

Payment Dates - GRT2120

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This tab allows fiscal agents to maintain a list of cut-off dates and expected payment dates for each grant type. These dates are for informational purposes only. The payment cut-off date is displayed for the grant type in MemberPortal to remind member LEAs of the fiscal agent's cut-off date. This tab is optional.

Retrieve a record:

Field	Description
Grant Type	Begin typing a grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant type. If the grant type or description is not known, click ⋮ to select a grant type from the Grant Types lookup or press the SPACEBAR to view a list of grant types.

❑ Click **Retrieve**. The payment dates for the grant type are displayed if any.

Add a payment date:

❑ Click **+Add** to add a row.

Cut Off Date	Type the grant cut-off date in the MM-DD-YYYY format. Or, select a date from the calendar.
Payment Date	Type the grant payment date in the MM-DD-YYYY format. Or, select a date from the calendar.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.