Client Disbursements Transactions – New – FA Screen

Updated on February 2017

Home > Client Management (Search Client) > Transactions – New - FA

Business Purpose:

The **Disbursements Type Detail** – FA page displays a screen for entering Food Allowance Details for one client member for a new FA transaction.

How to:

1. In the **Food Allowance Details** tab, check the **Calendar Months** dates to make sure all the paid and eligible dates are correctly colored coded on the calendar, especially the <mark>Within FA Payment Window</mark> dates, which are the possible dates to be paid in this transaction.

2. For business reasons, when it becomes necessary to hold back payment for any number of stayed and eligible days, then under the **Number of Days** column, uncheck the **Date To Be Paid** for the dates that you don`t want to pay the client. Note that the *Stayed and Eligible* count will remain the same, but the *To Be Paid* count will vary if any of the boxes are unchecked.

3. Enter **Note**(**s**) regarding this FA disbursement, up to a maximum of 4000 characters.

4. Click on the ![Save] action button to save the FA details.

5. Click on the ![Reset] action button to reset the details back to the original defaults.

Important Notes:

1. For information only, the top **Disbursement Type Details** tab shows the **Client** name, **Program** and **Disbursement Type**.

2. The **Calendar Legend** explains the different colour codes in terms of stayed and eligibility scenarios.