



Payment Dates - GRT2120

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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.

Retrieve 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. |

Click **Retrieve**. The payment dates for the grant type are displayed if any.


Add a payment date:

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 . |



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