Copy Level - BUD6600

Table of Contents

Copy Level - BUD6600

Budget > Utilities > Budget Level Processing > Copy Level

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.
	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.

Back Cover