



## 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.

<b>Execute</b>	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> .
<b>Review the report using the following buttons:</b>	
Click  to go to the first page of the report.	
Click  to go back one page.	
Click  to go forward one page.	
Click  to go to the last page of the report.	
<b>The report can be viewed and saved in various file formats.</b>	
Click  to save and print the report in PDF format.	
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.	
Click  to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.	

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<b>Process</b>	<a href="#">Click to complete the transfer of the selected simulation.</a> A message is displayed prompting you to perform a <a href="#">backup</a> .
<b>Cancel</b>	Click to return to the Budget Level Processing Copy Level tab.