

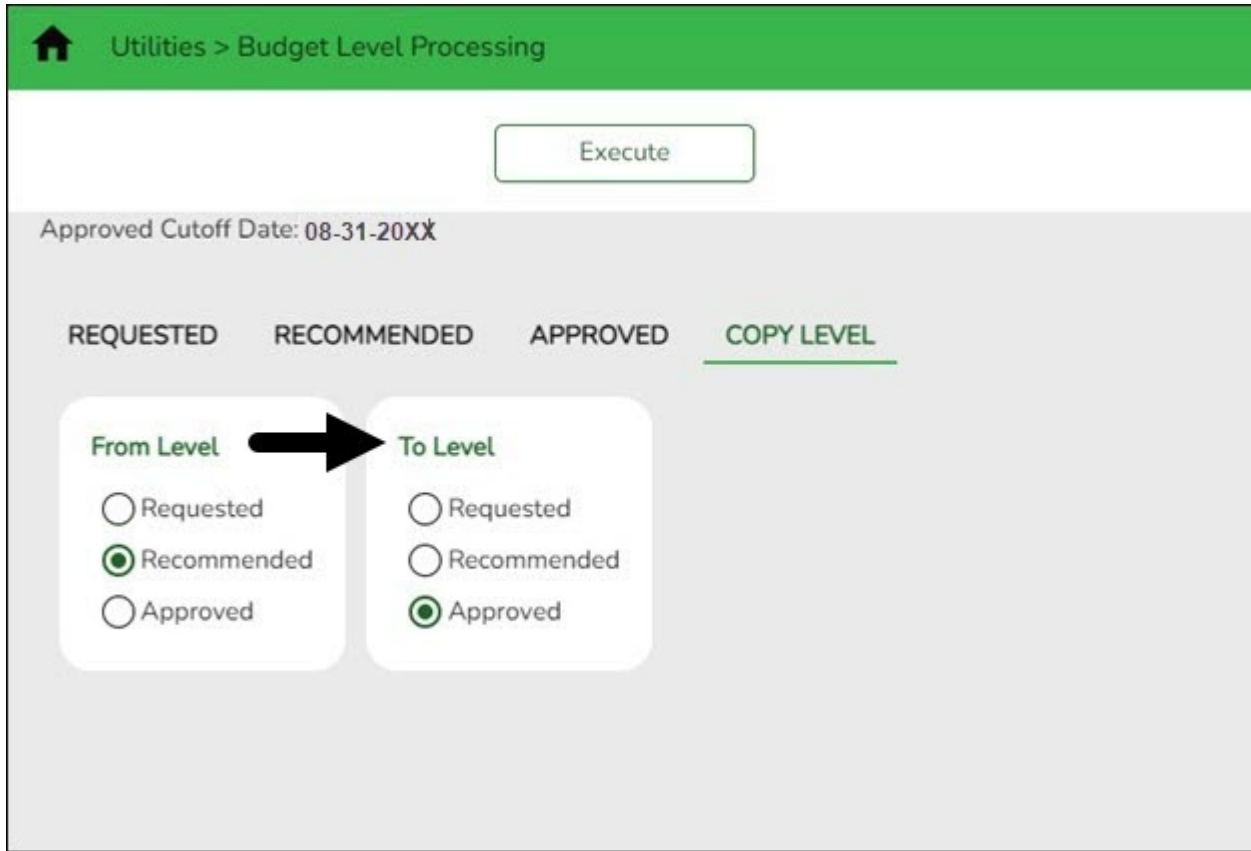


Copy level - Budget level processing

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Budget > Utilities > Budget Level Processing > Copy Level

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



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 process the transfer of the selected simulation. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel the process.



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