

Payment Dates - GRT2120

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This tab allows Fiscal Agents to maintain a list of grant types and descriptions, which can be used to facilitate the appropriate workflows and member notifications for each grant type.

Grants types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

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. Click **Cancel** to close the lookup without selecting a grant type.

❑ Click **Retrieve**.

❑ 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.
Print	Click to print the report. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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