



**copyrecommendedtoapproved**



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## Finance &gt; Utilities &gt; Budget Level Processing &gt; Copy Level

The screenshot shows a web application interface for 'Budget Level Processing'. At the top, there is a green header bar with a home icon, the text 'Utilities > Budget Level Processing', a dropdown menu set to 'Budget', and a 'File ID: N' field. Below the header, there is an 'Execute' button. The main content area has a grey background and displays 'Approved Cutoff Date: 08-31-2025'. There are four tabs: 'REQUESTED', 'RECOMMENDED', 'APPROVED', and 'COPY LEVEL', with 'COPY LEVEL' being the active tab. Under the 'COPY LEVEL' tab, there are two sections: 'From Level' and 'To Level'. Each section has three radio button options: 'Requested', 'Recommended', and 'Approved'. In the 'From Level' section, 'Recommended' is selected. In the 'To Level' section, 'Approved' is selected.

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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