



## Copy Level - BUD6600



# Table of Contents

**Copy Level- BUD6600** ..... 1



# Copy Level- BUD6600

## Budget > Utilities > Budget Level Processing > Copy Level







This tab is used to copy amounts from one budget level to another budget level. All amounts currently in the **From Level** are copied to the **To Level**. This feature enables the user to view and process from different levels. The cutoff date validates against the To level; it does not validate against the From level. The ability to perform this function is not dependent on being authorized to access to the Requested, Recommended, and Approved tabs.

### Copy simulation data from one budget level to another:

Select the **From Level** budget column to copy (e.g., Recommended level). The data in the selected **From Level** replaces the data in the selected **To Level**.

Select **To Level** budget column to which the amounts are being copied (e.g., Approved level). The current data in the selected **To Level** replaces the new data in the selected **From Level**.

**Note:** Users cannot copy a level in the From Level list to the same position in the To Level list.

|                |   |  |
|----------------|---|--|
| <b>Execute</b> | <p>Click to copy the selected <b>From Level</b> simulations to the selected <b>To Level</b>. A Copy Level report is displayed.</p>          | <p><a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>                 Click  to go back one page.<br/>                 Click  to go forward one page.<br/>                 Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>                 Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/>                 Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p> |
| <b>Process</b> | <p>Click to complete the transfer of the selected simulation. A message is displayed prompting you to perform a <a href="#">backup</a>.</p> |  |
| <b>Cancel</b>  | <p>Click to return to the Budget Level Processing &gt; Copy Level tab.</p>  |  |



## Back Cover