

Receivable Transactions

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Purpose and when to use this record

The screenshot shows a web interface for managing receivable transactions. At the top, there is a search bar with 'Search Here' and a 'Search For...' dropdown. Below this is a breadcrumb trail: 'My site > Customer A/R Inquiry'. The main heading is 'Review a customer's open invoices, finance charges, payments, credits, and receivable history.' The interface includes several input fields: 'Customer' (a dropdown menu), 'Inquiry View' (a dropdown menu set to 'Open Invoices'), 'Begin Date' (MM/DD/YYYY), 'End Date' (MM/DD/YYYY), 'Aging Date' (08/11/2026), and 'Invoice / Reference' (a text field with 'Invoice, check, memo...' as a placeholder). There is a checkbox labeled 'Show Customer Payments' with a note 'Balances and aging always include posted payments.' Below these fields are 'Load Inquiry' and 'Clear' buttons. At the bottom, there is a dashed box containing the text 'Select a customer to load their receivable inquiry.'

The Receivable Transactions overview screen in the Brisk documentation demo.

Trace the charge, payment, credit, or adjustment that changed a customer's accounts-receivable balance.

At a glance

- **Identify it by:** **Due Date Override**, and **Payment Date**.
- **Check its business context:** **Transaction**, **Customer**, and **Payment Terms**.
- **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 receivable transactions. 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 **Transaction**, and **Customer** records ready first. Those selections determine where this Receivable Transaction belongs and which later screens can find it.

Fields and business rules

Brisk stores 6 user-relevant fields for this Receivable Transaction, 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
Transaction	Yes	The transaction associated with this receivable transaction.
Customer	Yes	The customer associated with this receivable transaction.
Payment Terms	No	The payment terms associated with this receivable transaction.
Paid	No	Whether the paid option applies to this receivable transaction.
Due Date Override	No	This field, if not left blank, overrides the due date set by this transaction's payment terms.
Payment Date	No	Date and time recorded for payment date on this receivable transaction.

What happens next

Use **Transaction**, **Customer**, and **Payment Terms** to interpret this Receivable Transaction. 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 **Transaction**, and **Customer** 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 **Transaction**, **Customer**, and **Payment Terms** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.