Reconciliations

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Purpose and when to use this record

Reconcile a bank or card account to a statement ending balance, including service charges and earned interest.

At a glance

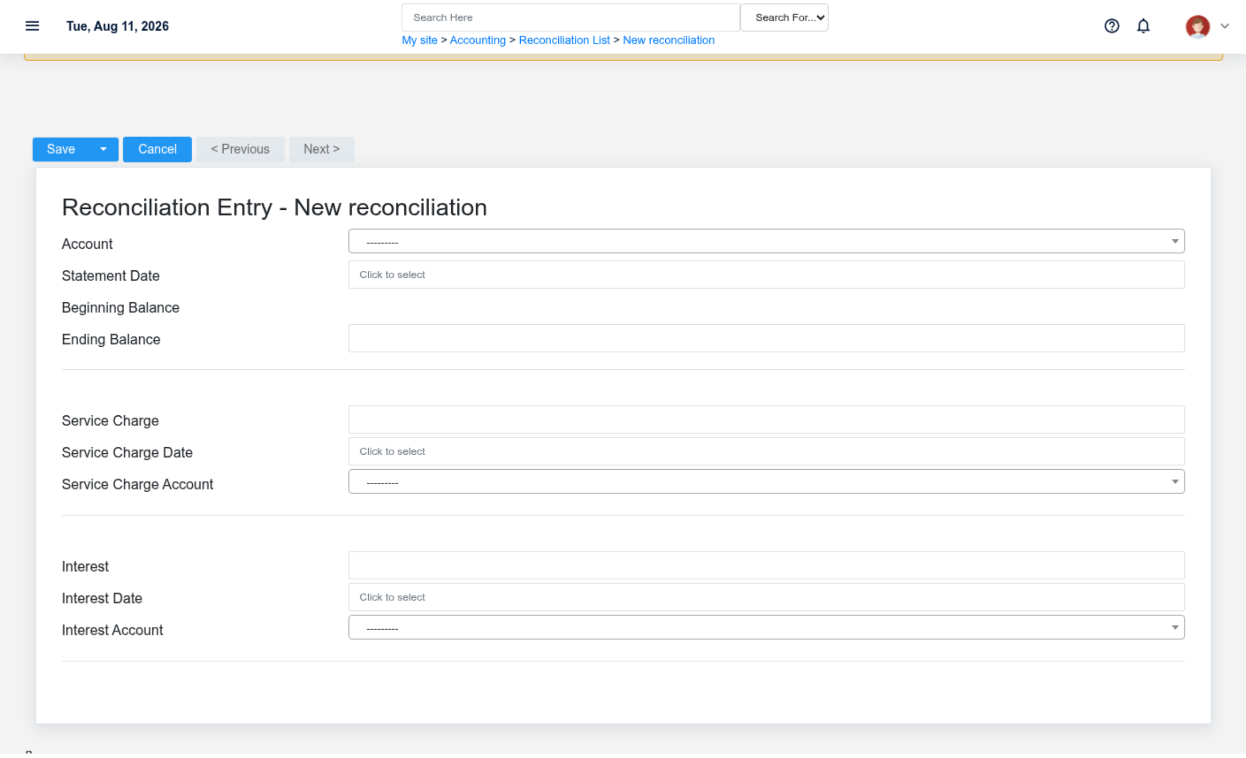
- **Identify it by: Statement Date**, **Service Charge Date**, and **Interest Date**.
- **Check its business context: Account**, **Service Charge Account**, and **Interest Account**.
- **Why care:** Dates, accounts, amounts, posting state, and period locks can change financial reports. Verify them against the source document before finalizing the record.

Before you begin

You need the Brisk permission for the action you are taking on reconciliations. 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 **Account** records ready first. Those selections determine where this reconciliation belongs and which later screens can find it.

Create a reconciliation



The Reconciliations create screen in the Brisk documentation demo.

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

1. Select the business context first: **Account**, **Service Charge Account**, and **Interest Account**.
2. Enter the required identifying and operational values: **Account**, and **Statement Date**.
3. Review **Ending Balance**, **Service Charge**, **Service Charge Date**, **Interest**, and **Interest Date** against the source document or approved setup decision.
4. Save the reconciliation, then confirm **Statement Date**, **Service Charge Date**, and **Interest Date** on its detail page before continuing.

After saving: Resolve any remaining difference before treating the statement as reconciled; service charges and interest should land in the selected accounts.

Edit an existing reconciliation

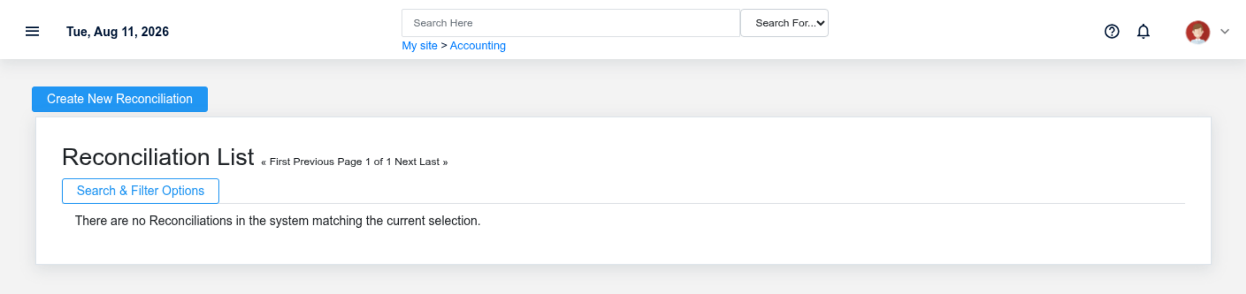
Edit this reconciliation to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Account**, **Service Charge Account**, and **Interest Account** with the supporting document or approved request.
2. Recheck **Account**, **Statement Date**, **Ending Balance**, **Service Charge Date**, **Service Charge Account**, and **Interest Date**, plus the remaining screen fields. 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 reconciliation now appears under the expected **Statement Date**, **Service Charge Date**, and **Interest Date**.

After the change: Resolve any remaining difference before treating the statement as reconciled; service charges and interest should land in the selected accounts.

Find and review reconciliations



The Reconciliations list screen in the Brisk documentation demo.

Use the Reconciliations list to find the correct record before opening or changing it. Compare **Statement Date**, **Service Charge Date**, and **Interest Date**. Records with similar names or numbers can still belong to different **Account**, **Service Charge Account**, and **Interest Account**.

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

Open the reconciliation whose **Statement Date**, **Service Charge Date**, and **Interest Date** match the task. If it is missing, clear the list filters and recheck **Account** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 9 user-relevant fields for this reconciliation, 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
Account	Yes	The account associated with this reconciliation.
Statement Date	Yes	Date recorded for statement date on this reconciliation.
Ending Balance	No	The ending balance value recorded for this reconciliation.

Field	Required	What it controls
Service Charge	No	The total amount of any service charges on this statement.
Service Charge Date	No	Record the date that the service charge was levied by the bank.
Service Charge Account	No	Set the account that the balancing transaction for the service charges will post to.
Interest	No	The total amount of interest earned on this statement.
Interest Date	No	Record the date that the interest was deposited by the bank.
Interest Account	No	Set the account that the balancing transaction for the interest earned will post to.

What happens next

Resolve any remaining difference before treating the statement as reconciled; service charges and interest should land in the selected accounts.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Account**, and **Statement Date** 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 **Account**, **Service Charge Account**, and **Interest Account** 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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