



## Payment Dates - GRT2120



# Table of Contents

<b>Payment Dates - GRT2120</b> .....	<b>i</b>
<b>Payment Dates</b> .....	<b>1</b>




# Payment Dates

## Grants and Projects > Tables > SSA Grants > Payment Dates

This tab allows Fiscal Agents to maintain a list of cut-off dates and expected payment dates per grant type for each member.

### Modify a record:

Field	Description
<b>Grant Type</b>	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. Only active grant types are displayed.  Click <b>Cancel</b> to close the lookup without selecting a grant type.


Click **Retrieve**. The payment dates record for the grant type is displayed.

Click **+Add** to add a row.

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

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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 <b>Save</b> .