

Sheriff Receipts

Sheriff Receipts

Purpose and when to use this record

Issue and track a sheriff-office receipt, its payer/source code, amount, payment method, and deposit status.

At a glance

- **Identify it by:** **Receipt Number**, **Received Date**, **Check Number**, **Vehicle Id Number**, and **Vin Number**.
- **Check its business context:** **Source**, **Received By**, **Office Clerk**, **Served By**, and **Utilized By**.
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on sheriff receipts. 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 Sheriff Receipt

when those values agree with the source document and actual work performed.

Delete a Sheriff Receipt

Delete this Sheriff Receipt 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 **Sheriff Receipt Lines**, **Sheriff Receipt Refunds**, 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 **Receipt Number**, **Received Date**, **Check Number**, **Vehicle Id Number**, and **Vin Number**. After confirmation, return to the Sheriff Receipts list and make sure only the intended Sheriff Receipt was removed.

Review Sheriff Receipt details

Use the detail page as the shared record of what this Sheriff Receipt currently means. Verify **Amount**, **Tender**, **Received Date**, **How Received**, **Status**, and **Date Received**, plus the remaining screen fields before relying on it for a decision.

Follow **Source**, **Received By**, **Office Clerk**, **Served By**, **Utl By**, and **Service Office Clerk**, plus the remaining screen fields to determine whether the issue is on this Sheriff Receipt or on one of those linked records.

Next check: Verify **Tender**, **How Received**, **Status**, **Approved**, **Source**, and **Received By**, plus the remaining screen fields on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Edit an existing Sheriff Receipt

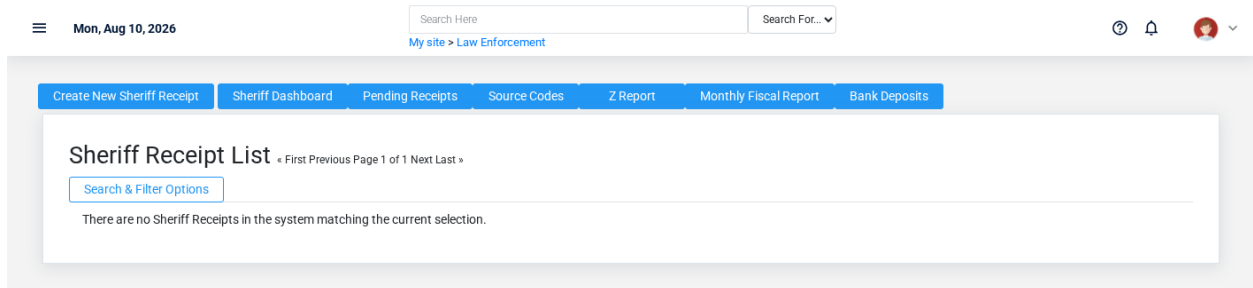
Edit this Sheriff Receipt to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Source**, **Received By**, **Office Clerk**, **Served By**, **Utl By**, and **Service Office Clerk**, plus the remaining screen fields with the supporting document or approved request.
2. Recheck **Amount**, **Tender**, **Received Date**, **How Received**, **Status**, and **Date Received**, plus the remaining screen fields. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.

3. Save the change, return to the list, and confirm that the Sheriff Receipt now appears under the expected **Tender**, **How Received**, **Status**, and **Approved**.

After the change: Verify **Tender**, **How Received**, **Status**, **Approved**, **Source**, and **Received By**, plus the remaining screen fields on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Find and review sheriff receipts



The Sheriff Receipts list screen in the Brisk documentation demo.

Use the Sheriff Receipts list to find the correct record before opening or changing it. Compare **Receipt Number**, **Received Date**, **Check Number**, **Vehicle Id Number**, **Vin Number**, and **Status**, plus the remaining screen fields. Records with similar names or numbers can still belong to different **Source**, **Received By**, **Office Clerk**, **Served By**, **Utl By**, and **Service Office Clerk**, plus the remaining screen fields.

- Keyword search checks **Receipt Number**, **Received From**, **For Description/Name**, **Vehicle Id Number**, **Vin Number**, and **Serve Address**, plus the remaining screen fields.
- Narrow the list with **Source**, and **Cash Drawer** filters.
- The date filter uses **Received Date**; choose a range that matches the business event you are reconciling.

Open the Sheriff Receipt whose **Receipt Number**, **Received Date**, **Check Number**, **Vehicle Id Number**, **Vin Number**, and **Status**, plus the remaining screen fields match the task. If it is missing, clear the list filters and recheck **Source**, **Cash Drawer**, **Received Date**, **Tender**, **How Received**, and **Status**, plus the remaining screen fields rather than creating a replacement immediately.

Fields and business rules

Brisk stores 39 user-relevant fields for this Sheriff Receipt, including 7 linked-record selections and 3 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Year	No	The year value recorded for this sheriff receipt.
Receipt Number	No	The receipt number recorded for this sheriff receipt.
Received From	Yes	The received from recorded for this sheriff receipt.
For Description/Name	No	The for description/name recorded for this sheriff receipt.
Source	No	The source associated with this sheriff receipt.
Amount	No	The amount value recorded for this sheriff receipt.
Tender	No	The tender recorded for this sheriff receipt. Available values: Cash, Check, Card, N/A.
Received By	No	The received by associated with this sheriff receipt.
Received Date	No	Date recorded for received date on this sheriff receipt.
Check Number	No	The check number recorded for this sheriff receipt.
Vehicle Id Number	No	The vehicle id number recorded for this sheriff receipt.
Vin Number	No	The vin number recorded for this sheriff receipt.
How Received	No	The how received recorded for this sheriff receipt. Available values: In Person, By Mail.
Status	No	Current status of this sheriff receipt. Available values: Draft, Pending / Not Yet Paid, Posted, Voided, Refunded.
Case Number	No	The case number recorded for this sheriff receipt.
Application Number	No	The application number recorded for this sheriff receipt.
Date Received	No	Date recorded for date received on this sheriff receipt.
Date Applied	No	Date recorded for date applied on this sheriff receipt.

Field	Required	What it controls
Date Submitted	No	Date recorded for date submitted on this sheriff receipt.
Approved	No	Date recorded for approved on this sheriff receipt.
Denied	No	Date recorded for denied on this sheriff receipt.
Plaintiff	No	The plaintiff recorded for this sheriff receipt.
Defendant	No	The defendant recorded for this sheriff receipt.
Outside County/Agent	No	The outside county/agent recorded for this sheriff receipt.
Court Date	No	Date recorded for court date on this sheriff receipt.
Court Time	No	The court time recorded for this sheriff receipt.
Office Clerk	No	The office clerk associated with this sheriff receipt.
Entry Date/Time	No	Date and time recorded for entry date/time on this sheriff receipt.
Served By	No	The served by associated with this sheriff receipt.
Served Date	No	Date recorded for served date on this sheriff receipt.
Utl By	No	The utl by associated with this sheriff receipt.
Utl Date	No	Date recorded for utl date on this sheriff receipt.
Recalled Date	No	Date recorded for recalled date on this sheriff receipt.
Service Office Clerk	No	The service office clerk associated with this sheriff receipt.
Service Entry Date/Time	No	Date and time recorded for service entry date/time on this sheriff receipt.
Serve Address	No	The serve address recorded for this sheriff receipt.
Transaction Date/Time	No	Date and time recorded for transaction date/time on this sheriff receipt.

Field	Required	What it controls
Cash Drawer	No	The cash drawer associated with this sheriff receipt.
Additional Comments	No	The additional comments recorded for this sheriff receipt.

What happens next

Verify **Tender**, **How Received**, **Status**, **Approved**, **Source**, and **Received By**, plus the remaining screen fields on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Received From** 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 **Tender**, **How Received**, **Status**, and **Approved**, 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 **Source**, **Received By**, **Office Clerk**, **Served By**, **Utl By**, and **Service Office Clerk**, 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.