



**copyrecommendedtoapproved**



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[Finance > Utilities > Budget Level Processing > Copy Level](#)

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.