



copyrecommendedtoapproved

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Finance > Utilities > Budget Level Processing > Copy Level

The screenshot shows a software interface for budget processing. At the top, there's a navigation bar with a house icon, 'Utilities > Budget Level Processing', and a dropdown menu 'Budget' with a grid icon. Below the navigation is a toolbar with a 'File ID: N' button and an 'Execute' button. A message 'Approved Cutoff Date: 08-31-2025' is displayed. The main area has tabs: 'REQUESTED', 'RECOMMENDED', 'APPROVED', and 'COPY LEVEL', with 'COPY LEVEL' underlined. Under 'From Level', 'Recommended' is selected. Under 'To Level', 'Approved' is selected. The 'Execute' button is visible at the bottom of the main area.

Complete the following to copy Budget from the Recommended level to the Approved level.

- Under **From Level**, select **Recommended**.
- Under **To Level**, select **Approved**.
- Click **Execute**. The Copy Level from Recommended to Approved report is displayed.
- Click **Process**. A message is displayed indicating that the copy level process completed successfully.



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