



## Post the simulation



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### Budget > Utilities > Budget Level Processing

Post the simulation in the tab of your choice.

**Caution:** You can repeat this step multiple times; however, each time a simulation is processed, it overwrites the existing data.

**Notes:**

- Simulations are based on the user profile of the logged-on user.
- Simulations will not update locked accounts.

Use one of the following tabs to complete this step:

- [Budget > Utilities > Budget Level Processing > Requested](#)
- [Budget > Utilities > Budget Level Processing > Recommended](#)
- [Budget > Utilities > Budget Level Processing > Approved](#)

The screenshot shows the 'Budget Level Processing' interface. At the top, there is a green header with a home icon, the breadcrumb 'Utilities > Budget Level Processing', and a 'Budget' dropdown menu. Below the header is an 'Execute' button. A message states 'Recommended Cutoff Date: 06-13-2026'. There are three tabs: 'REQUESTED', 'RECOMMENDED' (which is selected and highlighted with a black border), and 'APPROVED'. To the right of these tabs is a 'COPY LEVEL' button. The main area contains a table with the following data:

Select	Simulation Name	Simulation Description	Base Column	Round	User ID
<input checked="" type="checkbox"/>	6X +200	ADD 200 TO ALL 6XXX	This Yr Amend Budget	Y	
<input type="checkbox"/>	CLRPYR	CLEAR PAYROLL AMOUNTS	Next Yr Recommend	Y	
<input type="checkbox"/>	CLRPYRL	CLEAN RECOMMENDED PAYROLL	Next Yr Recommend	Y	
<input type="checkbox"/>	COPYBUD	COPY AMENDED BUDGET	This Yr Amend Budget	Y	

Below the table is a summary row with the following data:

Seq Nbr	Account Code	Operator	Percent / Amount
001	XXX-XX-6XXX.XX-XXX-X-XX-X-XX	Add	200.00





First ◀ ▶ Last

Date Run:  
Cnty Dist:

Budget Level Processing  
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<u>Account Code</u>	<u>Next Yr Recommend</u>	<u>This Yr Amend Budget</u>	<u>New Amount</u>
199-11-6112.00-001-711000	.00	90,000.00	90,200.00
199-11-6112.00-001-724000	.00	3,000.00	3,200.00
199-11-6112.00-041-711000	.00	60,000.00	60,200.00
199-11-6112.00-041-724000	.00	.00	200.00
199-11-6112.00-101-711000	.00	55,000.00	55,200.00
199-11-6112.00-101-711001	.00	1,500.00	1,700.00
199-11-6112.00-101-724000	.00	.00	200.00
199-11-6112.00-102-711000	.00	55,000.00	55,200.00
199-11-6112.00-103-711000	.00	20,000.00	20,200.00
199-11-6112.71-001-722000	.00	15,000.00	15,200.00



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