

copyrecommendedtoapproved

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Finance > Utilities > Budget Level Processing > Copy Level

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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