

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 type to another. Payment information can be copied to multiple grant types.

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 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 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. Only active grant types are displayed.

- Select the **Select All** check box to select all grant type check boxes.
- Select the individual check box for the grant type(s) to which you want to copy data.

❑ Click **Execute**. A message is displayed prompting you to continue the process.

- Click **Yes** to execute the process. Any existing data will be overwritten.
- Click **No** to cancel the process.

Use the Grants and Projects > Tables > SSA Grants > Payment Dates tab to verify the changes.