



copyrecommendedtoapproved

Table of Contents

copyrecommendedtoapproved i

[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.