


# 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.

- Click the **Select All** check box to select all grant type check boxes. Otherwise, select the individual check box for the grant type(s) to which you want to copy data.
- If the selected grant type already has existing calendar, data will be overwritten.

❑ Click **Execute**.


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