



## Copy Level - BUD6600



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# Copy Level - BUD6600

**Budget > Utilities > Budget Level Processing > Copy Level**

## Copy simulation data from one budget level to another:

Under **From Level**:

| Field              | Description   |
|--------------------|---|
| <b>Requested</b>   | Select to copy the <b>Requested</b> column level. If selected, the data replaces the data in the selected <b>To Level</b> .   |
| <b>Recommended</b> | Select to copy the <b>Recommended</b> column level. If selected, the data replaces the data in the selected <b>To Level</b> . |
| <b>Approved</b>    | Select to copy the <b>Approved</b> column level. If selected, the data replaces the data in the selected <b>To Level</b> .    |

Under **To Level**:

|                    |   |
|--------------------|---|
| <b>Requested</b>   | Select to indicate that the data in the selected <b>From Level</b> column will replace the data in this column. |
| <b>Recommended</b> | Select to indicate that the data in the selected <b>From Level</b> column will replace the data in this column. |
| <b>Approved</b>    | Select to indicate that the data in the selected <b>From Level</b> column will replace the data in this column. |

**Note:** You cannot copy the same **From Level** column to the same **To Level** column.

Click **Execute** to copy the selected **From Level** simulations to the selected **To Level**. A Copy Level report is displayed. [Review the report.](#)

Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Budget Level Processing Copy Level tab.