

Copy Payment Dates - GRT8030

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Grants and Projects > Utilities > Copy Payment Dates

This utility is used to copy payments dates from one grant to one or more other grants.

Copy payment dates:

❑ Under **Copy Pay Dates from Grant Type**, retrieve a grant type from which you want to copy pay dates:

Field	Description
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types.

❑ Click **Retrieve**. The selected grant type is displayed with the **Cut Off Date** and **Payment Date** for the grant.

❑ Under **Copy Pay Dates to Grant Type**, select the grant type(s) to which you want to copy pay dates.

If the selected grant type already has existing calendar, data will be overwritten.

- Select All to select all check boxes
- Select individual check boxes

❑ Click **Execute**.