

# Manage Disbursements in SCRAM 24x7



## Purpose

Use this quick sheet to disburse collected fees using SCRAM 24x7.

## Procedure

1. Log in to SCRAM 24x7.  
The officer's *Testing* page appears.
2. Click the **Financials** top-navigation option.  
The *Account Summary* page appears.
3. Click the **Disbursements** tab.

The screenshot shows the SCRAM 24/7 interface. The top navigation bar includes 'Testing', 'Clients', 'Financials', 'Admin', 'Reports', and 'Opti'. The 'Disbursements' tab is highlighted in red. Below the navigation is the 'Account Summary' section with filters for 'All Accounts', 'All Activities', and 'All Activity Fees'. A table lists activities with columns for 'Account', 'Activity', 'Activity Fee', 'Collected Fees', and 'Outstanding Fees for Clients'. The table contains five rows of data. At the bottom, there are buttons for 'Export to CSV', 'PDF', 'Print', and 'Copy', along with a 'Show 10 entries' dropdown and 'Previous 1 Next' navigation.

Account	Activity	Activity Fee	Collected Fees	Outstanding Fees for Clients
Training & Doc	Breath Test	Breath Test	\$0.00	\$11.00
Training & Doc	CAM	CAM Daily	\$0.00	\$6.00
Training & Doc	Drug Patch	Patch Replacement	\$45.00	\$90.00
Training & Doc	Interlock	Ignition	\$0.00	\$75.00
Training & Doc	UA	UA Cup & Lab Fee	\$0.00	\$40.00

The *Disbursements* page appears.

4. In the Funds Available for Disbursement section, click the current balance link for the fee being disbursed.

The screenshot shows the SCRAM 24/7 interface with the 'Disbursements' tab selected. The 'Current Activity' section shows 'No data available in table'. Below it is the 'Funds Available for Disbursement' section with a table. The 'Current Balance' for the 'Patch Replacement' activity is highlighted in red as '\$45.00'. The 'History' section also shows 'No data available in table'. The interface includes the same top navigation and bottom controls as the previous screenshot.

Account	Activity	Activity Fee	Current Balance	Day Since Last Disbursement Completed
Training & Doc	Drug Patch	Patch Replacement	\$45.00	

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The *Disburse Funds* page appears.

5. Enter a comment if needed.
6. Click the **Create Disbursement** button.

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Summary Disbursements Clients

### Disburse Funds

Activity Fee Patch Replacement Drug Patch

From Training & Doc

To AMS 24x7

Amount \$ 45.00

Comment Please provide any information that will be useful in managing this disbursement

Cancel Create Disbursement

The fee being disbursed now appears in the Current Activity section.

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Summary Disbursements Clients

### Current Activity

Date/Time	From Account	To Account	Activity	Activity Fee	Amount	Comment	Status
2/9/2018 @ 2:38 PM	Training & Doc	AMS 24x7	Drug Patch	Patch Replacement	\$45.00		In Transit

Export to CSV PDF Print Copy Show 10 entries Previous Next

When the fee being disbursed is received and accepted, the fee appears in the History section.

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Summary Disbursements Clients

### Current Activity

No data available in table

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### Funds Available for Disbursement

No data available in table

Export to CSV PDF Print Copy Show 10 entries Previous Next

### History

Date/Time	From Account	To Account	Activity	Activity Fee	Amount	Comment	Status	User
2/12/2018 @ 10:21 AM	Training & Doc	AMS 24x7	undefined	Patch Replacement	\$45.00		Received	kbadmin@scramtest.com

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