Business License Payments

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Purpose and when to use this record

Record money received against a business license and preserve its payer, amount, tender, and filing context.

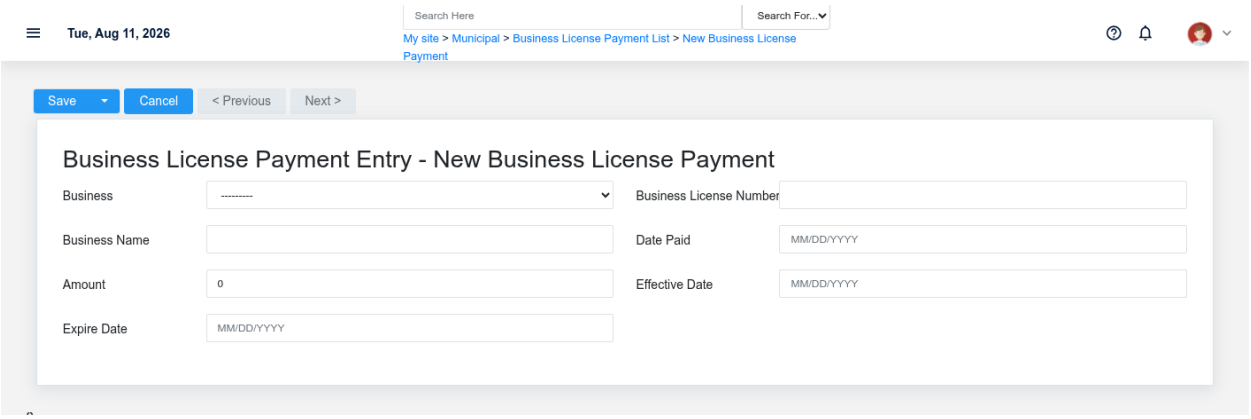
At a glance

- **Identify it by: Business License Number**, **Business Name**, **Date Paid**, **Effective Date**, and **Expire Date**.
- **Check its business context: Business**.
- **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.

Before you begin

You need the Brisk permission for the action you are taking on business license payments. 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 License Payment



The Business License Payments create screen in the Brisk documentation demo.

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

1. Select the business context first: **Business**.
2. Enter the identifying values shown on the form, especially **Business**, **Business License Number**, **Business Name**, **Date Paid**, **Amount**, and **Effective Date**, plus the remaining screen fields.
3. Review **Business License Number**, **Business Name**, **Date Paid**, **Amount**, **Effective Date**, and **Expire Date** against the source document or approved setup decision.
4. Save the Business License Payment, then confirm **Business License Number**, **Business Name**, **Date Paid**, **Effective Date**, and **Expire Date** on its detail page before continuing.

After saving: Apply the receipt to the intended license balance and confirm the issued receipt, tender, and remaining amount agree.

Delete a Business License Payment

Delete this Business License Payment 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.

On the confirmation page, verify **Business License Number**, **Business Name**, **Date Paid**, **Effective Date**, and **Expire Date**. After confirmation, return to the Business License Payments list and make sure only the intended Business License Payment was removed.

Review Business License Payment details

Use the detail page as the shared record of what this Business License Payment currently means. Verify **Date Paid**, **Amount**, **Effective Date**, and **Expire Date** before relying on it for a decision.

Follow **Business** to determine whether the issue is on this Business License Payment or on one of those linked records.

Next check: Apply the receipt to the intended license balance and confirm the issued receipt, tender, and remaining amount agree.

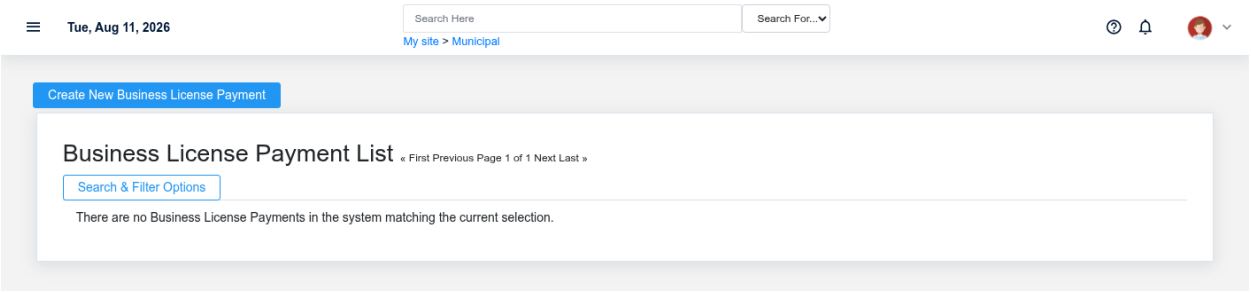
Edit an existing Business License Payment

Edit this Business License Payment 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 **Business** with the supporting document or approved request.
2. Recheck **Date Paid**, **Amount**, **Effective Date**, and **Expire Date**. 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 License Payment now appears under the expected **Date Paid**.

After the change: Apply the receipt to the intended license balance and confirm the issued receipt, tender, and remaining amount agree.

Find and review business license payments



The Business License Payments list screen in the Brisk documentation demo.

Use the Business License Payments list to find the correct record before opening or changing it. Compare **Business License Number**, **Business Name**, **Date Paid**, **Effective Date**, and **Expire Date**. Records with similar names or numbers can still belong to different **Business**.

- Keyword search checks **Business Name**.
- The date filter uses **Expire Date**; choose a range that matches the business event you are reconciling.
- The initial order emphasizes **Expire Date**, and **Business Name**. Select a column heading when you need a different comparison.

Open the Business License Payment whose **Business License Number**, **Business Name**, **Date Paid**, **Effective Date**, and **Expire Date** match the task. If it is missing, clear the list filters and recheck **Expire Date**, and **Date Paid** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 7 user-relevant fields for this Business License Payment, including 1 linked-record selection 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
Business	No	The business associated with this business license payment.
Business License Number	No	The business license number value recorded for this business license payment.
Business Name	No	The business name recorded for this business license payment.
Date Paid	No	Date recorded for date paid on this business license payment.
Amount	No	The amount value recorded for this business license payment.
Effective Date	No	Date recorded for effective date on this business license payment.
Expire Date	No	Date recorded for expire date on this business license payment.

What happens next

Apply the receipt to the intended license balance and confirm the issued receipt, tender, and remaining amount agree.

Common mistakes and troubleshooting

- **The values look right but the result is wrong:** Open **Business** 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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