	Date recorded for check date on this payment.
Check Number	No	The check number value recorded for this payment.
Payee Override	No	The payee override recorded for this payment.
Memo	No	The memo recorded for this payment.
Edit Locked	No	Whether the edit locked option applies to this payment.

What happens next

Confirm the invoice applications and bank disbursement, then include the payment when the bank account is reconciled.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Amount** 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 **Edit 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 **Bank Account**, and **Vendor** 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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