

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 from one grant type to multiple grant types.

Copy payment dates:

❑ Under **Copy Pay Dates from Grant Type**, retrieve a grant type from which you want to copy payment 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 a list of cut-off dates and payment dates 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.


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