



## Copy level - Budget level processing



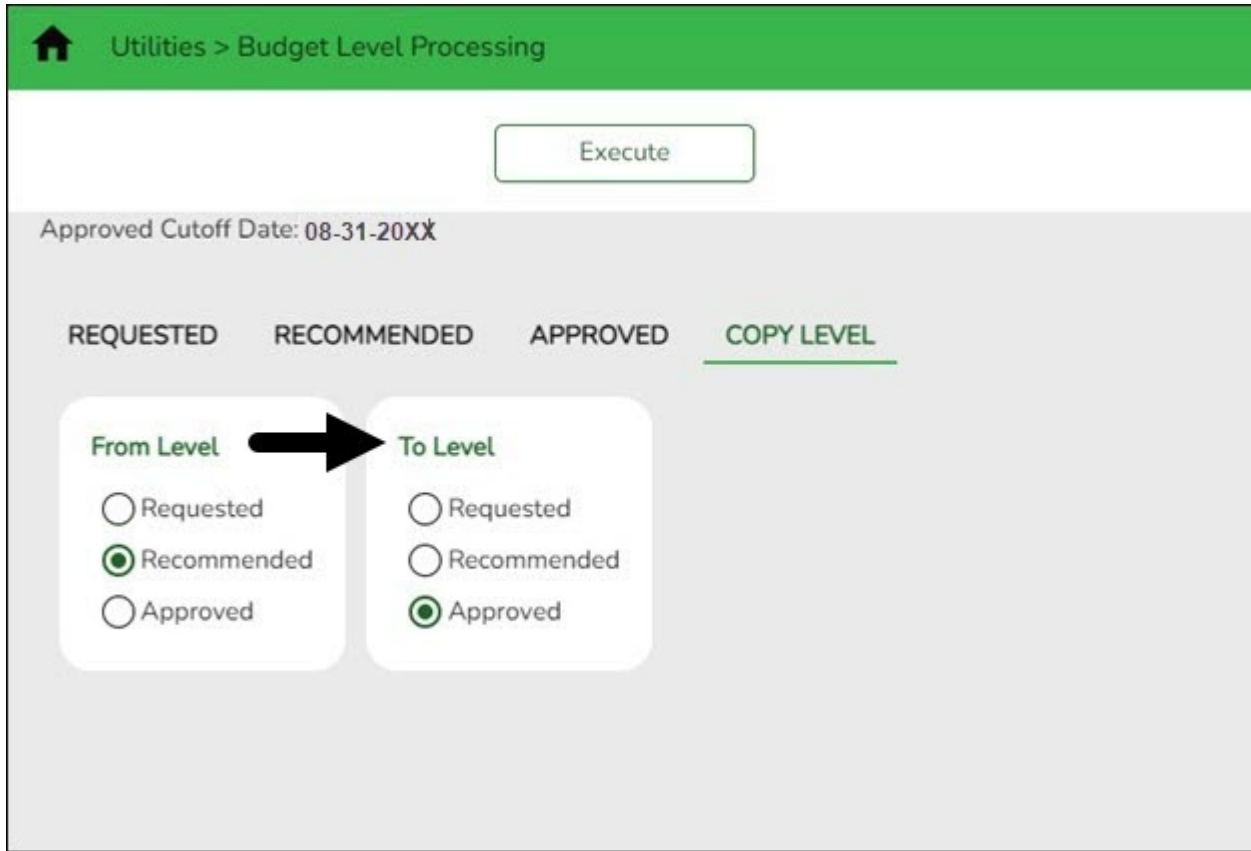
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Budget > Utilities > Budget Level Processing > Copy Level

After the Budget is approved, the **Next Year Approved** column must be populated before the accounts and amounts can be moved to Finance.



**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 process the transfer of the selected simulation. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel the process.