

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.

Select one Grant type from drop down list and copy to one or multiple selected grant types listed. If selected grant type already has existing calendar, data will be overwritten.

Click **Save**.

**NOTE:

Other functions and features:

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


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