Client Disbursement Summary View Screen

Updated on August 2016

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

Business Purpose:

The **Disbursement Summary View** page displays a detailed view of one particular summary record for a client's financial disbursements for one particular program and one particular disbursement type.

How to:

1. From the Disbursement Summary page, click on the View action button of a record to come to this **Summary View** screen. The **Program, Type, Transaction Date, ID, Transaction Type, Notes, Quantity, Rate,**and **Total** $ amount are listed for each view. Note that **Quantity** and **Rate** are only available for FOOD allowance and PNA.

2. Click on the Back to Disbursement Summary action button to go back to the Disbursement Summary screen.

Important Notes:

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