



**copyrecommendedtoapproved**



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

The screenshot shows a web application interface for 'Budget Level Processing'. At the top, there is a green header with a home icon, the text 'Utilities > Budget Level Processing', a dropdown menu set to 'Budget', and a 'File ID: N' field. Below the header is a white bar with an 'Execute' button. The main content area has a grey background and displays 'Approved Cutoff Date: 08-31-2025'. There are four tabs: 'REQUESTED', 'RECOMMENDED', 'APPROVED', and 'COPY LEVEL' (which is underlined). Below the tabs are two white rounded rectangles. The first is labeled 'From Level' and contains three radio buttons: 'Requested' (unselected), 'Recommended' (selected), and 'Approved' (unselected). The second is labeled 'To Level' and contains three radio buttons: 'Requested' (unselected), 'Recommended' (unselected), and 'Approved' (selected).

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.