


# 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:

Under **From Level**:

| Field | Description |
|---|---|
| **Requested** | Select to copy the **Requested** column level. If selected, the data replaces the data in the selected **To Level**. |
| **Recommended** | Select to copy the **Recommended** column level. If selected, the data replaces the data in the selected **To Level**. |
| **Approved** | Select to copy the **Approved** column level. If selected, the data replaces the data in the selected **To Level**. |

Under **To Level**:

| | |
|---|---|
| **Requested** | Select to indicate that the data in the selected **From Level** column will replace the data in this column. |
| **Recommended** | Select to indicate that the data in the selected **From Level** column will replace the data in this column. |
| **Approved** | Select to indicate that the data in the selected **From Level** column will replace the data in this column. |

**Note**: You cannot copy the same **From Level** column to the same **To Level** column.

| | |
|---|---|
| **Execute** | Click to copy the selected **From Level** simulations to the selected **To Level**. A Copy Level report is displayed. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First 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 Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>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 **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.<br>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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