



copyrecommendedtoapproved

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Finance > Utilities > Budget Level Processing > Copy Level

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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.