

Business Classes

Business Classes

Purpose and when to use this record

Maintain the classifications used to apply license, tax, fee, and reporting rules to municipal businesses.

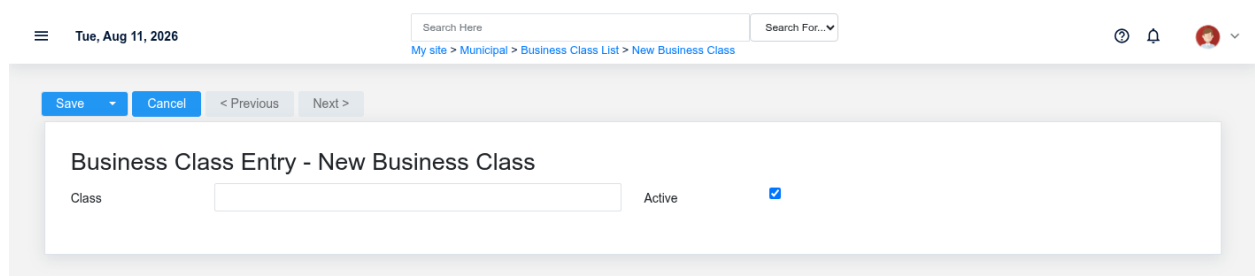
At a glance

- **Identify it by: Class.**
- **Why care:** Names, periods, classifications, due dates, status, charges, and payments form an official account history. Correct them from the supporting filing, application, receipt, or ordinance.
- **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 business classes. 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 Business Class



The screenshot shows a web application interface for creating a new business class. At the top, there is a navigation bar with a date 'Tue, Aug 11, 2026', a search bar, and a breadcrumb trail: 'My site > Municipal > Business Class List > New Business Class'. Below the navigation bar, there is a form titled 'Business Class Entry - New Business Class'. The form has a 'Save' button, a 'Cancel' button, and navigation links '< Previous' and 'Next >'. The form contains a 'Class' input field, an 'Active' checkbox which is checked, and a blue checkmark icon.

The Business Classes create screen in the Brisk documentation demo.

Create a Business Class only when the existing choices do not represent the policy or classification you need. Near-duplicate setup values split reporting and make later selection harder.

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

After saving: Open **Municipal Businesses** and confirm the Business Class appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Delete a Business Class

Delete this Business Class only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

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

Before confirming, check for related **Municipal Businesses**. 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 **Class**. After confirmation, return to the Business Classes list and make sure only the intended Business Class was removed.

Review Business Class details

Use the detail page as the shared record of what this Business Class currently means. Verify **Active** before relying on it for a decision.

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

Next check: Open **Municipal Businesses** and confirm the Business Class appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

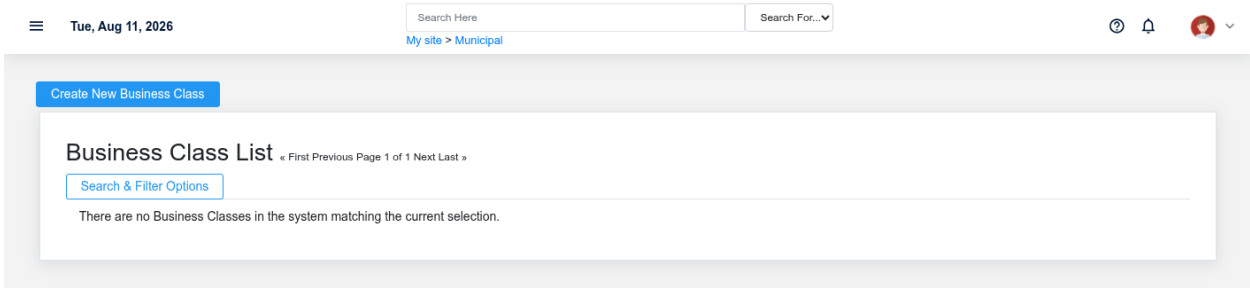
Edit an existing Business Class

Edit this Business Class when the underlying policy or classification changed. First determine whether historical transactions should retain the old value; if so, deactivate the old choice and create a new one.

1. Open the detail page. Compare **Class** with the supporting document or approved request.
2. Recheck **Active**. These values are most likely to change license, compliance, filing, charge, payment, and official account history.
3. Save the change, return to the list, and confirm that the Business Class now appears under the expected **Active**.

After the change: Open **Municipal Businesses** and confirm the Business Class appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Find and review business classes



The Business Classes list screen in the Brisk documentation demo.

Use the Business Classes list to find the correct record before opening or changing it. Compare **Class**. Compare the full identifier rather than relying on a similar name.

- Keyword search checks **Class**.
- The initial order emphasizes **Class**. Select a column heading when you need a different comparison.

Open the Business Class whose **Class** match the task. If it is missing, clear the list filters and recheck **Active** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 2 user-relevant fields for this Business Class, including 0 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
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Class	Yes	Human-readable name for this business class.
Active	No	Whether this business class is active and available for use.

What happens next

Open **Municipal Businesses** and confirm the Business Class appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Class** 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 **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 Business Class with the source document or approved setup decision, then check the downstream screen where it is used.