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## Client Disbursements Transactions – New Screen Updated on February 2017


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### Business Purpose:

The (Disbursements) **New Transaction** page displays a screen for creation of new financial disbursement transactions for a Client individual and/or family members.

### How to:

1. In the **Clients** tab, for families, by default, all members are checked off to be included in the transaction. Each member, including the head of the family, can be unchecked in order not to be included in the new transaction.
2. In the **Disbursements** tab, select the **Program** and the **Disbursement Type** that applies in the transaction, then click the  **Add** button. Multiple **Disbursement Type(s)** can be added one-by-one in the same transaction.
3. In the **Payout List** tab, for each **Client** member checked off in Step 1. above, times the number of **Disbursement Type(s)** selected in Step 2. above, are shown in a list format here.
4. The **Disbursement Type** can be clicked in order to drill down to the particular **Type** for a particular client member (e.g. CSF for the head of the family) to go to the **Disbursement Type Detail** screen.
5. Below the Payout List, if the transaction net total results in a payout to the client, as opposed to a \$0.00 payout or a client deposit, select the Paid Type from the dropdown.
6. If it is a Cheque payout, then enter a name in the *Cheque Pay To* and *Cheque No.* fields.
7. Click the  **Sign** button to bring up the signature pad window for the client to sign. Else select a *Reason for not signing* from the dropdown. You can use the  **Preview Signature** button to review a client signature.
8. Click on the  **Review** action button to review the current "incomplete" transaction before completion.

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9. Click on the  **Complete Transaction** action button followed by confirming by clicking OK in the pop-up warning window, in order to complete the disbursement transaction. This will take you to the **Transaction Summary** screen.

#### Important Notes:

1. The Paid Type can be for Cash or Cheque.