



## Copy Level - BUD6600



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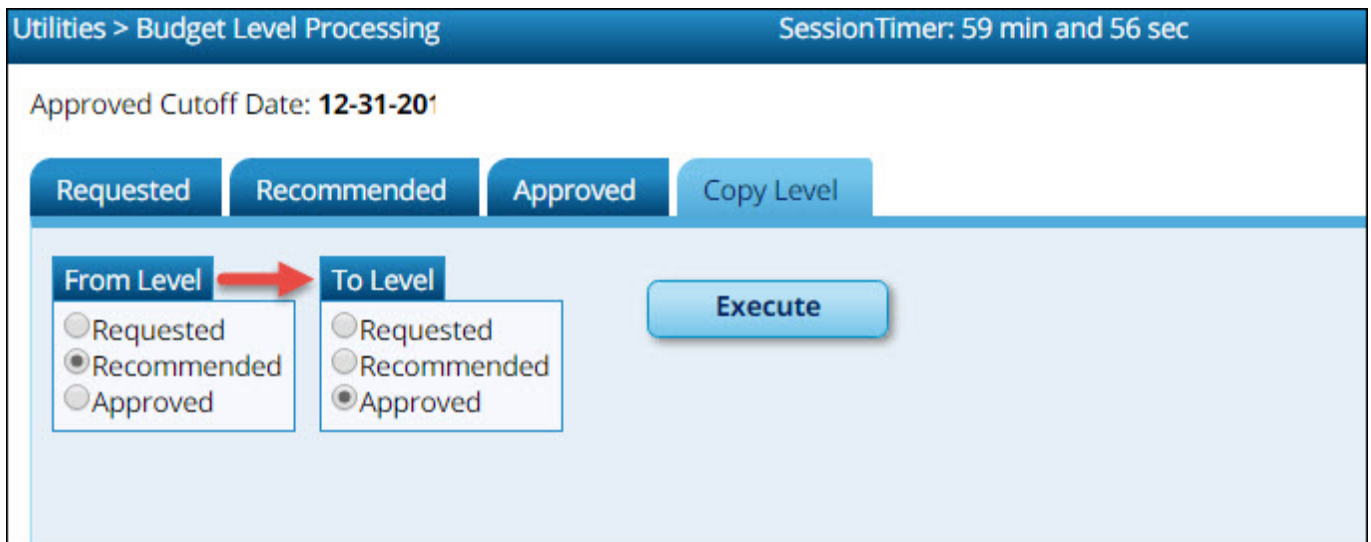


# Copy Level - BUD6600

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

This tab is used to copy amounts from one budget level to another budget level. All amounts currently in the **From Level** are copied to the **To Level**. This feature enables the user to view and process from different levels. The cutoff date validates against the To level; it does not validate against the From level. The ability to perform this function is not dependent on being authorized to access to the Requested, Recommended, and Approved tabs.

Image



## 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.

|                |   |
|----------------|---|
| <b>Execute</b> | <p>Click to copy the selected <b>From Level</b> simulations to the selected <b>To Level</b>. A Copy Level report is displayed. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/> Click  to go back one page.<br/> Click  to go forward one page.<br/> Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/> Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/> Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <b>Process</b> | <p><a href="#">Click to complete the transfer of the selected simulation.</a><br/> A message is displayed prompting you to perform a <a href="#">backup</a>.</p>  |
| <b>Cancel</b>  | Click to return to the Budget Level Processing Copy Level tab.  |