

Municipal Businesses

Municipal Businesses

Purpose and when to use this record

Maintain the legal and operating identity used for municipal licensing, tax filings, contacts, and compliance work.

At a glance

- **Identify it by:** **Occupational License Number**, **Date Open**, **Date Inactive**, **Business Name**, and **Number Of Tax Types**.
- **Check its business context:** **Class 1**, **Class 2**, and **Municipal Account**.
- **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 municipal businesses. 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 Municipal Business

Tue, Aug 11, 2026

Search Here

Search For...

?

🔔

👤

[My site](#) > [Municipal](#) > [Municipal Business List](#) > [New Municipal Business](#)

Save

Cancel

< Previous

Next >

Municipal Business Entry - New Municipal Business

Municipal Account

Occupational License Num

New

☐

Business Name

Owner

Type of Business

Class 1

Class 2

Zoning Classification

Date Open

MM/DD/YYYY

Date Inactive

MM/DD/YYYY

Address (P)

City (P)

State (P)

Zip (P)

Address (M)

City (M)

State (M)

Zip (M)

Business Phone

Extension

Fax

Contact

Alt Phone

Cell Phone

E-mail

Emergency Contact Perso

Emergency Phone No

Federal ID

Active

☒

Business License

☒

Net Profit

☐

Payroll Tax

☐

Restaurant Tax

☐

Room Tax

☐

Amuse Lic

☐

Tourism

☐

Alcohol

☐

Year End

License Date Paid

MM/DD/YYYY

License Amount Paid

0

Effective Date

MM/DD/YYYY

Expiration Date

MM/DD/YYYY

Net Profit Date Paid

MM/DD/YYYY

Net Profit Amount Paid

0

Net Profit Extension Filed

MM/DD/YYYY

Net Profit Amount Paid Wi

0

Amusement License Date

MM/DD/YYYY

Amusement License Amoc

0

Write Off

☐

Write Off Date

MM/DD/YYYY

Waived Year

Report Year

Notes

The Municipal Businesses create screen in the Brisk documentation demo.

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

1. Select the business context first: **Class 1**, **Class 2**, and **Municipal Account**.
2. Enter the required identifying and operational values: **Business Name**.
3. Review **New**, **Active**, **Business License**, **Net Profit**, **Payroll Tax**, and **Restaurant Tax**, plus the remaining screen fields deliberately; these choices control availability or workflow rather than merely describing the record.

4. Save the Municipal Business, then confirm **Occupational License Number, Date Open, Date Inactive, Business Name, and Number Of Tax Types** on its detail page before continuing.

After saving: Verify **Date Inactive, Active, License Date Paid, License Amount Paid, Net Profit Date Paid, and Net Profit Amount Paid**, plus the remaining screen fields on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Delete a Municipal Business

Delete this Municipal Business 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 **Business License Payments, Local Tax Filings, Net Profit Filings, and Payroll Tax Filings**. 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 **Occupational License Number, Date Open, Date Inactive, Business Name, and Number Of Tax Types**. After confirmation, return to the Municipal Businesses list and make sure only the intended Municipal Business was removed.

Review Municipal Business details

Use the detail page as the shared record of what this Municipal Business currently means. Verify **Date Open, Date Inactive, Active, License Date Paid, License Amount Paid, and Effective Date**, plus the remaining screen fields before relying on it for a decision.

Follow **Class 1, Class 2, and Municipal Account** to determine whether the issue is on this Municipal Business or on one of those linked records.

Next check: Verify **Date Inactive, Active, License Date Paid, License Amount Paid, Net Profit Date Paid, and Net Profit Amount Paid**, plus the remaining screen fields on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

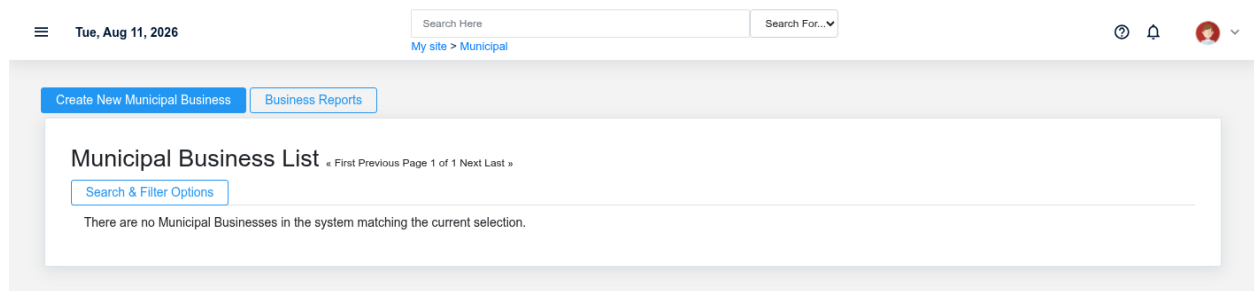
Edit an existing Municipal Business

Edit this Municipal Business 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 **Class 1**, **Class 2**, and **Municipal Account** with the supporting document or approved request.
2. Recheck **Date Open**, **Date Inactive**, **Active**, **License Date Paid**, **License Amount Paid**, and **Effective Date**, plus the remaining screen fields. 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 Municipal Business now appears under the expected **Date Inactive**, **Active**, **License Date Paid**, **License Amount Paid**, **Net Profit Date Paid**, and **Net Profit Amount Paid**, plus the remaining screen fields.

After the change: Verify **Date Inactive**, **Active**, **License Date Paid**, **License Amount Paid**, **Net Profit Date Paid**, and **Net Profit Amount Paid**, plus the remaining screen fields on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Find and review municipal businesses



The Municipal Businesses list screen in the Brisk documentation demo.

Use the Municipal Businesses list to find the correct record before opening or changing it. Compare **Occupational License Number**, **Date Open**, **Date Inactive**, **Business Name**, **Number Of Tax Types**, and **Emergency Phone No**, plus the remaining screen fields. Records with similar names or numbers can still belong to different **Class 1**, **Class 2**, and **Municipal Account**.

- Keyword search checks **Business Name**, **Owner**, **Type Of Business**, **Business Phone**, **City (P)**, and **City (M)**.
- The date filter uses **Expiration Date**; choose a range that matches the business event you are reconciling.
- The initial order emphasizes **Business Name**. Select a column heading when you need a different comparison.

Open the Municipal Business whose **Occupational License Number**, **Date Open**, **Date Inactive**, **Business Name**, **Number Of Tax Types**, and **Emergency Phone No**, plus the remaining screen fields match the task. If it is missing, clear the list filters and recheck **Expiration Date**, **Date Inactive**, **Active**, **License Date Paid**, **License Amount Paid**, and **Net Profit Date Paid**, plus

the remaining screen fields rather than creating a replacement immediately.

Fields and business rules

Brisk stores 55 user-relevant fields for this Municipal Business, including 3 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
Occupational License Number	No	The occupational license number value recorded for this business.
New	No	Whether the new option applies to this business.
Date Open	No	Date recorded for date open on this business.
Date Inactive	No	Date recorded for date inactive on this business.
Business Name	Yes	The business name recorded for this business.
Owner	No	The owner recorded for this business.
Type Of Business	No	The type of business recorded for this business.
Class 1	No	The class 1 associated with this business.
Class 2	No	The class 2 associated with this business.
Zoning Classification	No	The zoning classification recorded for this business.
Address (P)	No	The address (p) recorded for this business.
City (P)	No	The city (p) recorded for this business.
State (P)	No	The state (p) recorded for this business.
Zip (P)	No	The zip (p) recorded for this business.
Address (M)	No	The address (m) recorded for this business.
City (M)	No	The city (m) recorded for this business.

Field	Required	What it controls
State (M)	No	The state (m) recorded for this business.
Zip (M)	No	The zip (m) recorded for this business.
Number Of Tax Types	No	The number of tax types value recorded for this business.
Business Phone	No	The business phone recorded for this business.
Extension	No	The extension recorded for this business.
Fax	No	The fax recorded for this business.
Contact	No	The contact recorded for this business.
Alt Phone	No	The alt phone recorded for this business.
Cell Phone	No	The cell phone recorded for this business.
E-Mail	No	Email address recorded as e-mail for this business.
Emergency Contact Person	No	The emergency contact person recorded for this business.
Emergency Phone No	No	The emergency phone no recorded for this business.
Federal Id	No	The federal id recorded for this business.
Active	No	Whether this business is active and available for use.
Business License	No	Whether the business license option applies to this business.
Net Profit	No	Whether the net profit option applies to this business.
Payroll Tax	No	Whether the payroll tax option applies to this business.
Restaurant Tax	No	Whether the restaurant tax option applies to this business.
Room Tax	No	Whether the room tax option applies to this business.
Amuse Lic	No	Whether the amuse lic option applies to this business.

Field	Required	What it controls
Tourism	No	Whether the tourism option applies to this business.
Alcohol	No	Whether the alcohol option applies to this business.
Year End	No	The year end recorded for this business.
License Date Paid	No	Date recorded for license date paid on this business.
License Amount Paid	No	The license amount paid value recorded for this business.
Effective Date	No	Date recorded for effective date on this business.
Expiration Date	No	Date recorded for expiration date on this business.
Net Profit Date Paid	No	Date recorded for net profit date paid on this business.
Net Profit Amount Paid	No	The net profit amount paid value recorded for this business.
Net Profit Extension Filed	No	Date recorded for net profit extension filed on this business.
Net Profit Amount Paid With Extension	No	The net profit amount paid with extension value recorded for this business.
Amusement License Date Paid	No	Date recorded for amusement license date paid on this business.
Amusement License Amount Paid	No	The amusement license amount paid value recorded for this business.
Write Off	No	Whether the write off option applies to this business.
Write Off Date	No	Date recorded for write off date on this business.
Waived Year	No	The waived year recorded for this business.
Report Year	No	The report year recorded for this business.
Notes	No	Additional internal notes about this business.
Municipal Account	No	The municipal account associated with this business.

What happens next

Verify **Date Inactive**, **Active**, **License Date Paid**, **License Amount Paid**, **Net Profit Date Paid**, and **Net Profit Amount Paid**, plus the remaining screen fields on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Business Name** 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 **Date Inactive**, **Active**, **License Date Paid**, **License Amount Paid**, **Net Profit Date Paid**, and **Net Profit Amount Paid**, plus the remaining screen fields, 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 **Class 1**, **Class 2**, and **Municipal Account** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

Revision #3

Created 2026-08-10 16:09:20 UTC by Brisk

Updated 2026-08-10 20:29:17 UTC by Brisk