

03 Copy Details For New Month - Overview

COPY DETAILS FOR NEW MONTH copies case information from one month to the next.

Use the Copy Details function to create the next month when all information for the application month is keyed and benefits are authorized.

When a program does not copy, see [COPY DETAIL Edits](#).

NOTE The month being copied into may already be set for one program. Participants may be different than the month being copied from. The COPY DETAILS function merges participants and Participation Codes.

When the COPY DETAILS function is used, the benefits must be authorized. Auto-authorization occurs only after benefits are authorized through the current system month.

WARNING

Copy Details ONLY copies ALL keyed information when ALL open programs are in the same current month. Copy Details DOES NOT copy information into a month that already exists.

When all programs are NOT in the same current month, and future month's benefits have NOT paid or transmitted to AHCCCS, delete the future months. Key the information in the current month or in the month the program is added and authorize. Copy details and authorize through the current system month.

When future month's benefits HAVE paid or transmitted to AHCCCS, the month CANNOT be deleted. Key all current information for EACH month.