

# Net Profit Filings

## Net Profit Filings

### Purpose and when to use this record

Record a municipal net-profit return, taxable profit calculation, credits, amount due, and filing status.

### At a glance

- **Identify it by:** **License Number**, **Business Name**, and **Date Filed**.
- **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.
- **Why care:** Treat posted, processed, paid, reversed, and edit-locked states as controls—not ordinary descriptive fields. Confirm the source transaction before changing any state that the screen permits you to change.

### Before you begin

You need the Brisk permission for the action you are taking on net profit filings. 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 Net Profit Filing

The screenshot shows a web application interface for creating a new Net Profit Filing. At the top, there is a navigation bar with a date 'Tue, Aug 11, 2026', a search bar, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: 'My site > Municipal > Net Profit Filing List > New Net Profit Filing'. The main form is titled 'Net Profit Filing Entry - New Net Profit Filing'. It includes a 'Save' button, a 'Cancel' button, and navigation links '< Previous' and 'Next >'. The form fields are organized into two columns. The left column contains: 'Business' (a dropdown menu), 'Business Name' (a text input), 'Date Filed' (a date input with a placeholder 'MM/DD/YYYY'), 'Amount Paid' (a text input with '0'), 'Net Profit Amount Paid With' (a text input with '0'), 'Paid' (a checkbox), and 'Notes' (a large text area). The right column contains: 'License Number' (a text input), 'Year' (a text input), 'Amount' (a text input with '0'), 'Net Profit Extension Filed' (a date input with a placeholder 'MM/DD/YYYY'), 'Net Profit Credit' (a text input with '0'), and 'Write Off' (a checkbox).

The Net Profit Filings create screen in the Brisk documentation demo.

Create a Net Profit Filing 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**, **License Number**, **Business Name**, **Year**, **Date Filed**, and **Amount**, plus the remaining screen fields.
3. Review **Write Off**, and **Paid** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Net Profit Filing, then confirm **License Number**, **Business Name**, and **Date Filed** on its detail page before continuing.

After saving: Verify the taxable-profit calculation and credits before accepting payment or closing the filing period.

## Delete a Net Profit Filing

Delete this Net Profit Filing 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 **License Number**, **Business Name**, and **Date Filed**. After confirmation, return to the Net Profit Filings list and make sure only the intended Net Profit Filing was removed.

## Review Net Profit Filing details

Use the detail page as the shared record of what this Net Profit Filing currently means. Verify **Date Filed**, **Amount**, **Amount Paid**, **Net Profit Amount Paid With Extension**, and **Paid** before relying on it for a decision.

Follow **Business** to determine whether the issue is on this Net Profit Filing or on one of those linked records.

Next check: Verify the taxable-profit calculation and credits before accepting payment or closing the filing period.

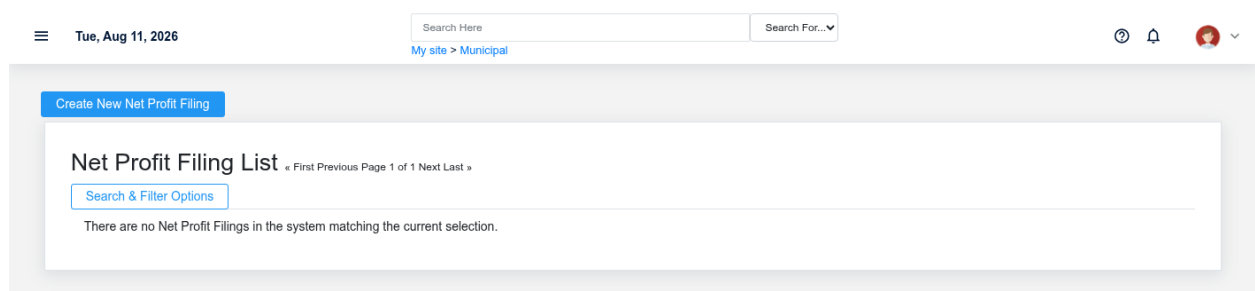
## Edit an existing Net Profit Filing

Edit this Net Profit Filing 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 Filed**, **Amount**, **Amount Paid**, and **Net Profit Amount Paid With Extension**. 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 Net Profit Filing now appears under the expected **Amount Paid**, **Net Profit Amount Paid With Extension**, and **Paid**.

After the change: Verify the taxable-profit calculation and credits before accepting payment or closing the filing period.

## Find and review net profit filings



The Net Profit Filings list screen in the Brisk documentation demo.

Use the Net Profit Filings list to find the correct record before opening or changing it. Compare **License Number**, **Business Name**, and **Date Filed**. Records with similar names or numbers can still belong to different **Business**.

- Keyword search checks **Business Name**.
- The initial order emphasizes **Year**, and **Business Name**. Select a column heading when you need a different comparison.

Open the Net Profit Filing whose **License Number**, **Business Name**, and **Date Filed** match the task. If it is missing, clear the list filters and recheck **Amount Paid**, **Net Profit Amount Paid With Extension**, and **Paid** rather than creating a replacement immediately.

# Fields and business rules

Brisk stores 13 user-relevant fields for this Net Profit Filing, 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 net profit filing.                                 |
| License Number                        | No       | The license number value recorded for this net profit filing.                        |
| Business Name                         | No       | The business name recorded for this net profit filing.                               |
| Year                                  | No       | The year value recorded for this net profit filing.                                  |
| Date Filed                            | No       | Date recorded for date filed on this net profit filing.                              |
| Amount                                | No       | The amount value recorded for this net profit filing.                                |
| Amount Paid                           | No       | The amount paid value recorded for this net profit filing.                           |
| Net Profit Extension Filed            | No       | Date recorded for net profit extension filed on this net profit filing.              |
| Net Profit Amount Paid With Extension | No       | The net profit amount paid with extension value recorded for this net profit filing. |
| Net Profit Credit                     | No       | The net profit credit value recorded for this net profit filing.                     |
| Write Off                             | No       | Whether the write off option applies to this net profit filing.                      |
| Paid                                  | No       | Whether the paid option applies to this net profit filing.                           |
| Notes                                 | No       | Additional internal notes about this net profit filing.                              |

## What happens next

Verify the taxable-profit calculation and credits before accepting payment or closing the filing period.

# 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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