

Transactions

Transactions

Purpose and when to use this record

Trace the individual general-ledger postings created by sales, purchases, payments, manufacturing, and journal entries.

At a glance

- **Identify it by: Date Created.**
- **Check its business context: Account, Warehouse, Journal Entry, Parent Sale, and Parent Return.**
- **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 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 **Account** records ready first. Those selections determine where this Transaction belongs and which later screens can find it.

Edit an existing Transaction

Edit this Transaction 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 **Account, Warehouse, Journal Entry, Parent Sale, Parent Return, and Parent Purchase**, plus the remaining screen fields with the supporting document or approved request.

2. Recheck **Date Created**, **Account**, **Warehouse**, **Amount**, and **Parent Customer Credit**. 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 Transaction now appears under the expected **Date Created**.

After the change: Verify this Transaction in **Bank Information**, **Credit Card Transactions**, **Deposit Balancing Transactions**, and **Deposits**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Create a Transaction

Create a Transaction 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: **Account**, **Warehouse**, **Journal Entry**, **Parent Sale**, **Parent Return**, and **Parent Purchase**, plus the remaining screen fields.
2. Enter the required identifying and operational values: **Account**, and **Amount**.
3. Review **Date Created**, and **Memo** against the source document or approved setup decision.
4. Save the Transaction, then confirm **Date Created** on its detail page before continuing.

After saving: Verify this Transaction in **Bank Information**, **Credit Card Transactions**, **Deposit Balancing Transactions**, and **Deposits**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

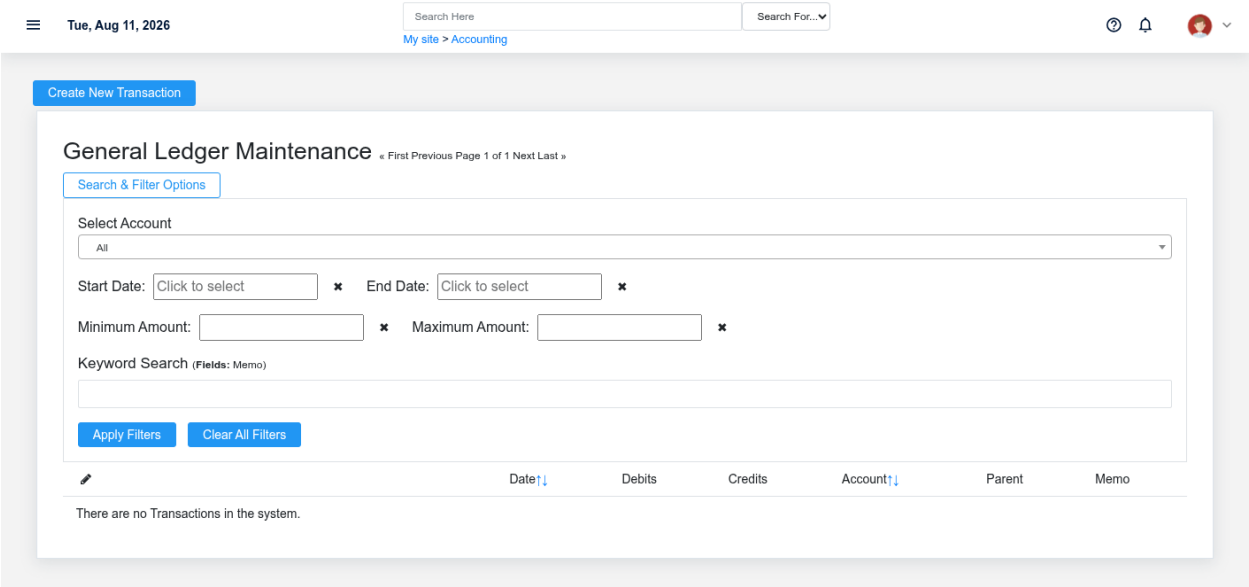
Review Transaction details

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

Follow **Account**, **Warehouse**, **Journal Entry**, **Parent Sale**, **Parent Return**, and **Parent Purchase**, plus the remaining screen fields to determine whether the issue is on this Transaction or on one of those linked records.

Next check: Verify this Transaction in **Bank Information**, **Credit Card Transactions**, **Deposit Balancing Transactions**, and **Deposits**, plus the remaining screen fields before staff build new activity on it; correct ownership, classification, and active state now rather than after transactions accumulate.

Find and review transactions



The Transactions list screen in the Brisk documentation demo.

Use the Transactions list to find the correct record before opening or changing it. Compare **Date Created**. Records with similar names or numbers can still belong to different **Account**, **Warehouse**, **Journal Entry**, **Parent Sale**, **Parent Return**, and **Parent Purchase**, plus the remaining screen fields.

- Keyword search checks **Memo**.
- Narrow the list with **Account** filters.
- The date filter uses **Date Created**; choose a range that matches the business event you are reconciling.

Open the Transaction whose **Date Created** match the task. If it is missing, clear the list filters and recheck **Account**, and **Date Created** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 24 user-relevant fields for this Transaction, including 21 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 transaction.
Account	Yes	The account associated with this transaction.

Field	Required	What it controls
Warehouse	No	Associates this transaction with a system warehouse.
Amount	Yes	The amount value recorded for this transaction.
Memo	No	The memo recorded for this transaction.
Journal Entry	No	The journal entry associated with this transaction.
Parent Sale	No	The parent sale associated with this transaction.
Parent Return	No	The parent return associated with this transaction.
Parent Purchase	No	The parent purchase associated with this transaction.
Parent Mfg Instance	No	The parent mfg instance associated with this transaction.
Parent Journal Entry	No	The parent journal entry associated with this transaction.
Parent Inv Adjustment	No	The parent inv adjustment associated with this transaction.
Parent Payment	No	The parent payment associated with this transaction.
Parent Commission Payment	No	The parent commission payment associated with this transaction.
Parent Invoice	No	The parent invoice associated with this transaction.
Parent Customer Credit	No	The parent customer credit associated with this transaction.
Parent Inventory Receipt	No	The parent inventory receipt associated with this transaction.
Parent Credit Memo	No	The parent credit memo associated with this transaction.
Parent Payout	No	The parent payout associated with this transaction.
Parent Credit Card Charge	No	The parent credit card charge associated with this transaction.
Parent Deposit	No	The parent deposit associated with this transaction.

Field	Required	What it controls
Parent Reconciliation	No	The parent reconciliation associated with this transaction.
Parent Sheriff Receipt	No	The parent sheriff receipt associated with this transaction.
Parent Sheriff Refund	No	The parent sheriff refund associated with this transaction.

What happens next

Verify this Transaction in **Bank Information**, **Credit Card Transactions**, **Deposit Balancing Transactions**, and **Deposits**, plus the remaining screen fields 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 **Account**, and **Amount** 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**, **Warehouse**, **Journal Entry**, **Parent Sale**, **Parent Return**, and **Parent Purchase**, plus the remaining screen fields from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.