



Payment Dates - GRT2120

Table of Contents


Payment Dates 1

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


Click **Retrieve**. A list of cut-off dates and payment dates for the grant type is displayed.

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.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .



Back Cover