EFS Central Training
Job Aid

Start Date/End Date Synchronization

There are several locations in various modules where the start and end dates must be in sync. Modification of the dates in any one of these locations requires an update in the remaining locations.

The Start Date and End Date locations are:

**Awards**
Grants > Awards > Award Profile, click on Award Modifications hyperlink, change end date, click on period icon (by comment hyperlink), change dates on applicable billing plan mod type or add a modification type
Grants > Awards > Award Profile – Award Tab
Grants > Awards > Award Profile – Funding Tab, project detail section (click view all and change all children)

**Projects—Do the following steps for primary and for each contract line related projects, where applicable**
Grants > Awards > Project, General Information page – General Information tab
Grants > Awards > Project, Project Activities hyperlink, click return to Project General,
Click on Project Team hyperlink, Team Detail tab

**Contracts**
Customer Contracts > Create and Amend > General Information, lines tab

**Commitment Control—Do the following steps for primary and for each contract line related projects, where applicable**
Commitment Control > Define Control Budgets > Budget Definitions, ledger group KK_Parent, search, click on control chartfield hyperlink, click find, type project #, click on Correct History button, change end date to 90 days after project end date (because departments can hit sponsored projects until 90 days after an award ends)
Commitment Control > Define Control Budgets > Budget Definitions, ledger group KK_Child, search, click on control chartfield hyperlink, click find, type project #, click on Correct History button, change end date to 90 days after project end date (because departments can hit sponsored projects until 90 days after an award ends)