



Post the simulation

Table of Contents

Post the simulation i

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Budget > Utilities > Budget Level Processing

Post the simulation in the tab of your choice.



CAUTION: You can repeat this step multiple times; however, be aware that each time a simulation is processed, it overwrites the existing data.

Notes:

- Simulations are based on the user profile of the logged-on user.
- Simulations will not update locked accounts.

Use one of the following tabs to complete this step:

- [Budget > Utilities > Budget Level Processing > Requested](#)
- [Budget > Utilities > Budget Level Processing > Recommended](#)
- [Budget > Utilities > Budget Level Processing > Approved](#)

Execute

Recommended Cutoff Date: 06-13-2026

REQUESTED RECOMMENDED APPROVED COPY LEVEL

Select	Simulation Name	Simulation Description	Base Column	Round	User ID
<input checked="" type="checkbox"/>	6X +200	ADD 200 TO ALL 6XXX	This Yr Amend Budget	Y	
<input type="checkbox"/>	CLRPYR	CLEAR PAYROLL AMOUNTS	Next Yr Recommend	Y	
<input type="checkbox"/>	CLRPYRL	CLEAN RECOMMENDED PAYROLL	Next Yr Recommend	Y	
<input type="checkbox"/>	COPYBUD	COPY AMENDED BUDGET	This Yr Amend Budget	Y	

Seq Nbr	Account Code	Operator	Percent / Amount
001	XXX-XX-6XXX.XX-XXX-X-XX-X-XX	Add	200.00

Process
Cancel

Budget Level Processing
ISD

Page: 1 of 48
File ID: N

Account Code	Next Yr Recommend	This Yr Amend Budget	New Amount
199-11-6112.00-001-711000	.00	90,000.00	90,200.00
199-11-6112.00-001-724000	.00	3,000.00	3,200.00
199-11-6112.00-041-711000	.00	60,000.00	60,200.00
199-11-6112.00-041-724000	.00	.00	200.00
199-11-6112.00-101-711000	.00	55,000.00	55,200.00
199-11-6112.00-101-711001	.00	1,500.00	1,700.00
199-11-6112.00-101-724000	.00	.00	200.00
199-11-6112.00-102-711000	.00	55,000.00	55,200.00
199-11-6112.00-103-711000	.00	20,000.00	20,200.00
199-11-6112.71-001-722000	.00	15,000.00	15,200.00