


# Payment Dates - GRT2120

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# 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 |
|---|---|
| **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. Only active grant types are displayed.<br><br>Click **Cancel** to close the lookup without selecting a grant type. |

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

| | |
|---|---|
| **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.<br><br>Click **Save**. |