Adjustment Entries

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Purpose and when to use this record

Record a dated topside or elimination adjustment used only in consolidated reporting.

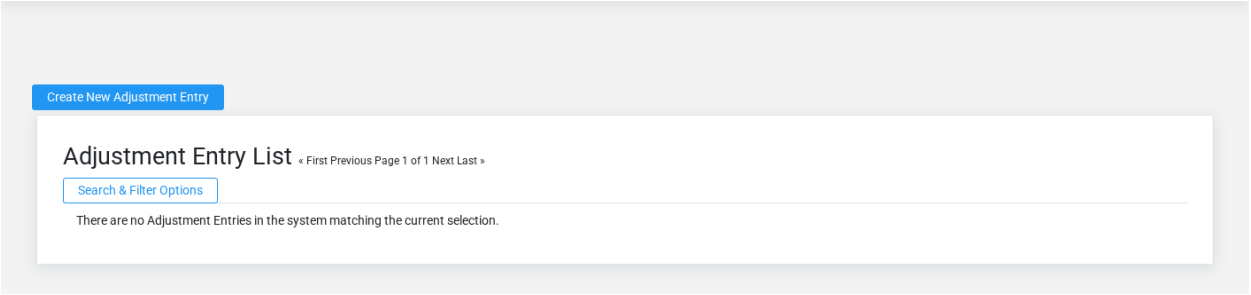
At a glance

- **Identify it by: Name**, and **Entry Date**.
- **Why care:** Consolidated results are only as reliable as store connectivity, account mapping, currency/timezone setup, and the status of the latest run.
- **Why care:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

Before you begin

You need the Brisk permission for the action you are taking on adjustment entries. 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.

Find and review adjustment entries



The Adjustment Entries list screen in the Brisk documentation demo.

Use the Adjustment Entries list to find the correct record before opening or changing it. Compare **Name**, and **Entry Date**. Compare the full identifier rather than relying on a similar name.

- Keyword search checks **Name**, **Memo**, and **Type**.
- The initial order emphasizes **Entry Date**, and **Name**. Select a column heading when you need a different comparison.

Open the Adjustment Entry whose **Name**, and **Entry Date** match the task. If it is missing, clear the list filters and recheck **Type**, and **Active** rather than creating a replacement immediately.

Create an Adjustment Entry

Create an Adjustment Entry only after confirming that the source document or operational event has not already been entered.

1. Select the business context first.
2. Enter the required identifying and operational values: **Name**, **Entry Date**, and **Type**.
3. Review **Type**, and **Active** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Adjustment Entry, then confirm **Name**, and **Entry Date** on its detail page before continuing.

After saving: Verify **Type**, and **Active** on the detail page, then continue the consolidation workflow only when those values agree with the source document and actual work performed.

Delete an Adjustment Entry

Delete this Adjustment Entry 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.

If the record is merely obsolete, use **Active** to remove it from future use while preserving existing references.

Before confirming, check for related **Adjustment Lines**. 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 **Name**, and **Entry Date**. After confirmation, return to the Adjustment Entries list and make sure only the intended Adjustment Entry was removed.

Review Adjustment Entry details

Use the detail page as the shared record of what this Adjustment Entry currently means. Verify **Entry Date**, **Type**, and **Active** before relying on it for a decision.

Compare the Adjustment Entry with its source document or approved setup request before deciding that it needs correction.

Next check: Verify **Type**, and **Active** on the detail page, then continue the consolidation workflow only when those values agree with the source document and actual work performed.

Edit an existing Adjustment Entry

Edit this Adjustment Entry 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 **Name**, and **Entry Date** with the supporting document or approved request.
2. Recheck **Entry Date**, **Type**, and **Active**. These values are most likely to change store mapping and consolidated statement results.
3. Save the change, return to the list, and confirm that the Adjustment Entry now appears under the expected **Type**, and **Active**.

After the change: Verify **Type**, and **Active** on the detail page, then continue the consolidation workflow only when those values agree with the source document and actual work performed.

Fields and business rules

Brisk stores 5 user-relevant fields for this Adjustment Entry, including 0 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Name	Yes	Human-readable name for this adjustment entry.
Entry Date	Yes	Date recorded for entry date on this adjustment entry.
Memo	No	The memo recorded for this adjustment entry.

Field	Required	What it controls
Type	Yes	The type recorded for this adjustment entry. Available values: Topside, Elimination.
Active	No	Whether this adjustment entry is active and available for use.

What happens next

Verify **Type**, and **Active** on the detail page, then continue the consolidation workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name**, **Entry Date**, and **Type** 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 **Type**, and **Active**, 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:** Compare this Adjustment Entry with the source document or approved setup decision, then check the downstream screen where it is used.

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