



## 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
<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.  Click <b>Save</b> .



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