Client Disbursement Detail Screen

Updated on February 2017

Home > Client Management (Search Client) > Summary/Detail > Detail

Business Purpose:

The **Disbursement Detail** page displays a Detail listing of the client's financial disbursement records for one particular programs and one particular disbursement type.

How to:

1. From the Disbursement Summary/Detail page, click on the Detail **View By** action button of a record to come to this detail listing.
2. For PNA or FOOD disbursement **Type**, the **Transaction Date**, **ID**, **Transaction Type, Stay Date, Rate, Status** and **Paid Amount** are listed for all individual amounts of each transaction for this particular **Program** and Disbursement **Type** of PNA or FOOD combination, one amount per row. (e.g. a single transaction total of 7 days worth of Food Allowance will have 7 rows of individual daily $ amounts listed here.)
3. For CSF disbursement **Type**, the columns are **Transaction Date**, **ID**, **Transaction Type, Action** and **Amount.**
4. Each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Transaction Date**, the transaction records are then sorted in ascending order, with the oldest **Transaction Date** first.)
5. To filter a new search, enter the transaction **Date Range From** date and **To** date using the calendar icons. Then click on the search button.
6. Click on the Back to Summary/Detail action button to go back to Disbursement Summary/Detail screen.

Important Notes:

1. The total number of records is shown at the bottom of every page.
2. The paging options are also shown at the bottom of every page.

3. The disbursement **Type** can be for PNA, FOOD or CSF(Client Safekeeping Fund).