



## Payment Dates - GRT2120



# Table of Contents

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




# Payment Dates - GRT2120

## 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 for each grant type per member. This tab is optional.

### Retrieve 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 <a href="#">Grant Types lookup</a> 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.

|                     |  |
|---------------------|--|
| <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.<br><br>Click <b>Save</b> .            |