**Disbursement Worksheet 2022**

### Summary:

I am converting our paper format disbursement into a digital format. This format will allow for better data retention and more efficient processing of disbursement. I have added all necessary options directly into the worksheet to make it as easy as possible to perform cutoff.

### Features:

* Each blue background item can be clicked on to run that specific item, instead of clicking around various TNG screens to find the right item to click.
* I’ve added the ability to email staff in each appropriate step with the click of a button.
* A report will be generated and saved in Archived Reports for historical record keeping
* As each section is complete, checking the box will turn that section green indicating it’s done
* Updated Cutoff computer to allow EFT to be done from cutoff computer with a button to open the site in the worksheet.

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Graphical user interface, application, Teams

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Graphical user interface, application, Teams

Description automatically generated

Graphical user interface, application, Teams

Description automatically generated