Client Give Allowance Screen

Updated on March 2018

Home > Client Management (Search Client) > Give Allowance

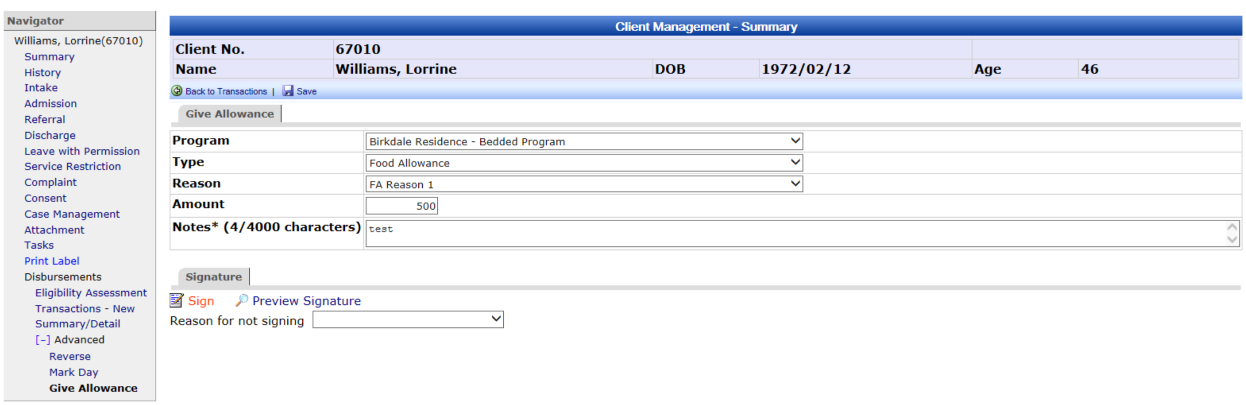
Business Purpose:

The **Give Allowance** page allows the user to give allowance to the client that meets certain criteria.

How to:

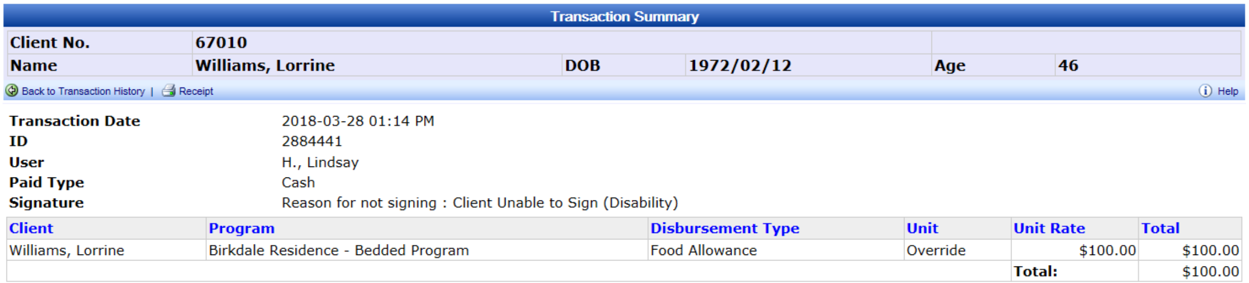
1. Select a **Program, Type** and **Reason** from dropdowns and the **Amount** which to be given to the client.

2. Enter a mandatory **Note** about the allowance.



3. 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.

4. Click on the Save action button to save the details of the allowance. This will take you to the **Transaction Summary** screen.



Transaction Summary

Client No.	67010				
Name	Williams, Lorrine	DOB	1972/02/12	Age	46

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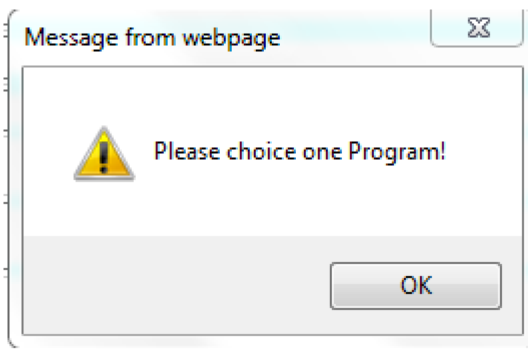
Transaction Date	2018-03-28 01:14 PM
ID	2884441
User	H., Lindsay
Paid Type	Cash
Signature	Reason for not signing : Client Unable to Sign (Disability)

Client	Program	Disbursement Type	Unit	Unit Rate	Total
Williams, Lorrine	Birkdale Residence - Bedded Program	Food Allowance	Override	$100.00	$100.00
				Total:	$100.00

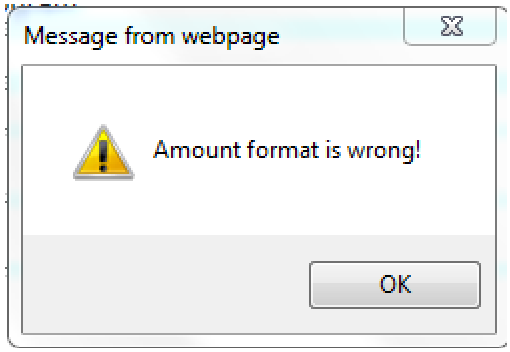
5. Click on the Back to Transactions or Back to Transaction History action button to go back to the **Transaction History** screen.

Important Notes:

1. All fields are mandatory. A message box is displayed when user tries to save with an empty field.



2. The Amount field format should have two decimal places. A message box is displayed when user tries to save with an incorrect format.



3. The Amount field should be within threshold which is up to 100. An error message is displayed when amount is above threshold.

The Amount can not over maximum : 100