

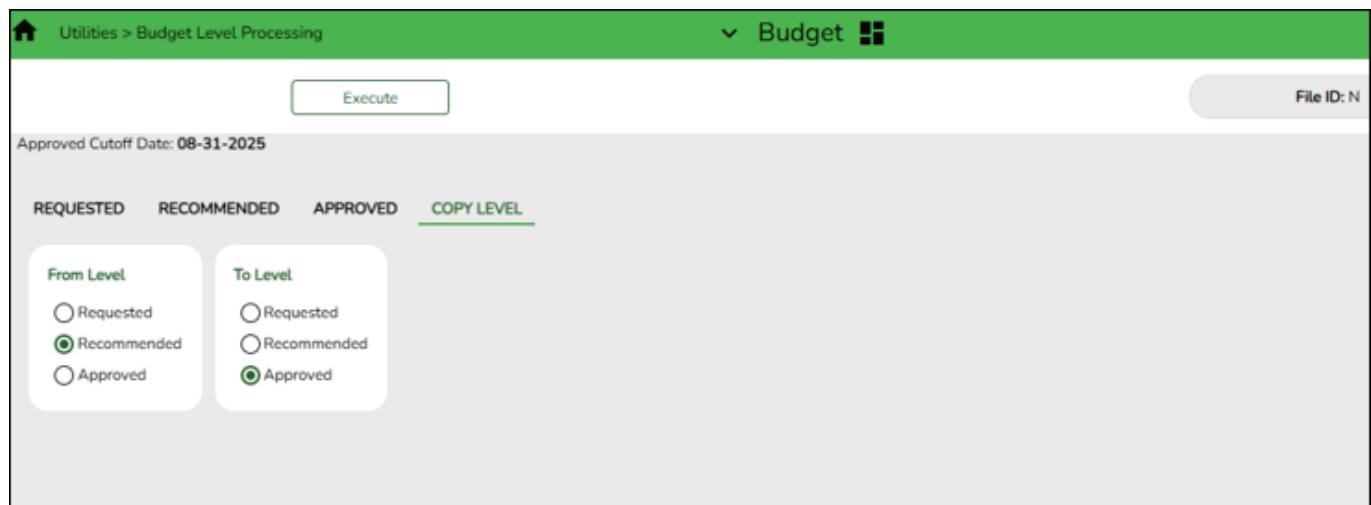


copyrecommendedtoapproved

Table of Contents

copyrecommendedtoapproved	i
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Finance > Utilities > Budget Level Processing > Copy Level



The screenshot shows a software interface for budget processing. At the top, there's a navigation bar with a house icon, 'Utilities > Budget Level Processing', and a dropdown menu 'Budget' with a grid icon. Below the navigation is a toolbar with a 'File ID: N' button and an 'Execute' button. A message 'Approved Cutoff Date: 08-31-2025' is displayed. The main area has tabs: 'REQUESTED', 'RECOMMENDED', 'APPROVED', and 'COPY LEVEL', with 'COPY LEVEL' being the active tab. Under 'From Level', 'Recommended' is selected. Under 'To Level', 'Approved' is selected. The interface is clean with a light gray background and white buttons.

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.