

Copy Level - BUD6600

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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.

Execute	Click to copy the selected **From Level** simulations to the selected **To Level**. A Copy Level report is displayed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to complete the transfer of the selected simulation. A message is displayed prompting you to perform a backup.
Cancel	Click to return to the Budget Level Processing > Copy Level tab.


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