Client Disbursements Transactions – Detail Screen

Updated on February 2017

Home > Client Management (Search Client) > Transactions – Detail

Business Purpose:

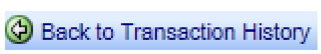
The **Transaction Detail** page displays a summary view of a disbursement transaction. The summary header shows the **Transaction Date**, **ID**, **User**, **Paid Type,** (**Cheque No., Cheque Pay To**) and **Signature.** The bottom part of the page shows a listing with columns for **Client** name, **Program Name**, **Type**, **Stay Date**, **Amount** and **Status**.

How to:

1. In the **Transaction History** tab, click on Detail in any Transaction History record under the **Actions** column, to go to the **Transaction Detail** screen.

2. Click on any column heading to sort the data accordingly, first in ascending order then descending order.
3.
4. Click on the 

button to view the client signature in a popup window.

5. Click on the 

action button to go back to the **Transaction History** screen.

Important Notes:

1. *Cheque No.* and *Cheque Pay To* fields are shown in the top portion of the screen, only if the Transaction is Cheque based.

2. Signature can be view only if the client has already signed for the transaction before.