



**copyrecommendedtoapproved**



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## Finance &gt; Utilities &gt; Budget Level Processing &gt; Copy Level

Utilities > Budget Level Processing

Execute

File ID: N

Approved Cutoff Date: 08-31-2025

REQUESTED RECOMMENDED APPROVED COPY LEVEL

**From Level**

Requested

Recommended

Approved

**To Level**

Requested

Recommended

Approved

Complete the following to copy Budget from the Recommended level to the Approved level.

- Under **From Level**, select **Recommended**.
- Under **To Level**, select **Approved**.
- Click **Execute**. The Copy Level from Recommended to Approved report is displayed.
- Click **Process**. A message is displayed indicating that the copy level process completed successfully.