



Copy level - Budget level processing

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After the Budget is approved, the **Next Year Approved** column must be populated before the accounts and amounts can be moved to Finance.

Typically, budget level processing scenarios are specific to your LEA.

Use the following page to complete this step:

[Budget > Utilities > Budget Level Processing > Copy Level](#)

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.

Click **Execute** to copy the selected **From Level** simulations to the selected **To Level**. A Copy Level report is displayed. [Review the report](#).

Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Budget Level Processing Copy Level tab.



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