Item Rows

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Purpose and when to use this record

Review the item, quantity, unit, price, tax, options, and fulfillment state of individual sales lines.

At a glance

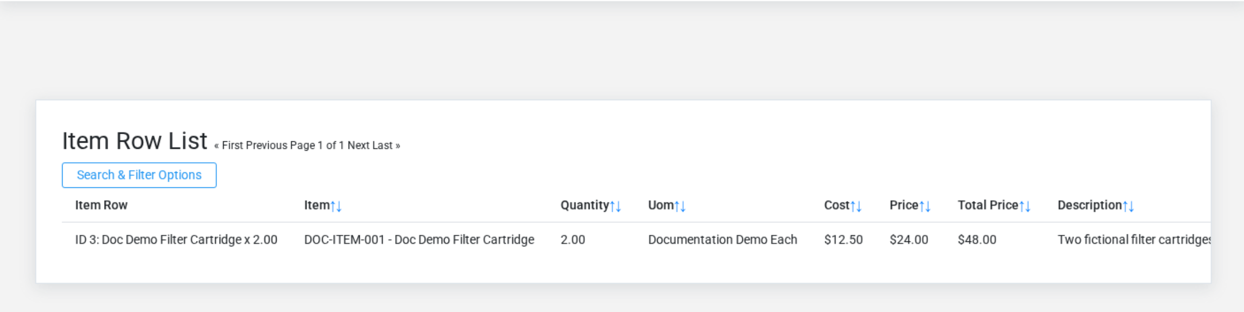
- **Identify it by: Item**, **Quantity**, **Uom**, and **Cost**.
- **Check its business context: Item**, **Uom**, **Tax Category**, **Sale Link**, and **Contract #**.
- **Why care:** Customer, warehouse, quantities, prices, tax, payment, and fulfillment represent different parts of the transaction. Review each before treating the sale as complete.
- **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 item rows. 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.

Have valid **Tax Category** records ready first. Those selections determine where this item row belongs and which later screens can find it.

Find and review item rows



The Item Rows list screen in the Brisk documentation demo.

Use the Item Rows list to find the correct record before opening or changing it. Compare **Item**, **Quantity**, **Uom**, and **Cost**. Records with similar names or numbers can still belong to different **Item**, **Uom**, **Tax Category**, **Sale Link**, and **Contract #**.

- Narrow the list with **Sale Link**, **Item**, and **Contract #** filters.
- The date filter uses **Date Created**; choose a range that matches the business event you are reconciling.

Open the item row whose **Item**, **Quantity**, **Uom**, and **Cost** match the task. If it is missing, clear the list filters and recheck **Sale Link**, **Item**, **Contract #**, **Date Created**, and **Consumed** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 15 user-relevant fields for this item row, including 5 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
Item	No	Links this item row to the selected Item; verify the relationship before saving.
Quantity	Yes	The quantity value recorded for this item row.
Uom	No	Links this item row to the selected Unit of Measure; verify the relationship before saving.
Cost	Yes	The cost value recorded for this item row.
Price	Yes	The price value recorded for this item row.
Total Price	Yes	The total price value recorded for this item row.

Field	Required	What it controls
Description	Yes	Enter the item description here.
Tax Category	Yes	The tax category associated with this item row.
Tax Amount	No	The tax amount value recorded for this item row.
Sale Link	No	Parent item row in the hierarchy.
Consumed	No	Whether the consumed option applies to this item row.
Contract #	No	Records the item contract associated with this line item.
Foodservice Seat	No	The foodservice seat value recorded for this item row.
Foodservice Options	No	The foodservice options recorded for this item row.
Kitchen Instruction	No	The kitchen instruction recorded for this item row.

What happens next

Use **Item**, **Uom**, **Tax Category**, **Sale Link**, and **Contract #** to interpret this item row. If it records a failure or exception, correct the source process and create a new successful event rather than rewriting the audit trail.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Quantity**, **Cost**, **Price**, **Total Price**, **Description**, and **Tax Category** 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 **Consumed**, 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 **Item**, **Uom**, **Tax Category**, **Sale Link**, and **Contract #** 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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